

LGL Sidney Office COVID-19 Safety Plan Version 2.0

November 2020

Prepared by

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Versioning

Version	Version Date	Comments
1	15 June 2020	<ul style="list-style-type: none"> Version 1, COVID-19 Office Safety plan, as required by Provincial Health Order and WorkSafeBC
2	26 November 2020	<ul style="list-style-type: none"> Reviewed Version 1 and updated relative to Public Health Officer's Orders (25 November 2020) regarding mask use in office spaces and the need to review and revise the office COVID-19 Safety Plan as needed Reviewed Version 1 and updated content to reflect changes made to the Sidney office (touchless lights, hand sanitizers, posting of signage, occupancy limits, etc.) Added content regarding changes to working in the office and the use of an online COVID-19 Screening Tool Added occupancy limits for Hovey Storage to Table 3 Revised wording regarding mask wearing to be consistent with the PHO's Orders. Indicated that LGL Staff must always have a mask on their person and use it when unable to physically distance

Preface

This COVID-19 Safety Plan (“the Plan”) applies to workplace operations at the LGL Sidney Office only. It was developed by LGL Limited’s Western Region Safety Committee and endorsed by the Western Region Management Committee. The Plan is based on WorkSafeBC requirements concerning the expansion of operations at the LGL Sidney office. Guidance provided herein aligns with Provincial guidelines for reducing the spread of COVID-19. The Plan will be provided to each staff member and will be posted at several locations in the office. The Plan (current version 26 Nov 2020) will be updated as required as new directives are issued by the Office of the Public Health Officer and WorkSafeBC.

The Plan takes effect on 15 June 2020 and will continue until further notice.

Everyone working at the Sidney office must read the Plan and be familiar with its contents to (i) be aware of risks associated with COVID-19 in the workplace and (ii) be prepared to follow procedures and protocols to mitigate those risks. Staff returning to the office must complete a questionnaire prior to returning.

On behalf of the Western Region Safety Committee and Western Region Management Committee we look forward to seeing the Western Region team back in the office in due course.



Signature
WRSC, Co-chair, Employer Rep.

27 November 2020
Date



Signature
WRMC, Chair

27 November 2020
Date

The primary mechanisms used to reduce the risk of COVID-19 at the office are to:

- Not come to the office when sick;
- Wash your hands frequently or use hand sanitizer;
- Maintain physical distancing and use of masks; and
- Implement enhanced cleaning protocols.

***We all share responsibility for reducing the transmission of COVID-19.
Teamwork in accordance with the Plan will be key to our success.***

Changes to Office Operations



Do not come to the office:

- If you have symptoms of COVID-19 (cough, fever, difficulty breathing, etc.; you should complete the [BC COVID-19 Symptom Self-Assessment](#));
- If you have been outside of Canada in the last 14 days;
- If you have been in contact with a confirmed case of COVID-19 in the past 14 days; or
- If, as per the [BC COVID-19 Symptom Self-Assessment Tool](#), you must self-isolate.

A number of safety measures have been taken in the Sidney Office to facilitate an expansion of operations. These are described in *Step 1: Risk Assessment* (page 9) and others will be developed as we assess the Plan's effectiveness.

In summary, you can expect the following changes when returning to or working in the office:

1. A COVID-19 Self Assessment Tool has been created for daily use by all staff working in the office on a regular or semi-regular basis, staff going to Hovey, or accessing the bike shed. This online tool, accessible on SharePoint (<https://lgl.sharepoint.com/sites/Western>) replaces the paper screening form system that was in use.
2. Occupancy Limit signs are posted on all rooms and offices. Limits are based on the ability for people to maintain a 2-m distance. 'X's' and 'Stand Here' stickers on the floor in rooms such as reception, the kitchen, and boardroom.
3. Signs are posted in the washrooms and in the kitchens describing proper handwashing technique.
4. Seating has been eliminated in the kitchen and has been modified in the boardroom.
5. Some items, such as dishes in the kitchen, towels in the shower room, and umbrellas by the front door, have been removed from the office.
6. Technological changes have occurred to reduce touchpoints. Faucets, soap dispensers, toilets, and some light switches have been converted to touchless. Entrance door hardware has been upgraded to lever style. Touchless hand sanitizers have been installed at key locations throughout the office.
7. Touchless hand-sanitizer dispensers have been placed at key locations (e.g. kitchen, washrooms, front reception).
8. A 'wellness centre' with hand sanitizer and other PPE has been set up in reception.
9. Certain COVID-19 Personal Protective Equipment, including N-95 masks, non-surgical face masks, and gel/alcohol hand sanitizer are available throughout the office and supplies are stored in the front office. Masks are strongly recommended PPE when physical distancing of 2 m is not possible (e.g., hallways). When working in the office, masks must be accessible (on your person) when in common spaces and used when other people enter that space.
10. Non-essential visitors (e.g., family members and friends) are not permitted to come into the office.
11. Essential visitors (e.g., contractors, cleaning staff) will be required to indicate they completed the COVID-19 self assessment and wear a mask while inside.
12. Enhanced cleaning protocols are in place to ensure common surfaces are disinfected on a regular basis. This includes updates to daily and weekly cleaning schedules and a review of cleaning supplies to ensure they are effective against coronavirus, including the one that causes COVID-19.
13. The HVAC system has been inspected and has been tuned up to ensure the systems are efficient and hygienic.

14. Our Work from Home Policy has been revised to ensure that LGL employees working at home are doing so in a safe and healthy manner.

Additional policies and guidelines include: Guidance for what to do when sick (e.g., Guide to communicating incidents of COVID-19 illness in the workplace) and updated COVID-19 procedures for field work (SWP-049; Memo #7: Air Travel).

LGL Limited's Commitment to Safety During COVID-19

In keeping with LGL's Occupational Health and Safety Policy, LGL is committed to maintaining a safe and healthy workplace by adhering to acceptable industry standards, complying with occupational health and safety legislation, and provincial and/or federal health officer guidelines. A healthy and safe workplace will be attained in consultation and cooperation with management, joint health and safety committees, and employees.

No employee should undertake any work activity that they consider to be unsafe. Such decisions will be respected by the company and unsafe conditions will be addressed.

Company Health and Safety Information

LGL employees are expected to be familiar with LGL's library of safety documents. Both LGL SharePoint and LOIS are repositories of this information (e.g., EMP, H&S policy statement), documents and forms, and the latest updates and announcements. They can be found at:

SharePoint: [Admin Health and Safety](#)

LOIS: <http://office.lgl.com/safety>

Purpose, Scope, and Themes

In accordance with WorkSafeBC requirements, the Western Region Safety Committee developed the Plan to mitigate COVID-19 spread, exposure, and transmission at LGL's Sidney office. In accordance with a directive issued by the Office of the Provincial Health Officer, the Plan will be posted in the office and on LGL's website where it will be readily available to employees and others who may be present in the office to provide services.

