	<b>Workplace Safety Plan During COVID-19 Pandemic</b>
	Authority: CAO
	Date Adopted: May 28, 2020
	Last Amended: January 6, 2021

**North Saanich workplace:**

The District of North Saanich has multiple worksites including municipal hall, two fire halls, public works, utilities and parks yards, and green waste drop-off. The following safety plan applies to anyone who attends a District workplace including Council, management, employees, volunteer firefighters, commission or committee members and members of the public.

**Special Background:**

The District of North Saanich Workplace Safety Plan (Plan) is consistent with the standards for employers and is based on information from the Provincial Health Officer (PHO), the Ministry of Health, the Province of BC and WorkSafe BC. The District continues to take its direction and follow the advice of the PHO and the Provincial Government.

To develop this Plan, a hazard analysis was completed based on the “Hierarchy of Controls for COVID-19” as recommended by the PHO. This framework addresses Physical Distancing followed by Engineering Controls, Administrative Controls and lastly, Personal Protective Equipment (PPE) to reduce transmission. The application of these control measures will assist in mitigating potential hazards to maintain a safe workplace.

**Hazard Analysis:**

HAZARDS	CONTROL	MITIGATION
<p>During the pandemic response, there is a risk of transmission whenever people come into contact with one another, share close physical space, and touch common surfaces.</p> <ul style="list-style-type: none"> <li>• <u>Physical</u>: touching surfaces that are potentially contaminated with coronavirus particles</li> <li>• <u>Biological</u>: inadvertent exposure to a viral contagion or inadvertent contamination of a</li> </ul>	<p>Physical</p>	<ul style="list-style-type: none"> <li>• Masks are mandatory in all public areas. Signage has been installed to reflect this requirement. Masks have been supplied to all employees. Disposable masks are available.</li> <li>• Signage has been installed regarding physical distancing including visual cues (“step” stickers) for areas where customers are required to queue.</li> <li>• Common areas (public and employee) have been</li> </ul>

<p>shared workspace or common area with easily transmissible viral particles</p>		<p>arranged to allow for physical distancing.</p> <ul style="list-style-type: none"> <li>• Alternative methods for conducting business meetings have been implemented</li> <li>• To reduce surface contaminants, cleaning/disinfecting products are available near individual work stations, shared workspaces and common areas including vehicles</li> <li>• Workers may be approved to work from home by their supervisor as appropriate. See work from home policy.</li> </ul>
HAZARDS	CONTROL	MITIGATION
<p><u>Biological</u>: inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace or common area with easily transmissible viral particles by an employee who is carrying or showing symptoms of COVID-19.</p>	<p>Engineering (i.e. Renovations)</p>	<ul style="list-style-type: none"> <li>• Daily health checks are required prior to workers or members of the public entering municipal buildings. Each department has established appropriate protocols for ensuring daily health checks are undertaken for all employees, volunteers and members of the public</li> <li>• Barriers have been installed between workspaces</li> <li>• Workspaces that are shared between two (2) or more employees were re-arranged to accommodate physical distancing</li> <li>• Public is able to make payments with minimal or no contact with staff</li> <li>• Hand sanitizer stations are located near entrance doors, pay stations and other high touch locations for customers and employees</li> <li>• Lids from garbage receptacles have been removed to allow “no-touch” disposal</li> </ul>

