



*"Providing leadership and promoting excellence for the benefit of our industry."*

# COVID-19 Safety Plan

June 2020

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## SICA COVID-19 Safety Plan

### Introduction

Since 1969 the Southern Interior Construction Association (SICA) in partnership with our members has championed a collective voice, the SICA voice. This voice believes in fairness, transparency, and open communication in the construction industry. We are industry leaders who embrace a challenge and believe in promoting excellence in everything we do. Together our voice is facing perhaps the greatest challenge of our 50-year history, the COVID-19 Pandemic.

SICA has only the highest of expectations regarding your health, safety, and well-being. To prevent the spread of COVID-19 our goal is to achieve an illness-free environment for our staff, members, students, and general public. As the COVID-19 Pandemic is a dynamic and ever-changing situation we need your commitment to take an active role to ensure our Safety Plan is effective. As everyone at SICA works closely together, we should not only know the guidelines and protocols but understand the importance of our individual actions and how they can affect the well-being of others.

Please join SICA's commitment to illness-prevention and together our voice will meet the challenge of the COVID-19 pandemic head-on.

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### Overview:

The purpose of this Policy is to provide practical advice, guidelines and best practices to ensure safe operations for employees, workers and students in accordance with the orders of the Provincial Health Officer prior to resuming operations following work interruptions due to COVID-19.

Adherence to this policy, information, and protocols set out in this document are mandatory by all SICA administrators, employees, contract instructors, and students.

*This safety plan will be available upon request.*



## **(1) Risk Assessment**

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer, are more likely to develop severe cases which can lead to death.

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face. The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

### **SICA Office**

SICA's Offices have been identified as low-risk locations due to the opportunity to physically distance, ability to work remotely and the ability to limit visitors to the office.

Surfaces that people often touch such as writing instruments, remote controls, doorknobs, reception counters and light switches will also be deemed high-risk.

### **Training Centre**

SICA's Training Center and Remote Classrooms have both been identified as high-risk locations due to the close physical proximity of students and instructors and through contaminated surfaces.

Adjacent areas of the classrooms have also been recognized as high-risk. These areas may include places where people gather such as the entrance, break rooms, offices, kitchens, washrooms, and outside break locations including smoking areas.

If the classroom course content includes equipment or items that students share during the learning process this would pose a high-risk for contamination. Shared equipment or items could include machinery to be operated such as Elevated Work Platforms (EWPs) or fall protection harnesses that must be donned for practical examinations.

Surfaces that people often touch such as writing instruments, remote controls, doorknobs, work surfaces, and light switches will also be deemed high-risk.

## **(2) Protocols to Reduce the Risks**

Protocols and safeguards have been established to minimize the risks of person-to-person transmission. When selecting a safeguard or a combination of safeguards, always start at the

top of the hierarchy shown below to control the hazards. A less effective safeguard is chosen only when more effective solutions are impracticable ensuring the risks are always continuously being monitored to provide the best level of protection.

*The hierarchy of controls:*

- 1. Elimination or Substitution:**  
Has the employer fully considered eliminating or postponing work tasks that may create a risk of exposure to COVID-19? Are there opportunities to work from home or can work processes be changed to eliminate or reduce contact with others?
- 2. Engineering Controls:**  
Are engineering controls, such as physical barriers, practicable?
- 3. Administrative Controls:**  
Has the employer fully considered how work practices can be altered to minimize exposure, such as physical distancing or enhanced cleaning protocols?
- 4. Personal Protective Equipment (PPE):**  
This last form of protection should only be considered after careful consideration of the previous control measures. The use of gloves and face masks may be considered where none of the above controls are possible/effective. If gloves and masks are used, proper usage guidelines should be followed.

Wherever possible, SICA will use the safeguard that offers the highest level of protection. Consideration of controls from additional levels will be given if the first level is not practicable or does not completely control the risk. It is likely there will be a need to incorporate controls from various levels to address the risk of transmission.

