COVID–19 safety plan Anuttara Ashram

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Purpose of COVID-19 safety plan

This COVID-19 safety plan has been created by Anuttara Ashram to outline the policies and procedures that have been put in place to protect Anuttara Ashram employees, guests and others entering the business from the potential transmission of COVID-19. This plan follows the WorkSafeBC six step process for developing a COVID-19 safety plan and aligns with current Provincial Health Officer (PHO) orders and WorkSafeBC requirements.

Responsibilities

Anuttara Ashram's ownership and management are responsible for the development of this plan including ensuring that adequate resources are made available to implement and sustain the plan.

All Anuttara Ashram employees and contractors will follow this safety plan as a condition of employment. All guests must follow this safety plan as a condition of visiting our property.

Kayla Miller and Andrew English are responsible for implementing this safety plan throughout the workplace.

Employees are responsible for participating in the development, implementation and ongoing sustainment of the COVID-19 safety plan. If employees have any concerns regarding this plan they are to bring them to the attention of Kayla Miller or Andrew English.

Feedback and suggestions are also welcome from all employees and guests. We will have a designated time during our weekly Sunday gatherings to go over safety concerns, suggestions, and resolutions.

STEP 1 – Identify the risks

COVID-19 is an illness (disease) caused by a coronavirus. This particular coronavirus is a new virus that was first recognized in December 2019, originating in Wuhan, China. Coronaviruses are a large family of viruses, some of which infect animals and others that can infect humans. The World Health Organization declared COVID-19 a global pandemic on March 11, 2020.

Symptoms of the disease range from mild to severe and can be fatal. Symptoms can appear up to 14 days after initial exposure and include:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache

- Muscle aches
- Fatigue
- Loss of appetite

The virus that causes COVID-19 spreads from person to person in several ways, including through droplets when a person speaks, coughs or sneezes, or from touching a contaminated surface before touching the face. The risk of transmission increases the closer you come to other people, the more people you come into contact with and the length of time you spend with other people. This is why it is critical to control these interactions in the workplace, to help reduce the transmission of COVID-19.

The following areas have been identified as areas where employees and/or guests may gather:

- Dining Hall
- Kitchen
- Dish Room
- Yoga Hall
- Shower/Sink Area
- Dorms and Cabins
- Shuttle
- Fire pit
- River Path

The following tasks bring our employees close to one another or to guests:

- Driving shuttles
- House keeping duties
- Maintenance work
- Working in the kitchen
- Working in the office
- Family meetings and share circles
- Yoga and Meditation
- Tours
- Fire ceremony

The following tools, machinery and equipment have been identified as items that employees and/or guests share:

- Yoga mats and props
- Cleaning Supplies
- Kitchen utensils and cookbooks
- Maintenance and labour tools
- Laundry services
- Furniture
- Vehicles
- Office equipment

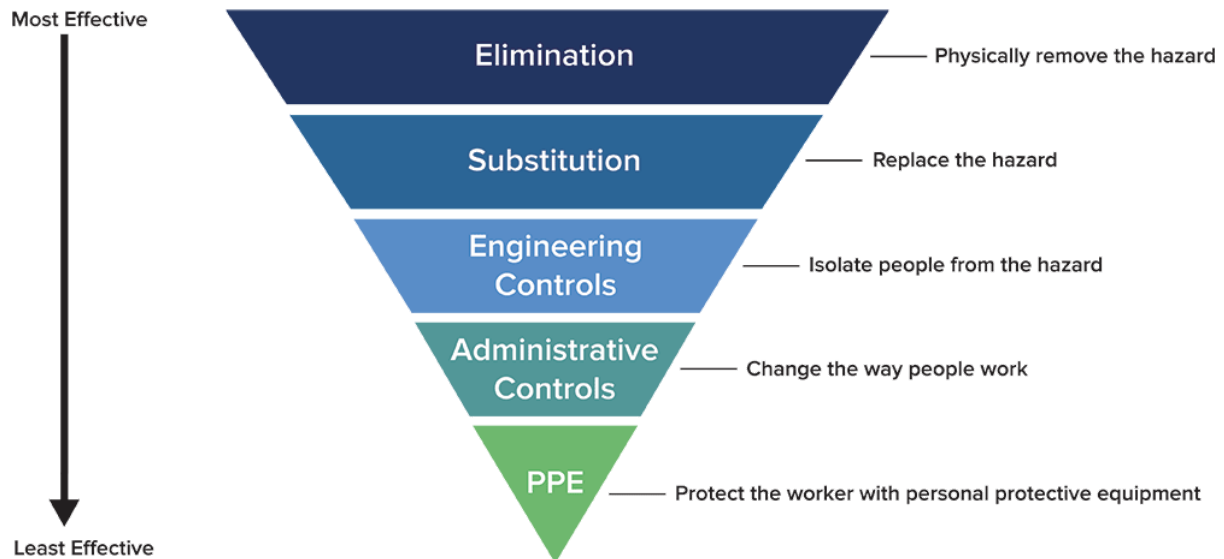The following items have been identified as high touch items:

- Doorknobs
- Bells
- Musical Instruments
- Windows
- Railings
- Kitchen supplies
- Tea Supply & Kettles
- Living space furniture
- Faucets
- Washroom facilities
- Shower facilities
- Yoga mats and props
- Fireplace

STEP 2 – Control the risks

The overarching aim is to reduce the risk of the virus spreading through droplets in the air and from touching a contaminated surface and then touching the face. Therefore, any controls that are adopted within the workplace should always reflect that. Different controls will offer varying levels of protection and the preferred option is always the control that offers the highest level of protection. This approach to controlling risks is referred to as the "hierarchy of controls". This process involves assessing the risk (likelihood of harm or injury) associated with different hazards (something with the potential to cause harm or injury).

In some cases, it may be necessary to combine different levels of protection in order to control one particular risk. An example of this, in relation to managing the risk of COVID-19 transmission, is to install barriers to separate people (engineering control) and to wear a mask (personal protective equipment).

Types of risk controls

Most Effective

Elimination —— Physically remove the hazard

Substitution —— Replace the hazard

Engineering Controls —— Isolate people from the hazard

Administrative Controls —— Change the way people work

PPE —— Protect the worker with personal protective equipment

Least Effective

Elimination or Substitution are the highest, most effective levels of control and involve removing the risk of exposure to a given hazard entirely, or substituting a hazard for something that is less harmful.

We have implemented the following controls to limit the number of people in our workplace and to ensure physical distancing.

- lowering occupancy limits
- scheduling cohorts
- multiple meal times to ensure social distancing
- assigned vehicles to specific individuals
- 6 ft. spacing between yoga and dining spaces
- individuals assigned solely to certain tasks (laundry, yoga prop setup, shuttles)
- assigned yoga mats and props
- no more than 10 people gathering outdoors (walks, fire ceremony)
- removing tea and cookbooks from communal use

Engineering controls include placing physical barriers between people when physical distancing cannot be maintained.

We have installed barriers in the following areas:

- removal of chairs to ensure spacing at tables
- lower occupancy in shuttles and dorms

Administrative controls include the rules, training, guidelines and signage you have put in place to educate people on how to control the spread of COVID-19 in the workplace.

We have put the following administrative controls in place:

- enhanced cleaning protocols
- staff housing and transportation rules
- informational signage
- isolation space if symptoms arise
- those not following protocols will be asked to leave the premises
- those with symptoms will not be allowed on the premises

Personal Protective Equipment (PPE): This is the least effective option in terms of protection and should be considered if the higher levels of protection don't allow you to adequately control the risk. PPE should be used in addition to other control measures and not in isolation.

We have put the following PPE controls in place:

- Masks are mandatory for everyone in many public indoor settings*.*
    - *Kitchen*
    - *Dining Hall*
    - *Yoga Hall (except when on mat)*
    - *Dorms (except when sleeping)*
    - Gloves are mandatory when disinfecting

STEP 3 – Develop Policies and Procedures

Clear policies and procedures help to ensure that the identified controls are being followed within the workplace and establish the minimum requirements. They may include arrangements for who can and cannot be at the workplace, how to deal with illness in the workplace, cleaning and personal hygiene protocols, first aid provision and managing violence in the workplace.

Cleaning and Disinfection

The cleaning and disinfection of surfaces, especially high-contact surfaces, forms an important part of safe work practices for controlling COVID-19 in the workplace. Cleaning and disinfection are often referred to as a "two-stage" process. Cleaning removes visible surface dirt and debris, whereas disinfection destroys bacteria and viruses.

Kitchen team is responsible for the cleaning and disinfecting of the kitchen and dish room. Housekeeping/cleaning team is responsible for the cleaning and disinfecting of all other shared spaces.

Cleaning supplies can be found beside the dish room. Please reach out to Kayla Miller or an Anuttara cleaning staff member with any questions regarding cleaning procedures.

Cleaning Mixture: Soft Disinfectant

How to Make:

- Fill spray bottle with room temperature water (1L)
- Using gloves, add 4 tsp of bleach to the water / spray bottle
- DO NOT ADD BLEACH FIRST

How to use:

- Wash hands before and after cleaning
- Wearing gloves, spray onto surfaces
- Set timer for 1 minute
- Wipe with blue kitchen cloth and allow to air dry

When to use:

- Before and after use of high touch surfaces listed above
- If in doubt, clean!