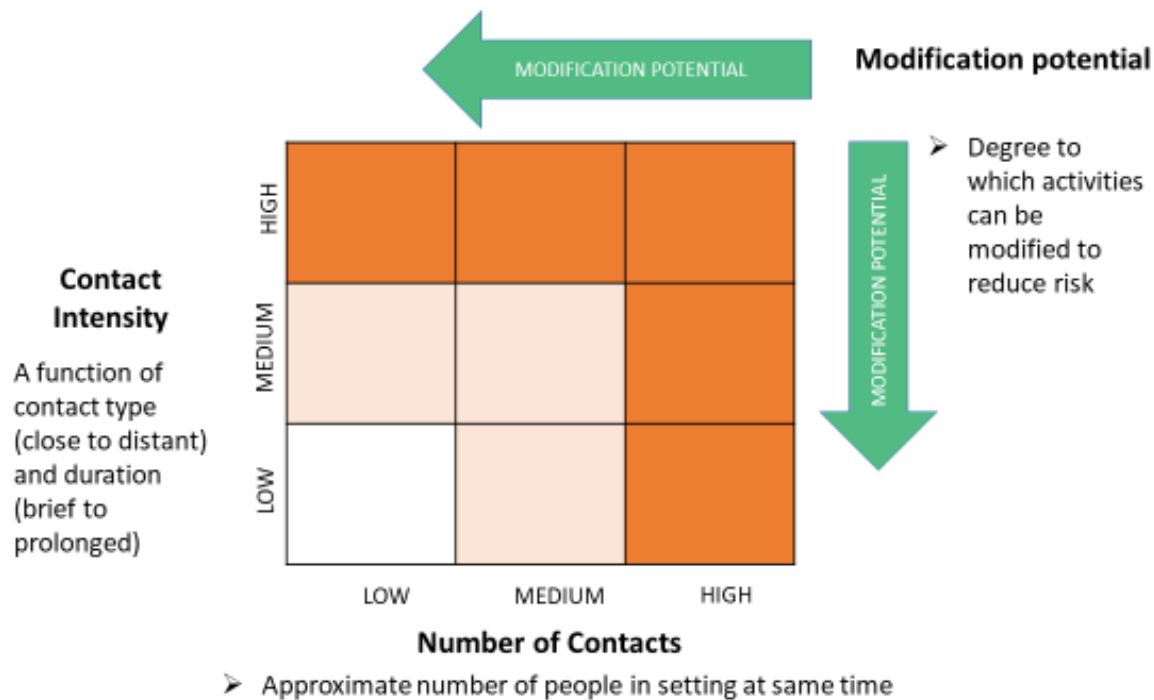
<p>Pandemic-related hazards include:</p> <ul style="list-style-type: none"> <li>• <b>Physical:</b> touching surfaces that are potentially contaminated with coronavirus particles</li> <li>• <b>Biological:</b> inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace or common area with easily transmissible viral particles</li> <li>• <b>Chemical:</b> exposure to disinfectants/nitrile or latex gloves/environmental sensitivities</li> <li>• <b>Psycho-social:</b> mental distress/anxiety</li> </ul>	<p>Administrative</p>	<p>Policy/procedures or communications have been developed and implemented to address:</p> <ul style="list-style-type: none"> <li>• Guidance on document handling</li> <li>• Cleaning/disinfecting procedures</li> <li>• Business Meeting Protocols (for both off-site and on-site)</li> <li>• Stress, anxiety and mental health awareness</li> <li>• Proper hygiene practices</li> <li>• Work from home policies</li> </ul>
<p><b>HAZARDS</b></p>	<p><b>CONTROL</b></p>	<p><b>MITIGATION</b></p>
<p>Biological and Chemical (as above)</p>	<p>Personal Protective Equipment (PPE)</p>	<p>Note: information regarding use of PPE will be addressed by administrative policy and procedure (this document)</p>

The District has focused on non-PPE controls being put in place, specifically physical distancing. Most District employees will not require PPE for protection against coronavirus unless they are in specific situations such as working with wastewater.

To address COVID-19 health and safety concerns in the workplace, the Chief Administrative Officer (CAO), or Managers as directed by the CAO, will be communicating updates in respect to the pandemic response and any changes to necessary steps or actions required.

**Risk Matrix:**

The risk of transmission in organizational settings and public institutions is subject to two variables that we need to modify to reduce transmission risk: contact intensity (how close you are to someone and for how long); number of contacts (how many people are in the same setting at the same time).



Modifying from high to low can be based on a range of actions:

- Physical distancing measures – to reduce density of people
- Engineering controls – physical barriers, increased ventilation
- Administrative controls – rules and guidelines
- Non-medical masks

**Purpose of Plan:**

To provide guidance for employees in the workplace during the COVID-19 pandemic.

