

# Risk Assessment & Infection Prevention and Control Protocol (COVID-19):

<b>Company:</b>	<b>Prepared by:</b>
<b>Date:</b>	<b>HAZARD: <u>COVID-19</u></b>
<b>Type of farm/ agricultural operation: CANNABIS OPERATIONS</b>	

**Instructions to complete:**

- **Task & Location:** Identify tasks being performed in which COVID-19 may present itself as a hazard to your workers (e.g. transporting workers, planting, packing line etc.). Document where each task is performed.
- **Exposure source:** Determine who or what may be a potential source of COVID-19 (e.g. other workers, common use tools etc.)
- **Persons at risk:** Determine who is at risk of COVID-19 exposure
- **Level of risk:** Determine what level of risk will be present for your workers for each task – High / Medium / Low
- **Infection Prevention and Control Protocol:** Identify what procedures you have implemented to mitigate the risk of COVID-19 exposure for each Task & Location identified. (e.g. limit number of workers in vehicle, install barriers between workers on packing line, stagger break times, increased cleaning frequency etc.) The procedures / protocols must be specific to your farm and the hazards you identify.

**\*Employers may add or adjust rows to meet the needs of your farm. All columns must be complete.**

TASK & LOCATION	EXPOSURE SOURCE	PERSONS AT RISK	LEVEL OF RISK	INFECTION PREVENTION AND CONTROL PROTOCOL
<b>Start and end of shift: Entering and exiting facility, security access points, time clock</b>	Other Workers	Workers	<b>Low</b>	<ul style="list-style-type: none"> <li>• Educate staff of Covid 19 procedures and protocols and document</li> <li>• Start/stop times, breaks should be staggered where possible to minimize employees congregating.</li> <li>• Physical distancing of 2 meters should be maintained at all times</li> <li>• Employees must complete the self-assessment tool <a href="https://bc.thrive.health/">https://bc.thrive.health/</a> at the start and end of each shift.</li> <li>• Employees will be made aware of how to seek help and steps to take in the event that they are ill or unwell so as to support report of symptoms and timely access to any required assistance.</li> <li>• Sneezing and coughing etiquette must be followed</li> <li>• Employees must wash their hands thoroughly and often, especially before and at the end of shift, before and after breaks, lunch, using the washroom, prior to entering and after exiting a company vehicle or mobile equipment</li> </ul>

				<ul style="list-style-type: none"> <li>• Avoid passing each other on the stairs. Wait on the landing until person has exited stairs.</li> </ul>
	Gate, security buttons, time clock	workers	<b>Low</b>	<ul style="list-style-type: none"> <li>• Common areas and surfaces should be cleaned at the end of each day. Examples include washrooms, shared offices, common tables, desks, light switches, and door handles.</li> <li>• Increase cleaning and disinfecting frequency of high touch surfaces</li> <li>• Instruct workers to sanitize before and after touching gates, buttons, and time clock.</li> <li>• Handrails: Do not slide your hand down them. Routinely disinfect.</li> <li>• Post cleaning instructions at each workstation in English and common languages</li> <li>• Provide hand sanitizer at all stations</li> </ul>
	Contractors	workers	<b>Low</b>	<ul style="list-style-type: none"> <li>• Only essential Contractors will be allowed access onto the site</li> <li>• Contractors must answer the Five required questions or must complete the self-assessment tool <a href="https://bc.thrive.health/">https://bc.thrive.health/</a> at the start and end of each shift.</li> <li>• Physical distancing of 2 meters should be maintained at all times</li> <li>• Contractors must wear gloves and mask</li> <li>• Contractors must not utilize company equipment or tools without proper cleaning and disinfecting procedures</li> </ul>
<b>Office Areas</b>	Other Workers	workers	<b>Low</b>	<ul style="list-style-type: none"> <li>• Have only essential workers in the office. Have others work from home if possible.</li> <li>• Employers should reduce in-person meetings, other gatherings and hold site meetings in open spaces or outside</li> <li>• Physical distancing of at least 2 meters (m) should be maintained at all times</li> <li>• Where possible, employees should be assigned to individual workstations or an area that provides 2 meters of separation from other individuals.</li> <li>• Where 2 meters separation is not possible, a physical barrier may be constructed</li> <li>• Provide hand sanitizer at all stations</li> <li>• Restrict Access. Place contact information (phone #) outside on door.</li> <li>• Limit the number of workers or restrict who is permitted to enter these spaces.</li> </ul>
	Contact surfaces	workers	<b>Low</b>	<ul style="list-style-type: none"> <li>• High touch surfaces such as pens, door handles, chairs, tables, counters, handles, control switches will be cleaned and disinfected a minimum of twice per day with regular household cleaning products, disposable wipes or a diluted bleach solution. Follow the directions on the product label.</li> <li>• Do not touch items – “keep your hands to yourself”.</li> <li>• Do not share keyboard or mouse, pens, clipboards, or documents.</li> </ul>
<b>Lunchroom and Changerooms</b>	Other Workers		<b>Low</b>	<ul style="list-style-type: none"> <li>• Limit the number of people in lunchroom and changeroom at a time to maintain 2-meter distance</li> <li>• Maintain physical distancing by staggering seating arrangement, or do not eat in the lunchroom</li> <li>• In situations where maintaining physical distance of 2m is difficult, minimize workers’ time in that situation or provide a physical barrier</li> <li>• Post signage to remind workers to wash or disinfect their hands before and after eating.</li> </ul>

