

Subject: COVID-19 Safety Plan	
Applies to: 770 Harmston Avenue	Date: June 2020
Developed by: Health and Safety, Human Resources	File code: 340-50

Background:

The Comox Valley Regional District (CVRD) has developed a COVID-19 Safety Plan in readiness of opening CVRD facilities. This COVID-19 Safety Plan (Plan) represents the minimum standards that employers must meet based on the information from the Provincial Health Officer (PHO), the Ministry of Health, the Province of BC and WorkSafeBC. The CVRD will continue to take direction from the advice of the PHO and the Provincial Government. How we interact with the public will change. 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.

In order to prevent and reduce the risk of exposure to COVID-19, anyone entering CVRD facilities is required to follow this Plan as well as all procedures set out in the Corona Virus COVID-19 Exposure Control Plan.

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Physical Distancing and Other Preventive Measures

The aim is to do everything possible to limit in-person interactions, while finding new and more protective ways to operate within the physical infrastructure of the workplace. With this in mind, everyone in the workplace must adhere to the following:

IF YOU ARE ILL:

Do not come to work if you are sick! As per the [CVRD COVID-19 Illness Policy](#), anyone who has symptoms of COVID-19 must self-isolate for 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.

Hand Hygiene

Respiratory viruses like COVID-19 spread when mucus or droplets containing the virus get into your body through your eyes, nose or throat. Most often, this happens through your hands. Hands are also one of the most common ways that the virus spreads from one person to the next. During a global pandemic, one of the cheapest, easiest, and most important ways to prevent the spread of a virus is to wash your hands frequently with soap and water.

Below is a step-by-step process for effective handwashing, to remove all traces of the virus:

- Step 1: Wet hands with running water
- Step 2: Apply enough soap to cover wet hands
- Step 3: Scrub all surfaces of the hands – including back of hands, between fingers and under nails – for at least 20 seconds.
- Step 4: Rinse thoroughly with running water
- Step 5: Dry hands with a clean cloth or single-use towel
- Step 6: Use towel to turn off the faucet

Cough/Sneeze Etiquette

Our workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes.

Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a tissue when coughing or sneezing
- Use tissues to contain secretions, and dispose of them promptly in a waste container
- If tissue is not available, cough or sneeze into the sleeve on your elbow. Turn your head away from others when coughing or sneezing.
- Wash your hands immediately after coughing or sneezing if able and regularly

Safe Physical Distancing

Our Work from Home program, remote work locations and adjusted work schedules will continue to allow for fewer employees in the workplace.

Eliminate in-person meetings whenever possible.

- Use conference calling, on-line meeting programs, email, phone calls
- When in person meetings are required, use larger meeting rooms, following occupancy guide lines.

WorkSafeBC Protocols for First Aid Attendants during COVID -19 Pandemic

[Appendix 1 - First Aid Attendants - COVID-19 WorkSafeBC Procedures](#)

Common Space Occupancy Numbers

Meeting rooms, common spaces and elevator all have maximum capacity numbers that should be followed at all times. Using a 1 person/5 square metre guideline, as well as conserving the shape and furniture, a new occupancy number was set for each. Maximum capacity signs are posted throughout the building.

In order to allow for safe distancing please follow these meeting room/common space occupancy numbers:

- Meeting room 1 – 4 people
- Meeting room 2 – 2 people
- Meeting room 3 – 4 people
- Meeting room 4 – 2 people
- Meeting room 5 – 3 people
- Lunch Room – 2 people in kitchen, 6 people in seating areas
- Civic Room A -15 people
- Civic Room B - 10 people
- Civic Room Open Partition - 30 people
- Public Reception Area - 7 people
- Quiet Room – 2 people

Technology and business processes allow us to conduct business without having members of the public entering our building.

- Customers can email plans etc
- Inspectors are able to perform inspections without going onsite.
- Appointments can be made to reduce public presence in the lobby

Floor markings in reception area to provide 2-metre safe distancing to the public on arrival, waiting and leaving the reception and building counter areas.

When the public is in attendance, they will be required to follow COVID-19 protocols in regards to physical distancing, traffic flow, hand hygiene, and not entering the premises if they are showing or experiencing signs of illness.