**Scope:**

This policy applies to all employees, including Council, CUPE and exempt staff.

**Principles:**

**1. STAYING INFORMED**

Employees are encouraged to stay up-to-date and informed on the pandemic and follow public health advice, as information may change from time to time. Links can be found in the Resources section of this document.

**2. SELF MONITORING:**

- a) Pre-mitigation, including reporting and required daily health checks, will help to identify possible COVID-19 positive employees and proactively remove risks that they could introduce coronavirus into the workplace.
- b) The following workers must not go to work and should refer to HealthLink BC at 811:
  - Anyone with COVID-19-like symptoms including sore throat, fever or chills, cough, loss of sense of smell or taste, difficulty breathing and loss

of appetite must self-isolate at home for a minimum of 14 days from onset of symptoms, until their symptoms are completely resolved, or until cleared to return to work by Public Health

- Workers who have travelled internationally. In these cases, they must remain away from the workplace for at least 14 days.
  - Workers who have been identified by Public Health as a close contact of someone with COVID-19
  - Workers who have been told to isolate by Public Health
- c) Employees **must** also stay at home when sick to avoid spreading illness to others, even if symptoms are not consistent with COVID-19, as you may be non-symptomatic.

### 3. Daily Health Checks

Employees must certify that they have completed a personal health check BEFORE they enter the workplace each day.

Inside employees (including Councillors and occasional contractors who have entry fobs): Workers must sign the statement confirming that you will complete a daily health check before entering any North Saanich worksite. By swiping their key fob, the worker is confirming that they have completed the daily health check. Forms should be signed and submitted to Corporate Services.

Outside Employees: Workers must sign the statement confirming that you will complete a daily health check before entering any North Saanich worksite. Workers who use a fob will follow the process for inside workers. Workers who do not use entry fobs will certify to their supervisor each day that a health check has been completed.

### 4. PHYSICAL DISTANCING:

- a) Physical distancing reduces the potential of coronavirus being transmitted through airborne droplets. There is a possibility that even non-symptomatic carriers of coronavirus may transmit the virus in this manner, so physical distancing should always be observed, even in cases when people do not display symptoms of COVID-19.
- b) Access to District workplaces should be limited and alternative methods, such as video or conference calls, be used for conducting business to prevent close personal contact.
- c) Lunchrooms, break rooms, meeting rooms, reception and common areas will be arranged to follow physical distancing practices. However, employees are discouraged from using these areas whenever possible. The lunchroom, upstairs file room and printer room will have occupancy limits posted based on maintaining 2m distancing.
- d) Narrow hallways will be marked for one-way travel to avoid people passing too close to each other.
- e) Should a task require close personal contact, appropriate PPE and additional mitigation measures should be considered and discussed with your manager.
- f) Only essential business travel should be considered until further notice.

- g) If there are cases where, in a shared workspace, physical distancing cannot be maintained, a more comprehensive risk assessment should be undertaken. Consideration should be given to the type of task(s), and whether there are alternatives.

**5. PERSONAL HYGIENE:**

- a) Employees must practice proper “hand hygiene” techniques often, as it is the single-most effective way of reducing the spread of infection.
- b) Proper *respiratory etiquette* (cough into your elbow, avoid “speaking moistly”, etc) must also be followed.
- c) Touching your face, including eyes, nose or mouth should be avoided and hands washed or sanitized following such touching.

**6. ENHANCED CLEANING/DISINFECTING:**

- a) Janitorial services are provided twice a day (mid-day and evening) five days a week for Municipal Hall and once weekly for Fire Halls 1 and 2. Employees must clean and/or disinfect common areas and other high touch surfaces throughout the workday.
- b) Employees should ensure regularly touched surfaces are disinfected frequently within their own workspace(s).
- c) Common areas should be disinfected by wiping down by the user after each use.