The BC government recently released its [Restart Plan](#) for re-opening the provincial economy while reducing risks of COVID-19. Phase 2 of the restart plan includes reopening offices under enhanced health and safety protocols beginning in mid-May 2020¹. To enable the safe expansion and use of the Sidney Office, LGL Limited's Western Region operations will follow BC's multi-phased restart approach in developing enhanced protocols that will be aligned with [Public Health and Safety Guidelines](#) and [WorkSafeBC](#).

Unless approved by Western Region Senior management, all LGL Western Region employees will continue to work from home for the foreseeable future. Review of LGL protocols/guidelines and Provincial Health Officer Orders for the workplace will occur when required and changes communicated to staff on an as-needed basis.

¹ LGL Limited remained an essential service during BC's Phase 1 of the pandemic but directed all employees to work from home unless approved by Senior Management.

The Plan builds on the guidance document: *Guide to Safely Expanding Office Presence* and outlines the steps LGL Limited's Western Region will take regarding expanded employee presence in the Sidney office only. COVID-19 safety related to field programs is covered by existing Field Level Risk Assessments, Safe Work Procedures, and the development of Safety Management Plans. The Plan does not extend to home work-spaces as those are covered by LGL's Working From Home Policy in our corporate HSMP.

Implementation of the Plan is guided by the work, work methods, work environment, and by legislated safety regulations, and LGL Limited Company policies. Development of the Plan includes conducting a health and safety risk assessment in accordance with WorkSafeBC guidelines.

Overarching Themes of the Plan

- **Dialogue:** The Plan does not infer that staff must return to the office; its purpose is to enhance the safety of employees who return to the office. The decision on whether an employee will return to the office must be discussed with managers. There may be valid reasons for some staff members to continue working from home on a semi-permanent or temporary basis (or to have a modified work/office schedule).
- **Respect:** Please respect your fellow co-workers (and their 2-m 'personal bubbles'). Physical distancing, mask wearing in common spaces where 2 m cannot be maintained, frequent handwashing/sanitizing, and enhanced cleaning will help us to work safely together.
- **Collaboration:** LGL Management and Safety Committee are here to listen to and address your safety needs and concerns. Please speak with your manager if you have questions or concerns.

Note regarding COVID-19 Office Risk Assessment and an LGL employee's core bubble

Taking care of ourselves and each other remains the top priority and we must all continue to follow the orders and advice of the Provincial Health Officer. Before interacting with others in a social situation (event or gathering), please ask yourself:

- What are the current Provincial Health Officer COVID-19 orders and restrictions regarding social interactions (e.g., core bubble, "safe six", immediate household only)?
- Are people you are interacting with at higher risk for serious illness from COVID-19?
- Do any members of the group have people at higher risk in their bubble?

When interacting with others in a social situation, we need to be aware of how these interactions can impact ourselves, our workplaces and those within our "core bubble/safe six/household". When gathering with others it is important to:

- Meet outside;
- Limit your time together;
- Stay 2 meters apart;
- Wash your hands frequently or use sanitizer and avoid touching your face; and
- Do not shake hands or hug one another.

Roles and Responsibilities

All LGL Limited personnel are responsible for the successful implementation of the Plan. All employees are ultimately responsible for their own safety using common sense and by complying with legislative, company and industry standards.

There are **four basic considerations** when working in the Sidney office:

1. **If you feel sick or are sick (i.e., cold and/or flu symptoms), do not go the office** – If your symptoms are consistent with those associated with COVID-19 contact [HealthLink](#) and follow their directions. Out of respect for your colleagues do not go to the office outside regular business hours (i.e., 9:00 am to 5:00 pm) or on weekends until no longer symptomatic. If you must self-isolate for 14 days, do so.
2. **Wash your hands frequently** – Hand washing is one the best ways to prevent or minimize the transmission of COVID-19. Avoid touching your face with your hands. Hand washing with soap and water for 20 seconds, or using an alcohol-based hand sanitizer must occur frequently throughout the day and when you arrive at work, when going on breaks, after using the washroom, and when using masks or other personal protective equipment. Other instances when hand washing is required are provided in Table 3.
3. **Physical distancing** – Maintain a spacing of 2 m – particularly when in the same space for longer periods of time. Minimize being closer than 2 m to another person to the extent possible. LGL requires that masks be available on your person and used when in shared work areas and areas where physical distance cannot be maintained (e.g., hallways).
4. **Implement enhanced cleaning protocols²** – Clean high touch surfaces in your office at least once a day.

Adhering to these basic considerations will help to effectively reduce the risk of COVID-19 transmission in the office. Each is discussed further in other parts of the Plan.

Roles and Responsibilities of Senior Management

- Approval of the Plan and ensuring that COVID-19 health and safety requirements are implemented and monitored.
- Immediate reporting of any work-related incident of COVID-19 to appropriate provincial government officials.
- Clear communication to employees of compliance responsibilities and expectations.
- Provide guidance on the content of the Plan and maintain open communication among Managers and with employees.
- Provide appropriate COVID-19 health and safety training for all employees.
- Provide personal protective equipment as required.
- Adopt policies and procedures to minimize the risk of COVID-19 transmission.

Roles and Responsibilities of the Joint Health and Safety Committee

- Prepare, distribute, and update the Plan.
- Implement the Plan via training, signage, protocols, and policies.

² The rest of the office will be cleaned by other LGL staff and our cleaners with high-touch surfaces cleaned at least two times per day, maybe more, and common surfaces such as counter tops are sanitized at least twice per week. This is described in our Enhanced Cleaning Protocol procedure.

- Ensure the Plan (and any changes to procedures) is communicated to all employees.
- Ensure that company complies with WorkSafeBC requirements.
- Ensure that all employees have received the appropriate training to work safely and meet COVID-19 health and safety requirements.
- Maintain open communication with employees and senior management.
- Development and implementation of policies and procedures to minimize the risk of COVID-19 transmission.

Employees

- Comply with the Plan.
- Practice safe, environmentally aware, work procedures.
- Report any illnesses or exposures to COVID-19 to a manager or senior manager (see Employee Communication and Privacy Policy).
- Inform their Manager of any special medical conditions or sensitivities so that appropriate medical treatment or intervention can be provided should the need arise. An example would be an underlying health condition that puts the employee at a higher risk of contracting COVID-19.

