

**COVID 19 WORK SAFETY PLAN: PGNFC Food Bank**  
**Address: 1600 3<sup>RD</sup> Ave - Basement**  
**Phone: 250-564-3568 ext 289**

**Purpose:** The Community Food Bank, operated by the PGNFC, is committed to providing a safe, healthy workplace for all staff members. The following work safety plan describes specific control measures implemented to eliminate and reduce risk during the COVID 19 pandemic.

**Process:** The Director of Health reviewed the WorkSafe template and conducted a workplace risk assessment involving frontline staff. The plan was reviewed by the Executive Director and Board.

**Review/ Amendment:** The Director of Health will review and update the work safety plan monthly, or more frequently as needed; as guided by the Provincial Health Office of BC.

**Note:** The PGNFC acknowledges the colonial history of Canada and the continuing impacts of residential school. We intend to carry out the below measures in a warm, inclusive way so that no staff member feels singled out, or like they are the only ones being asked to sanitize, and understands that we are all doing the same prevention activities so that we can all keep each other safe.

**ELIMINATION Controls Established:**

- All volunteers have been sent home and have been directed not to return to the work site until the state of emergency has been lifted.
- The number of staff in the food bank at one time has been limited to 4, in the Friendship Room to 2, and in the clothes closet to 2.



**ENGINEERING Controls Established:**

- Spaced seating is available for clients 6 feet apart, in addition to having a staff person monitoring the food bank lineup.
- Furniture is re-configured to support physical distancing (i.e. at the food bank door) and cloth furniture has been replaced with plastic furniture
- Clothing closet is open when there is a staff member available to be present in the space. Only the staff member is in the space, and clients are served through a service window. The clothing is all new and therefore does not require additional laundering prior to distribution.
- Staff spacing generally consists one 1 staff member in the Friendship Room to do bulk bagging, 1-2 in the food bank to do bagging and give out, and 1 staff member in the clothes closet to do give out.
- Application forms are provided on clip boards with pens, that are sanitized in between each use. When time permits chairs are also sanitized between uses.

#### **ADMINISTRATIVE Controls Established:**

- All staff are trained in universal precautions, and are aware of the PGNFC Covid memos that have been distributed to staff.
- Universal precautions will apply. In addition, staff wash or sanitize hands upon entry to building, and before switching workstations. There are two washrooms available within the food bank as well for washing hands.
- Food bank staff sanitize the surfaces, washrooms and high touch surfaces daily
- If a staff member confirms that they have symptoms consistent with Covid-19, or that they have tested positive for Covid-19, they will be required to self isolate before returning to work, and will be asked to verify that in addition they have had 2 days symptom free before returning to work. This process will be lead by the direct supervisor of the program they have been hired to work in, and Emergency Resource staff will be able to get an update on their return to work date from that supervisor.
- If a staff member communicates that they have been in the worksite while contagious with Covid-19, we will perform a deep clean/sanitization of their workspace. If more than three staff members test positive for Covid-19, we will consult with the management team as to the appropriate response.

#### **PERSONAL PROTECTIVE EQUIPMENT (PPE) Controls Established:**

- Staff are provided with suitable cleaning products and gloves for sanitizing and/or disinfection as is deemed appropriate.
- Our primary sanitizing product in the food bank is Unitab, which is an effective sanitizer/disinfectant and is less harmful for respiratory systems, skin and clothing than chlorine bleach.
- Staff are made aware that there is currently a mask mandate in effect, and both staff and food bank clients are provided with disposable surgical masks as needed. Staff and clients are provided with cleaning products and hand sanitizer.

**Questions/ Concerns with the plan?** Contact the Director of Health Gwen Cardinal  
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