**Exposure Control Plan**

“SARS-CoV-2”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Company Name]

[Address]

Reviewed: [Date]

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**Disclaimer**

This template is presented in coordination with an April 7, 2020 webinar on Exposure Control Plans. It is intended to support the development of a site-specific biological exposure control plan. This template is not intended as a statement of the standards required in any particular situation, nor is it intended that this material should in any way advise anyone concerning legal authority to perform any activities or procedures.

As of April 7, 2020, the exposure control plan requirement under BC OHS regulation 6.34 applies to workers who may have occupational exposure to SARS-CoV-2, and will not apply to most general employers. The general information requirements under section 5.2 as well as 5.59 (investigating symptoms) apply to most workplaces. However, having an exposure control plan can be a useful tool to those in which section 6.34 does not apply.

Nothing in this document is intended to supersede WorkSafeBC regulations or absolves the client from using sound judgment in the appropriate application of this template. No reference to other OHS issues should be implied. The user is responsible to use the documents and any other relevant information to ensure hazards are eliminated or controlled in accordance with BC OHS regulations and utilizing the hierarchy of control for hazards.

1. Statement of Purpose

[State company commitment and purpose]

[Company name] has the duty to protect all employees from exposure to SARS-CoV-2. The purpose of this plan is to provide employees with information on the precautions to take where they may be exposed to SARS-CoV-2. A combination of control measures will be required to achieve this objective, and we commit to select the most effective and practical control technologies available. We will also ensure that the best practices and safe work procedures, as described in this exposure control plan, are followed at our facility.

1. Roles and Responsibilities

[State roles and responsibilities of relevant stakeholders]

* 1. Employer
* Ensure that the materials such as PPE and training resources are available as required to implement and maintain this plan.
* Select, implement, and document the appropriate site-specific control measures.
* Ensure training is provided to the supervisors and workers, for the successful facilitation of this exposure control plan.
* Ensure that workers use appropriate personal protective equipment (PPE), as specified.
* Maintain records of training and inspections.
* Ensure that a copy of the exposure control plan is available to workers.
* Monitor the effectiveness of this exposure control plan.
* Review annually, at minimum, on the effectiveness of this plan.
* [Any other relevant responsibilities]
  1. Supervisors
* Ensure workers under their supervision are trained and educated on the control for the hazards, specific to their work area.
* Ensure required PPE is correctly worn by workers.
* Ensure workers are trained in the use, storage, maintenance of their PPE
* Correct unsafe work practices
* Monitor procedures specified in this plan are followed.
* [Any other relevant responsibilities]
  1. Workers
* Be aware of this exposure control plan
* If experiencing symptoms to exposure to SARS-CoV-2, report to the supervisor
* Wear provided PPE correctly, and report any deficiencies to the supervisor or the employer
* Report any unsafe conditions or acts to the supervisor
* [Any other relevant responsibilities]
  1. Joint Health and Safety Committee
* With the Employer, review annually at a minimum, the contents of this exposure control plan
* Ensure the exposure control plan is implemented as written, and make recommendations for improvement or changes reflecting current practices
* [Any other relevant responsibilities]

1. Risk Identification, Assessment, and Control
   1. Risk Identification

[Provide information on the SARS-CoV-2. Give information on the following, as a suggestion:

* What are the routes of transmission of the SARS-CoV-2?
  + Direct transmission?
  + Indirect transmission?
  + Airborne transmission?
* What are the areas of concern?
  + - Who could potentially be exposed?
      * First Aid Attendant?
      * Sanitation workers?
      * Workers who interact with people external to your organization?
  + What tasks are we most concerned with?
    - Have you considered what tools or equipment are shared?
    - Have you considered common areas, such as the lunchroom, break rooms, meeting rooms, locker rooms?
* How many employees could potentially be exposed?
  + How many employees would normally be in a room?
  + Is there enough space to allow for physical distancing?
* What are the consequences of exposure?
  + Given the current information available from our provincial health authorities, what are the predicted health consequences? (Insignificant, Minor, Moderate, Major, Extreme)]
  1. Risk Assessment

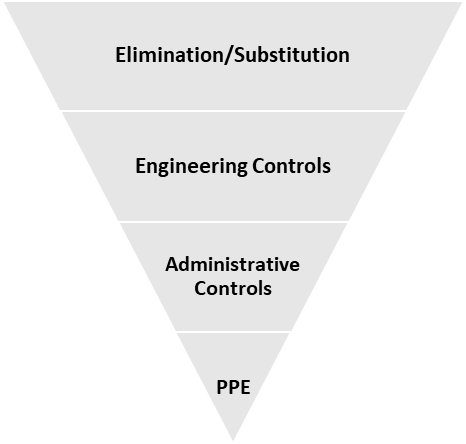
[A risk assessment should be completed to determine the controls required for protecting workers against hazards in the workplace. This also applies to COVID-19. In this assessment factors such as the likelihood of exposure and the consequences of exposure are considered. Likelihood of exposure can be thought of as how often an employee contacts others or surfaces, whereas the consequence of exposure can be thought of as the resulting effects from being exposed to the hazard of SARS-CoV-2. Here, describe how you would classify the risk, for your workers, to exposure to this biological hazard. Factor in the likelihood, and frequency of contact when determined the risk level.

The risk assessment should be carried out in a collaborative effort, with participation from all affected persons, including representation from Management, Supervisors, and Workers.]

