



## **COVID-19 SAFETY PLAN**

Blundell Seafoods will implement the following procedures for control of the Coronavirus (COVID-19) outbreak:

There is a Blundell Seafoods Covid-19 Policy which all staff are expected to follow & adhere to. Please note that this policy will be updated by Mr. Jeremy Law on a regular basis as more information is attained regarding the Covid-19.

### **A. Assessing Risk @ Facility [Step 1]:**

All management + staff participated in the evaluation of assessment of the risk & prevention as follows:

1. Staff at all levels have been encouraged to give input to add to the Covi-19 plan.
2. QMP + Health & Safety staff made major additions to the program.
3. All potential areas of contamination/safety risks were assess to prevent, sanitize the area.
4. All spacing for staff have been increased or partitions added where 2m spacing was not feasible.
5. All vehicles are now sanitized by the driver/designated staff on a scheduled basis. All drivers are designated to only 1 vehicle & responsible for maintenance + sanitization.
6. All equip. + utensils are cleaned & sanitized on a scheduled basis. This was in place prior to the Covid-19. Sanitizing have been stepped up in frequency.
7. All surfaces have been considered & designated staff sanitize all contact surfaces on a 2 hr. cycle including office/lunch room/washroom.

### **B. Implementation of Protocols [Step 2]:**

The following steps were considered for the Co. Covid-19 program:

1. All government protocols were accessed & reviewed in the formation of the Co. protocol. This includes Work safe / BC Government / Vancouver + Coastal Health / Canada Health & Safety / CFIA / US FDA / US CDC / EU Health & Safety sites. As well 3<sup>rd</sup> party food safety sites were accessed & reviewed eg. (BRC + SQF).
2. After the close review all detailed websites applicable & useful points were added to the Co. program.
3. The Health & Safety staff & management access all Provincial sites noted above to stay current & updated. New criteria are adopted into the Co. program.
4. The Protocol has been review & updated on an ongoing basis in 2020 & will continue for 2021.
5. The useful applicable sections of the Covid controls have been adopted into the Co. program.
6. Some of the office staff that are able are now working from home. This has worked & will continue even after the pandemic.
7. Customer/visitor access was very limited prior to the pandemic. Visits escorted by staff this will be continued with more limited access for visitors.
8. Barriers have been installed & maintained in crucial areas eg. (reception desk). At the present time plastic barrier is installed in the front counter of the reception desk.
9. Proper grade barriers have been installed for the intended purpose & maintained.
10. All barrier have are fixed in place + training given to staff to abide by Co. protocol.
11. All plant workers have masks & face shield were required. Used together with other protocols.



12. Masks are in place for all staff ie. (plant/office/drivers).
13. Training given in the protocol including proper use of masks & face shields.
14. Customer/visitors use of mask mandatory in Co. Covid policy.
15. All surface cleaning/sanitizing detailed in Co. Covid policy.
16. All cleaning/sanitizing procedures & surface are assess on an ongoing basis.
17. Training for the Co. QMP program has been done since 1999. Covid training has been added to the training program.
18. The cleaning & sanitizing procedures have been developed & implemented into the Co. QMP Program
19. All necessary time have been added to Co. Program to allow proper cleaning & sanitizing. Additional sanitizing schedule has been added to Co. policy.
20. Staff reports encourage. Any issues are recorded on a CA.
21. All training/monitoring have in place for the QMP Program. Covid training/communication have been added to Co. program.
22. At the start of the day staff are screened & asked the following by supervisor/ trained designate:
  - a) visual check for obvious signs eg. (redness of the face/sweating/hard of breathing).
  - b) Temp. check.
  - c) 4 questions detailed in the “I Visitor Policy”
  - d) The checks are recorded & kept on file for a period of 2 years minimum as per the CFIA requirements for all records.

### **C. Develop Policies [Step 3]:**

The following steps were considered for the Co. Covid-19 program:

1. Daily Sanitation/Preop check done on a daily basis.
2. WorkSafe Covid-19 have been reviewed & where applicable implemented.
3. Violence prevention is addressed in Employee Hygiene SOP-2 in the “Harassment section”. Therefore, not an issue with public.
4. Staff reports encourage. Any issues are recorded on a CA.
5. The Harassment section is included in the annual/new employee training. Limited visitor interaction.
6. Covid policy reviewed in monthly-quarterly staff meeting or if required immediate amendments when required.
7. Staff being monitored on an ongoing basis due to the QMP Program requirement.

### **D. Develop Communication Plans & Training [Step 4]:**

The following steps were implemented or modified for the Co. Covid-19 program:

1. Training & monitoring done on policy. Additional orientation done if changes/ addition to program.
2. Monitoring always been done by supervisors under the Co. QMP Program. Covid policy addition to the existing procedure.
3. All signage posted in strategic areas for the facility.
4. Training always being in place with Covid-19 policy added to program.
5. Staff reports encourage. Any issues are recorded on a CA.



## E. Monitoring Workplace + Update of Plan [Step 5]:

The following steps were implemented or modified for the Co. Covid-19 program:

1. Covid policy is reviewed on an ongoing basis to stay current.
2. Covid policy is in the Co. QMP Prereq SOP-2. If changes made noted in the Co. Ament Table.
3. Covid policy update Mar 25/21 to ensure it is current & added the WorkSafe checklist criteria in the Co. program. No changes to posted plan.
4. All changes are relayed to the Management & staff to ensure proper training.
5. Part of QMP plan to review & update. But Covid-19 review being done on a monthly basis by visiting Government websites.
6. Staff meeting + management open door policy to all staff to raise issues or concerns for all Co. SOPs + policies.

