

COVID-19 Safety Plan

Address: 10200 Shellbridge Way, Richmond, BC V6X 2W7

Purpose:

Shearwater Research is committed to providing a safe and healthy workplace for all staff, visitors and contractors. In response to the COVID-19 pandemic, and by order of the Provincial Health Officer of British Columbia, this safety plan outlines the steps that Shearwater is taking to minimize the risk of COVID-19 exposure and transmission at its facility.

Scope:

This plan covers all Shearwater employees and visitors to the Shearwater Research head office and manufacturing facility at the address noted above.

Background:

Shearwater Research designs, tests, manufactures, and ships consumer electronics equipment from its facility in Richmond, British Columbia. This process involves the use of specialized equipment and facilities that necessitate the presence of an onsite workforce.

COVID-19 is a highly communicable respiratory illness caused by the SARS-COV2 virus. Current evidence suggests that the **primary mode of transmission of COVID-19 is through direct contact from respiratory droplets** that have the potential to be propelled for varying distances. It is also possible that the SARS-COV2 virus can be transmitted by fomites - surfaces or objects that have viral particles on them. When contaminated surfaces are touched, the virus may enter the body when hands subsequently contact the nose, mouth, or eyes. ([BC CDC](#), [USA CDC](#), [European CDC](#)).

1. Workplace Risk Assessment

General Risk Identification

- Approximately 85 workers are currently employed by Shearwater Research, about two-thirds of whom come from many different parts of the lower mainland into work at the Shearwater facility daily. Therefore, there is exposure to several different communities that could result in transmission of the Covid-19 virus at the Shearwater facility.
- With approximately one-third of the employees working remotely, there is more physical space between those workers who do their job at the Shearwater facility.
- With Shearwater's move to much larger premises in December 2020, there is more physical space between workers.
- The nature of the work does not require workers to be in physical contact with one another. Pre-COVID etiquette and social norms such as hugging, high-fives or hand shaking are not appropriate during the current environment.
- Workstations in production are shared by different workers throughout the day increasing the risk of virus contraction through surface contact.
- Due to the nature of some assembly operations, production workers may work in close proximity to one another, often closer than 2m. This increases the risk of exposure to respiratory droplets.
- There are many common surfaces that are touched by workers throughout the day. Some surfaces, such as door handles may be touched by all workers everyday. This increases risk of surface contact transmission.
- Masks cannot be worn while eating. This makes the lunchroom an area of higher risk for exposure to respiratory droplets.

Higher-Risk Areas (Areas where people gather)

- Lunchroom / Breakroom
- Production floor
- Meeting Rooms
- Shared offices

Job Tasks and processes where workers are close to one another

- The assembly of product
- The shipping of goods and receiving of materials
- Investigation of quality issues
- In person meetings
- Joint offices when multiple staff are present

Tools Machinery and Equipment that workers share

- Each station has its own set of tools, so most tools are not shared.

- Note that stations themselves may be shared throughout the day.
- Miscellaneous items are shared between workers and departments.

High Touch Surfaces

- Door handles and light switches
- Counter tops
- Lunchroom chairs and tables
- Production workstations
- Shared keyboards / pointing devices / markers

2. Measures for Risk Reduction

Measures implemented to reduce risk

Elimination Measures

- All workers who can work from home must do so. A senior manager must authorize those workers permitted to work at the office.
- Visitors are highly discouraged. All exceptions require the CEO's or a director's preauthorization and a necessary business reason for a visit.
- Staff who have reason to self-isolate or quarantine in compliance with requirements of the Provincial Health Officer or Health Canada, are prohibited from entering the workplace.
- Occupancy limits have been established and posted as follows:
 - Shearwater facility as a whole: 100 Persons
 - Lunchroom: 21 Persons / # of chairs
 - Break room 4 Persons / # of chairs
 - Engineering Workshop: 3 persons
 - Sales Area: 3 persons
 - Any multiple resident office: 3 persons
 - Any single resident office: 2 persons
 - Training Room: 20 persons
 - Board Room: 6 persons
 - Operations Area Meeting Room: 4 persons
 - Engineering Area Meeting Room: 2 persons
- Break schedules have been modified to strictly limit the number of employees in the lunchroom.
- Meetings among staff members, even if all are on-site, should be via Teams whenever possible.

Engineering Measures

- The additional floorspace at our new corporate facility reduces the density of workers in both the production area and at workstations/in offices.

- The gym equipment may not be used by any persons until further notice. All equipment has been labelled not permitted for use at this time.
- We have considered the use of additional barriers in production and deemed the installation of barriers between workers and workstations to be impractical and ineffective in our work environment.
- Automated lighting is used in many areas and reduces the number of individuals contacting light switches

Administrative Measures

- Workers are to perform a self assessment every day prior to coming to work to identify any [symptoms of COVID-19](#). Each day, prior to entering the workplace, workers must complete and submit a self health declaration form.
- Shearwater will collect and retain records of all workers' declarations.
- Workers are not to congregate in tight groups at break time.
- Workers are not to remove their masks at any time when at the Shearwater facility unless alone in an office with a closed door or actively eating or drinking. If an office has more than one person in it, masks must be worn at all times.
- Workers must maintain a physical distance from one another of 2 meters or more whenever possibly, even while masks are being worn. Workers should spread themselves apart by a minimum of 2 meters whenever masks are not in active use.
- Signage has been posted in the break room to remind people to keep their distance.
- Workers must sanitize their hands frequently throughout the day and especially when they transition between the production, office, or kitchen areas. Sanitization stations have been installed and signage posted.
- All workstations are to be sanitized before and after each worker's use with 70% isopropyl alcohol after use. See disinfection section below.

