

Clean Perfect Services-Covid-19 Safety Plan

Clean Perfect Services
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Clean Perfect Services has created this workplace COVID-19 Safety Plan by following the processes outlined in the WorkSafe BC COVID-19 Safety Plan Checklist. We are in compliance with the WorkSafe BC and the Provincial Health Officer (PHO) orders for physical distancing between customers and staff.

We have taken a 4-step approach to ensuring the safety of our guests and staff consisting of the following:

1. Elimination Controls
2. Engineering Controls
3. Administrative Controls
4. Personal Protection Equipment (PPE)

Elimination Controls

At this time no guests or vendors are allowed inside Clean Perfect Office facilities. We are only accepting delivery orders for supplies. When deliveries are made in order to enter our facility delivery personnel must be wearing a mask, and must hand sanitize when they enter.

We are maintaining physical distancing IN OUR ESTABLISHMENT by:

- Staying at home when exhibiting symptoms of illness
- Working remotely wherever possible
- Eliminating in-person meetings/huddles and holding meetings outside
- Eliminating hand to hand contact with guests and other employees

We are maintaining physical distancing by:

- Wherever possible, ensuring employees remain two metres apart and work in different areas of houses cleaning spaces
- Limiting the number of staff allowed in the office at a time. Allowing management and supervisors to do admin work remotely.
- Restricting access to office areas for delivery agents, members of the public, and other staff who are not employees specifically of Clean Perfect Services

Engineering Controls

We have made the following changes to the design and layout of our workplace:

- Remove waiting areas by removing extra chairs and benches in the office
- Removed lounge areas for employees by removing chairs and benches
- Providing hand sanitizer for employee use in vehicles, and in the office
- Providing disposable gloves
- Providing Covid-19 cleaning chemicals for use in client areas and clean perfect services areas like the office and vehicles
- Providing Lysol disinfecting wipes for the office and all vehicles
- Requiring the use of masks of all employee for the duration of the shift
- Requiring the use of gloves of all employees while at client sites
- Eliminating storage of personal belongings in common areas

Administrative Controls

We have implemented the following additional administrative controls IN OUR ESTABLISHMENT:

- Our staff sick policy supports workers to stay at home if symptomatic
- We have provided worker training and orientation on COVID-19 safety protocols
- We have provided workers with medical resource information that includes telephone numbers and website addresses for key medical, mental health and bullying resources, with approved COVID-19 information
- Workers have a health and safety contact person available for every shift (Joint Occupational Health and Safety Representative) to ensure protocols are understood and being followed
- All workers are encouraged to be involved in monitoring our Safety Plan and ensuring its execution in accordance with the mentioned policies and procedures
- We have organized our staff members into working groups or teams to facilitate reduced interaction between groups
- We are posting our key COVID-19 protocols to our website and social media channels
- We are requiring all staff to do daily documented health checks before the start of the shift.

We have the following administrative controls for the CLEAN PEPECT SERVICES

- Established a system to minimize sharing of other communal equipment and small tools

We have implemented the following administrative controls to ensure enhanced CLEANING, DISINFECTING AND PROPER HYGIENE practices throughout the establishment:

- Established hand washing procedures for all staff
- Handwashing signage is provided near all sinks
- Handwashing training was provided and is being constantly reinforced
- Clarified procedures for cleaning staff areas and training employees accordingly

- Cleaning vehicles daily
- Enhanced cleaning of all frequent touchpoints in common areas
 - Walls
 - Tables
 - Chairs
 - Door handles
- Incorporating additional regular and end-of-shift cleaning and disinfection for all shared spaces and surfaces in public serving zones

Personal Protective Equipment

We have reviewed WorkSafe BC's Guidance on Selection and Use of Masks and have developed a personal protective equipment policy for employees and customers.

- We have disposable gloves and masks available for employee use-it is mandatory that all team members use these items while on shift. Not utilizing these items will result in the team member being sent home.
- When a team member moves to a different client site new disposable gloves and masks will be used.

In Summary:

Our staff have been trained in accordance with the new safety, sanitization and social distancing requirements as outlined by provincial health directives.

Our workspace sanitization processes have been updated to accommodate specific sanitization needs, with training provided to staff.

Our operations have been adjusted to address the safety of staff and customers in accordance with the assessed risks at this time and will continue to be amended as required