Six Steps of the Plan

The Plan provides Western Region management and LGL employees with the necessary information and resources to ensure the spread and transmission of COVID-19 are minimized in the Sidney office. The Plan follows the six steps in the WorkSafeBC safety plan template:

- Step 1. Risk assessment at the workplace;
- Step 2. Implement protocols to reduce risks;
- Step 3. Develop and update policies;
- Step 4. Communication plans and training;
- Step 5. Monitoring the workplace and update plans as needed; and
- Step 6. Assess and address risks from resuming operations.

Each step was considered relative to the development of the Plan. WorkSafeBC created a COVID-19 Safety Plan planning tool that includes a checklist to ensure all items are addressed prior to resuming regular (i.e., pre-COVID-19) operations. The general approach to resuming safe operations is provided in Figure 1.

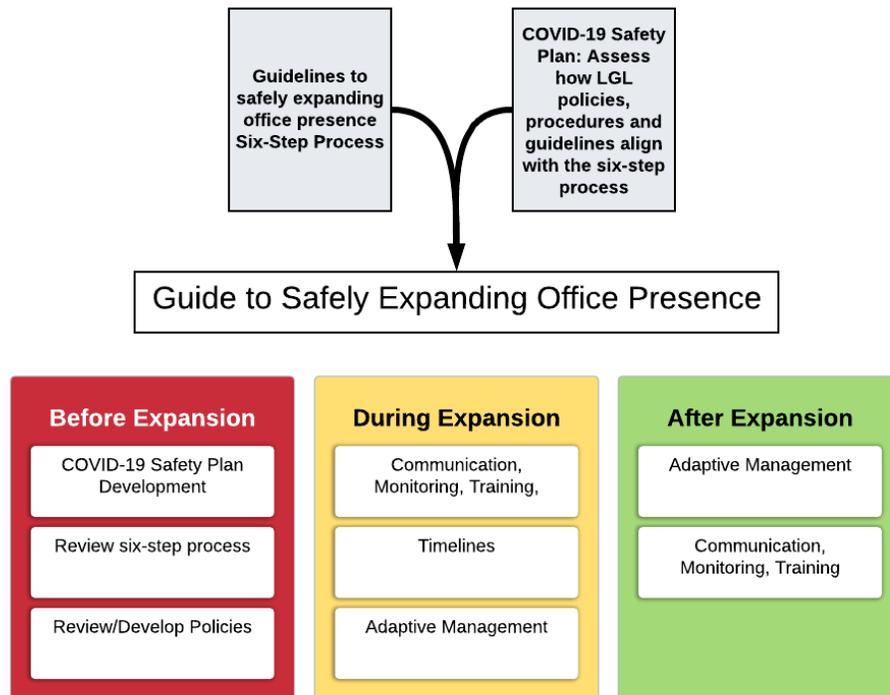


Figure 1. Generalized guide to safely expanding employee use of the Sidney office. LGL Limited's current practices will be reviewed relative to the six-step process outlined by WorkSafeBC. The safe expansion of office use is based on adaptive management and our operations will be reviewed on an ongoing basis.

Step 1: Risk Assessment at the Workplace

The Plan contains information about potential hazards and risks associated with COVID-19 transmission and exposure that might be encountered during office workplace operations. This includes a list of potential hazard areas, a description of those hazard areas, and detailed information regarding avoidance and mitigation.

The LGL COVID-19 Office Risk Assessment is based on the following:

- Where do people congregate? (e.g., lunchroom, boardroom, reception)
- Which workplace areas can physical distancing not be maintained? (e.g., stairs, hallways)?
- What job tasks or processes require workers to come into close contact with one another or members of the public?
- What tools, machinery, and equipment do people come into contact within the course of their work?
- What surfaces are touched frequently? (e.g., doorknobs, light switches, equipment, and shared tools)

Risk assessments are typically completed by assessing the **Consequences** associated with a task, the **Severity**, or potential outcomes of a consequence, and the **Likelihood** of an incident stemming from the identified hazard. As consequences and severity of contracting COVID-19 are both considered worst-case scenarios (i.e., highest level), the following risk assessment focuses on the likelihood of COVID-19 transmission (i.e., risk rating) in different areas of the office, based on the

combination of several factors including the ability to physically distance, frequency of handwashing, cleaning frequencies, exposure time, etc. (Table 1).

Table 1: Risk ratings associated with the transmission or exposure of staff to COVID-19 in LGL's Sidney office.

Risk Rating for COVID-19 Transmission	Physical Distancing (2 m spacing)	Access to Hand Washing / Sanitizing	Commonly Touched Surfaces	Cleaning Frequency	Exposure Time
LOW	2-m physical distancing easily maintained	Sinks with hot water and soap, as well as hand sanitizer are readily available.	Minimal to no touching of common surfaces (no more than one person touching the surface e.g. a keyboard)	Frequent cleaning (several times a day)	Short exposure (e.g. walking by the front desk)
MEDIUM	2-m distancing may not always be possible	Only hand sanitizer is available.	Common surfaces are being touched (two or three individuals, e.g. front desk phone)	Infrequent cleaning (once a day or every few days)	Short exposure (e.g. a conversation across a desk that lasts a few minutes)
MEDIUM-HIGH	2-m distance is not maintained, 2 people	Only hand sanitizer is available.	Common surfaces are being touched frequently (everyone in the office could touch it, e.g. bathroom light switches, coffee maker)	No cleaning or infrequent cleaning	Short to long exposure (e.g. sitting in an hour-long meeting)
HIGH	2-m distance is not maintained, multiple people	No sinks or hand sanitizers are available.	Common surfaces are being touched frequently (everyone in the office, plus the public, e.g. front door handle)	No cleaning	Long exposure (e.g. sitting in a multi hour-long meeting)

This risk assessment identifies foreseeable COVID-19 contamination hazards so they can be avoided or mitigated to prevent the spread of COVID-19. Workers have a **right to know** the hazards they face at work, the **right to participate** in avoiding and mitigating the risks, and the **right to refuse unsafe work**. Reviewing the risk assessment fulfills the workers' right to know the hazards. If workers are aware of hazards that have not been identified in the table, they should communicate this to a Safety Committee member for action. This fulfills the worker's right to participate. Once the hazards are identified and mitigated, it is anticipated that workers will not have to refuse unsafe work, as mitigations will make the work safe. Because circumstances change, workers are expected to maintain awareness and continue to participate in hazard mitigation, as well as refuse unsafe work if unsafe conditions arise.

The potential hazards associated with COVID-19 in the office workplace and specific controls or safeguards to mitigate for those hazards are provided for general hazards in Table 2 and specific work locations for the Sidney office in Table 3. Hazard ratings are based on the rankings in Table 1.

Table 2: Hazard scenarios, risk ratings, and mitigations to reduce the risk of transmission of COVID-19 at LGL’s Sidney Office.

