



## Covid-19 Six Step Safety Plan

### Step 1 and 2: Risk Assessment and Control Measures at Stylus Sofas 7885 Riverfront Gate Burnaby B.C.

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The factory and building is divided into distinct and separate departments each creating unique vulnerabilities. Below is a department breakdown indicating both risks and control measures in place to eliminate or mitigate the risk of potential exposure to Covid-19.

#### Showroom

- Risk:** Open to the public with close interaction with sales staff.
- Controls:** Visitations are by invitation and appointment only (online).  
Restricted to two couples in the showroom at any one time per salesperson. Maximum 15 people in showroom at one time.  
Hand disinfecting station at the entrance of the showroom.  
Front entrance door is locked and a door bell ringer must be used to access entry to the showroom.  
Customer must sign in at the desk with contact information (telephone number) to record history.  
Plexi-glass barriers are installed at sales desks.  
Common areas are cleaned by schedule.  
Maintain at least 2 metres between individuals.  
Mandatory masks.  
Screening for symptoms will be conducted and logged twice a shift.

#### Offices

- Risk:** Use of common office equipment e.g. photocopier and faxes.  
Potential to work within close proximity.
- Controls:** All office workers must wash their hands whenever they leave their workstations.  
All common office equipment controls must be operated using pencil/pen or other stick like tool.  
Each worker is responsible to cleaning their own workstation on a daily basis. Maintain 2 metres distance between workers.  
Common areas are cleaned by schedule.  
All active workstations must be at least two meters apart.  
Mandatory masks in common areas.  
Screening for symptoms will be conducted and logged twice a shift.

## Factory

**Risks:** Use of common equipment like radial arm saws, chop saws, rip saws etc.  
Working within close proximity.  
Sharing common eating areas for breaks and lunches.

**Controls:** All workers using common equipment must wear gloves.  
All workers must maintain a working distance of at least two meters from the next workstation.  
Mandatory masks in common areas or when two meters cannot be maintained.  
When two meters cannot be maintained, gloves and mask must be worn by both workers.  
Tools must not be shared unless using gloves.

**Controls (Cleaning and Hygiene):**

Handwashing facilities are available throughout the factory, showroom and office areas.  
All workers should wash their hands prior to starting work and after all breaks including lunch and bathroom breaks.  
Disinfectant soap stations are available at the front reception, time clock and centrally within the factory.  
Common areas are cleaned by schedule.  
Screening for symptoms will be conducted and logged twice a shift.

## Step 3: General Policies

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The provincial health officer and the BC CDC have issued the following guidance around self-isolation, and is Stylus' policy:

Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.

Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.

Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms.

Anyone who is feeling ill at work must contact their supervisor immediately and arrangements will be made for appropriate transportation to the destination recommended by the OFA2.

## Step 4: Communication and Training Plans

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All workers returning to the worksite must be given the Stylus 2020 Covid-19 Safety Plan outlining basic measures and controls in place to reduce the risk of Covid-19. This in conjunction with a full review by the Plant Manager of the Safety Plan.

The Safety Plan must be posted at the time clock, the main showroom entrance and in the lunchroom.

## Step 5: Monitoring the workplace and updating our plans

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Screening for symptoms will be conducted and logged twice a shift.

Things may change as our business operates. As we identify a new area of concern, or if it seems like something isn't working, steps to update our policies and procedures will be taken as required. Both workers and management will be involved in this process.

We encourage workers to raise safety concerns. This may be through a worker health and safety representative or a joint health and safety committee.

## Step 6: Assess and Address Risks from resuming operations

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(Not applicable)

## Unsafe Work

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We remind all workers they have the right to refuse work if they believe it presents an undue hazard.

An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” hazard. For COVID-19, an “undue hazard” would be one where a worker’s job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure.

If the matter is not resolved, the worker and the supervisor or employer must contact WorkSafeBC. Once that occurs, a prevention officer will consult with workplace parties to determine whether there is an undue hazard and issue orders if necessary

## Covid-19 Protocol

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As we slowly start returning to work in larger numbers it is important to remember and maintain the following protocols:

1. Maintain at least two meters from your fellow employees or any other person in the building.
2. Mandatory masks in common areas or when two metre distance cannot be maintained.
3. When eating lunch or having a break, please maintain this physical distancing.
4. Limit 20 people in the lunchroom and safely distanced.
5. Limit 4 people in the boardroom and safely distanced.
6. Do not share food.
7. Wash your hands on a regular basis and avoid touching your face.
8. If you need to cough or sneeze please do so onto to your upper sleeve.
9. **DO NOT COME TO WORK IF YOU FEEL AT ALL SICK OR EXHIBIT ANY SYMPTOMS OF ILLNESS.** This includes cold symptoms, flu like symptom, sore throats etc. Inform Human Resources immediately if you are being tested.
10. Do not cough or sneeze without covering your face. **DO NOT SPIT.**
11. Wear personal protective equipment like gloves and masks if at all possible.
12. Clean common areas as scheduled.
13. Avoid socializing within the building and during work hours with co-workers.
14. Avoid socializing with external visitors, guests and suppliers.
15. Carpooling should be avoided unless absolutely necessary and masks should be worn by all riders and drivers.
16. If you or anyone you've been exposed to has recently arrived from international travel, you must self-isolate for 14 days prior to coming to work.