

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. Each step has checklists with items you need to address before resuming operations. You may use this document, or another document that meets your needs, to document your COVID-19 Safety Plan.

WorkSafeBC will not be reviewing or approving the plans of individual employers, but in accordance with the order of the [Provincial Health Officer](#), this plan must be posted at the worksite.

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).
- We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- We have identified job tasks and processes where workers are close to one another or members of the public. 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.
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

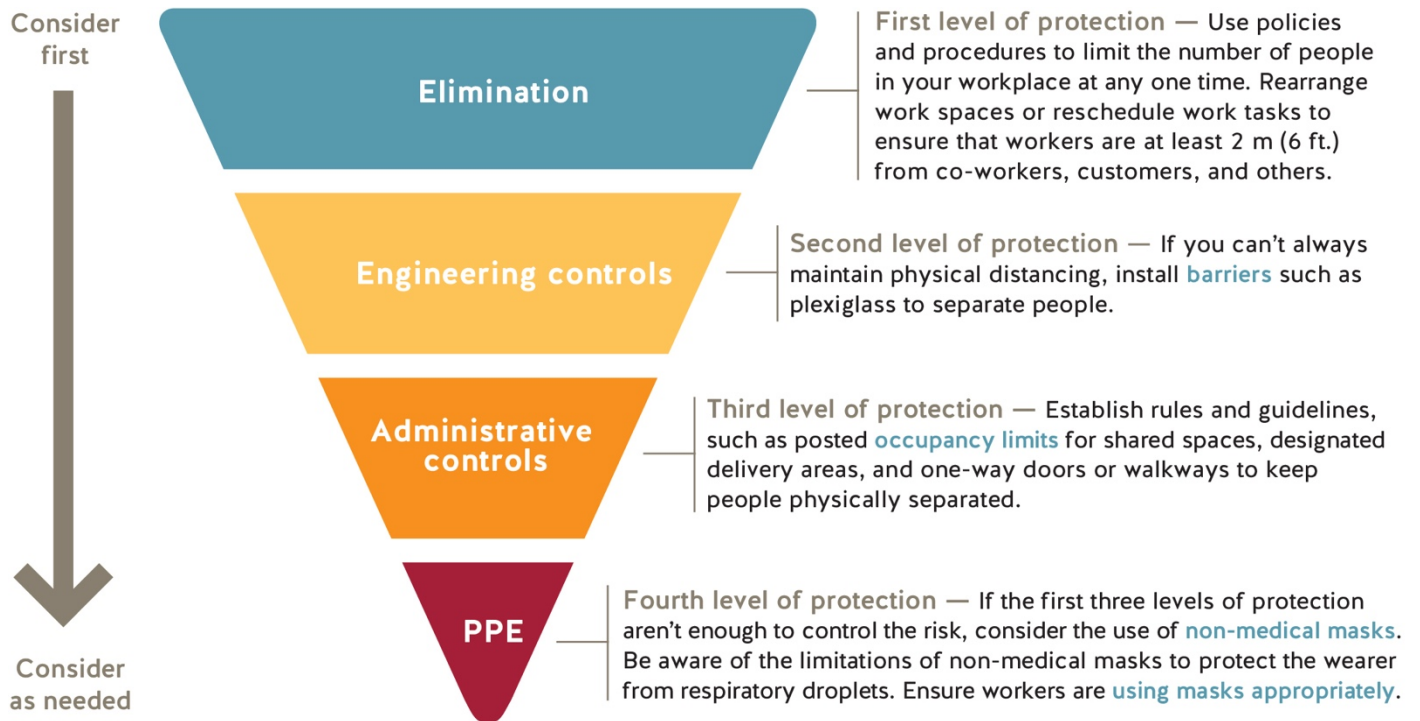
Step 2: Implement protocols to reduce the risks

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.

Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. 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 at the workplace and ensure physical distance whenever possible

- ☑ We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. [Public Health has developed [guidance for the retail food and grocery store sector](#) that requires at least 5 square metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.]
- ☑ 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

There will be 12 people plus yoga teacher allowed in for each class in Studio 1, 10 people plus yoga teacher in Studio 2, and 12 people plus spin teacher in Spin studio 3.

The change rooms and showers will be temporarily closed. Our handicap washroom will be open for emergency use only.

There will be no cloth-covered props, towels, or studio mats for use at this time. We will have the use of other props that have been approved by BC Health & Work Safe which can be properly sanitized between classes. These include props include the hard black blocks and blue pilates balls in both yoga studios.

Headsets in the spin room have been approved by BC Health & Work Safe for spin studio student use. LotusPedal Owners, GM and Front Desk staff keeping in line with all our cleaning standards, using medical-grade disinfectant cleaners on the headsets in between each class to maintain cleaning standards.

Mat spaces are clearly defined in both yoga studio rooms so we can all practice with peace of mind 2M apart.