Mask Usage

- The limitations of mask use for protecting the wearer from respiratory droplets are understood.
- Due to the ineffectiveness of physical barriers between workers at the Shearwater facility, Shearwater is requiring all workers to comply with mask usage policies.
- New masks are provided by the Company to every member of staff daily and workers have been instructed on proper usage. Proper mask usage guidelines have also been posted throughout the building.

- Workers who repeatedly do not adhere to our mandatory mask policy will be sent home.

Cleaning and Disinfecting the Workplace

- All workstations are to be cleaned and disinfected with 70% isopropyl alcohol before and after use by each individual worker. Each worker is responsible for cleaning their own station prior to and following use. The alcohol solution should be left in place to evaporate for at least 5 minutes (approximate dwell time to eliminate the SARS-CoV2 virus).

This includes disinfection of the work surface, any tools that are to be used (mouse, keyboard, screwdrivers, tweezers, etc.) **Note: Custom electronics jigs should not be doused with alcohol solution. This could damage them. Instead, workers should sanitize their hands before and after use of custom jigs.**

(Caution: fumes from 70% alcohol are flammable. Extreme caution must be observed to avoid contact with ignition source such as sparks)

- All meeting rooms are to be disinfected after every use with the disinfectant wipes provided in the room. This includes: the meeting room table, the chair arm rests that have been used, the doorknob to the meeting room and any tools (markers, keyboard, mouse etc.) that were used during the meeting. Signage is posted to remind workers of this requirement.
- High-touch surfaces such as door handles, light switches, counter tops, and lunchroom tables are to be cleaned and disinfected with disinfectant wipes or approved disinfectant twice daily (after lunch and at the end of the day). Note that our cleaners will perform the end of day cleaning.
- All workers have been shown how to properly clean workstations, tools and high touch surfaces. Formal work instructions have been created and workers have been trained on them.
- Unnecessary tools and equipment have been removed to simplify the cleaning process.
- Contract cleaning staff conduct a comprehensive cleaning of the Shearwater facility including the disinfection of washrooms.

Hand washing and hand sanitization

- Hand sanitization stations as well as portable bottles of sanitizer are available throughout the facility.
- All workers are to wash and/or sanitize their hands when they enter the building and frequently throughout the day. Note that proper mask usage is to wash your hands before and after putting on a mask. <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/how-put-remove-clean-non-medical-masks-face-coverings.html>
- All workers are to sanitize their hands frequently throughout the day especially when transiting between the production, office, and lunchroom areas.

- All workers are to wash their hands after using the restroom.
- Instructions for proper hand washing and the safe covering of coughs and sneezes have been shared with workers. Posters have been posted around the facility to remind workers of these procedures.

Review of Orders, Guidelines and Notices from Relevant External Sources

- **Workplace Safety Plans** (May 14th 2020)



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Link: https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/class_order_employers_covid-19_safety_plans_covid-19_may_14_final.pdf

- **Gatherings and Events** (March 31st 2021)



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Link: <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-gatherings-events.pdf>

- **Testing in industry** (June 17th 2020)



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n_industry.pdf

Link: https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/pho_letter_testing_in_industry.pdf

- **Selecting and using masks** - WorkSafeBC



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Link: <https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-selecting-using-masks?lang=en>

- **How to use a mask** - WorkSafeBC



help-prevent-spread-covid-19-how-to-use-mask



Link: <https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-how-to-use-mask?lang=en>

- **Cleaning and Disinfecting - WorkSafeBC**



covid-19-health-safety-cleaning-disinfecting



Link: <https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-cleaning-disinfecting?lang=en>

- **OFAA protocols during the COVID-19 Pandemic – WorkSafeBC**



ofaa-protocols-covid-19-pdf-en.pdf



Link: <https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic?lang=en>

3. Policies for Risk Reduction

- The following groups of people are strictly prohibited from entering the Shearwater facility:
 - Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
 - Anyone directed by Public Health to self-isolate.
 - Anyone residing with an individual who has received a positive test result for Covid-19 within the past 14 days.
 - Anyone who is required to quarantine in accordance with a government regulation.
 - Anyone who has arrived from outside Canada within the past 14 days.
 - Anyone who is residing with any individual who has arrived from outside Canada within the past 14 days.
- Notices regarding these prohibited individuals are posted at all entrances to the facility.
- First aid attendants have been provided OFAA protocols issued by WorkSafeBC for use during the pandemic.

Policies regarding workers that start to feel ill at work

- Sick workers should report their symptoms to a first aid attendant, even with mild symptoms.

- Sick workers should be asked to wash their hands, go directly home and consult the BC COVID-19 Self-Assessment Tool or call 811 for further guidance.
- If a worker is severely ill, first aid attendants will provide first aid and call 911 keeping in mind OFAA protocols.
- Surfaces and tools an ill worker has come into contact with are to be thoroughly cleaned and disinfected immediately upon their departure from the workplace.

4. Communication Strategy

- This document is made available to all staff. It is to be posted on the Shearwater workplace health and safety communications board and it is accessible on Shearwater's website.
- Shearwater staff have had the preceding measures and policies explained to them, including mask usage and hand washing procedures at the monthly townhall meeting. Specific cleaning procedures are demonstrated to workers as their role requires.
- Individual workers are reminded of the policies on a case by case basis by their supervisors.
- Supervisors will provide training to new employees on Shearwater's health and safety plan as part of the onboarding process.
- Signage has been posted throughout the workplace listing occupancy limits, restrictions on who may enter the premises, and effective hygiene practices.

5. Policy Review Strategy

Shearwater's health and safety committee will review this plan on an ongoing basis and make recommendations to management no later than six months from date of issue, or sooner as the situation dictates.