### **Elimination or Substitution:**

Public Health has advised that physical distancing is important in reducing transmission. SICA will limit the number of participants in a classroom to ensure at least a 2-meter separation wherever possible. Participant limitations will be dependent on the size of the facility with considerations to access and egress. The maximum allowable number of participants at any time will be set at fifteen (15). The total number of classroom participants will be limited to the maximum of 15 pre-registered Students plus one Instructor and one Administrator if required.

To reduce the number of students in a classroom SICA has developed Virtual Instructor Led Training (VILT) courses. VILT offers the student the option of a fully instructor led training course that meets industry guidelines while remaining at a remote location in isolation. SICA will recommend VILT as the first choice to provide students industry training.

If VILT is not practical, then SICA will offer our in-class training at the Training Center and/or Remote Classrooms. Training Center classroom occupancy limits will be posted.

### **Training Center Classroom Limits with Safety Barriers/Partitions:**

- **Classroom One:** 12 Students plus 1 Instructor plus 1 Administrator (*if required*)
- **Classroom Two (Lab):** 12 Students plus 1 Instructor plus 1 Administrator (*if required*)
- **Classroom Entrance:** 1 Administrator or Instructor and 1 Student

An Administrator or an Instructor will greet the Students at the Training Center front door entrance to complete the check-in process. Student's access to the entrance will be staggered to maintain the physical distancing requirement of at least 2 meters. The maximum allowable capacity at the entrance location of the Training Center will always be limited to one Administrator or Instructor and one Student.

### Office Limits

- SICA will limit the number of visitors to the office to ensure at least a 2-meter separation wherever possible. Visitor limitations will be dependent on the size of the facility, with consideration to access and egress.
- **Reception:** 1 visitor in the reception area of the office at one time
- **Kelowna Boardroom:** 6 people

SICA will require that all visitors to the office make an appointment, so that occupancy limits can be respected.

### Remote Classroom Limits:

Remote Classrooms will be evaluated on size (square meters), spacing of student's desks, access and egress, and adjacent areas such as break rooms, offices, and washrooms prior to the date of training. The maximum allowable number of Student participants at any time will be set at fifteen (15). The total number of classroom participants will be limited to the maximum of 15 pre-registered Students plus one Instructor, and one Administrator if required.

To reach the maximum number of student participants a Remote Classroom must have a minimum size of 100 square meters (80 square meters for desk placement and 20 square meters for access and egress).

- **Remote Classroom Entrance:** 1 Administrator or Instructor and 1 Student

If the entrance at a Remote Classroom will not permit the physical distancing requirement of at least 2 meters, SICA will designate an "area" for the check-in procedure of Students. The "area" will be clearly marked by barriers, tables, or other means to prevent Students from bypassing the check-in process.

### Engineering Controls:

SICA will install barriers and (or) partitions if there are locations identified where Students cannot be kept physically separated from other Students, the Instructor, or the Administrator. Locations may include front office desks, break rooms, student desks, or workstations. Barrier cleaning will become part of cleaning protocols.

SICA will install barriers in the reception area of the office where visitors and staff cannot be kept physically separated. Barrier cleaning will become part of cleaning protocols.

### **Administrative Controls:**

SICA has identified protocols for how Employees, Administrators, Instructors, Visitors and Students should conduct themselves in the classroom and office.

SICA will clearly communicate these protocols to all involved parties through a combination of training and signage.

Students will be informed of their protocols through a three-step process. First, a course confirmation will be sent at the time of registration to explain the new COVID-19 Student protocols. This will include a mandatory BC COVID-19 Self-Assessment Questionnaire to be completed online prior to entering the building. Secondly, protocols on how to conduct themselves during the course will be outlined at the beginning of the day by the Instructor and or Administrator. Lastly, signage will be posted in the classroom reinforcing measures such as physical distancing, hand washing, and correct mask donning.

Office visitors will be informed of the protocols through a three-step process. First, visitors to the office will be required to make an appointment online. This will include a mandatory BC COVID-19 Self-Assessment Questionnaire to be completed online prior to entering the building. Secondly, protocols on how to conduct themselves during the visit will be outlined in the confirmation email the visitor receives. Lastly, signage will be posted in the SICA offices reinforcing measures such as physical distancing, hand washing, and correct mask donning.