## F. Employee Practice/Policy:

All staff will be expected to follow the Food Hygiene policy as well as the new Covid-19 control procedures:

1. Wash hands after each break + any changes to product handling.
2. Masks must be worn at all times within the facility & the processing area.
3. Face shields are required to be worn with the mask at all times in the processing area.
4. Use hand sanitizers where provided eg. (entering the plant, lunch room, bathroom).
5. Keep wherever possible 2m physical distance between other staff. If this is not possible staff should wear masks.
6. Only 4 staff members are permitted in the lunch rm at anyone time to adhere to the 2m distancing policy.
7. An addition to these all-staff breaks are staggered to allow proper distancing at all times eg. (lunch room/ washroom/ lockers). As well as to prevent gathering of staff
8. Read & follow Co. Covid-19 Policy which is posted at the entrance & in the lunch room.
9. If a staff member feels ill or has a high temp. they will notify the supervisor & will be expected to follow the Co. Covid-19 policy. The staff will stay away from work till the test results are attained.
10. If negative for Covid-19 the staff can return to work when they feel well enough to do so.
11. If positive for Covid-19 the supervisor will activate a CA & attain the following info:
  - Date of confirmed diagnosis or onset of symptoms.
  - Other members of the staff the employee had come into contact with when working via phone interview. If required the staff that came close contact with will be tested for Covid-19.
  - Will start attaining records of products that the positive test staff may have handled.
12. If other Corvid-19 tested secondary staff tests come back as positive the following procedure will be implemented:
  - a) Will contact **BC Center for Disease Control** (604) 675-3866) / (1-888-corvid19) = [1-888-268-4319] to notify them of the situation & directions to be taken for the positive Covid-19 findings.
  - b) As well if require CFIA + Health Canada will be contacted with the background details including the activated CA of the positive tests including the product that may have been compromised by them handling the product. Other support doc. & test results will be submitted with the notification.
  - c) Suspect product list will be attained as part of a recall procedure if required.
  - d) If a site investigation is deemed to be required, the Co will cooperate fully with the investigation.
  - e) As well any interim measures if suggested by the CFIA + Health Canada will be implemented.



### **G. Employee Policy when feeling ill at work:**

Blundell Seafoods has a proactive measure that will be implemented for staff that gets ill while at work:

(Please note this will be reviewed & updated on an ongoing basis)

1. If any staff becomes ill mild or serious while at work will immediately report to the 1<sup>st</sup> aid person on site.

The 1<sup>st</sup> aid person will isolate the staff & take all precautionary measures for the staff & themselves eg. (wash hands wear mask/face shield) prior to doing an assessment using the [COVID-19 self-assessment tool] on the staff. After the assessment the staff will be sent home. The staff will get tested for Covid & if positive self isolate till fully cured & return to work with doctors written clearance.

2. If the staff becomes seriously ill eg. (difficult breathing, chest pain) 911 will be call for taking the staff to hospital.
3. During the assessment by the 1<sup>st</sup> aid staff the supervisor will get the staff to clean & disinfect all surfaces & equipment the ill staff had contact with.

### **H. Preventative Measure/Policy:**

Blundell Seafoods as a preventative measure will be implementing the following steps:

(Please note this will be reviewed & updated on an ongoing basis)

1. The Office desk/surface area + washroom + lunch rm: Will be sanitized every 2 hours during operation to minimize contamination.
2. Temp. taking of all staff are now being implemented. IR gun will be used to take the temp. by aiming the forehead 6" distance & record the temp. of all staff at arrival. The acceptable temp. range is 31-35.6 ° C. (following the USA CDC [Centers of Disease Control& Prevention] + NCBI [National Center for Biotechnology Information]. If the temp. is > 36° C. the staff will be sent home to follow the Co. Covid-19 policy.
3. The lunch room is partially opened for no more than 4 people at any given time by sign up with plant manager. Maintaining 2 meters apart at all times. Washing hands before and after lunch and wearing mask when not eating/drinking.
4. Coffee – cancelled until further notice.
5. Water – please have your water bottle available and filled from home. No use of mugs or open cups anymore. Please label your bottle.
6. NO MORE THAN 2 PEOPLE IN THE WASHROOMS AT ONE TIME AND MAINTAIN PHYSICAL DISTANCE. Wash hands before and after.
7. MASKS are to be worn at ALL TIMES.



## I. Visitor Policy:

All visitors are expected to follow the Co. Visitor Policy which is posted at the entrance. The policy follows the *WorkSafeBC* advice.

*Please do not enter this workplace if you:*

- *Have travelled outside of Canada within the last 14 days*
- *Have been identified by Public Health as a close contact of someone with COVID-19*
- *Have been told to isolated by Public Health*
- *Are displaying any of the following new or worsening symptoms*

- |   |  |
|---|--|
| <input type="checkbox"/> <i>Fever or chills</i>                 | <input type="checkbox"/> <i>Extreme fatigue or tiredness</i> |
| <input type="checkbox"/> <i>Cough</i>                           | <input type="checkbox"/> <i>Headache</i>                     |
| <input type="checkbox"/> <i>Loss of sense of smell or taste</i> | <input type="checkbox"/> <i>Body aches</i>                   |
| <input type="checkbox"/> <i>Difficulty breathing</i>            | <input type="checkbox"/> <i>Nausea or vomiting</i>           |
| <input type="checkbox"/> <i>Sore throat</i>                     | <input type="checkbox"/> <i>Diarrhea</i>                     |
| <input type="checkbox"/> <i>Loss of appetite</i>                |  |

*All other visitors, please clean your hands with hand sanitizer before and after your visit. Please maintain physical distancing of 2 meters.*

*If you are displaying symptoms consistent with COVID-19, refer to HealthLink BC at 811.*

Please be advised that the Covid-19 policy will be reviewed, updated & amended on a continuous basis.