

COVID-19 Safety Plan for: Ucluelet Aquarium Society, Ucluelet, BC

Employers must develop a COVID-19 Safety Plan. To develop your plan, follow the six-step process described at [COVID-19 and returning to safe operation](#).

This planning tool will guide you through the six-step process. You may use this document, or another document that meets your needs, to document your COVID-19 Safety Plan.

Employers are not required to submit plans to WorkSafeBC for approval but, in accordance with the order of the [provincial health officer](#), this plan must be posted at the worksite, and on the website if there is one. This Safety Plan can also be completed from any mobile device using the [COVID-19 Safety Plan app](#).

Step 1: Assess the risks at your workplace

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.

Involve workers when assessing your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable). [Management, frontline staff, supervisors, safety officer](#)
- We have identified areas where people gather, such as break rooms, production lines, and meeting rooms. [Staff: admin office, Aquarist area/kitchen. Visitors: Front entrance, Main pool viewing window, octopus exhibit, retail area](#)
- We have identified job tasks and processes where workers are close to one another or members of the public. [Greeting visitors, processing payments, Assisting/orientating visitors around the Aquarium., animal care, maintenance tasks, meetings](#)
This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
- We have identified the tools, machinery, and equipment that workers share while working. [Aquarist tools, water quality equipment, front desk/POS system/ipad, office supplies & devices: computer, printer, phones](#)
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches. [edge of main pool, hand wash stations, front desk, door handles, light switches, railings, ladders, tank tops, aquarist tools, tables/chairs](#)

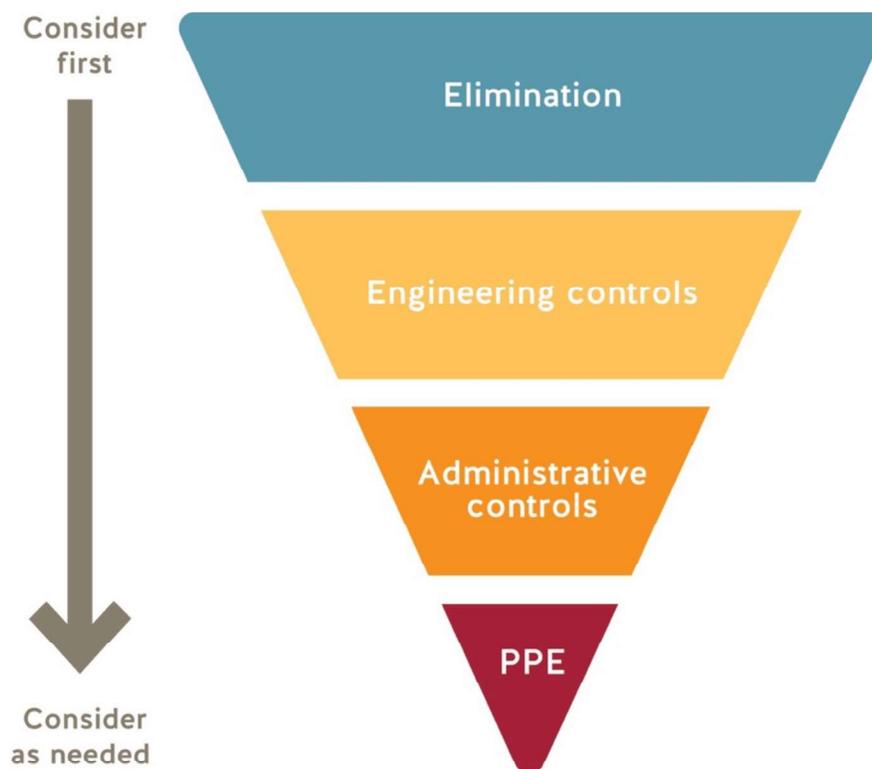
Step 2: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- Review [industry-specific protocols](#) on worksafebc.com to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.
- Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
- [Orders, guidance, and notices](#) issued by the provincial health officer and relevant to your industry.
- Your health and safety association or other/professional and industry associations.
[Other small aquariums, museums, retail.](#)

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Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



First level protection (**elimination**) — Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

Second level protection (**engineering controls**) — If you can't always maintain physical distancing, install **barriers** such as plexiglass to separate people.

Third level protection (**administrative controls**) — Establish rules and guidelines, such as posted **occupancy limits** for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

Fourth level protection (**PPE**) — If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are **selected and cared for appropriately** and that workers **are using masks correctly**.