### **ADMINISTRATOR AND INSTRUCTOR PROTOCOLS:**

#### **Arrival to Training Center**

- Complete a SICA BC COVID-19 Self-Assessment Questionnaire *online* prior to entry. A paper copy is available upon request.
- Sanitize hands upon entry.
- Ensure cleaning and sanitation procedures are completed prior to the student's arrival including washroom, break areas, training equipment, and desks including personal workstations.
- Ensure hand sanitizer stations, soap dispensers, and paper towel dispensers are full.
- Ensure the PPE storage container is supplied.
- Ensure the Cleaning and Disinfecting storage container is supplied.
- Ensure students are positioned for 2-meter separation.
- Student manual, notepad, and COVID-19 Student Protocol handout placed on desk.
- Ensure all signage is posted in classroom and at the entrance.

- Prepare kitchen area for breaks and lunch if applicable.

### **Student Arrival**

- Conduct the check-in procedure ensuring completion of the SICA BC COVID-19 Self-Assessment questionnaire.
- Students will be asked to arrive no earlier than 15 minutes prior to the start of class
- Students will be staggered at the entrance to maintain the physical distancing requirement of at least 2 meters. The maximum allowable capacity at the entrance location of the Training Center or Remote Classroom “area” is one Administrator or Instructor and one Student.
- An Administrator or an Instructor will greet the Students at the Training Center door (or “area” if a Remote Classroom) and ask Students to sanitize their hands.
- Once the Administrator or Instructor completes the check-in procedure the Student will be asked to continue into the classroom where they will be seated.
- Signage will be posted at the entrance (or “area”) indicating that Students, Administrators, or Instructors exhibiting COVID-19-like symptoms are not allowed to enter the classroom.

### **During the Day**

- Monitor and maintain physical distancing requirements.
- Monitor the availability of anti-bacterial soap and/or hand sanitizer in the classroom.
- Monitor personal and student health and any changes.
- Clean and disinfect frequently touched objects and surfaces as outlined in the Cleaning and Disinfecting Protocols.
- Monitor Student usage of training equipment or items and prevent sharing whenever possible. Ensure students wash or sanitize their hands before and after handling training equipment. Gloves will be required during the Elevated Work Platform (EWP) practical examination. Students will be asked to bring gloves along with their PPE for the EWP training. Gloves will also be made available upon request.
- Report any deficiencies immediately to the Director of Education. This may include sickness, injury, or insufficient supplies.

### **End of Day**

- Ensure that all personal belongings of the Students including manuals, stationary, and clothing, have been removed from training center.
- Clean and disinfect frequently touched objects and surfaces as outlined in the Cleaning and Disinfecting Protocols.

### **STUDENT PROTOCOLS:**



## Arrival to Training Center

- Complete a SICA BC COVID-19 Self-Assessment Questionnaire *online* prior to arrival. A paper copy is available upon request.
- Arrive no earlier than 15 minutes before start of class.
- Follow check-in procedure with Administrator or Instructor.
- Sanitize hands upon entry.

## During the Day

- Maintain physical distancing practices, no less than 2 meters apart. This includes during class, breaks (*inside and outside of the classroom*), and moving throughout the classroom.
- If physical distancing cannot be maintained the student must wear a medical mask.
- Do not share pens, calculators, stationary or personal items.
- Wash and sanitize hands as much as possible during the day especially before and after using the washroom facilities, handling training equipment, eating, drinking, or using doors.
- Wash hands for 20 seconds before and after handling training equipment; prevent sharing whenever possible. Students will be required to provide their Personal Protective Equipment (**PPE**): Safety boots, Hi-Vis vest, Hard hat, Safety glasses and Gloves for the Elevated Work Platform (EWP) practical examination.
- Avoid touching face and cover mouth and nose when coughing or sneezing.
- Monitor health status for symptoms and notify Instructor or Administrator should you become ill.
- Break times may be staggered if the class has more than six (6) people congregating at a time and/or where physical distancing measures cannot be maintained.
- Coffee and water will be made available however any outside travel mugs, cups, or drinking containers are to be sanitized before entering the building.
- The Student must comply with all protocols or he/she will be asked to leave.