Disinfecting Mixture: Hard disinfectant

How to make:

- wearing gloves, pour water into spray bottle (1L)
- Add ¼ cup plus 2 tbsp of bleach
- DO NOT ADD BLEACH FIRST

How to use:

- Wearing gloves, spray onto surfaces
- Set timer for 10 minutes
- Wipe with water and allow to air dry

When to use:

- After each meal in kitchen
- Once a day on outhouses & showers
- Once a day on high touch items in Yoga Hall

Hand washing

Regular hand washing is an important step in controlling the spread of COVID-19 in the workplace. Anuttara Ashram employees must wash their hands when they arrive at the workplace, before and after breaks, after coughing, sneezing or touching the face, after using the washroom and before leaving work. Soap and water are preferred but hand sanitizer with a 70% alcohol base can be used when soap and water is unavailable, or as an additional control.

Before meals, hands must be washed with soap and water. There are stations outside the dining hall as well as in the dish room.

After washing, dry hands with paper towel and put in compost bin.

Daily Health Screening

All Anuttara Ashram employees, volunteers, and guests must complete a daily health declaration before entering the workplace and common areas. Daily health declarations will be tracked via questionnaire. Employees, volunteers, and guests must review the information every day, before entering the workplace / common area. Entry check posters are displayed at the entrance to the dining hall and yoga hall.

Anyone answering yes to questions 1-3 must follow the advice of Public Health and not attend the workplace or common area. Anyone displaying any of the symptoms listed must not attend the workplace or common area and should call HealthLinkBC at 811 for further direction from Public Health.

Any volunteer or guest that receives a positive COVID-19 test result will not be allowed to return to the property until they have a negative COVID-19 test result or a note from the doctor stating they are no longer infectious.

If any volunteer or guest becomes ill at the ashram, they are to wear a mask and report to Kayla or Andrew. They will be isolated from others on the worksite and arrangements will be made for them to go home.

In the meantime, they will stay in the designated isolation space and avoid all contact.

First Aid

All Anuttara Ashram first aid attendants must follow the WorkSafeBC Occupational First Aid Attendants (OFAA) guidelines when responding to a first aid emergency in the workplace.

First aid kit is located on the white shelf by the entrance to the mud room in the dining hall.

Workplace Violence & Harassment

The potential for violence exists whenever there is direct interaction between workers and non-workers. Employers must provide a workplace as safe from the threat of violence as possible. If there is a risk of violence in a workplace, the employer must set up and instruct workers on procedures to eliminate or minimize the risks. Some of these tendencies may be more likely to manifest when individuals are dealing with elevated levels of stress and uncertainty, consistent with a pandemic situation.

We do not permit managers, employees, teachers, independent contractors, students, or others in the workplace to harass any other person because of age, gender (including pregnancy), race, ethnicity, culture, national origin, religion, sexual orientation, disability, socioeconomic status, genetic information, or any other basis.

STEP 4 – Communication and Training

Everyone within the workplace must understand how to keep themselves and others safe. Training should include the need to stay at home when sick, understanding occupancy limits, hand washing procedures and who is permitted to enter the workplace. Supervisors should be trained on how to monitor workers to ensure that policies and procedures are being adhered to.

COVID-19 PPE training will be provided to all employees, volunteers, and guests, covering proper mask and glove etiquette.

Training will coincide with the review of this document with all employees, volunteers, and guests to which they will sign off that they have received the training and agree to the terms of the safety plan.

STEP 5 – Updating the COVID-19 Safety Plan and Monitoring the Workplace

Kayla Miller and Andrew English are responsible for implementing this COVID-19 safety plan throughout the workplace.

Kayla Miller and Andrew English are responsible for reviewing and updating this COVID-19 safety plan. The safety plan will be continually reviewed and revised to keep pace with any changes in the COVID-19 pandemic and government regulations.

For monitoring purposes, all guest and visitor contact information will remain on file from their online registration.

STEP 6 – Ensuring Ongoing Training and Monitoring

Training on this COVID-19 safety plan will be included in all new hire orientations, or when bringing back employees following a period of absence.

This safety plan will be reviewed and revised, as required, to reflect any:

- Changes to job scope which may affect the plan,
- New areas of concern or the identification of something that isn't working,
- Health and safety concerns raised through a worker representative
- Changes to Provincial Health Officer orders or other government and industry requirements that affect the plan.