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First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

- We have established and posted an occupancy limit for our premises. Limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. Some sectors may have requirements for occupancy limits prescribed by the [Provincial Health Officer](#). For other employers, an occupancy limit that provides at least 5 square metres of unencumbered floor space per person (workers and patrons) may provide a sensible approach for determining maximum occupancy.
- In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- We have [established and posted occupancy limits](#) for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

Measures in place

List your control measures for maintaining physical distance in your workplace, for example:

- Working offsite or remotely
- Changes to work schedules
- Changes to how tasks are done
- Occupancy limits for workers
- Limiting or prohibiting visitors
- Reducing the number of customers

If this information is in another document, identify that document here.

- limited occupancy for areas: admin office, aquarist area/kitchen, reception, maintenance/basement and other workspaces and adjustment of staff schedule to ensure those occupancy limits
- Limited volunteer capacity/activity in aquarium
- Limited visitors occupancy in the aquarium building
- One way loop/direction for visitors to follow through the facility
- Physical distancing reminders posted throughout facility
- Interpreter stations created that provide adequate physical distancing barriers
- some areas of the aquarium main floor have been restricted to staff only so required tasks can be conducted with appropriate physical distancing conditions to the public.
- staff tasks are completed in a physically distanced setting whenever possible.

Area	Occupancy limit	Primary Use	Notes
Aquarium	25	Facility operations Visitor experience	18 visitors (max household/group size – 6) + Up to 7 staff/volunteers
Admin office	3	Administrative Break room	There will be brief periods where up to 5 staff may be dropping off items, but no more than 3 may work in the area for a length of time.
Maintenance Basement	3	Building and Aquarium Maintenance	
Aquarist Area/Kitchen	2	Aquarist duties	Tasks in this area often require 2 people to complete.
Retail Area	1 Family/Household (Max group size - 6)		
Washroom 1	1		
Washroom 2 – staff only	1		

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Second level protection (engineering): Barriers and partitions

- We have installed **barriers** where workers can't keep physically distant from co-workers, customers, or others.
- We have included barrier cleaning in our cleaning protocols.
- We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).

Measures in place

Describe how barriers or partitions will be used in your workplace.

If this information is in another document, identify that document here.

- Plexiglass shield has been installed at front desk counter. Both sides will be cleaned regularly/daily or more if compromised in anyway
- Areas of the aquarium have also been quartered off/partitioned for staff only to complete tasks in an appropriately physically distanced manner to guests.
- Interpretor stations have been established to create a space that ensures appropriate safe distancing is possible

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Third level protection (administrative): Rules and guidelines

- We have identified rules and guidelines for how workers should conduct themselves.
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Measures in place

List the rules and guidelines that everyone in the workplace has to follow to reduce the risk of person-to-person transmission. This could include things like using one-way doors or walkways, using single-use (disposable) products, and wiping down equipment after use. Consider creating pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace.

If this information is in another document, identify that document here.

- All staff will conduct/sign off that they have done a daily self health check before coming into work or when working from home.
- If any staff are exhibiting COVID -19 symptoms they will be required to leave immediately/stay home and follow the guidance outlined by BC CDC/public health - Self Isolate, use the COVID-19 self assessment tool, and get tested if needed.
 - If positive, continue to isolate for a minimum of 10 days, until fever is gone and symptoms subsided, and have not been required by public health to isolate further. If not continue to isolate and follow guidance of public health
 - if negative continue to isolate until symptoms subside, and individual is feeling better. If suffering from a fever, fever must be completely gone. Staff may work from home when possible.
- In the event a staff is notified by public health as being a close contact they will be required to remain away from the workplace and isolate for 14 days, monitor for symptoms and get tested under the guidance of public health. If notified when at work, staff must notify the Curator of the Aquarium immediately and leave the workplace.
- Staff and anyone entering the aquarium will be required to wash hands, and encouraged to frequently wash hands or sanitize while at work/onsite.
- Staff are required to maintain distance when conducting tasks whenever possible.
- Aquarist tools once used will be placed in "used" bin, all tools in bin will be disinfected at then end of the day before being being made available again.
- Frequent cleaning and disinfecting/sanitizing of surfaces will occur as outlined below in cleaning and hygiene practices
- Mask Protocols in place
- Barriers and designated staff areas have been created to help ensure distancing and safety
- windows and doors will be open when possible to increase ventilation/air flow as well as reduce contact with door handles.