## End of the Day

- Wash hands and dispose of any personal protective equipment properly in the provided waste bins prior to leaving the training center.
- Remove all course materials and personal belongings from training center.
- Confirm your health status is the same as when you arrived if asked by the Instructor or Administrator.



## **EMPLOYEE PROTOCOLS**

- Sanitize hands upon entry. Wash hand frequently throughout day.
- Ensure cleaning and sanitation procedures are completed including washroom, board room areas, and personal workstations.
- Ensure hand sanitizer stations, soap dispensers, and paper towel dispensers are full.
- Clean and disinfect frequently touched objects and surfaces as outlined in the Cleaning and Disinfecting Protocols.
- Report any deficiencies immediately to the Operations Manager. This may include sickness, injury, or insufficient supplies.

### **End of Day**

- Clean and disinfect frequently touched objects and surfaces as outlined in the Cleaning and Disinfecting Protocols.



## SICA BC COVID-19 Self-Assessment Questionnaire

This self-assessment tool, developed with the BC Ministry of Health, will help determine whether you may need further assessment for COVID-19 testing by a healthcare provider or at a local center. If you have any questions or concerns, please contact the Southern Interior Construction Association (SICA) for further assistance.

All participants must complete this form. The information contained within will be kept confidential for a period of 30-days and then destroyed.

### **PARTICIPANT CONTACT INFORMATION**

<b>Student Legal Name:</b>	
<b>Company Name:</b>	
<b>Cell Phone #:</b>	

### **SICA BC COVID-19 SELF-ASSESSMENT QUESTIONNAIRE**

**(MARK "YES" OR "NO" TO EACH QUESTION)**

Questions	Yes	No
1) Are you experiencing any of the following? Severe difficulty breathing, severe chest pain, having a very hard time waking up, feeling confused, losing consciousness.		
2) Are you experiencing any of the following? Mild to moderate shortness of breath, the inability to lay down because of difficulty breathing or chronic health conditions that you are having difficulty managing because of difficulty breathing.		
3) Are you experiencing cold, flu or COVID-19-like symptoms, <b>even mild ones?</b> Symptoms include: fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue or loss of appetite.		
4) Have you travelled to any countries outside Canada (including the United States) within the last 14 days? <b>Travel includes passing through an airport.</b>		
5) Do you <b>provide care</b> or have <b>close contact</b> with a person with confirmed COVID-19? Please Note: This means you would have been contacted by your health authority's public health team.		

**If you have answered "YES" to any of the questions above seek immediate medical attention. If you are uncertain and/or feel sick, stay home and contact your family doctor/nurse practitioner or call 8-1-1.**

**I acknowledge the above information to be true to the best of my knowledge.**

<b>Date:</b>	
<b>Signature:</b>	

### **Personal Protective Equipment (PPE):**

- Use of PPE
- Cleaning and Disinfecting

### **Mask Protocol**

When other control measures cannot be implemented the use of masks may be required. Due to the limitations of N-95 masks in protecting users from respiratory droplets, masks should generally only be worn in the case of emergency situations such as a first-aid response. If Students do not maintain physical distancing a non-medical mask may be provided for them to wear or they will be asked to leave.

N-95 masks will be made available in the classroom (both at the Training Center and Remote Classrooms) for emergency use only. Training on correct donning and usage will be provided and signs on correct usage will be posted.

SICA will maintain a supply of non-medical and N-95 masks in the PPE storage container.

Students, Administrators, and Instructors will be allowed to don masks if they so choose.

### **Glove Protocol**

Gloves will be required for the Students during the Elevated Work Platform (EWP) practical examination. Students will be asked to bring gloves as part of their PPE requirement.

Students, Administrators, and Instructors can wear gloves if they choose and SICA will maintain a supply of work and nitrile gloves in the PPE storage container.

### **Cleaning and Hygiene Protocols:**

SICA will reduce the risk of surface transmission through effective cleaning and hygiene practices in the classrooms. The Training Center has enough hand washing facilities for all students including a washroom, kitchen sink, and sanitizer stations. Hand washing and sanitizing stations are visible and easily accessed and will be recognized by corresponding signage.