Area	Hazard Scenarios	Risk Rating	Mitigations
Office and all auxiliary buildings and vehicles	Staff attending work while sick	Low Risk if staff follow all mitigations	<ul style="list-style-type: none"> Do not leave your home if you have any symptoms that are associated with COVID-19. Complete the BC Health assessment tool every morning before leaving for work. The tool can be accessed here: https://bc.thrive.health/
	Staff attending work after travel outside of Canada		<ul style="list-style-type: none"> Any staff that have traveled outside of Canada (or have had contact with a confirmed COVID-19 case), must self-isolate for 14 days and monitor symptoms. Communicate with manager prior to returning to Sidney Office.
	Staff not following provincial orders/guidelines in their personal lives for group size & socializing		<ul style="list-style-type: none"> Staff are asked to respect and follow the provincial guidelines around family socializing and group size (e.g., core bubble, safe six, immediate household only).
	Staff carpooling or using public transit to get to office	High Risk if staff do not follow mitigations	<ul style="list-style-type: none"> Staff are asked to minimize the amount of carpooling during these times to reduce exposure risk and time. Use hand sanitizer after getting off public transit, before entering office. Communicate with a manager if you have questions/concerns.
	Public Visitors	Medium-High Risk	<ul style="list-style-type: none"> No non-essential visitors in the Sidney office at this time. Meet with clients, contractors, or any outside entity via electronic means (e.g., telephone, conference calls). Follow SWP-049 for fieldwork protocols. If meetings occur in the office, staff overseeing the visitor must communicate LGL protocols upon entry and receptionist will keep a list of visitors (and phone numbers).

Table 3: COVID-19 LGL Sidney Office (including the parking lot) Risk Assessment (Hazards, Ratings and Mitigations). Bold text denotes primary or important mitigations.

Area	Hazard Category	Hazard Description	Risk Rating	Mitigations: safeguards, controls, or protocols
Parking Lot	Physical Distancing	Cars near each other, staff can be less than 2 m apart	Low	<ul style="list-style-type: none"> • Physically distance (approx. 2 m) - wait until people parked beside you are in/out of their car before you get in/out of your car. • Outdoor transmission of COVID-19 is considered low.
Parking Lot Garbage and Recycling Bins	Common surfaces	Public and staff can touch surfaces	Low	<ul style="list-style-type: none"> • Wash or sanitize hands after touching bins. • Avoid touching garbage and recycle bins when possible. • Outdoor transmission of COVID-19 is considered low.
Bike Shed	Physical distancing, common surfaces	Common surfaces (e.g., doorframe)	Low	<ul style="list-style-type: none"> • Physically distance (approx. 2 m): <ul style="list-style-type: none"> ○ “Occupancy Limit” of 1 person is posted on the door; ○ Wait until person has exited the shed and cleared the area before accessing the shed. • Wash or sanitize hands after shed use when entering the office. • Cleaning protocol: handles and commonly touched surfaces will be cleaned at least once per day. • Do not touch other people’s bikes. Ask the owner to move their bike for you.
Sidewalk	Physical distancing	Public space	Low	<ul style="list-style-type: none"> • Physically distance (approx. 2 m) from people on the sidewalk.
Exterior Doors	Physical distancing	People entering while sick	<p>Low if people follow don’t enter when sick</p> <p>High if people do enter when sick</p>	<ul style="list-style-type: none"> • Physically distance (approx. 2 m) from others as you enter/exit the building. Masks must be accessible (on your person). • WorkSafeBC “Entry check for workers” posted at the front door so people are reminded not to enter if they are sick and proper protocols.

Area	Hazard Category	Hazard Description	Risk Rating	Mitigations: safeguards, controls, or protocols
	Common surfaces	Common surfaces (e.g., doorframe and door handles)	Medium	<ul style="list-style-type: none"> • Wash or sanitize hands after signing in and entering the building. • Cleaning protocol: <ul style="list-style-type: none"> ○ Front door will be wiped at least 2 times/day. ○ Other exterior doors will be wiped at least 2 times /day. ○ If possible, prop front door open to avoid people touching door handle.
Front White Board	Common surfaces	Frequently touched areas	Low	<ul style="list-style-type: none"> • Wash or sanitize hands after touching the communal board/pen. • Cleaning protocol: Used pens will be cleaned • Only handle your own IN/OUT magnet.
Front Counter	Common surfaces	Frequently touched areas	Low	<ul style="list-style-type: none"> • Wash or sanitize hands before leaving or picking up items on the front counter. Use wellness station if needed. • Cleaning protocol: front counter will be cleaned at least once per day. • Do not leave anything on the counter or reception area without checking with receptionist. • Decorations and umbrellas and other reception items have been removed for the time being, please ask if you require something. • Avoid congregating near the front counter/entrance way and maintain a 2m distance from others in the area.
Mailboxes	Physical distancing	Small space close to reception	Low	<ul style="list-style-type: none"> • Physically distance (approx. 2 m) from receptionist while getting mail. Use “footprints” on floor for distancing guidance.
	Common surfaces	Frequently touched areas	Low	<ul style="list-style-type: none"> • Wash or sanitize hands after touching mail items. • Cleaning protocol: counter will be cleaned at least twice per day.
Boardroom	Physical distancing & exposure time	2 m distancing may occasionally not be possible as people move passed seated people.	Medium	<ul style="list-style-type: none"> • Physically distance (approx. 2 m): <ul style="list-style-type: none"> ○ “Occupancy Limit” of 4 people is posted on the door. ○ Chairs are positioned to accommodate physical distancing. Sit at green ‘X’s. ○ Clean chairs between use. If possible, so not use cloth chairs at this time. ○ Consider having meetings on Teams or conference calls instead of an in-person session. Limit meeting lengths. ○ If in-person meetings are necessary, consider having multiple meetings to keep the number of participants low. ○ Masks are strongly recommended when more than one person is in the boardroom at a time.

