

COVID-19 Safety Plan for: Ascension Martial Arts

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.

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. 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).
- 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.

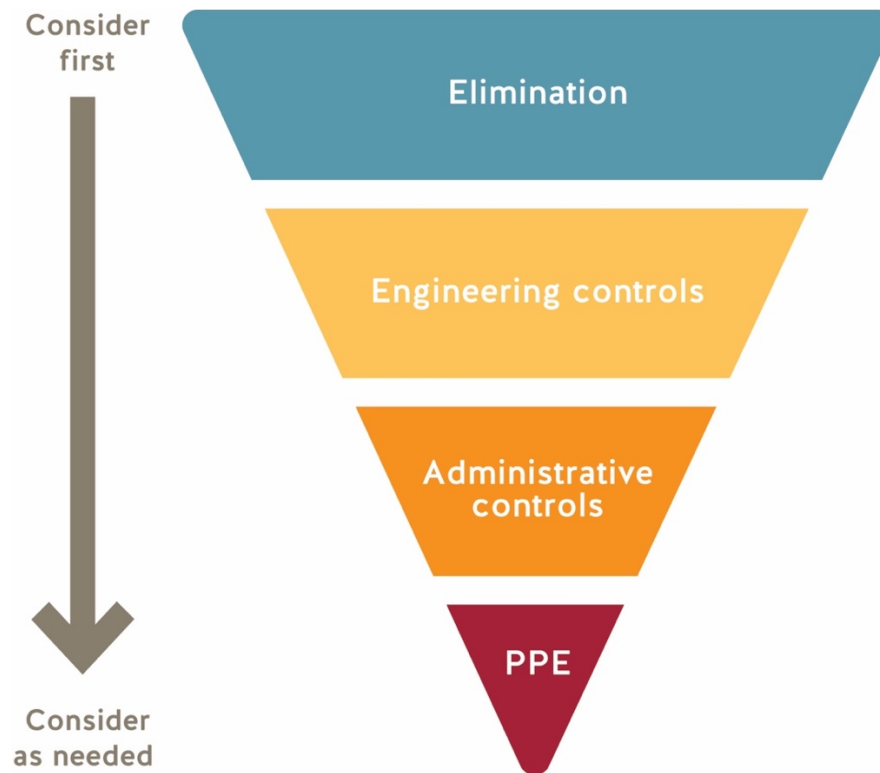
Step 2: Implement protocols to reduce the risks

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.

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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. 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

- Occupancy limit posters have been clearly posted on the front door, the lobby door and inside the gym
- Smaller occupancy limit per class to allow more space to maintain social distance (now a maximum of 16 people, compared to a previous maximum of up to 40)
- 3 x 3 metre boxes have been taped onto the floor to allow for social distancing during classes
- Occupancy limit of zero in the lobby. It is a pass through area only. No gathering is permitted inside the lobby, members enter the gym to go directly into class and must depart immediately after class

- Changes to schedule have been made to allow for smaller class sizes
- Online classes have been added, to allow for smaller class sizes and in home training as an alternate choice
- No observers or visitors permitted on site.
- All class members must line up outside (at 6 foot intervals) before being admitted in a controlled way into the gym. New class members may not enter until the previous class members have departed the building, and the gym has been sanitized between in each class.
- Members must now sign-in online for their class, (previously this was done upon arrival at the gym)

- Change rooms have been closed, members must arrive and depart in their class attire

- No training from November 7th to November 23rd in adherence with Ministerial Order or for the period of time the order is in place (if extended/renewed)
- At such a time that the order limiting group fitness classes is rescinded, training will be limited to single partner pairs from the same household or within the government accepted "social bubble" limit.

- Staff training has been completed regarding all of the above measures
- Email communication has been sent to all members regarding the above measures

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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

No barriers in place at this time as students and staff are able to physically distance in the current space. Our office is currently closed to members, and all communication must be through email or phone call.

NOTE:

As part of an industrial warehouse building, we do have a large garage door that we keep OPEN throughout the day in order to facilitate natural air flow and ventilation during classes.

Please see photo below (taken in February, not current!) to show garage door.



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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

- All employees (and students) are required to conduct a self-assessment prior to accessing the facility and will be prohibited from training if any symptoms present
- 8 x 11 Signage is posted on the front door and lobby door, regarding self-assessment for COVID-19 symptoms

- Hand hygiene required on access to the building for both students and staff
- Touch-less hand hygiene stations are installed at the entrance to the lobby, the entrance to the gym and inside the gym training area
- Clear and bold signage is posted stating hand hygiene requirements
- Instructors remind members throughout class to use the hygiene stations
- One way corridors when accessing building and one way when leaving the building
- Signage posted for one way corridors

- Staff training has been completed regarding all of the above measures
- Email communication to all members has been sent out regarding the above measures

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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

- All instructors, employees and students are required to wear appropriate masks at ALL times while inside the facility, including for the duration of all classes while exercising
- Employees and members are reminded to wash their masks after each attendance
- Staff training is complete regarding use of, and limitations of, masks
- Email communication to all employees and members has been sent out regarding the above measures

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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

- There are 4 touch-less hand sanitizer stations and 2 washrooms with sink and soap for employees to use safe hand hygiene throughout their shift
- Employees must use the hand sanitizer stations during class and must wash their hands with soap and water at the end of each class
- All cleaning supplies are supplied by Cintas (Cleaning supplies for business and commercial use) www.cintas.com
- Cintas Neutral Disinfectant Cleaner is used to clean all gym floors every hour, in between each class. This cleaner meets the Environmental Protection Agency's criteria for use against SARS-COV-2, the cause of Covid-19. It is a one-step, quaternary-based disinfectant cleaner that provides broad spectrum disinfection, including healthcare micro-organisms and Canine Parvovirus.
- Cintas Hand Sanitizer works to kill 99.9% of bacteria, and is installed in 4 areas within the gym and entry to the gym
- Time has been added between each class to allow for enhanced cleaning. Enhanced cleaning protocols include:
 1. Instructors are responsible for cleaning and disinfecting the mats, all training equipment, and high contact areas immediately following their class.
 2. All equipment is cleaned between each class (gloves, kickboxing pads, punching bags, focus mitts, grappling dummy)
 3. All high contact areas identified and disinfected between each class (doors, light switches, door handles, table tops, student personal item storage areas, shelving, chairs, computer mouse/keyboard, desk tops, bathroom)
 4. Facility is deep cleaned four times per week by a professional cleaning service, over and above the cleaning that occurs between each class.
- All couches, benches, chairs and storage cubbies have been removed to prevent gathering and to provide more space for entering and exiting the gym.
- All members must have their own gloves for class, none may be shared
- The waiting room and children's play room have been closed
- All unused equipment has been placed in storage to allow for even more room within the gym
- Staff training has been completed regarding all of the above measures
- Email communication has been sent to all members regarding the above measures

ADDITIONAL INFORMATION:

We have implemented these safety protocols since June, when we were allowed to re-open. Since then, we have had NO cases of Covid-19 and no concerns from our members or employees regarding safety.

Mask wearing is mandatory throughout the entire time members and instructors are inside the gym/building. Socially distanced class training is in place. We are very clear on the expectations of our clients to arrive freshly showered, and clean hands throughout the class. Hygiene is a very important part of our business at all times, but especially

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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 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.

- 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.