All belongings will be required to be left in the designated cubby areas in yoga studios or left in your vehicle.

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

Front desk staff will be given masks and gloves for every shift for sanitizing. The front desk staff and GM will also be behind a plexiglass sneeze guard for further protection when speaking with members.

There will be 2M floor stickers on the floor as well for the front desk so that there is no crowding around the front desk.

Only one door to the studio will be open during this time to minimize and lines in the studio.

Students will be asked to bring in their own mats and towels and whatever else they may like to have with them for yoga. Same in the spin room - they will need to bring their own towels for sweat.

The only "props" people will be able to use If teachers want to use props in their classes are the washable props that students can use if they want but they will have to leave them on the floor after they roll up their own mats. Teachers will never touch them. Once the class is over front desk staff will go in with a "fogger" and fog the room with our COVID-19 government-approved cleaner the studio is then left for 15 mins and then the front desk staff member will go in to mop the studio and wipe and put away any approved props.

Yoga teachers, you are to please instruct your students to line up the top of their mats to be in line with the middle of the blue stars on the yoga room floors.

Studio 1 you can have your mats in a "+" formation at the top of the room. Studio 2 teachers, your "+" mat set up will be on the top right-hand side of the room.

All yoga teachers, no matter what room you are in, please be sure you stay on your own mats and refrain from walking around the room at this time. I know it will seem odd to teach like this for some of you who have not been teaching internet classes, but right now for social distancing reasons, we are not allowed to move from that area.

I also ask that you do all your opening meditations and closing meditations asking students to sit in the middle of their mats to ensure the students distancing from you. Be aware of your placement when asking people to come to the top of their mats in Studio 1 especially to maintain the 2 M distance.

Studio 3 will remain the same with cleaning mandates for bikes and headsets. Studio 3 protocol is limiting spin students to 12. Studio 3 Spin teacher have been made aware of the new cart on the side inside the room where spin students can go in to take their own headset from. Charges headset will be placed out prior to spin class by front desk staff. They will be wearing gloves and a mask when they leave the headsets out. Spin teachers are advised to have spin students put the used headsets into the plastic bin on the cart at the end of class ready for full cleaning and sanitation. There is a chalkboard sign which has been installed on the wall where the cart is where we ask spin teachers to please write down which spin bike numbers were used so that staff knows which bikes need to be fogged and sanitized.

There will be 3 hand sanitizing stations in the studio as well as an additional hand sanitizer at Front Desk.

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

To reduce the risk of airborne transmission LotusPedal yoga + spin has implemented the following guidelines:

- one-way door entrance and exit in order to ensure social distancing.
- floor markers on the ground to show clients of LotusPedal yoga + spin where to Q up when applicable.
- floor makers on the ground in both yoga studios to identify where mats are to be placed to maintain social distancing between students and the Yoga teacher.
- markers have been left on the floor behind the front desk for workers who work together exclusively to minimize the risk of broad transmission throughout the workplace.
- 2 M distancing of the Spin teacher to students in the spin room.
- Every other bike being put out of service with clearly marked signage on each out of order bike as well as the out of order bikes having their seats removed.
- The front desk has a sneeze plexiglass guard for times when interacting with clients.
- Staff has been asked to wear gloves when taking payment transactions
- Single-use paper towels have been brought in for cleaning of props in yoga studios.

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

Owners, GM, and Front Desk staff of LotusPedal yoga + spin have been training on proper studio cleaning protocol. This group of people are the only people in the workplace who are assigned work tasks that will require the use of masks and or gloves.

Masks and gloves are provided by LotusPedal yoga + spin for staff use in the studio for studio cleaning tasks. LotusPedal yoga + spin Owners, GM, and Front Desk Staff have been informed of the correct way the use gloves and masks.

Staff is aware of the need to consistently sanitise all areas including one emergency washroom routinely. The cleaning of common areas are to be done by staff between times classes are in session and at the start as well as the end of the day. Staff is instructed to wear gloves in common areas and gloves and mask when wiping down the washroom.

At the conclusion of yoga classes, front desk staff are instructed to wear gloves and their masks will go in with a "fogger" and fog the room with our COVID-19 government-approved cleaner the studio is then left for 15 mins and then Owners, GM or front desk will go in to mop the studio and wipe and put away any approved props.

Studio 3 will remain the same with cleaning mandates for headsets set up for the LotusPedal spin room prior to COVID-19. Spin teachers are advised to have spin students put the used headsets into the plastic bin on the cart at the end of class ready for full cleaning and sanitation. There is a chalkboard sign which has been installed on the wall where the cart is where we ask spin teachers to please write down which spin bike numbers were used so that staff knows which bikes need to be fogged and sanitized.

Reduce the risk of surface transmission through 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

As outline in above sections:

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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. 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 who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case 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.

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.

- 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.