Area	Hazard Category	Hazard Description	Risk Rating	Mitigations: safeguards, controls, or protocols
	Common surfaces	Cloth chairs are more difficult to clean.	Medium	<ul style="list-style-type: none"> • Wash or sanitize hands before and after being in boardroom. • Designate one person to work remote, lights and other materials. • Please do not eat in the boardroom. • Whenever possible, schedule meetings several days apart. • Cleaning protocol: <ul style="list-style-type: none"> ○ Boardroom tables and chairs will be cleaned after every meeting. ○ Boardroom door handles, light switches and AV equipment will be cleaned after every meeting.
Lower and Upper Hallways	Physical distancing	<p>Narrow corridor, 2 m distancing may occasionally not be possible as people passed each other</p> <p>Coming close to people as people leave rooms</p>	Medium	<ul style="list-style-type: none"> • Physically distance (approx. 2 m) and have a mask on your person and wear it as needed (i.e., when physical distancing is not possible): <ul style="list-style-type: none"> ○ Do not use the hallway areas for conversations with other staff. ○ If someone is walking down the hallway towards you, do not enter the hallway until they have left the corridor. Step back from the door to give them 2-m spacing or don a mask. ○ Look into the corridor before exiting an office. ○ Respectfully communicate if you wish a person to stand aside in an office while you pass. • Do not touch or lean on the walls.
Photocopy Room	Common surfaces	Small space with frequently touched areas	Low	<ul style="list-style-type: none"> • Physically distance (2 m): <ul style="list-style-type: none"> ○ “Occupancy Limit” of 1 person is posted on the door. • Wash or sanitize hands before and after using the photocopier. • Cleaning protocol: photocopier will be cleaned at least 2 times/day. • Only staff on answering duty should use the phone.
Washrooms	Common surfaces	Frequently touched areas	Low to Medium	<ul style="list-style-type: none"> • Touchless switches have been installed. • Wash hands before after use. • Lower toilet seat before flushing. • Cleaning protocol: washrooms will be cleaned at least 2 times/day. • Use a paper towel to open the door when leaving the washroom to avoid touching the door handle. Dispose of paper towel in garbage can. • Leave door open wide when you leave. • Before exiting the washroom, look into hallway for others.

Area	Hazard Category	Hazard Description	Risk Rating	Mitigations: safeguards, controls, or protocols
Shower	Common surfaces	Shared space – many contact surfaces	Medium	<ul style="list-style-type: none"> • Cleaning protocol: <ul style="list-style-type: none"> ○ Use alcohol spray (70%) to sanitize every surface in the shower room after each use. ○ Allow at least 20 minutes between staff use of this room. ○ Towels and personal items must not be stored in the shower room.
Kitchen	Physical distancing & exposure time	Common area used by multiple people	Medium	<ul style="list-style-type: none"> • Physically distance (2 m): <ul style="list-style-type: none"> ○ “Occupancy Limit” of 4 people is posted at the entry. Strongly recommended to wear a mask when more than one person in the kitchen ○ To limit exposure time, please do not eat or have meetings in the kitchen. ○ Use “footprints” on floor to maintain 2 meters.
	Common surfaces	Shared space – many contact surfaces	Medium	<ul style="list-style-type: none"> • Wash or sanitize hands before and after touching communal appliances (including fridge, microwave, kettle, coffee maker etc.) and recycling. • Touchless switch has been installed. • Only staff on answering duty should use the kitchen phone. • Cleaning protocol: <ul style="list-style-type: none"> ○ Kitchen surfaces will be cleaned at least 2 times/day. ○ Communal dishes and cutlery have been removed for the time being. ○ Employees should bring their own dishes and utensils and keep them in their office. ○ Do not leave ANY dishes in the sink.
Janitor Room	Common surfaces	Shared space – many contact surfaces	Low	<ul style="list-style-type: none"> • “Occupancy Limit” of 1 person is posted on the door. Avoid this area if possible (most people should have no need to go in). • Cleaning protocol: <ul style="list-style-type: none"> ○ Only touch the items you need to touch. ○ If you must use the freezer, wipe down the surfaces you have touched. ○ Janitor room will be cleaned at least once per week.
Indoor Stairs	Physical distancing	Narrow space	Medium	<ul style="list-style-type: none"> • Physically distance (2 m) and wear a mask as required: <ul style="list-style-type: none"> ○ “Occupancy Limit” of 1 person on stairs at a time is posted at top and bottom of the stairs. ○ Use the mirror to avoid bumping into people.
	Common surfaces	Commonly touched handrail	Medium	<ul style="list-style-type: none"> • Wash or sanitize hands after touching the handrail. • Handrail will be wiped down at least 2 times/day.

Area	Hazard Category	Hazard Description	Risk Rating	Mitigations: safeguards, controls, or protocols
Paper shredder room	Physical distancing	Small, shared space	Low	<ul style="list-style-type: none"> • Physically distance (2 m): <ul style="list-style-type: none"> ○ “Occupancy Limit” of 1 person at a time is posted on door.
	Common surfaces	Shared space – common surfaces	Low	<ul style="list-style-type: none"> • Touchless, motion detecting switch has been installed. • Wash or sanitize hands before and after using the room. • Cleaning protocol: shredder will be wiped down once/day.
Individual offices	Physical distancing	Some offices are small and do not have 2 m spacing	Medium	<ul style="list-style-type: none"> • Physically distance (2 m): <ul style="list-style-type: none"> ○ “Occupancy Limit” of 1, 2 or 3 people have been posted on all office doors. ○ When more than one person in an office, and physical distancing is not possible masks are required. ○ In some larger offices, follow tape X’s on floor to maintain 2 m distance. ○ Use emails, phones, Teams messages and Team meetings, or conference calls to communicate with staff instead of in person visits. ○ Avoid leaning against the doorframe of people’s offices.
	Contact surfaces	Others touching surfaces or visiting office	Low	<ul style="list-style-type: none"> • Wash hands frequently throughout the day. • Cleaning protocol: wipe down personal workspace with disinfectant wipes once per day. • If you do have to go into someone else’s office (for example to get gear), go in with clean hands and touch as little as possible.
Upstairs Bookcases & Storage	Common surfaces	Frequently touched areas	Low	<ul style="list-style-type: none"> • Wash or sanitize hands before and after touching. • Cleaning protocol: Bookcases and storage areas will be cleaned once per week.
Upstairs kitchen & washroom area	Physical distancing	Small space	<p>Low if people maintain 2m distance</p> <p>Medium if people don’t maintain 2m distance</p>	<ul style="list-style-type: none"> • Maintain 2 m distance and have a mask on your person and wear it as needed (i.e., when physical distancing is not possible): • “Occupancy Limit” of 1 person is posted by the kitchen. If someone is in the bathroom, do not enter the kitchen area.

