

Step 1: Work place risk assessment

- This document has been created by Elizabeth Engelbertink, PRT Safety Coordinator, frontline workers and safety committee was consulted.
- Areas that people gather:
 - The Lunchroom
 - The Office
 - The sowing line
 - The harvest line
 - Loading and unloading growing tables
 - Coldstorage - reefers
- Jobs and tasks where workers are close to one another:
 - Loading/unloading growing tables and moving seedling inventory
 - Sowing
 - Harvesting
 - Some repair and maintenance work
 - Crop monitoring with irrigation crew and head grower
 - Meetings
 - Training staff on new tasks
 - Loading/unloading reefers
- Tools, machinery and equipment that workers share:
 - Hand tools for repair and maintenance work
 - Mobile Equipment (forklift, skid steer, golf carts)
 - Irrigation scale and record sheets
- Surface that workers touch often:
 - Bathroom: faucets, doors and toilet handles
 - Lunchroom faucet
 - Building entrance and exit doors
 - Tables and chairs
 - Refrigerator, microwaves and coffee pots
 - Irrigation computer

Step 2: Implementation of protocols to reduce the risk

First Level of protection “elimination”

- Any worker that has symptoms of COVID-19, been in contact with a positive case, or has returned from outside Canada must isolate for 14 days as per PRT’s internal policies.
- Different working pods, staggered breaks and multiple break locations are used to minimize broad contact through the entire staff complement.

- When on breaks in the lunch room only two people per table sitting at opposite ends of the table
- When staffing volumes exceed the capacity of the lunchroom, rotating schedules will be implemented for specific work teams to allow for physical distancing in the lunchroom.
- We are not a retail outlet and have a minimal number of unscheduled visitors that don't relate directly to site operations. Signs have been posted at all site entrances and building entrances discouraging unscheduled visitors from entering the site.
- Most tasks on site can be completed on an individual basis and do not require close contact with other workers. In the event that a task requires closer proximity every effort will be made to minimize the amount of contact.

Second level of protection “barriers and partitions”

- The only time that a partition will be necessary and practical is during harvest. The logistics and design for this were explored and set up in summer harvest.

Third level protection “rules and guidelines”

Our regular working protocols fall nicely into different working “pods”: thinning and weeding crew, repair and maintenance crew, and irrigation crew. Staggered breaks and different break locations are used to minimize contact between the working pods.

1. Workers and visitors must be screened for entry into the workplace. Screening posters are available in English and Punjabi. Place these at workplace entrances
2. The best protection for both yourself and others is regular handwashing.
3. If you are experiencing: fever, soar throat, coughing or sneezing please do not come in for work and begin self isolating. Seek medical advice as soon as possible.
 - a. If you begin experiencing any of these symptoms while at work please see the first aid attendant immediately
4. Do not make physical contact with your co-workers.
5. Whenever possible avoid coming within 2 m of your co-workers.
6. Weather permitting, entrance and exit doors will be kept open to minimize all staff contact with door handles and knobs.
7. Please notify managers and supervisors if the availability of soap, paper towel, toilet paper and hand sanitizer is running low.
8. **Only two people per table, sitting at opposite ends, in the lunchroom.** If the occupancy of the lunchroom exceeds this capacity please inform your manager and supervisor so the situation can be corrected.

9. Spray bottles of sanitizing solution have been provided in the lunchroom; please spray your table at the end of every break and at the end of the day before you go home. Refill solution is available in the lunchroom.
10. Please keep the lunchroom as neat and tidy as possible. Keep the tables free of clutter; it makes the job of sanitizing much easier.
11. If you notice anything that can be changed or improved to increase the health and safety of staff please let your supervisor know.

Fourth Level protection “masks”

- Masks are available for all staff at all times
- Masks are now (11/19/20) required for everyone in all public indoor settings and workplaces. (Posters are available for safe mask use tips in English/Punjabi)
- Worksafe documents on mask selection and proper use are posted in the main lunch room.

Hygiene and Cleaning

- Worksafe poster regarding Handwashing and Covering coughs have been posted in the lunchroom and washrooms
- We have implemented daily cleaning and disinfecting protocols that includes spraying sanitizer on all high contact surfaces after each break period and a wipe down of those surfaces at the end of each shift. Workers have been directed to spray down their own tables at the end of each break and the end of the day.
- The operations manager is responsible for the cleaning program. A standardized program has been established and staff is being trained on the protocols
- Cleaning is tracked with a daily log sheet.
- All common dishes and utensils have been removed from the lunch room. Spare chairs have been removed as well.

Step 3 Policies

- PRT has company wide policies regarding workers with symptoms and possible exposure to COVID-19
- We have posted signs at site entrances and actively try to prevent unscheduled visitors from entering the site.
- The first aid attendants, have been made familiar with the OFAA protocols during the pandemic.
- PRT has a violence and abuse prevention program

If a worker begins feeling ill at work.

1. Sick workers should report to first aid, even with mild symptoms.
2. The sick worker should wash and sanitize their hands and will be provided with a mask.
3. The sick worker will be asked to go straight home and call 811 for further guidance.
4. Clean and disinfect any surface the worker has come into contact with.