				<ul style="list-style-type: none"> <li>• Stagger coffee/lunch breaks to reduce the number of workers in the lunchroom at the same time.</li> <li>• Remove garbage often.</li> <li>• Ensure sufficient fresh air supply to reduce “recirculating” the air inside the lunchroom. Set-up negative air if required.</li> </ul>
	Contact surfaces		<b>Low</b>	<ul style="list-style-type: none"> <li>• Common areas and surfaces should be cleaned at the end of each day. Examples include washrooms, shared offices, common tables, desks, light switches, and door handles.</li> <li>• Clean and disinfect tables and high touch areas after each use</li> <li>• Employees must not share items such as eating utensils, towels, glasses.</li> <li>• Separate PPE and clothing that is hung up in the lunchroom to avoid touching.</li> <li>• If you have to take your spare work clothing home, place it in a plastic bag and do not take it out of the plastic bag until it goes into the laundry to be washed – ideally separately.</li> </ul>
<b>Grow rooms</b>	Other Workers	Workers	<b>Low</b>	<ul style="list-style-type: none"> <li>• Maintain physical distancing between workers (2 meters).</li> <li>• In situations where maintaining physical distance of 2m is difficult, minimize workers’ time in that situation or provide a physical barrier</li> <li>• Supply gloves and masks / face shields</li> <li>• Stagger work crews to reduce the number of people on site, if possible</li> <li>• Air flow onto high circulation to clear the air out as much as possible</li> </ul>
	Contact Surfaces	Workers	<b>Low</b>	<ul style="list-style-type: none"> <li>• Increase cleaning and disinfecting frequency of high touch surfaces</li> <li>• Workers are required to wear gloves</li> </ul>
	Tools and equipment	Workers	<b>Low</b>	<ul style="list-style-type: none"> <li>• Where possible, each employee will be supplied with their own tools to be used throughout the duration of their employment</li> <li>• Where it is not possible to provide personal tools, the shared tools and equipment will be wiped down and cleaned with a disinfecting agent such as disposable wipes or a diluted bleach solution between uses by different employees. Rubber gloves will be worn while handling bleach solutions and the area will be well ventilated.</li> </ul>
<b>Processing Room</b> <b>Production Facility</b>	Other Workers	Workers	<b>Low</b>	<ul style="list-style-type: none"> <li>• Maintain physical distancing between workers (2 meters).</li> <li>• In situations where maintaining physical distance of 2m is difficult, minimize workers’ time in that situation or provide a physical barrier</li> <li>• Supply gloves and masks / face shields</li> <li>• Stagger work crews to reduce the number of people on site, if possible</li> <li>• Air flow onto high circulation to clear the air out as much as possible</li> </ul>
	Contact Surfaces	Workers	<b>Low</b>	<ul style="list-style-type: none"> <li>• Increase cleaning and disinfecting frequency of high touch surfaces</li> <li>• Workers to wear gloves</li> </ul>