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Fourth level protection: Using masks (optional measure in addition to other control measures)

- We have reviewed the information on [selecting and using masks](#) and [instructions on how to use a mask](#).
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained workers in the proper use of masks.

Measures in place

Who will use masks?

What work tasks will require the use of masks?

How have workers been informed of the correct use of masks?

If this information is in another document, identify that document here.

In accordance with the provincial mandatory mask order: All staff and visitors in the aquarium will be required to wear appropriate non-medical or medical masks in the indoor public spaces of the aquarium.

With some exemptions outlined in order:

- People with health conditions or with physical, cognitive or mental impairments who cannot wear one
- People who cannot remove a mask on their own
- People who need to remove their masks to communicate due to a hearing impairment
- Additionally the Ucluelet Aquarium is asking children 5 years or older to wear masks.

Staff will also be required to wear masks in other shared workspaces of the aquarium.

All existing staff and new staff will be asked to read through the Ucluelet Aquarium COVID-19 safety plan and Worksafe BC poster on how to use a mask.

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Implement effective cleaning and hygiene practices

- We have reviewed the information on [cleaning and disinfecting](#) surfaces.
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [[Handwashing](#) and [Cover coughs and sneezes](#) posters are available at worksafebc.com.]
- We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, 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).
- Workers who are cleaning have adequate training and materials.
- We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

Cleaning protocols

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, and machines). If this information is in another document, identify that document here.

- [Trained Aquarium staff will be responsible for the cleaning and disinfecting surfaces, tools and equipment under the guidance of BC CDC cleaning and disinfecting for public settings](#)
- [Multiple hand wash stations and hand washing signage is available along with sanitizers to encourage good hygiene practices](#)
- [Staff that are carrying out cleaning procedures will be provided with all necessary PPE and safety materials \(gloves, masks etc\)](#)
- [High touch surfaces \(hand wash stations, light switches, door handles, hand rails, tables etc\) will be cleaned at least twice daily with hydrogen peroxide based product.](#)
- [Aquarist tools once used will be placed in "used" bin. All tools in bin will be disinfected with Virkon Aquatic at then end of the day before being made available again. Aquarist kitchen surfaces will also be cleaned daily with Virkon Aquatic.](#)
- [End of day\(shift\) complete wipe down/disenfecting of surfaces, workstations tools and equipment, bathrooms, will be conducted daily.](#)
- [Staff are also asked to wipe down workstations after use.](#)
- [Aquarium floors will be mopped/swept daily or as needed.](#)
- [At least once a week Aquarium main floor will undergo a complete hose down to remove any debris missed by daily sweeping/mopping.](#)

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Step 3: Develop policies

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- Anyone who has had **symptoms of COVID-19** in the last 10 days must self-isolate at home.
- Anyone who has been identified by Public Health as a close contact of someone with COVID-19.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada must **self-isolate for 14 days and monitor** for symptoms.
- Visitors are prohibited or limited in the workplace.
- First aid attendants have been provided **OFAA protocols** for use during the COVID-19 pandemic.
- We have a **working alone policy** in place (if needed).
- We have a **work from home policy** in place (if needed).
- Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate **violence prevention program** is in place.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the **BC COVID-19 Self-Assessment Tool**, or call 811 for further guidance related to testing and self-isolation.]
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home when sick.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices. [A customizable **occupancy limit poster** and **handwashing signage** are available on worksafebc.com.]
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including **visitors** and **workers** with symptoms.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

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Step 5: Monitor your workplace and update your plans as necessary

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process. [Reviewing and updating your COVID-19 safety plan: A guide for employers](#) will help you review your safety plan to ensure it's effective and functioning properly.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Workers know who to go to with health and safety concerns.
- When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

Step 6: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

- We have a training plan for new staff.
- We have a training plan for staff taking on new roles or responsibilities.
- We have a training plan around changes to our business, such as new equipment, processes, or products.
- We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- We have identified a safe process for clearing systems and lines of product that have been out of use.

Be advised that personal information must not be included in the COVID-19 Safety Plan

Personal information is any recorded information that uniquely identifies a person, such as name, address, telephone number, age, sex, race, religion, sexual orientation, disability, fingerprints, or blood type. It includes information about a person's health care, educational, financial, criminal, or employment history. Visit <https://www.oipc.bc.ca/about/legislation/> for more information.