

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.

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 or client feels singled out, or like they are the only ones being asked to sanitize, distance, or wear a mask; 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 staff in the food bank at one time has been limited to 4.
- Workstations have been established for prep, lineup control and hamper distribution with spacing and task division

ENGINEERING Controls Established:

- Spaced seating is available for clients 6 feet apart
- 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.



- All staff will wear masks in the food bank hallway, and in the food bank when another staff is present. All clients will wear masks when in the building.
- Food bank staff sanitize the surfaces, washrooms and high touch surfaces daily
- Staff will require 48 hours symptom free 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.
- All clients will be masked, unless age 2 and under
- Staff will be masked when in shared spaces of the main building

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