Employees, Administrators, Instructors, Visitors and Students must wash and sanitize their hands regularly and SICA will communicate good hygiene practices to them. Frequent hand washing and good hygiene practices are essential to reduce the spread of the virus.

We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, training equipment, EWPs, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).

Individuals responsible for cleaning and disinfecting will follow the procedures and safe handling instructions outlined below. They will be provided with personal protective equipment if required.



Unnecessary items and equipment have been removed to simplify the cleaning process.

### **Cleaning and Disinfecting Process**

- Effective cleaning and disinfection involve a two-stage process.

### **Cleaning**

To disinfect a surface effectively, you must clean it first to remove surface dirt and debris. Any residue left on work surfaces and equipment may deactivate the disinfectant. Use soap or detergent as a cleaning agent.

### **Disinfection**

After cleaning, apply a disinfectant to the surface. You need to leave the disinfectant on for a specified contact time to neutralize any remaining organisms. Look for recommended contact times on product instructions.

#### Surfaces to Clean and Disinfect

Start by cleaning and disinfecting all the common surfaces that students and employees touch. Include doorknobs, light switches, handles, countertops, desks, tables, phones, keyboards, touch screens, toilets, faucets, and training equipment.

#### Products for Cleaning and Disinfecting

For cleaning, use regular/antibacterial soap and water or another household cleaning solution. Depending on how many people are in the space and how it is used some spaces will require more frequent cleaning.

There are several products you can use for disinfection. Health Canada has a list of disinfectants for use against COVID-19. They all have an assigned drug identification number. These are consumer products that do not require a safety data sheet (SDS), like some controlled products you may be familiar with. However, it is still important to follow whatever safety information is available for the product. Use these products with caution, as directed on the label, to avoid introducing other hazards into your workplace.

One of the most common disinfectant solutions is water and bleach. You can make a 500-ppm bleach solution by adding 42 mL (3 tablespoons) of bleach to 4 L (1 gallon) of water. For other quantities, use this bleach calculator. Never mix bleach with other disinfecting products. This can result in dangerous fumes.

Some sanitizing solutions contain up to 70 percent alcohol and will release flammable vapors. Use these with caution, and do not use them if there are ignition sources nearby.

Use a disposable disinfectant cloth to wipe down surfaces. Carefully dispose of the cloth immediately after use. Wash your hands with soap and water or an alcohol-based hand sanitizer after each cleaning.



Personal Protective Equipment (PPE) must be worn during application of cleaning or disinfecting solutions including gloves, masks, and goggles if required by the manufacturer. The user of the products will be provided with SDS sheets for further information on handling and protective measures. All bottles and spray containers will be clearly marked with identification labels following WHIMIS guidelines. A ready supply of cleaners, wipes, and towels will be maintained and stored in the Training Center office.

## Surfaces to Be Cleaned

### Training Center

- **Entrance Location and Stairs (including handrail):** Will be cleaned regularly by janitorial personnel trained in COVID-19 procedures. The Administrator or Instructor will sanitize upon arrival, after noon break, and upon course completion.
- **Washroom:** Will be cleaned regularly by janitorial personnel trained in COVID-19 procedures. The Administrator or Instructor will sanitize upon arrival, after noon break, and upon course completion.
- **Training Equipment:** Will be sanitized by the Instructor prior to use and upon course completion.
- **Elevated Work Platform:** Will be sanitized by the Instructor prior to use and after each student has completed practical.
- **Kitchen:** Will be cleaned regularly by janitorial personnel trained in COVID-19 procedures. The Administrator or Instructor will sanitize upon arrival, after noon break, and upon course completion.
- **Training Center Office:** Will be cleaned by the Administrator or Instructor and will be sanitized upon arrival and upon course completion.
- **Floor:** Will be cleaned by Janitorial personnel.
- **Desks/Tables:** Will be cleaned by the Administrator or Instructor after course completion.
- **Partitions/Barriers:** Will be cleaned by the Administrator or Instructor after course completion.
- **Workstations/Remotes:** Will be cleaned by the Administrator or Instructor after course completion.
- **Light Switches/Door Handles:** Will be cleaned regularly by personnel trained in COVID-19 procedures. The Administrator or Instructor will sanitize upon arrival, after noon break, and upon course completion.