- Signage will be displayed directing individual to not enter if they are exhibiting COVID-19 symptoms.
- Masks will be available at front counter for immediate protection if member of public appears to be ill.

Public Meetings

In accordance with BCCDC regulations, Civic Rooms A & B have a combined maximum capacity of 25 people – including staff, council and members of the public. In order to allow for 2-metre safe distancing, we will be strictly adhering to these maximum occupancy rules.

If you are attending a meeting, we ask that you enter through the Harmston Avenue front entrance and exit through Civic Room B to the parking lot alley way closest to School Board Office.

Please also follow 2-meter safe distancing for washroom use.

Barriers and Partitions

- Plexi-glass to be installed at reception areas to provide spray protection and distancing between receptionist and building counter employees and the members of the public.
- Additional plexi-glass in place around worker area that may not provide a 2-metre safe distance at all times.
- Additional cubicle panels installed to increase barrier in worker area.
- Ensuring the plexi-glass partitions are included in the office cleaning procedures.

Rules and Guidelines

Everyone must follow the rules and guidelines in order to reduce the risk of airborne transmission.

Customer Policies

- If you have underlying medical conditions, it is recommended that you not visit our civic office or any other CVRD facilities
- Anyone displaying symptoms of COVID-19, which primarily displays as a persistent cough, will not be permitted on the premises. If you are sick, please stay home
- If you have travelled outside Canada, you are not permitted on our premises until you have self-isolated for a minimum of 14 days
- If you live in a household where someone is showing symptoms of COVID-19, please stay home
- Physical distancing is required at all times (minimum of 2 meters)
- Failure to observe physical distancing risks the closure of the facility, and as such, you will be asked to leave the premises
- Washrooms on the premises are disinfected frequently; hand sanitizers are located outside all washrooms and in the reception area.
- When CVRD facilities are open to the public, if your request can be handled over the phone, please call the appropriate department for assistance rather than attending the civic office or other facilities in person.
- We ask that any financial transactions be conducted electronically and not in cash.

Employee Policies

Employees must:

- Practice physical distancing by working at least 2 meters apart from co-workers and others whenever possible. Follow PPE instructions below in regards to wearing masks when you cannot consistently maintain a 2-metre physical distance from others.
- Continue to follow all other safe work procedures. If it is unsafe to work, talk to a supervisor, joint health and safety committee, worker representative or the Occupational Health & Safety Coordinator
- Stay home if you are sick or might be sick. Use the BC Ministry of Health tool for self-assessment.
- Avoid touching your face
- Wash your hands for a minimum of 20 seconds at the start of your shift, before eating or drinking, after touching shared items, after using the washroom, after using a tissue, after handling cash or credit/debit cards, after touching common items, after each delivery (if contact was made) and at the end of your shift.

- Regularly clean work area.
- Using the stand feature on your desk may cause a reduced physical barrier between you and a close by co-worker. When this is the case, please refrain from using this feature, especially if the person is situated directly in front of you.

In order to lessen touchpoints in the office:

- Leave light switches in on position.
- Keep doors open
- Do not use/share workspaces
- Remove secure print touch screen necessity
- Clean/wipe down common space areas before and after use
- Clean/wipe down shared office equipment before and after use
- Follow Vehicle Use and Cleaning COVID-19 Procedure

[Appendix 2 - Fleet Vehicle Use and Cleaning COVID-19 Procedures](#)

Unsafe Work

Workers in BC have the right to refuse work if they believe it presents an undue hazard. An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” risk, above and beyond the potential exposure a general member of the public would face through regular, day-to-day activity. In these circumstances, the worker should follow the specific steps outlined in the attached Unsafe Work Procedure document.

[Appendix 3 - Refusing Unsafe Work Procedure](#)

Personal Protection Equipment

PPE is specialized clothing or equipment worn by an employee for protection against infectious materials. It should serve as a last resort that should not replace any other risk control and infection control measures. If you are required to wear PPE for your work duties, it is your responsibility to follow all CVRD safe work procedures and to ensure your PPE is a proper fit, clean and in good working order. If not, report to your supervisor immediately.