Area	Hazard Category	Hazard Description	Risk Rating	Mitigations: safeguards, controls, or protocols
	Common surfaces	Shared space – many contact surfaces	Medium	<ul style="list-style-type: none"> Wash your hands before and after touching common surfaces. Look at having touchless, motion detecting switch installed. Cleaning protocol: <ul style="list-style-type: none"> Kitchen will be cleaned 2 times/day. Communal dishes, cutlery and coffee maker have been removed for now. Do not leave ANY dishes in the sink.
Upstairs printer	Common surfaces	Commonly touched surfaces	Low	<ul style="list-style-type: none"> Only one person at a time at the printer/photocopier. Wash or sanitize hands after using the printer/photocopier. Wipe down buttons after use.
Upstairs outdoor corridor and stairs	Physical distancing	Narrow area	Low	<ul style="list-style-type: none"> Physically distance (2 m): If you are about to step outside and see someone walking towards you, wait until they have passed before you step out.
	Common surfaces	Frequently touched handrail	Low	<ul style="list-style-type: none"> Wash or sanitize your hands after touching a handrail.
Hovey Storage Shed	Physical distancing	Public/private space	Low	<ul style="list-style-type: none"> Physically distance (2m) from others.
	Common surfaces	No facilities for hand washing	Low / Medium	<ul style="list-style-type: none"> Sanitize hands before entering the shed and before you get back in your vehicle. “Occupancy Limit” of 2 people (wildlife side) or 5 people (fisheries side) have been posted at Hovey. Only touch items you need to touch. Wipe commonly touched surfaces, such as the lock, door handle and light switch (in fisheries shed) before you touch them. Wipe down keys before returning them.

Step 2: Implement Protocols to Reduce Risks

Various protocols and procedures have been developed to minimize the risk of transmitting COVID-19. The development and implementation of protocols and procedures will include:

- A review of industry-specific protocols that apply to LGL. LGL will identify additional protocols if posted protocols do not address all the risks to staff. At the time of the development of this safety plan there are no industry-specific protocols that apply to LGL. However, LGL will develop additional protocols to address identified risks to LGL employees.
- Consultation with workers, supervisors, Joint Health and Safety Committee. The Plan was developed by the Western Region Safety Committee and all Western Region employees were consulted via an online survey and through email correspondence.
- A review of Orders, guides, notices issued by the provincial health officer relevant to our industry. At the time of the development of this safety plan there were no orders that are specifically relevant to our industry. As such, LGL will follow orders relevant to all industries including the development of a COVID-19 Office Safety Plan and require all staff to self-isolate and not come into the office if they have travelled outside of Canada in the last 14 days. LGL will monitor and adhere to Provincial guidance and Public Health Officer orders.

Levels of Protection to Minimize the Risk of Transmission

When developing protocols, LGL consider the following hierarchy of controls to mitigate risk of exposure to COVID-19 (Figure 1):

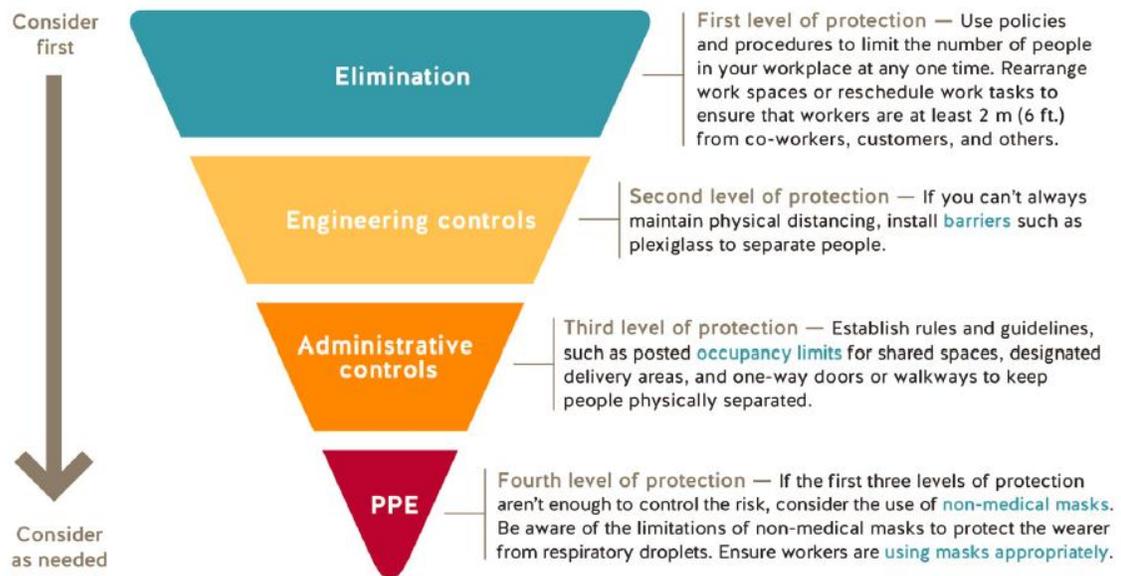


Figure 1: WorkSafeBC's levels of protection for consideration to reduce the risk of person to person transmission of COVID-19. Website Accessed 26 May 2020.

<https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>

As indicated above, the primary mechanisms used to reduce the risk of COVID-19 at the office are to:

- Not come to the office when sick;
- Wash your hands frequently or use hand sanitizer;
- Maintain physical distancing and wear masks when distancing is not possible; and
- Implement enhanced cleaning protocols (SWP-050).

The following illustrates how LGL employers and employees will work together to reduce the risk of COVID-19 transmission through a hierarchy of controls:

Elimination

The first level of protection is to eliminate or remove the risk through:

- **Working from home:** If you are sick, stay home and inform your manager. The use of the office by LGL employees will occur relative to need and timeline. In the near term (one to several months) and to assist with physical distancing, those who wish to work at home may continue working at home. Over the longer term (> several months) and as the effectiveness of the COVID-19 mitigation strategies are known, the use of the office is likely to increase to pre-COVID-19 levels. The return to and use of the office by all LGL employees will occur through consultation between LGL management and employees.
- **Physical distancing:** LGL Limited expects LGL employees to adhere to physical distancing parameters – meaning LGL staff will be expected to maintain a 2-m distance from others while in the workplace – and while using other public spaces.
- **Enhanced cleaning and disinfecting protocols:** LGL Limited has developed and implemented enhanced cleaning and disinfecting protocols to reduce the risk of COVID-19 transmission (SWP-050). Many of these protocols are currently being implemented and include increased wipe downs of common surfaces (e.g., doorknobs, light switches, hand railings, washrooms) with disinfectant wipes and an enhanced office cleaning protocol in under development.
- **Removal of commonly touched items:** Common items such as umbrellas, communal cutlery and dishes have been removed from use.

Engineering Controls

The second level of protection is to implement engineering controls to reduce the risk of infection:

- **Office configuration:** Most LGL employees work in their own office. This provides adequate physical distancing from others. As such, working in individual offices for prolonged periods (e.g., 8 to 10 hours) effectively eliminates the risk of being too close to other people for too long. For those working in common or shared spaces, other controls have been considered (e.g., physical barriers) but are deemed unnecessary because of i) the physical distance of at least 2 m between people can be maintained, ii) the volume of people entering those work spaces is low, and iii) the use of masks, as required, in common areas/shared spaces.
- **Physical barriers:** Most LGL employees work in their own office. Therefore, barriers are not required in most cases. Staff using shared or open spaces must maintain more than 2-m spacing. The front counter acts as an engineering control for the receptionist to have adequate spacing.

