

R.F. Binnie & Associates Ltd.

**Revised and Updated
COVID-19 Program**

Reinstated Jan 10, 2022

As per BC PHO

RE: OMICRON Variant

Contents

- 1. Purpose Of Updated COVID Safety Plan..... 2
- 2. Re-Activating R.F. Binnie & Associates Ltd Covid-19 Safety Plan..... 2
- 3. When to Wear a Mask 2
- 4. Protocols for Offices 3
- Step 1: Assessing the Risks 3
- Step 2: Implementing Protocols to reduce Risks 3
- 4. GENERAL PREVENTATIVE MEASURES (Safe Work Practice 39)..... 4
 - 4.1. Self-isolation 4
 - 4.2. Physical Distancing 5
- 5. Masks..... 5
 - 5.1. Mask Procedures 6
- 6. Hand and Surface Hygiene 6
- 7. Field Preventative Measures 7
 - 7.1. Disinfecting tools and equipment 7
- 8. VEHICLES..... 8
- 9. Binnie Offices 9
 - 9.1. Home Offices 9
 - 9.2. Responding to a COVID-19 Case 9

Document Title		Document #	Rev. #
REINSTATEMENT OF COVID 19 PROGRAM		2022-10-01-RFB	0001
Developed by	Corporate Safety Manager	Page 1 of 9	

1. Purpose Of Updated COVID Safety Plan

The BC PHO order requires employers to re-activate covid-19 safety plans

On January 7, 2022, the provincial health officer announced an order requiring employers to re-activate their covid-19 safety plans.

This replaces the previous requirement for employers to have communicable disease prevention plans in their workplaces. While communicable disease prevention plans and covid-19 safety plans share some of the same fundamental principles, covid-19 safety plans are formal, written plans with more rigorous controls and are more appropriate for periods of elevated risk, such as the one currently faced by BC Workplaces by the omicron variant.

2. Re-Activating R.F. Binnie & Associates Ltd Covid-19 Safety Plan

Covid-19 safety plans provide R.F. Binnie & Associates Ltd employees with important measures to reduce the risk of covid-19 transmission at their workplace. R.F. Binnie & Associates Ltd is required to develop or update their covid-19 safety plans to reduce the risk of covid-19 transmission in our workplace.

Although R.F. Binnie & Associates Ltd had a covid-19 safety plan earlier in the pandemic, and we have maintained all or many of the measures from our covid-19 safety plans. R.F. Binnie & Associates Ltd is following the advice of WorkSafeBC to review and update our covid-19 safety plan to ensure we are current and aligned with all guidance and orders from the provincial health officer.

THIS PLAN WILL REMAIN IN EFFECT UNTIL FURHTER NOTIFICATION FROM THE BC PHO.

3. When to Wear a Mask

At this time in British Columbia, all people aged 5 and older are required to wear a mask in indoor public spaces regardless of their vaccination status. This includes shopping malls, schools, grocery stores, community centres, public transportation, taxis, and rideshares. Read the PHO order on masks in public indoor settings. With that being stated, R.F. Binnie & Associates Ltd. will reinstate mandatory mask use within the office spaces. Remember there are regulated exemptions and failing to account for these exemptions there is a risk of Human Rights violations. Below is a short list of the exemptions, for the full list, please refer to the links listed:

Abridged exemptions:

- Some people cannot wear a mask due to psychological, behavioural, or physical conditions.
- Some people may also need to remove their masks to communicate due to a hearing impairment. Again, be respectful of people who cannot wear a mask.
- Wear a mask if you are sick and cannot isolate yourself from others at home. Learn more about the precautions you should take if you are sick.
- Wear a mask if you are caring for a person with symptoms of COVID-19. Learn more about caring for someone with COVID-19.

