

COVID- 19 Safety Plan

Employers are required by section 21 (2) (c) of the *Workers Compensation Act* to establish occupational health and safety policies and programs in accordance with the Occupational Health and Safety Regulation and have been directed by WorkSafeBC to develop a plan to ensure that the risk of transmission of SARS-CoV-2 at workplaces is minimized (hereinafter referred to as the “COVID-19 Safety Plan” for the purposes of this Order).¹ UAPIC’s policies and procedures are as follows:

Policy & Procedure for Practical Training

Following the guidelines put in place by the Provincial Health Officer (PHO) UAPIC will be offering practical training at our institution. We will be operating in the following limited capacity as of September 21st, 2020. The guidelines are as follows:

- Class sizes will not exceed eleven people at one time for practical training.
 - Apprentices will have assigned seating, which will adhere to the 2 meters of distance required between people.
- Hand washing/sanitization stations will be visible and easily accessible throughout our building.
- Hands must be washed upon arrival and departure of the building, and after using machinery and equipment.
- **Masks are mandatory for all individuals entering the building.**
 - All masks must be worn correctly and stay on for the entire time you are in the building.
 - Everyone is responsible for obtaining their own masks.
 - Anyone who does not comply with wearing a mask will not be allowed in the building.

¹ Henry, Bonnie. ORDER OF THE PROVINCIAL HEALTH OFFICER (Pursuant to Sections, 30, 31, 32 and 39 (3) Public Health Act, S.B.C. 2008) Workplace COVID-19 Safety Plans, ORDER OF THE PROVINCIAL HEALTH OFFICER (Pursuant to Sections, 30, 31, 32 and 39 (3) Public Health Act, S.B.C. 2008) Workplace COVID-19 Safety Plans § (n.d.).

- Personal Protective Equipment (PPE)
 - It is the individual's choice to wear non mandatory PPE, and it is their responsibility to dispose of it properly.
 - All task specific PPE will be required as well ie. Boots, safety glasses.
- Physical distancing requirements of approximately 2 meters between people will be enforced as follows:
 - Students will be organized in smaller groups and will remain in those groups for the duration of their practical training.
 - Staggering arrival and departure time from the building.
 - Apprentices and staff are required to complete a daily routine screening upon entering the building.
- If someone shows any symptoms that align with COVID-19 symptoms:
 - I. You are required to inform UAPIC immediately
 - II. You must follow all PHO or family doctor recommendations
 - III. Must reschedule practical training for another time
- If you are unsure of your symptoms feel free to go to the BC COVID-19 Symptom Self-Assessment Tool <https://bc.thrive.health/covid19/en> or contact 8-1-1.

Policy & Procedure for Breaks

UAPIC has identified areas with a higher risk of intense contact within our building. To prevent the spread of the virus we have identified places where people gather, such as the break room and have made changes accordingly, such as:

- The break room will remain closed until further notice.
- We will not have microwaves or refrigerators for apprentices' use.
- Apprentices will have to take their breaks outside of the institution.
- Break times for classes and other groups will be staggered to limit congestion.

Policy & Procedure for Welding Shop

UAPIC will be re-opening our welding shop in a limited capacity as of May 25th, 2020. In order to ensure the safety of our members and staff the following procedures will be put in place.

- Members will be allowed to practice within the shop at any given time, following these guidelines:
 - Shop time must be booked through our office and will be on a first come first serve basis.
 - The number of members allowed to practice in the shop at any given time will be determined by the total amount of people in the shop, making sure we stay within the required 2 meters of physical distance required.
 - People may only book two consecutive days in the shop and only a max. of 10 days in advance.
 - UAPIC reserves the right to cancel member's practice time to maintain safe numbers in the shop, with a priority given to members doing job tests.
 - We will not be allowing drop in's.
 - All welders will always be required to wear a respirator and or mask while in the shop.
 - Everyone will fill out a symptom tracker upon arrival.
 - If someone shows symptoms that align with COVID-19 symptoms:
 - I. You are required to inform UAPIC immediately
 - II. Once you have informed the school, you must go through a 14-day self-isolation
 - III. Must reschedule practical training for another time
- Four Rig welders will be allowed to practice outside in the back-parking lot at a time.
 - People will be able to book a week of practice at a time.
 - Same booking rules apply for outside as they do for in the shop.