Facial Masks

As we enter new phases of COVID-19, the rules regarding PPE can change. We will continue to follow the BC Centre for Disease Control (BCCDC) and WorkSafeBC rules and recommendations in regards to masks. At this time, they are not mandatory; however, the Public Health Office of Canada has suggested wearing masks is appropriate if you cannot consistently maintain a 2-metre physical distance from others.

Employees choosing to wear masks will need to supply their own, as well they will be responsible for the proper disposal or frequent cleaning of them, dependent on which type they choose to utilize. Information for the care and disposal of facial masks can be found on the BCCDC website.

In the event of an employee or someone from the general public is symptomatic in any of our facilities, disposable masks will be available for immediate one-time use.

[BCCDC Website Masks](#)

- Fabric masks should be laundered after each day and dried on the highest temperature setting possible. They must be thoroughly dried before re-use.
- Paper masks should be disposed of after each day of use in accordance to the link above.
- Masks will be available at reception in case of the need arises to supply a mask to someone who is ill, so they can safely leave our premises.

Disposable Gloves

Gloves are not required unless an employee is conducting first aid or carrying out duties that regularly require the use of them. Gloves are not to be used as replacement for proper and frequent hand hygiene. Wearing gloves may actually help spread the COVID-19 as workers may unintentionally touch something or someone contaminated with the COVID-19 with their gloved hand.

Cleaning Protocols

Current evidence suggests that COVID-19 may remain viable for hours to days on surfaces made from a variety of different materials. The thorough cleaning of surfaces and structures, followed by disinfection, is therefore a best practice measure for prevention of COVID-19.

Hand sanitizer, disinfectant wipes, gloves, garbage bags and sufficient hand washing facilities are available throughout the office.

[Appendix 4 - COVID-19 Office Cleaning Procedure](#)

Education and Training

A key component to ensure worker's safety is education and training. Employees will be provided with education and training. Supervisors and workers will be provided with information as to the hazards of COVID-19 and the controls in place to minimize harm.

- Worker Return to Work Check list – COVID-19 Preventive Measures
- The risk of exposure to pandemic COVID-19, and the signs and symptoms of the disease.
- Safe work procedures to be followed, including hand washing and cough/sneeze etiquette.
- Location of washing facilities, including dispensing stations for alcohol-based hand rubs
- Requirement to clean personal work area with disinfectant wipes
- Proper use of personal protective equipment
- How to report an exposure to, or symptoms of, pandemic COVID-19 virus

All supervisors and workers education and training will be documented. Training material and attendance information will be kept on file.

Other Links

[CVRD Exposure Control Plan-Coronavirus Disease \(COVID-19\)](#)

[CVRD Safety Re-opening Plan \(COVID 19\).pdf](#)

Connect CVRD Staff

- Provides staff with updated COVID-19 information, FAQ's., videos, links

CVRD COVID-19 Records

- Contractor files for working in CVRD Offices

- Safe Work Procedures
- Working from Home or Remote Procedures
- WorkSafeBC and BCCDC Files
- WorkSafeBC reports

Appendix 1 – First Aid Protocols

OFAA protocols during the COVID-19 pandemic

A guide for employers and occupational first aid attendants

During the COVID-19 pandemic, occupational first aid attendants (OFAAs) continue to provide treatment to workers as necessary. Because of the possibility of community infection, you may need to modify your standard protocols for first aid treatment to reduce the potential for transmission. This document provides additional precautions you may take to include public health directives such as physical distancing, hand hygiene, and disinfection in your procedures.

1. When you receive a call for first aid, if possible, gather the following information:
 - What are the circumstances surrounding the call for assistance?
 - Are critical interventions likely required? If so, call 911 or have an emergency transport vehicle (ETV) prepared.
 - Are there any obvious signs of COVID-19? If so, send the patient home or to a hospital.
2. If no critical interventions are required, if possible and appropriate, interview the patient from a distance. Ask the following questions:
 - Is anyone sick or in self-isolation in your household?
 - Have you been in contact with anyone who has been sick?
3. When you arrive at the patient's location, assess the situation:
 - Does the patient have a minor injury that the patient can self-treat while you provide direction and supplies?