<https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions>
[Review Health Canada Guidance on Masks](#)
[When to Wear a Mask](#)

Document Title		Document #	Rev. #
REINSTATEMENT OF COVID 19 PROGRAM		2022-10-01-RFB	0001
Developed by	Corporate Safety Manager	Page 2 of 9	

4. Protocols for Offices

Where possible, R.F. Binnie & Associates Ltd shall consider remote work options for workers who do not require office attendance. Additionally:

- Consider alternating and/or adding additional shifts to reduce the risk of exposure and maintain the physical distancing requirement.
- Avoid meetings or gatherings where physical distances cannot be maintained. Consider using larger rooms, moving meetings outside, or having all or some attendees attend virtually.
- Consider creating cohorts of workers who work together and who do not interact with other cohorts. This will assist in reducing transmission throughout the workplace in the event that a staff member becomes ill.
- Consider establishing one-way staircases to minimize worker contact – post signage to indicate direction.

R.F. Binnie & Associates Ltd will follow the 6 steps as provided by WorkSafeBC. This will apply to all of R.F. Binnie & Associates Ltd offices and worksites.

Step 1: Assessing the Risks

R.F. Binnie & Associates Ltd has involved the JHSC and WHSR at our satellite offices and worksites. Additionally, employees have been given the opportunity for their input during the first COVID-19 Safety Plan. Those are still relevant and there is no need to reengage.

1.	✓	We have involved frontline workers, supervisors and the JHSC/WHSR.
2.	✓	We have identified areas where people gather, such as lunchrooms, meeting rooms, and reception area.
3.	✓	We have identified job tasks and processes where workers are close to one another or members of the public.
4.	✓	We have identified the tools, machinery and equipment workers share while working.
5.	✓	We have identified surfaces that people touch often, such as doorknobs, elevator buttons and light switches.

Step 2: Implementing Protocols to reduce Risks

Detailed protocols are included in this document.

1.	✓	Protocols have been developed to reduce the amount of potential contact with the COVID-19 Virus.
2.	✓	The protocols have been previously reviewed and approved by the JHSC and WHSR at each office.
3.	✓	The protocols are included in this document and are available for employees to reference.

It is important to note different protocols offer different levels of protection. Whenever possible R.F. Binnie & Associates Ltd will use the protocol that offers the highest practical level of protection.

Document Title		Document #	Rev. #
REINSTATEMENT OF COVID 19 PROGRAM		2022-10-01-RFB	0001
Developed by	Corporate Safety Manager	Page 3 of 9	

R.F. Binnie & Associates Ltd will follow the Hierarchy of Control when considering developing and enacting protocols.



1.	✓	We have established and posted and occupancy limit for lunchrooms and boardrooms. Each Office and worksite will establish appropriate numbers that meets configuration and layout.
2.	✓	Physical distancing policy is in place. Employees must maintain a distance of 2 meters.
3.	✓	Occupancy limits have been posted in areas that are affected.
4.	✓	Employees are given the option to work from home in order to isolate and reduce contact risk.
5.	✓	Employees have been advised if they feel sick or unwell related or unrelated to COVID are to stay home.

4. GENERAL PREVENTATIVE MEASURES (Safe Work Practice 39)

These preventative measures apply to all of R.F. Binnie & Associates Ltd offices and worksites. Minor adjustments to meet each office or site configuration and layout.

4.1. Self-isolation

Notify your Division Manager and Corporate Safety Officer when:

- You are unwell and experiencing any symptoms of COVID-19.
- The most common symptoms of COVID-19 include, fever, chills, cough, shortness of breath, sore throat, loss of sense of smell or taste, headache, fatigue, diarrhea, loss of appetite, nausea and vomiting, muscle aches.
- You have had close contact with a person with COVID-19.
- You have recently travelled outside of Canada (including the United States).
- All employees (office and field) are required to complete Binnie's COVID-19 self-assessment before entering the workplace each day. Employees can access the self-assessment form by visiting www.binnie.com/csa from their mobile device or personal computer.