Refer to the [Sample Risk Assessment Document for SARS-CoV-2.](https://safetyalliancebc.ca/covid-19/r/sample-risk-assessments)

* 1. Risk Control

[The Occupational Health and Safety Regulation requires employers to select controls based on the hierarchy below. Due to the nature of the hazard, a combination of controls are implemented at [Company Name] to ensure the health and safety of the workers. Controls can be presented for the type of work performed, in the order of the hierarchy of controls. See following page for possible layout on how your controls can be presented.]



**Most Effective**

**Least Effective**

Examples of Controls:

* + Return to Office Plan
  + [Hand hygiene procedures](https://safetyalliancebc.ca/covid-19/r/hand-hygiene-procedures)
  + [Reporting symptoms in the workplace](https://safetyalliancebc.ca/covid-19/r/reporting-symptoms-in-the-workplace)
  + [Cleaning protocol for common areas](https://safetyalliancebc.ca/covid-19/r/cleaning-protocol-for-common-areas)
  + [Policy for returning travelers](https://safetyalliancebc.ca/covid-19/r/policy-for-returning-travelers)
  + Workplace Inspection Program ([added checklist items for inspections](https://safetyalliancebc.ca/covid-19/r/checklist-for-workplace-inspections))
  + [Signage](https://safetyalliancebc.ca/covid-19/r/covid-19-poster-kit) (physical distancing, hand-washing procedures, Occupancy Limits)
  + [Work from home protocol](https://safetyalliancebc.ca/covid-19/r/checklist-for-working-from-home)
  + [Modified First Aid Procedures – COVID-19](https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic?lang=en)
  + Visitor Policy
  + Health Questionnaire

|  |  |  |  |
| --- | --- | --- | --- |
| **Task / Position** | **Control methods**  **[Elimination/Substitution, Engineering, Administrative]** | **Control methods**  **[Personal protective equipment]** | **Additional Comments** |
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1. Worker Training and Education

[In this section, specify how and what workers will be trained on. See [COVID-19 Training Matrix](https://safetyalliancebc.ca/covid-19/r/covid-training-matrix) to help you keep track of training]

Example:

Workers will be trained on the contents of this exposure control plan. Training will include topics on:

* Hazards associated with SARS-CoV- 2, and relating health symptoms and effects
* How to report unsafe acts and condition
* [How to report symptoms of COVID-19](https://safetyalliancebc.ca/covid-19/r/reporting-symptoms-in-the-workplace), if they occur.
* How to wear, use, inspect, maintain, clean and store PPE
* Safe work procedures for SARS-CoV-2
* Purpose and significance of any required health monitoring
* [Any other training topics]

1. Written Work Procedures

[In this section, specify what written work procedures have been developed and implemented to reduce exposure to the biological hazard. Procedures can include hand-washing protocols, donning and doffing PPE, cleaning and disinfection protocols, etc. Procedures can be added in directly in this section, or attached as an appendix. See [COVID-19 Resources](https://safetyalliancebc.ca/covid-19/resources/).]

Example:

Written work procedures have been developed for the following tasks:

1. Proper Hand washing   
   Use soap and warm running water and wash your hands for 20-30 seconds.
   1. Press hands palm to palm
   2. Press each palm over back of opposing hand
   3. Interface fingers palm to palm
   4. Interlock fingers
   5. Rotate each thing in palm
   6. Rotate fingertips in palm
2. Taking off Gloves
   1. With both hands gloved, grasp the outside of one glove at the top of your wrist.
   2. Peel off this first glove, peeling away from your body and from wrist to fingertips, turning the glove inside out.
   3. Hold the glove you just removed in your gloved hand
   4. With you gloved hand, peel off the second glove by inserting your fingers inside the glove at the top of your wrist
   5. Turn the second glove inside out while tilting it away from your body, leaving the first glove inside the second
   6. Dispose of the entire bundle promptly in a waterproof garbage bad. Do not reuse the gloves
   7. Wash your hands thoroughly with soap and water as soon as possible after removing the gloves and before touching any objects or surfaces.

In order to ensure to these procedures are being followed, posting these procedures at relevant locations is recommended.

1. Hygiene and Decontamination Procedures

[In this section, information can include on how and what types of decontamination practices have been implemented by the employer. For example, can specify the location of hand hygiene stations, as well as disinfection schedules for common or shared spaces. See [Cleaning Protocols for Common Areas](https://safetyalliancebc.ca/covid-19/r/cleaning-protocol-for-common-areas) and [Hand Hygiene Procedures](https://safetyalliancebc.ca/covid-19/r/hand-hygiene-procedures)]

1. Health Monitoring

[Health monitoring includes how workers are to report symptoms, and what are the procedures for reporting. Within this section, other steps taken by the employer for health monitoring can also be included such as, tracking and trending absenteeism and number of cases within the organization.]

Example:

Workers will promptly report any symptoms to their manager or supervisor and the first aid attendant. If a worker experiences symptoms at home, the worker will call in to notify their supervisor and/or human resources.

1. Documentation

[In this section, the specific information that will be kept on file is noted. See example of [recordkeeping for training](https://safetyalliancebc.ca/covid-19/r/how-to-record-training-during-a-pandemic)]

Example:

Records of the following will be kept:

* + - * Exposure control plan training records
      * Written safe work procedures
      * Respirator Fit Testing records
      * First Aid reports
      * Incident investigation reports
      * [Any other records]

1. Annual Review

[State frequency of review.]

Example: We will review the exposure control plan every year and update it as necessary, in consultation with our joint health and safety committee or worker health and safety representative.