## Remote Training

If the class is to be conducted at a Remote Classroom the cleaning and disinfecting protocols will be determined prior to the day of class through discussion with the client. The most stringent cleaning and disinfecting protocols will be followed. At a minimum the Administrator or Instructor will bring a supply of cleaners, disinfectants, paper towels and wipes to the remote location to meet SICA protocols.

## Offices

- **Entrance Location and Stairs:** Will be cleaned regularly by janitorial trained in COVID-19 procedures.
- **Washroom:** Will be cleaned regularly by janitorial in COVID-19 procedures.
- **Kitchen:** Will be cleaned regularly by janitorial trained in COVID-19 procedures.
- **Floor:** Will be cleaned by janitorial personnel.
- **Partitions/Barriers:** Will be cleaned by Employees after the end of each work day.
- **Workstations/Remotes:** Will be cleaned by employees after the end of each work day.
- **Light Switches/Door Handles:** Will be cleaned regularly by janitorial personnel trained in COVID-19 procedures. One employee will sanitize this mid-day and end of day
- **Reception counter:** Reception employees will sanitize this high touch-point surface twice a day.

## (3) Health Protocols

### Illness

SICA is committed to protecting all classroom participants and visitors in the Offices, Training Center and at Remote Classrooms from exposure to COVID-19. SICA has developed the necessary safeguards to manage our classrooms and offices including who can be in the classroom/office and how to address illnesses that may arise during the class.

SICA simply asks our community of employees, members, contractors, customers, and students to stay home if you do not feel well.

Our policy mandates that Students, Office Visitors and other participants including Instructors and Administrators showing symptoms of COVID-19 be prohibited from the classroom and office. A BC COVID-19 Self-Assessment Questionnaire will be submitted by all the participants before being given access to the classroom.

Additionally, the following conditions would meet the requirement of prohibited access to classrooms:

- Anyone who has had symptoms of COVID-19 in the last 10 days including shortness of breath, cough, sore throat, or fever.

- Anyone directed by Public Health to self-isolate.
- Anyone who has travelled from outside of Canada or who have been in close contact with someone who has within the past 14 days.
- Anyone who has been in close contact with someone who is showing the symptoms of COVID-19 within the past 14 days.
- Anyone who has been in close contact with someone who has tested positive for COVID-19 within the past 14 days.

Visitors are prohibited in the classroom unless pre-registered and have met the entrance requirements.

### **Students, Administrators, or Instructors Who May Become Ill**

If a Student becomes ill during the training they will report to the Instructor, even with mild symptoms.

Students will be asked to wash their hands, wear a non-medical mask, and be moved to an adjacent room.

The Director of Education will be notified immediately.

Until the Director of Education is confident the Student can leave the Training Center unassisted, the Student will remain isolated. The Student will be asked to call an emergency contact person (spouse, relative, employer, etc.) to make further arrangements. If unable, the classroom Administrator or Instructor will attempt to make contact.

Once the Director of Education has confirmed the Student is fit to leave, they will be asked to go straight home and contact their family doctor or call 811.

If the Student is severely ill (e.g., difficulty breathing, chest pain), 911 will be called.

Once the Student has been safely vacated, measures will be taken to clean and disinfect any surfaces that the student has had contact with. The Director of Education will make the decision to continue the class or postpone based on the severity of the situation.

If an Administrator or Instructor feels ill during the day, they will immediately sanitize their hands, don a mask, self isolate in an adjacent room, and contact the Director of Education for further instructions.

### **Hand Washing**

Washing your hands can prevent you from getting sick and reduces the risk of infecting others. If you do not wash your hands properly before meeting with others, you may contaminate shared objects such as doorknobs, keyboards and other equipment in the home or workplace.