- If yes, direct the patient to self-treat per your OFA protocols (see the self-treatment scenario below).
4. If the patient can't self-treat, don the appropriate level of personal protective equipment (PPE) for the situation. PPE could include the following items:
 - Face shield or surgical-type mask
 - Pocket mask
 - Gloves
 - Coveralls (disposable or washable)
 - Apron or lab coat
 - Glasses or goggles

Because the global supply of PPE is scarce, you may need to consider other options. There are various types of masks, face shields, and respirators that you can consider.

5. After treatment, sanitize all equipment with either soap and water or 70% isopropyl alcohol. Remove and wash any PPE that is not disposable, as well as any exposed clothing. Wash your hands thoroughly. If critical interventions are required and there is no way of determining background information, don appropriate PPE and limit access to the patient to the number of people required to deal with the critical intervention. It is important to limit the exposure of others.

Scenario: Self-treatment with direction

A first aid attendant receives a call stating a worker has injured her hand. The attendant collects as much information about the severity of the injury as possible. The injury is deemed to be minor with no other concerns, so the attendant goes to the worker, but stays 2 metres (about 6 feet) away. On arrival, the attendant asks:

- Is anyone sick or in self-isolation in your household?
- Are you able to administer first aid to yourself if I tell you what to do and how to do it?

After the first aid attendant has conducted the interview, the attendant visually assesses the patient and the wound from a distance and asks the patient about underlying conditions relating to the injury.

The attendant then places the required first aid supplies on a surface 2 metres from the patient. The attendant steps back and directs the patient to pick up and apply the supplies. The first aid attendant then verbally conducts a modified secondary survey and documents the findings.

Scenario: OFA Level 1 and Level 2 with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately ensures that 911 is called. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the attendant approaches the patient and conducts a primary survey to determine what, if any,

critical interventions are required. The attendant positions the patient in the three-quarter-prone position to ensure that the airway is open and clear and no further interventions are needed. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 metres away. The attendant monitors the patient until the ambulance arrives.

Scenario: OFA Level 3 – employer ETV for transport with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately arranges for the ETV to be ready. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the attendant approaches the patient and ensures an open airway. Once the airway is open and clear, the attendant stabilizes the patient's head with an inanimate object (to free the attendant's hands) and inserts an oropharyngeal airway (OPA) to protect and maintain the airway. The attendant then conducts a primary survey to determine what, if any, further critical interventions are required. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 metres away.

Helpers will be needed to assist the first aid attendant in lifting the patient into the basket and ETV. Use any PPE or other measures available to provide a barrier between the helpers and the patient, including covering the patient with a blanket. Once the patient is loaded, ensure the helpers remove their PPE and wash their hands with soap and water.

Additional resources

Below are links to key resources from the public health agencies that are providing guidance on COVID-19.

Public health agency websites

For more information about the COVID-19 situation, including public health alerts and FAQs, please see the COVID-19 pages on the following websites:

- [HealthLinkBC](#)
- [BC Centre for Disease Control](#)
- [Public Health Agency of Canada](#)

Self-assessment tool

The BC Ministry of Health has developed an online [BC COVID-19 Symptom Self-Assessment Tool](#) to help people determine whether you need further assessment or testing for COVID-19.

Information for employers & businesses

The BC Centre for Disease Control has collected [COVID-19 information for Employers & Business](#), where you will find information for essential businesses.

Canadian Centre for Occupational Health and Safety

To help support workplaces during the COVID-19 pandemic, the CCOHS has made a number of online products and resources available on [its website](#).

Phone resources

- 1.888.COVID19 (1.888.268.4319):
For non-medical information about COVID-19. Available 7:30 a.m. - 8 p.m., 7 days a week.
- 8-1-1 (HealthLink BC): To talk to a nurse if you need advice about how you are feeling and what to do next.

Appendix 2 – Working from Home



Procedure

Subject: Safe Work Procedure – Working From Home– COVID 19	
Applies to: All CVRD departments	Date: March 2020
Developed by: Health and Safety, Human Resources	File code: 340-50

PURPOSE:

Working from home or working remotely. Consideration may be given to allowing workers to work from home under certain circumstances. This is for low hazard work activities (generally office type work) and must be approved by the workers manager and director.

It must be clearly established what work activities will be conducted from home and a specific work schedule must be identified.

Workers must not host meetings or have clients or customers attend their personal residence as part of their work from home activities.

