



## **Covid Safety Plan – Updated July 2021**

### **Step 1: Assess the risks of your workplace**

1. We have identified areas where people gather, such as our front desk, sitting area and cubby area.
2. We have identified job tasks and processes where workers are close to one another or members of the public.
3. We have identified the tools, machinery, and equipment that workers share while working.
4. We have identified surfaces the people touch often, such as doorknobs, faucets, and light switches.

### **Step 2: Implement protocols to reduce the risks**

1. We have reviewed industry-specific protocols on worksafebc.com to determine whether any are relevant to our industry.
2. We have reviewed orders, guidance, and notices issued by the provincial health officer and that are relevant to our industry.

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**First Level Protection (elimination):** Limit the number of people at the workplace and ensure physical distance whenever possible.

Measures in place:

#### **Occupancy Limit:**

1. Occupancy is limited to no more than 20 students in a class (down from 34).
2. We have moved/removed furniture to give more space in our front desk/lobby area and water fill station
3. We have added 3 feet physical distancing mat markers in the yoga studio (mats are measured 3 feet apart; four rows, 7+7+4, 2)

#### **Work Schedules:**

1. We have reduced the number of classes we have on our schedule and the length of classes.
2. All classes have at least a 60 minute break between them so there is no overlap between students from one class to the next. During this hour, students leave, we fully disinfect the studio and air-out the space.

#### **Changes to Tasks:**

1. Staff conduct COVID-19 screenings at the door before admitting students into the space for class

2. Teachers do not leave their yoga mat during class. Teachers maintain physical distance during class.
3. Students must clean/wipe their own yoga mats, and if they choose to shower, must clean all surfaces in the shower before and after they shower with designated cleaning supplies.

#### **Facility Changes:**

1. The entrance area has been reorganized to give more space. Some furniture has been removed.
2. We have installed hand sanitizer dispensers at the main entrance as well as the entrance to the studio room .
3. Clients are encouraged to arrive in their yoga clothes and bring minimal belongings.
4. Doors to the studio are propped open before and after class.
5. Front door is propped open

#### **Equipment:**

1. We have installed paper towels in our changerooms for people to use instead of towels.
2. We distribute sanitized props prior to class so students don't gather in one area or touch more than the props they are using
3. We collect, sanitize and put away props after class ends

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#### **Second level protection (Engineering controls): Rules and Guidelines**

##### Measures in place:

1. We have a commercial HVAC return air system in place (since 2016) which was last cleaned (filter changed) and serviced in November 2020.

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#### **Third level protection (administrative): Rules and Guidelines**

##### Measures in place:

#### **Client Rules and Guidelines**

1. Clients are instructed to arrive no more than 10 minutes prior to class, and must leave within 5 minutes after class ends.
2. Clients are required to sanitize their hands immediately upon arrival.
3. Clients are encouraged to wear a mask but are not required to keep their mask on during class.
4. Clients are encouraged to purchase passes online for contactless payment.
5. Clients are strongly encouraged to register for classes online and in advance.
6. Clients are able to shower but are required to disinfect all surfaces in the shower before and after they shower with designated cleaning supplies.



## **Staff Rules and Guidelines**

1. Staff must arrive prior to clients and must stay until all clients have left.
  2. Staff must perform hand hygiene upon arrival, before the start of class, immediately after class, and prior to leaving the space. Staff is responsible for a full disinfect of the studio between each class.
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## **Fourth level protection: Using Masks**

Measures in place:

1. If required, we have disposable masks for anyone that has forgotten theirs.
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## **Reduce the risk of surface transmission through effective cleaning and hygiene practices**

1. We have reviewed the information on cleaning and disinfecting surfaces
2. Our workplace has enough handwashing facilities on site for all of our workers. Handwashing locations are visible and easily accessed.
3. We have hand sanitizer throughout the studio, all visible and accessible, stationed at all high traffic and high touch point areas
4. We have implemented cleaning protocols for all common areas and surfaces
5. Workers who are cleaning have adequate training and materials
6. We have removed unnecessary tools and equipment to simplify cleaning processes (for example: tea cups, water glasses)

## **Cleaning Protocols:**

After every class we disinfect with Proxi Concentrate Disinfectant (DIN 02443147) and Diversey Oxivir Tb Wipes (DIN 02283530)

- Studio floors
  - Door handles, surfaces, light switches and high touch areas
  - Cubbies,
  - Front desk
  - Showers
  - Washrooms – including toilets, sinks, faucets
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## **Step 3: Develop Policies**

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace:

1. Anyone who has had symptoms of COVID-19 in the last 14 days (symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache).



2. Anyone directed by Public Health to self-isolate.
3. Anyone who has arrived from outside of Canada, or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor symptoms.
4. Visitors are limited in the workplace.
5. We have a work alone policy in place (if needed).
6. We have a work from home policy in place (if needed).

Our policy addresses workers who may start to feel ill at work. It includes the following:

1. Sick workers should go home, even with mild symptoms
2. Sick workers should be asked to wash or sanitize their hands, put on a mask, and isolate. The sick worker will be asked to go straight home, and consult the BC [COVID-19 Self-Assessment Tool](#), or call 811 for further assistance
3. If the worker is severely ill (ex. difficulty breathing, chest pain), staff should call 911
4. Staff must clean and disinfect all surfaces that the ill worker has come into contact with

#### **Step 4: Develop communication plans and training**

1. All workers have received the Covid-19 Safety Plan and policies for staying home when sick
2. We have posted signage at the main entrance indicating who is restricted from entering the premises

#### **Step 5: Monitor your workplace and update your plans as necessary**

1. We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
2. Staff and students know who to go to with health and safety concerns.

#### **Step 6: Assess and address risks from resuming operations**

1. We have a training plan for new staff.
2. We have a training plan for staff taking on new roles or responsibilities.
3. We have a training plan around changes to our business, such as new equipment, processes, or products.
4. We have reviewed the equipment that has been out of use.