- **“X”s or “footprints”** have been demarcated (in tape or other sticker form) on the ground in common areas to show 2 m spacing.
- **The number of chairs** in the boardroom has been reduced to minimize the number of occupants relative to the occupancy limit for that part of the office. For the near term, staff are to avoid sitting in cloth chairs that are pushed up against the wall.
- **Chairs have been removed from the kitchen** to eliminate staff eating their lunch in the kitchen or staying too long. In the near term, staff are requested to eat lunch/take breaks in their office (or out of the office).
- **Office modifications:** Several modifications to the office environment, such as the installation of touchless light switches and faucets, self-flushing toilets, and upgraded doorknobs will reduce the number of common touch points.

Administrative Controls

The third level of protection is to implement administrative controls to reduce the risk of infection:

- **Signage will be posted to promote physical separation** of 2 m which is recommended by the provincial health officer as a primary method to prevent transmission; staff must adhere to this recommendation.
- **Occupancy limits** have been established in the boardroom, in the lower kitchen area and Hovey storage. The limits will be posted at the entrance to each. Large offices may accommodate more than one person, if the 2-m physical distance is maintained and masks are worn.
- **Instructional hygiene notices** will be posted:
 - Near sinks to describe proper hand washing technique.
 - At the front door prohibiting anyone who is ill, has been exposed to a person who has been diagnosed with COVID-19, or is returning from international travel, from entering the building.
 - At various locations to describe cleaning and wiping protocols for commonly touched surfaces such as doorknobs and handrails.
 - At various locations to describe cough and sneeze etiquette and what to do if one feels ill.
- **Reduce touching of remaining common surfaces** by limiting the number of staff touching items in the office. For example, staff are to touch only their own magnet on the in & out board.
- **Limit visitors** to essential visits only. Essential visitors include delivery people, contractors, cleaning staff, and clients. Visitors must be greeted and accompanied by an LGL staff person who will educate them on safety, including COVID-19 safety. The visitor log must be updated to include phone number of visitor and a check box indicating the visitor is feeling well upon entering our building. The phone number will be used for contact tracing.
- **Meetings** with staff, clients and contractors should be done by electronic means when possible.
- **At Hovey**, staff must maintain physical distance, adhere to occupancy limits, wear masks when distance cannot be maintained, and use hand sanitizer before entering the buildings

and after leaving. They must only touch gear they need. Door handles and locks must be wiped down before and after use. Keys will be sanitized before they are returned to reception unless the individual has their own key. Staff will continue to notify safety@lgl.com when entering and leaving Hovey.

Personal Protective Equipment

If the first three controls are being implemented in some combination, PPE other than masks should not be required. The types of PPE for reducing the transmission of COVID-19 may include:

- **Gloves** when handling cleaning materials/products (both hazardous and non-hazardous) for cleaning surfaces.
- **Face masks** where physical distancing cannot be maintained, or sudden illness is evident. Three types of face masks are considered here: N95, surgical, and non-surgical. LGL has a supply of N95 and surgical face masks in the office. The provincial health officer has stated that the use of cloth or paper masks (non-surgical masks) can protect others but not the wearer. Masks must be worn, when required, in common areas at the office (e.g., hallways, when more than one person is in the kitchen) and carried on your person at all times. Mask wearing is not required when in your office or if you are the sole occupant of a space.

Current Provincial Health Orders for masks include:

Masks are strongly recommended in all workplaces for shared work areas and areas where physical distancing cannot be maintained, including kitchens and hallways. Ensure you always have a mask available and wear it when needed. Ensure you have an appropriate mask and maintain it according to the latest WorkSafeBC recommendations (Appendix 1).

Step 3: Develop and Update Policies and Procedures

Protocols Developed to Reduce the Risk of COVID-19 Transmission

To ensure the safety of workers returning to the LGL Sidney Office, several new protocols have been developed to help reduce the risk of exposure to COVID-19:

- 1) **Physical Distancing Protocol** describes appropriate physical distancing in the office including individual offices and common areas.
- 2) **Handwashing Protocol** describes best practices for handwashing.
- 3) **Enhanced Cleaning (of contact surfaces) Protocol** describes enhanced cleaning protocols for the office including individual offices and common areas.
- 4) **LGL Vehicle Protocol** describes changes to the use and cleaning of LGL-owned vehicles with some consideration for rentals.
- 5) **How to Manage for Illnesses that Arise at the Workplace** describes how to respond if you become sick at work.
- 6) **Policies Prohibiting Entry to the Building** defines when and how LGL employees and others can enter and use the office at 9768 Second Street in Sidney.
- 7) **Employee Communication and Privacy Policy** describes the communication protocol to use by employees and how information they provide is handled (Guide to communicating incidents of COVID-19 illness in the workplace).

Several existing policies and safe work procedures require updates to include specific guidelines or instructions to help reduce the risk of transmission of COVID-19 including:

- Safe Work Procedures (SWP-049 COVID-19, SWP-050 Office Cleaning Protocols, SWP-018 PPE)
- Emergency Response Plan (Sidney office, Hovey storage)
- Work from Home Policy

Step 4: Communication Plans, Signage and Training

Communication and Signage

The success of the Plan requires the participation of all LGL Limited managers and employees working and effectively communicating together. The Plan will be available to all staff on SharePoint and LOIS. Emails will be sent to all staff informing them of the location of the Plan and instructing everyone to read, sign and become familiar with the Plan.

The following signage relating important COVID-19 safety information will be posted:

- Signage informing staff who may enter the building;
- Physical distancing signs throughout the building;
- Occupancy limits for the boardroom, kitchen and janitor room;
- Proper handwashing instructions in kitchen and washrooms;
- Where, What, Who, and How to clean commonly touched surfaces;
- Respiratory etiquette (sneezing/coughing into elbow); and
- Memos and a PowerPoint presentation of the Sidney building has been developed by the Safety Committee to communicate COVID-19 updates spacing, signs, etc.

Training

The following training updates are required for LGL staff returning to the Sidney office to inform them of the safety-related changes associated with COVID-19:

- WHMIS training updated for 2020 and staff alerted to additional SDS for cleaning products (and their locations);
- First aid attendants will familiarize themselves with the First Aid and CPR/AED WorkSafeBC protocols to be followed during the COVID-19 pandemic, which can be found here: <https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic?lang=en>; and
- Manager training on how to monitor staff to ensure policies and procedures outlined in the Plan are being followed.