**7. SHARED WORKSPACES/EQUIPMENT:**

- a) Employees are discouraged from sharing equipment (i.e. pens, phones, other tools).
- b) The need to share workspaces and equipment will be minimized.
- c) When it is necessary to use a common workstation or piece of equipment, such as photocopiers or cash registers, the surface should be disinfected before and after use. If you are in doubt about the cleanliness of an area or item, employees are encouraged to disinfect the area or item before and after use to reduce the risk of contamination.
- d) In the event of a potential COVID case in a shared workspace, workstation or with a person using shared equipment, the station/equipment should not be used until a *deep clean* can be performed which is to be delegated by the employee’s supervisor. Employees affected by the deep clean will be accommodated to ensure safety during the cleaning period, which will be delegated by your supervisor.
- e) Limit the exchange of papers.

**8. USE OF MUNICIPAL VEHICLES:**

- a) Employees who use municipal vehicles must ensure that high contact surfaces within the vehicle are routinely disinfected.
- b) Use of vehicles will be limited to a maximum of **Two** employees.
- c) Workers will try to keep as much distance as possible while in the vehicle. Non-medical masks must be worn.

- d) The District has provided a minimum of three non-medical masks to each employee that is required to share vehicles. Each employee is responsible for washing their own masks.

## **9. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- a) Facial masks and gloves are mandatory in all shared spaces, but not at an employee's work station. The District provides each employee with non-medical masks, and the employee is responsible for washing of the mask. Gloves are provided to staff where necessary for the activity (e.g. handling of cash, documents, or other materials/equipment at higher risk of contamination).
- b) Frequent hand washing is mandatory even when wearing gloves. While gloves may provide protection for your hands, they do not prevent the transfer of coronavirus to other surfaces.

## **10. STRESS/ANXIETY/MENTAL HEALTH AWARENESS**

Practice self-care. Emotional stress, anxiety or concern is natural under the present circumstances. Anyone who feels they are experiencing negative mental health implications should seek assistance as soon as possible.

A reminder that all employees have access to the Employee & Family Assistance Program for counselling services. Details of the program can be found on the employee portal, on the COVID-19 page.

Employees can also access many informative resources for exercise and mental health on the Blue Cross website at <https://www.mygoodhealth.ca/default.aspx>

A reminder: you can also access up to \$300 for exercise programs or equipment through the DNS Health & Wellness initiative, which can be found on the employee portal.

## **11. Documentation and training**

- a) Supervisors will train employees on the policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training.
- b) If employees have any concerns, they should discuss them with their supervisors.

## **12. Protocol for Public Access to Municipal Hall**

Limited access to District Hall by the public is permitted to accommodate tax payments, inquiries and other services in circumstances where videoconference and teleconference or other alternative methods cannot be used.

Exception: Public access is restricted from January 4 to January 15, 2021.

As a last resort, public access to the hall is to be facilitated by appointment only and all employees must follow the following protocol for public access:



- c) Members of the public must not enter any municipal buildings without wearing a mask. If they enter without wearing a mask, please remind them to put on a mask. If they have a valid reason to not wear a mask and the employee can maintain physical distancing, the employee may provide service to that member of the public. If the individual refuses to wear a mask, the employee should contact their supervisor. If at any time the employee feels unsafe dealing with a member of the public, they should contact their supervisor.
- d) Provide health check form for signature. A member of the public must sign the form confirming they have completed the health check prior to being served.
- e) Serve a member of the public at the front kiosk if possible.
- f) If access to the hall is required, an appropriate sized meeting room should be used in which physical distancing can be maintained.
- g) Upon arrival at municipal hall, ask the member of the public to do the following before admitting them into the building:
  - a. Confirm that they do not have COVID-like symptoms and have not traveled outside the country in the last 14 days
  - b. sanitize their hands
  - c. wear a mask
- h) Any tables/surfaces used by the public will be sanitized after their departure.

**Resources:**

Related Publications:	<ul style="list-style-type: none"><li>• <a href="#">WorkSafeBC</a></li><li>• <a href="#">BC Centre for Disease Control</a></li><li>• <a href="#">Provincial Government of BC</a></li></ul>
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