Document Title	Document #	Rev. #
REINSTATEMENT OF COVID 19 PROGRAM	2022-10-01-RFB	0001
Developed by	Corporate Safety Manager	Page 4 of 9

Employees must follow all measures prescribed by provincial health authorities. Current measures request individuals experiencing symptoms to get a COVID-19 test and self-isolate. If you are diagnosed with COVID-19, public health will get in touch and give you instructions on how to self-isolate. You will be required to self-isolate for a minimum of 10 days from when your symptoms started.

If you have travelled to any countries (including the United States) in the past 14 days or have had close contact with a person with COVID-19, you must self-isolate for 14 days.

Employees must follow self-isolation instructions before returning to work. In no circumstances will any exception be made for an employee to return to work earlier.

Some symptoms can be related to medical issues other than COVID-19. If you are unsure of your symptoms, contact your health care provider or call 8-1-1 for additional guidance. In some situations, guidance from your health care provider or 8-1-1 may permit you to return to work. Documentation of this guidance must be provided to the Corporate Safety Manager before permission will be granted.

4.2. Physical Distancing

In general, all employees will maintain a distance of two metres apart from each other.

If physical distancing cannot be maintained while doing work tasks, additional mitigation procedures must be implemented.

Before breaching physical distancing requirements, consider whether or not the task is essential at this time:

- Can the task be delayed?
- Can it be safely done in another way?
- Can the number of workers involved be reduced?

If the task is essential, staff will be required to wear a disposable surgical mask or a reusable cloth mask.

5. Masks

Please note: As of November 19, 2020, masks are required in all BC workplaces for shared work areas and areas where physical distancing cannot be maintained. This includes:

- Elevators
- Kitchens
- Break rooms
- Hallways
- Meeting rooms

When masks can be removed

- Staff may remove their masks while at their workstations.
- Staff who cannot wear a mask or who cannot put on or remove a mask on their own are exempt.
- Mask may be removed when communicating with hearing impaired persons.

Document Title		Document #	Rev. #
REINSTATEMENT OF COVID 19 PROGRAM		2022-10-01-RFB	0001
Developed by	Corporate Safety Manager	Page 5 of 9	

5.1. Mask Procedures

When wearing a mask, the following procedures must be adhered to:

Putting on a mask

1. Wash/sanitize your hands before handling the mask
2. Inspect the mask to ensure it is not damaged
3. Turn the mask so the coloured side is facing outward
4. Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose
5. Put the loops around each of your ears, or tie the top and bottom straps
6. Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.
7. Press the metallic strip again so it moulds to the shape of your nose, and wash/sanitize your hands again

Taking off a mask

1. Wash/sanitize your hands before handling the mask
2. Lean forward to remove the mask. Touch only the ear loops or ties, not the front of the mask
3. Store masks in a paper bag, envelope, or something that does not retain moisture if you will be wearing it again
4. Reusable masks should be changed and cleaned if they become damp or soiled. You can wash your cloth mask by putting it directly into the washing machine, using a hot cycle, and then dry thoroughly. Or washing it thoroughly by hand if a washing machine is not available, using soap and warm/hot water (allow it to dry completely before wearing it again).
5. Disposable masks should be replaced as soon as they get damp, soiled or crumpled. Dispose of masks properly (e.g., in a lined garbage can), do not leave them on the ground

Masks may reduce the risk of any asymptomatic transmission. These do not protect the wearer of the mask, but they may reduce the spread of droplets from the infected individual. When used, they should be worn by all workers involved in physical distancing breaches. Any physical distancing breaches should be brief and rare.

6. Hand and Surface Hygiene

- Wash hands effectively and often with soap and water for a minimum of 20 seconds. If soap and water are not available use an alcohol-based hand-sanitizer.