To wash hands properly, rub all parts of the hands and wrists with soap and water or an alcohol-

based hand sanitizer for at least twenty (20) seconds or more. Pay special attention to the areas of the hand most frequently missed. Other effective hand washing practices include keeping fingernails short, avoid wearing rings, avoid artificial nails or nail varnish, remove watches and bracelets, wash wrists and forearms if they are likely to have been contaminated. Make sure that sleeves are rolled up and do not get them wet during washing.

Students, Administrators, and Instructors must wash their hands and or sanitize as much as possible during the day especially before and after using the washroom facilities, handling training equipment, eating, drinking, or using doors.

#### **(4) Communication Plans and Training**

SICA will ensure that all participants entering the Training Center and office know how to keep themselves safe.

Training sessions will be held and recorded to ensure everyone is trained in workplace policies and protocols.

All participants have been made aware of SICA policies for staying home when sick.

SICA has posted signage at the Training Center and office, including occupancy limits and effective hygiene practices.

SICA has posted signage at the main entrance indicating who is restricted from entering the premises.

Administrators and Instructors have been trained on monitoring Students and each other in the classroom to ensure policies and protocols are being followed.

#### **(5) Monitoring the Classrooms and Update Safety Plan as Necessary**

Things may change as the Training Center and Remote classrooms become operational for educational services. If SICA identifies a new area of concern, or if it seems like something is not working, steps will be taken to update policies and safeguards. SICA Management, Administrators, and Instructors will be involved in this process.

If any classroom participant recognizes a classroom deficiency or a health and safety concern, they must inform the Director of Education immediately

SICA will make changes to its policies and safeguards, as necessary.

When resolving safety issues, we will involve joint health and safety committees if applicable, employee health and safety representatives, or other designated employees.

#### **(6) Assessing and Addressing Risks from Resuming Operations**

As the Training Center has not been operational during the COVID-19 pandemic, SICA will manage risks arising from the restart of Educational Services.

All employees, new hires, and instructors will be made aware of SICA's COVID-19 Safety Plan and will be trained in the protocols and safeguards. In addition to training they must be deemed competent by SICA Management so that they can safely perform their duties and responsibilities. Under no circumstances will a non-competent person be allowed to supervise classroom activities.

All training will be documented.

### **Refusing Unsafe Work**

Workers have the right to refuse unsafe work. If you have reasonable cause to believe that performing a job or task puts you or someone else at risk, you must not perform the job or task. You must immediately notify the Educational Department or SICA Management, who will then take the appropriate steps to determine if the work is unsafe and remedy the situation.

SICA believes workers are our eyes and ears on the front line of workplace health and safety. When workers refuse work because they believe it is unsafe, SICA considers it an opportunity to investigate and correct a situation that could have caused harm.

If a worker refuses work because it is unsafe, workplace protocols will allow the issue to be properly understood and corrected. As a worker, you have the right to refuse to perform a specific job or task you believe is unsafe and will not be disciplined. SICA Management or your Supervisor may temporarily assign a new task to you, at no loss in pay.

### **Steps to follow when work may be unsafe:**

(1) Report the unsafe condition or procedure

- As a worker, you must immediately report the unsafe condition to a Supervisor or to SICA Management.
- A Supervisor or Management will investigate the matter and fix it if possible. If a decision is made that the worker's concern is not valid, SICA will report back to the worker.

(2) If a worker still views work as unsafe after a Supervisor or Management has said it is safe to perform a job or task

- Supervisors or Management will investigate the problem and ensure any unsafe condition is fixed.
- This investigation will take place in the presence of the worker and a worker representative of the joint health and safety committee. If there is no safety committee the worker who first reported the unsafe condition can choose to have another worker present at the investigation.



(3) If a worker still views work as unsafe, WorkSafeBC must be notified.

- If the matter is not resolved, the worker and the Supervisor or SICA Management will contact WorkSafeBC. A prevention officer will then investigate and take steps to find a workable solution.

## **(7) Privacy**

The Southern Interior Construction Association's Privacy Policy is a statement of principles and policies regarding the protection of personal information provided by SICA. The objective of the [SICA Privacy Policy](#) is to promote responsible and transparent personal information management practices in a manner consistent with the provisions of the Personal Information Protection Act BC.

