

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, runny nose, nausea/vomiting, muscle aches fatigue, loss of sense of smell or taste, loss of appetite, headache or diarrhea or less common symptoms including: stuffy nose, pink eye, dizziness, confusion, abdominal pain, skin rashes or discoloration of fingers or toes.

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

[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 – 5 people
- Meeting room 2 – 4 people
- Meeting room 3 – 4 people
- Meeting room 4 – 4 people
- Meeting room 5 – 4 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 – 5 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

- Members of the public are strongly encouraged to wear masks when entering all CVRD facilities.
- 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
Link: [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.

[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

In order to follow Dr. Henry’s recommendation and expectation that people wear non-medical masks in all indoor public spaces, we have deemed certain areas in our workplaces as mask mandatory for all staff. Please familiarize yourself with this [CVRD policy](#); includes a table that summarizes the situations and locations for general mask requirements for CVRD employees. We strongly encourage all members of the public wear masks when entering CVRD facilities.

Please remember that physical distancing, hand washing, and staying at home if you are sick are the most effective ways to prevent the spread of COVID-19; masks do not replace these actions. Masks, when worn properly may offer some added protection especially when you are not able to keep a two metre distance from others. If you need to remove your mask, it must not be placed on tables

or work services. Masks should fit snugly, let you breathe easily and be designed to fit over your mouth and nose. Re-usable masks need to be washed regularly.

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.

[COVID 19 - Office Cleaning Procedures](#)

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