Hand washing procedure



Document Title		Document #	Rev. #
REINSTATEMENT OF COVID 19 PROGRAM		2022-10-01-RFB	0001
Developed by	Corporate Safety Manager	Page 6 of 9	

- Do not touch your face with unwashed hands, this helps prevent the virus from entering the body through your eyes, nose, and mouth.
- Use a tissue or the inside of your elbow to sneeze or cough into. Dispose of used tissue immediately and properly into a garbage or other designated container. Wash/sanitize your hands after using/handling a tissue.
- Sanitize frequently touched hard surfaces, including cell phone and tablet screens. Use products that will not damage surfaces.

7. Field Preventative Measures

- Follow the general preventative measures list above.
- Visit www.binnie.com/csa to complete your daily self-assessment before starting work. If the assessment directs you to stay home, you are not permitted to go to the field site, and you must notify your Division Manager and Corporate Safety Officer immediately.
- Complete the COVID-19 Checklist as part of your daily [Field Level Hazard Assessment \(FLHA\)](#). The COVID-19 Checklist is located in the FLHA's hazards section. For staff using the hard-copy FLHA, [an updated version can be found here](#).
- Field crews are to stop passing mobile devices and paper forms between one another for sign-off on FLHAs. Crew leader will complete the FLHA with input from crew members. Crew members will verbally acknowledge the FLHA. Crew leader will initial FLHA for crew members.
- If running water and soap will not be immediately available at the worksite when required for effective hand washing:
 - Have an alcohol-based hand-sanitizer immediately available, or if not available due to supply shortages,
 - Take a full container of water (suitable size), a hand soap dispenser, and paper towel (or other clean towel) to be readily available to wash, clean, and fully dry hands as required.
- Practice physical distancing by maintaining a minimum distance of 2 metres from others.

7.1. Disinfecting tools and equipment

Disinfection of tools and equipment should be used on worksites to reduce the risk of COVID-19 transmission. A disinfectant is only applied to objects, never to the human body.

Health Canada maintains [a list of commercial disinfectant products](#) that can be used for COVID-19. In addition, a bleach solution (1 part bleach and 9 parts water) is also effective.

During disinfection:

- Carefully follow the instructions provided by the manufacturer or on the SDS while disinfecting surfaces. Wear nitrile, neoprene or other gloves identified by the manufacturer or SDS while working with disinfectant products.
- If the surface is dirty remove visible dust/debris and clean using detergent or soap prior to disinfection.
- You may need to leave the wet disinfection product on the surface for several minutes before removal for proper disinfection. Follow the instructions for disinfection provided by the product manufacturer.
- Frequently change the sponge, rag, cloth and/or disposable towel being used to avoid cross-contamination between surfaces. Ideally use disposable wipes/towels for disinfection.
- Do not use the same sponge/rag/cloth and/or disposable towel for both cleaning and disinfection.

After disinfection:

Wash hands with soap and water using proper handwashing procedures immediately after gloves are removed. All disposable materials must be placed into a leak proof garbage bag and sealed for disposal.

Document Title		Document #	Rev. #
REINSTATEMENT OF COVID 19 PROGRAM		2022-10-01-RFB	0001
Developed by	Corporate Safety Manager	Page 7 of 9	

8. VEHICLES

Staff are strongly encouraged to take separate vehicles to worksites whenever possible.

If staff need to travel to worksites in a shared vehicle, staff will:

Pre-travel

- Select a vehicle that has at least four doors and two rows of seats.
- Ensure the vehicle is equipped with hand sanitizer and surface wipes.
- Minimize the number of passengers (e.g., the driver and only one passenger in a four-door vehicle).
- Maximize the distance between the individuals inside the vehicle (e.g., the passenger in a four-door vehicle should sit in the back seat opposite to the driver).
- Complete a COVID-19 Self-Assessment before entering the vehicle.
- Put on a disposable or cloth mask before entering the vehicle.
 Follow proper procedures for putting on a mask:
 - Wash/sanitize your hands before handling the mask
 - Inspect the mask to ensure it is not damaged
 - Turn the mask so the coloured side is facing outward
 - Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose
 - Put the loops around each of your ears, or tie the top and bottom straps
 - Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.
 - Press the metallic strip again so it moulds to the shape of your nose, and wash/sanitize your hands again
- Sanitize door handles before entering the vehicle. Sanitize steering wheel, driving controls, and seatbelts before use. Notify the Corporate Safety Officer if you are using a personal vehicle and require sanitizing wipes.