HAZARDS IDENTIFIED:

There are numerous safety issues for considerations when working from remote locations such as a personal residence. The following should be considered when working from home.

1. Ergonomics – work station design
2. Workplace Inspection – Hazard Identification and Control
3. Working Alone – Check in
4. Fire Protection
5. Emergency Procedures
6. Housekeeping (Slip, Trip and Fall)
7. Stress
8. Incidents and Injuries

PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

Work activities done from home should not include tasks that are high or moderate risk or that would require the use of personal protective equipment.

WORK PROCEDURES:

Workers working from home are responsible to ensure that hazards are identified and controlled within their home. All issues and concerns must be reported to your direct supervisor.

1. **Ergonomics** – consideration must be given to the design and setup of home workstations. Additional information is available to discuss workstation setup on the WorkSafeBC website. Workers should continue to take frequent stretch or micro breaks. The Comox Valley Regional District does not provide workstations or chairs for home use. If you do not have a suitable workstation inform your supervisor.

2. **Workplace Inspections** – workers working from home should conduct an inspection and hazard identification and assessment of their work place to identify any potential hazards that may be present. Appropriate controls should be applied.
3. **Working Alone** – workers working from home should establish a schedule and communicate at a minimum at the beginning and end of the shift with their supervisor
4. **Fire Protection** – check for working smoke alarms, Carbon Monoxide monitors, fire extinguishers, emergency plans and exits.
5. **Emergency Procedures** – check for first aid supplies, establish a plan in the event of an emergency, establish emergency contact information – numbers and address.
6. **Housekeeping** – ensure the work space is clean and free of hazards such as power cords household items
7. **Stress** – working from home can create many challenges, attempt to separate the work space from home activities. One should avoid distractions such as personal phones and televisions. Efforts should be made to set boundaries with others such as family members and pets to avoid distraction. Set a specific time frame to conduct work and separate it from your daily activities.
8. **Incidents and Injuries** - Workers must still report all work related incidents and injuries and hazards to their direct supervisor.

SPECIAL NOTES:

It is important for mental health and well-being that workers working from home try to separate their work from personal activities. Establishing a defined work environment and setting reasonable boundaries for yourself and others is important.

Set a schedule and stick to it. Working designated hours, and then stopping when those hours are up, will give your brain time to work and time to rest. While working remotely does mean that there is added flexibility with your personal life schedule, it's best to stick to a schedule where you can be productive, get your work done and call it a day when work hours are complete.

Appendix 3 – Fleet Vehicle Use and Cleaning



Procedure

Subject: Safe Work Procedure – Fleet Vehicle Use and Cleaning – COVID 19	
Applies to: All CVRD departments	Date: March 2020
Developed by: Health and Safety, Human Resources	File code: 340-50

PURPOSE:

To reduce the risk of exposure to COVID-19 for all Comox Valley Regional District (CVRD) workers.

Travel should be limited to essential CVRD business and operations only at this time.

- If workers have the need to travel, one person per vehicle is the preferred way to travel.
- If necessary, and two workers need to share – rather than sitting side by side, they should be seated as far apart as possible. One in the front driver’s seat, the other in the back seat behind the front passenger seat.
- Keep the windows open as it increases air flow reducing the chance of transmission
- Fleet cleaning instructions must be following before and after each use.

FLEET VEHICLE CLEANING

A clean work area promotes a healthy environment. All workers have a role in keeping their work area clean. If you share a work vehicle with others, you should sanitize the high-touch areas, before and after every time you take over the vehicle, especially during flu season.

Instruction:

Follow these easy steps:

1. Use a disposable disinfectant cloth to wipe down the following:
 - Steering wheel
 - Seatbelt clasp
 - Door handles
 - Other areas that are commonly touched
2. Carefully dispose of the cloth immediately after use.
3. A disinfectant or anti-bacterial spray can also be used, especially on fabric services.
 - The key to proper protection is to cover the surfaces with the mist and allow them to remain wet for 30-seconds or up to 10 minutes. The active ingredients in the spray needs time to work.

The CVRD stocks a variety of antibacterial supplies. If the necessary disinfectant cleaning supplies are not available in your work area, please speak with your supervisor.

