

COVID 19 WORK SAFETY PLAN: PGNFC Food Bank
Address: 1600 3RD 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 (pending).

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:

- The number of volunteers/staff in the food bank at one time has been limited to 4. All Elderly volunteers have been asked not to come in during the pandemic.
- Workstations have been established for prep, lineup control and hamper distribution with spacing and task division
- Foodbank hours have been expanded from 1-2 hours so that the distribution of clients is more even and allows more opportunity for physical distancing.



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 closed, as the CDC recommends laundering only to sanitize second hand clothes at this time which is not practical for our staffing model.

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 will 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
- Staff will require 10 days of self isolation before returning to work if they have any symptoms of illness. This process will be led 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.

PERSONAL PROTECTIVE EQUIPMENT (PPE) Controls Established:

- Staff will be provided with gloves for cleaning.
- Staff may choose to wear a mask, shield or gloves at all times at the worksite, however if they choose to do this, they must provide their own equipment. The Provincial Health Office has not recommended the use of masks or shields for social service workers.

Questions/ Concerns with the plan? Contact the Director of Health eanderlini@pgnfc.com