During Travel

- Open windows whenever possible to increase fresh air ventilation while parked and driving
 Note: ensure objects such as loose papers are secured before driving with open windows
- Ensure that the fresh air intake is open so that the air in the vehicle is not being recirculated.
- Avoid unnecessary contact with frequently touched surfaces and equipment.
- Ensure masks remain on while in the vehicle.

After Travel

- Sanitize steering wheel, driving controls, and seatbelts after use.
- Continue to wear masks if work activities make it difficult to maintain physical distancing – do not touch the mask while working, wash/sanitize your hands if you touch your mask. If physical distancing can be maintained, remove masks after exiting the vehicle.

Follow proper procedures for removing a mask/covering:

- Wash/sanitize your hands before handling the mask
- Lean forward to remove the mask. Touch only the ear loops or ties, not the front of the mask
- Store masks in a paper bag, envelope, or something that does not retain moisture if you will be wearing it again
- Reusable masks should be changed and cleaned if they become damp or soiled. You can wash your cloth mask by putting it directly into the washing machine, using a hot cycle, and then dry thoroughly. Or washing it thoroughly by hand if a washing machine is not available, using soap and warm/hot water (allow it to dry completely before wearing it again).
- Disposable masks should be replaced as soon as they get damp, soiled or crumpled. Dispose of masks properly (e.g., in a lined garbage can), do not leave them on the ground.

Document Title		Document #	Rev. #
REINSTATEMENT OF COVID 19 PROGRAM		2022-10-01-RFB	0001
Developed by	Corporate Safety Manager	Page 8 of 9	

9. Binnie Offices

- In addition to the general procedures listed above, office will follow the protocols outlined in their office's COVID-19 Safety Plan.

9.1. Home Offices

- Complete Binnie's [Working From Home Safety Checklist](#).
- Wash hands after returning home after being outside and touching public surfaces used by others (e.g. store doors, elevator buttons, ATM buttons, park bench, etc.) so not to contaminate hard surfaces at home.
- Ensure home workstations are kept clean and sanitized regularly.
- Ensure that workstations are set up ergonomically to the best of your ability in accordance with Binnie's [Ergonomic Guidelines](#). For additional tips, check out this [ergonomics guide](#).

9.2. Responding to a COVID-19 Case

- If a staff member tests positive for COVID-19, they will notify their Division Manager and Corporate Safety Officer.
- The Corporate Safety Officer will conduct a risk assessment to determine if other staff were exposed. High-risk staff will be instructed to stay home, low-risk staff will be instructed to self-monitor. If needed, or at the direction of public health authorities, the workplace may be temporarily closed.
- The Corporate Safety Officer will work with public health authorities to complete contact tracing. The Corporate Safety Officer will assist in communicating instructions from public health authorities to all staff.
- Staff will follow the instructions of public health authorities:
 - If staff are instructed to self-isolate, they will not be permitted to return to the office until public health authorities have confirmed self-isolation is no longer required. Staff will notify the Corporate Safety Officer before they return to the office. Following confirmation from the Corporate Safety Officer, staff will be permitted to return to the office.
 - If staff are not required to self-isolate, they will notify the Corporate Safety Manager. Following confirmation from the Corporate Safety Officer, staff will be permitted to return to the office

The full Safe Work Practice can be found at [Safe Work Practice 39](#)

Document Title		Document #	Rev. #
REINSTATEMENT OF COVID 19 PROGRAM		2022-10-01-RFB	0001
Developed by	Corporate Safety Manager	Page 9 of 9	