Appendix 4 – Refusing Unsafe Work



Procedure

Subject: Refusing Unsafe Work	
Branch: All CVRD departments	Date: May 2020
Department: Health and Safety, Human Resources	File code: 340-50

Steps to follow when work might be unsafe!

1. Report the unsafe condition or procedure

- As a **worker**, you must immediately report the unsafe condition to a supervisor or employer.
- As a **supervisor or employer**, you must investigate the matter and fix it if possible. If you decide the worker's concern is not valid, report back to the worker. In the meantime, the worker can be assigned other duties, without loss of pay.

2. If a worker still views work as unsafe after a supervisor or employer has said it is safe to perform a job or task

- As a supervisor or employer, you must investigate the problem and ensure any unsafe condition is fixed.
- This investigation must take place in the presence of the worker and a worker representative of the joint health and safety committee or a worker chosen by the worker's trade union.

3. If a worker still views work as unsafe, notify WorkSafeBC

- If the matter is not resolved, the **worker** and the **supervisor or employer** must contact WorkSafeBC. A prevention officer will then investigate and take steps to find a workable solution.

If you have any questions, speak to your supervisor, contact your Joint Occupational Health and Safety representative, or call Colleen Robson, Occupational Health and Safety Coordinator.

Tel: 250-334-6015

Email: crobson@comoxvalleyrd.ca

WORK SAFE BC



Procedure

Subject: Safe Work Procedure – Office Cleaning– COVID 19	
Applies to: All CVRD departments	Date: March 2020
Developed by: Health and Safety, Human Resources	File code: 340-50

PURPOSE

To sanitize through cleaning and disinfecting at an elevated level during the COVID-19 response. Cleaning is the removal of viruses and bacteria and disinfecting killing viruses and bacteria.

SCOPE

All facilities occupied by employees of the Comox Valley Regional District (CVRD).

RESPONSIBILITY

Managers and Supervisors

- Understand the cleaning procedures implemented during the COVID-19 response.
- Communicate with CVRD Transit and Facilities management if suspected or confirmed COVID-19 infected staff are identified; cooperate with Medical Health Officer's direction and/or orders.
- Communicate with employees about the cleaning procedure.

Cleaning Staff

- Understand the cleaning procedure implemented during the COVID-19 response
- Undertake two facility sanitizing's per day of highly touched surfaces.
- Respond when requested to sanitize an area, workstation or office where an employee is presumed or confirmed to have been ill with COVID-19.
- Follow cleaning procedures provided for the COVID-19 response.
- Use best practice cleaning and disinfection procedures and products per Health Canada, BC Centre for Disease Control and health authorities.

CVRD Employees

- Understand the cleaning procedure implemented during the COVID-19 response
- Commit to cleaning your personal workstation on a frequency appropriate for your work activities, schedule, comfort level or at least once per week
- Remember that COVID-19 is mostly spread through moist droplets on surfaces.

PROTOCOL:

Additional daytime sanitizing of common area surfaces that are frequently touched by occupants (in addition to regular cleaning done after hours) or public, including:

- | | | |
|--------------------|--------------------|-------------------------|
| • Door handles | • Dispensers | • Equipment/tools |
| • Elevator buttons | • Hand rails | • Counters/tables/desks |
| • Light switches | • Phones | • Plexi-glass Screens |
| • Washroom taps | • Keyboards/mouses | • Bathrooms |

- Goal to sanitize at least once per day in addition to regular overnight sanitizing/cleaning for a minimum total of two (2) sanitizations per operating days of the facility.
- Coordinated by party responsible for janitorial services

Staff cleaning their personal workstations/counters

- Use disinfecting wipes or premixed disinfecting solution in spray bottle and paper towels using disposable gloves.
- Clean to personal comfort or as necessary and dependant on work activities and schedule. Suggested between customers or once per week minimum
- Refills provided by janitorial services or transit and facilities staff.

For presumed or confirmed cases of COVID-19

- Manager/supervisor notifies transit and facilities staff who will schedule the janitorial service provider for one off workstation/ office for sanitization.
 - Close off areas used by the person who is sick.
 - Conduct a more thorough cleaning and disinfection of all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.

RECORD KEEPING

This document will be regularly updated during the COVID-19 response.

REFERENCE

WorkSafeBC and BC Centre for Disease Control documents have been reviewed in preparing this protocol.