<b>Extraction Room</b> <b>Packaging Room</b>	Tools and equipment	Workers	<b>Low</b>	<ul style="list-style-type: none"> <li>• Where possible, each employee will be supplied with their own tools to be used throughout the duration of their employment</li> <li>• Where it is not possible to provide personal tools, the shared tools and equipment will be wiped down and cleaned with a disinfecting agent such as disposable wipes or a diluted bleach solution between uses by different employees. Rubber gloves will be worn while handling bleach solutions and the area will be well ventilated.</li> </ul>
	<b>Shipping/ Loading Dock</b>	Other Workers	Workers	<b>Low</b>
	Delivery drivers	Workers	<b>Low</b>	<ul style="list-style-type: none"> <li>• Do not allow access into plant</li> <li>• Contractors must answer the Five required questions or must complete the self-assessment tool <a href="https://bc.thrive.health/">https://bc.thrive.health/</a> before access into site</li> <li>• Physical distancing of 2 meters should be maintained at all times</li> <li>• Contractors must wear gloves and mask</li> <li>• Contractors must not utilize company equipment or tools without proper cleaning and disinfecting procedures</li> </ul>
	Contact Surfaces			<ul style="list-style-type: none"> <li>• Increase cleaning and disinfecting frequency of high touch surfaces</li> <li>• Workers to wear gloves</li> </ul>
<b>Mobile Equipment</b>	Other Workers	Workers	<b>Low</b>	<ul style="list-style-type: none"> <li>• If permissible, assign mobile equipment to operators to decrease the number of workers using a single piece of mobile equipment</li> <li>• Hands should be washed thoroughly before and after using mobile equipment and common surfaces should be wiped down before and at the end of each trip.</li> <li>• If operating golf carts or other multi passenger vehicles, maintain 2-meter distance if having more than one person in golf carts</li> </ul>
	Contact Surfaces		<b>Low</b>	<ul style="list-style-type: none"> <li>• Where it is not possible to provide personal tools, the shared tools and equipment will be wiped down and cleaned with a disinfecting agent such as disposable wipes or a diluted bleach solution between uses by different employees. Rubber gloves will be worn while handling bleach solutions and the area will be well ventilated.</li> <li>• If mobile equipment needs to be serviced, ensure the interior high touch surfaces have been wiped down prior to service technician arriving. Prior to technician arriving, review health questionnaire with service provider, review health questionnaire again with the technician when they arrive on site. Observe for any</li> </ul>

				Covid-19 symptoms. When technician is complete, wipe down all high touch areas and additionally any areas where work was completed
<b>Sanitation workers</b>	Other Workers	Workers	<b>Low</b>	<ul style="list-style-type: none"> <li>Sanitation workers Must always wear N95 half face respirator and gloves</li> <li>Maintain physical distancing between workers (2 meters).</li> <li>In situations where maintaining physical distance of 2m is difficult, minimize workers' time in that situation or provide a physical barrier</li> <li>Stagger work crews to reduce the number of people on site, if possible</li> <li>Air flow onto high circulation to clear the air out as much as possible</li> </ul>
	Contact Surfaces	Workers	<b>Low</b>	<ul style="list-style-type: none"> <li>Common areas and surfaces should be cleaned at the end of each day. Examples include washrooms, shared offices, common tables, desks, light switches, and door handles.</li> <li>Increase cleaning and disinfecting frequency of high touch surfaces</li> <li>Workers to wear gloves</li> </ul>
	Tools and equipment	Workers	<b>Low</b>	<ul style="list-style-type: none"> <li>Where possible, each employee will be supplied with their own tools to be used throughout the duration of their employment</li> <li>Where it is not possible to provide personal tools, the shared tools and equipment will be wiped down and cleaned with a disinfecting agent such as disposable wipes or a diluted bleach solution between uses by different employees. Rubber gloves will be worn while handling bleach solutions and the area will be well ventilated.</li> </ul>
<p><b>NOTES: Employees must complete the self-assessment tool <a href="https://bc.thrive.health/">https://bc.thrive.health/</a> at the start and end of each shift, prior to entering a vehicle. Employees who upon completion of the self-assessment tool determine they may have signs or symptoms of COVID-19 will refrain from entering any vehicle and immediately report to the employer, while ensuring physical distancing of 2m (e.g., reporting by phone).</b></p>				

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