Updates to the Plan will be communicated to staff via:

- Memos (following the previous memos sent out by LGL President and CEO, Bob Bocking);
- Emails with the subject heading: LGL COVID-19 Office Safety Plan Update #1, etc.;
- Updated Plan posted on SharePoint, LOIS, and LGL website; and
- Hard copies posted in kitchen and reception.

Step 5: Monitoring the Sidney Office and Modifying Plans as Needed

Things may change as the number of staff working in the Sidney office increases. If a new area of concern is identified or it seems as though something is not working, LGL Limited will take steps to update policies and procedures as required. In addition, LGL Limited will:

- A. Ensure employees feel comfortable raising safety concerns (e.g., through their manager or Western Region Safety Committee [WRSC]).
- B. Ensure that employees continue to be aware of their Right to Refuse Unsafe Work. Workers have the right to refuse unsafe 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 places them at increased risk of exposure and adequate controls are not in place to protect them.
- C. Ensure that employees are aware of other health and safety considerations and are reminded of their ability to access LGL’s Employee Assistance Program on an as-needed basis.

The Plan (current version 26 Nov 2020) will be updated as new information regarding COVID-19 becomes available, or if new risks are identified, or circumstances in the office require mitigation. The WRSC will seek employee input to ensure concerns are being addressed. At safety meetings the WRSC will consider whether the Plan requires updates or revision.

Step 6: Assess and Address Risks from Expanding Employee Presence at the Sidney Office

As the Sidney office of LGL did not cease operations during Phase 1, 2 or 3, expanding operations at the office should be relatively straightforward. In our Sidney office environment, beyond consideration of the potential COVID-19 risks, there should not be any additional risks to expanding operations.

Risks associated with COVID-19 will continually be reassessed as staff return to the office, including how protocols and policies are working based on the numbers of staff returning. The following action items will be considered, assessed, and addressed using an adaptive management strategy for the safe return to the Sidney workplace by LGL staff:

- The training plan or schedule for all staff to become familiar with the Plan.
- Updating the new worker employee checklist with COVID-19 related instruction. New staff will receive further instruction to ensure that they feel comfortable approaching the members of the Safety Committee if they have safety concerns.
- Frequent sanitizing of surfaces is a new process that may include the use of hazardous substances. Every staff member must have WHMIS 2015 training and must be trained to use the specific sanitizing products. This training can be self-directed and if you have any questions, please ask a Safety Committee member.
- A Digital Suggestion Box for staff to provide comment (anonymously or not) for the WRSC and WRMC to consider.

Additional COVID-19 Safety Considerations

Emergency Muster Point (meeting location)

During an emergency or fire drill, the meeting location for Sidney office has been temporarily moved to the Robbins parking lot across the street (SE corner of Bevan Ave and Second Street).

Hovey Requirements

Staff will continue to check in and check out with safety@lgl.com when heading to Hovey storage sheds. There are also occupancy limits in the wildlife and fisheries storage units, 2 and 5 respectively. As there are no handwashing facilities at Hovey, please adhere to enhanced cleaning guidelines when on site including sanitizing hands before and after entry to the shed, only touching what you need to, and wiping down the commonly touched surfaces after use (doorknobs, keys, light switches, etc.). Alcohol spray or wipes are located immediately inside the doors to fish and wildlife sheds.

New Workers

All **NEW** workers will receive the appropriate level of education, expertise, and safety training to ensure safe completion of work in relation to COVID-19. An On-the-Job Training Form will be completed for new workers for COVID-19 office safety.

COVID-19 and Fieldwork

For any field work, staff will follow procedures outlined in SWP-049 including, but not limited to, on-line BC self-assessment (<https://bc.thrive.health/covid19/en>), client requirements, government directives and PPE suggestions.

Appendices

Appendix 1 – WorkSafeBC Guidance

WorkSafeBC COVID-19 Safety Plan:

<https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>

First aid protocols during COVID-19 for occupational first aid attendants:

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic?lang=en>

WorkSafeBC returning to safe operations:

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

WorkSafeBC supplemental documents, forms and posters on COVID-19 education:

[https://www.worksafebc.com/en/forms-resources#sort=%40computeditemdatefield343%20descending&f:language-facet=\[English\]&tags=Covid-19|a96b6c96607345c481bb8621425ea03f](https://www.worksafebc.com/en/forms-resources#sort=%40computeditemdatefield343%20descending&f:language-facet=[English]&tags=Covid-19|a96b6c96607345c481bb8621425ea03f)

WorkSafeBC information relating to wearing, removing and maintaining masks:

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-selecting-using-masks?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23q%3Dselecting%2520mask%26sort%3Drelevancy%26f%3Alanguage-facet%3D%5BEnglish%5D>
<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-how-to-use-mask?lang=en>

Appendix 2 – Other LGL Safety Documents

LGL Safety Information

LGL employees should be familiar with our safety webpages. Both LGL SharePoint and LOIS are important sources of information (e.g., EMP, H&S policy statement), documents and forms, and includes the latest updates and important safety announcements. They can be found at:

SharePoint: [Admin Health and Safety](#)

LOIS: <http://office.lgl.com/safety>

LGL Occupational Health and Safety Plan

LGL employees must be familiar with LGL’s Occupational Health and Safety Plan, which can be found at:

[http://office.lgl.com/downloads/HSE for LGL - Rev Feb 27_2018-Final.pdf](http://office.lgl.com/downloads/HSE%20for%20LGL%20-%20Rev%20Feb%2027_2018-Final.pdf)

LGL Limited Work Policies

LGL employees should be familiar with the following safe work policies and procedures:

LGL Limited Drug and Alcohol Policy

LGL Limited Discrimination and Harassment Policy

LGL Limited Work from Home Policy

LGL Limited Vehicle Use Policy

COVID-19 updates for Vehicles (LGL-owned and rentals) can be found in SWP-049.

The Company Vehicle Guide covers LGL’s vehicle use policy and is available to all staff in the [LGL Employee Guide](#). All employees are expected to adhere to the relevant policies and procedures when renting vehicles for LGL Limited business purposes, including inspections and safe operation practices (e.g., no alcohol use, no handheld devices, adhere to traffic laws, etc.), insurance and passenger guidelines, etc.

LGL Employee Guide

The LGL Employee Guide contains guidelines for day-to-day operation, including sick time policies. The guide is on SharePoint: [LGL Employee Guide](#).

LGL Limited [Safe Work Procedures](#)

SWP-018 PPE (updated to include proper donning and doffing off masks and gloves)

SWP-049 COVID-19 (updated for fieldwork procedures)

SWP-050 COVID-19 Office Cleaning Policies