

June 16, 2020 V1

STRATHCONA REGIONAL DISTRICT

COVID-19 SAFETY PLAN

Strathcona
REGIONAL DISTRICT



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Last updated June 16, 2020

This document outlines the policies, guidelines and procedures that the Strathcona Regional District has put in place to reduce the risk of COVID-19 transmission. In accordance with the order of the Provincial Health Officer, this plan must be posted at the worksite. During a WorkSafeBC inspection, employers will be asked about the steps they have taken to protect their workers or to see the plan.

Acknowledgment

This plan has been developed based on the City of Vancouver's COVID-19 Safety Plan and the SRD appreciates the opportunity to build on their excellent work.

A close-up photograph of a hand using a white hand sanitizer dispenser. The hand is positioned over the nozzle, and a stream of sanitizer is being dispensed. The background is blurred, showing a person's arm in a blue sleeve. The image is overlaid with a dark blue semi-transparent box containing the table of contents.

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Overview

Maintaining operations, returning employees to the workplace and resuming operations during and after the COVID-19 pandemic is not as simple as announcing a reopening or a return-to-the-workplace date and carrying on business as usual. Not only will many of our workplaces / operations be altered initially, some changes may be long-term and continue beyond a vaccine or treatment being available.

As an organization, we have made a commitment to health and safety. We must focus on safety in all that we do and ensure our workplaces are as safe as they can be. When we care for staff, it is reflected in how they care for themselves, each other, others they encounter as part of their job, and services they provide. Our employees and citizens alike may have fears of returning to work or using our facilities. Preparing for and communicating how safety is a top priority and a commitment will allay fears and increase confidence in the Regional District and our operations.

The Regional District has developed this COVID-19 Safety Plan now that the pandemic curve is flattening. This Plan represents the minimum standards we must meet based on the information from the Provincial Health Officer (PHO), the Ministry of Health, the Province of B.C. and WorkSafeBC. This Plan is a living document that will evolve based on our commitment to the psychological and physical health and safety of our employees and based on direction and advice from the PHO, the Provincial Government and WorkSafeBC.

To develop this Plan, we have considered the “Hierarchy of Controls for COVID-19” as recommended by the PHO. Additionally, this plan is informed by and will evolve as a result of operational site based hazard analysis and risk assessments. This plan 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.

Our two worksites, the Corporate Office and Strathcona Gardens Recreation Centre, are unique. The Regional District’s COVID-19 Safety Plan will be supplemented by operation-specific addendums where additional measures are required.

There are many situations where our employees will have contact with members of the public, coworkers and the physical environment itself (surfaces, doors, equipment etc.). These encounters could give rise to contact with COVID-19, if not controlled adequately.



Overview (cont.)

In addition to following this plan and site specific addendums, all operations staff must think about the risks and take steps to control them. Business units must regularly assess all the hazards within their work area and take appropriate steps to eliminate or control the associated risk. To address COVID-19 health and safety concerns in the workplace, we will be communicating updates in respect to the pandemic response and any changes to necessary steps or actions required.

As leaders and supervisors, we are accountable to address and respond to COVID-19 and the psychological and physical health safety concerns raised by our employees.

Safety is an ongoing commitment. We ask our employees to speak up if something isn't right. Collectively we must accept responsibility for each other's health and safety, and never take shortcuts. As we restart, look out for each other. When we all commit to this COVID-19 Safety Plan, a safe restart and ongoing safety, we are closer to ensuring that every person goes home safe and healthy every day.

We ask that you do your part to create a strong safety culture where no one walks past an unsafe act. Thank you for your commitment.

David Leitch
Chief Administrative Officer
Strathcona Regional District



Purpose

The purpose of the Regional District's COVID-19 Safety Plan is to:

- ensure all operations plan for safety and demonstrate a safety commitment;
- outline our legal obligations; and
- provide guidance for operations and employees

All operations are required to know and adhere to this plan and any operation specific addendums.

Scope

This COVID-19 Safety Plan applies to all Regional District employees, directors, contractors, volunteers and members of the public / visitors.

WorkSafeBC

WorkSafeBC recognizes the importance of worker safety following COVID-19 related work stoppages or interruptions. The Regional District has considered WorkSafeBC resources and guidance in developing our Plan.

WorkSafeBC will not be reviewing or approving plans; however during a WorkSafeBC inspection they will ask about the steps taken to protect employees. This Plan and related addendums are a critical component that will demonstrate to a WorkSafeBC officer our commitment to employee safety and compliance with WorkSafeBC's expectations.

Right to Refuse Unsafe Work

Our employees 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 some specific steps to resolve the issue.

The employee must report any undue hazard to their supervisor for investigation. Each refusal of unsafe work is dealt with on a case-by-case basis.

If the issue is not resolved between the worker and the supervisor, the joint occupational health and safety committee is notified of the concern and an investigation is conducted.

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



Know We Are Here to Help Pre and Post-Restart

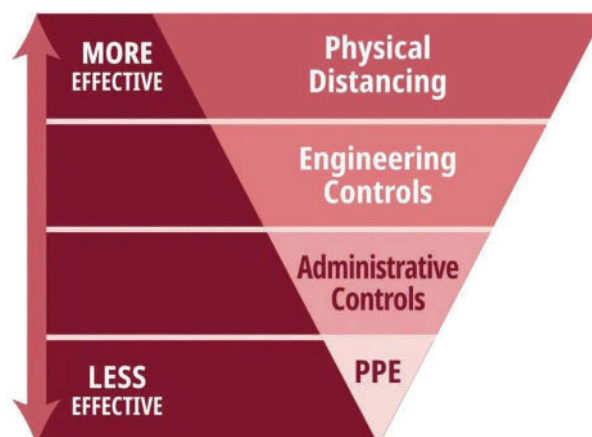
We understand you may have questions as you commit to this Plan and ensure for compliance. The Regional District has developed many additional COVID-19 health safety procedures and standards to help protect staff. As you ensure for safety we ask that employees refer to the resources that are available on THEO (SRD Intranet Site):

www.theo.srd.ca

Hierarchy of Controls for COVID-19

Considering the Hierarchy of Controls for COVID-19, operations must select a safeguard or a combination of safeguards that ensure for employee safety. The hierarchy of controls (in order of their effectiveness) is:

1. **Physical distancing / elimination or substitution:** Ensure for spaces that allow for activities to be performed two meters apart. Consider eliminating or postponing work tasks that may create a risk of exposure to COVID-19. Are there opportunities to work from home, or can work processes be changed to eliminate or reduce contact with others?
2. **Engineering controls:** Are engineering controls, such as physical barriers, practicable?
3. **Administrative controls:** Has the employer fully considered how work practices can be altered to minimize exposure, such as physical distancing or enhanced cleaning protocols?
4. **Personal protective equipment (PPE):** This last form of protection should only be considered after careful consideration of the previous control measures. The use of gloves and face masks may be considered where none of the above controls are possible or effective. If gloves, masks and protective suits are used, training and proper usage guidelines must be followed.





Hierarchy of Controls for COVID-19 (cont.)

You must always start at the top of the hierarchy shown above to control the hazards. Choose a less effective safeguard only when more effective solutions are impracticable and continuously monitor to ensure they are providing the best level of protection to our employees.

Hazard Analysis

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.

HAZARDS	CONTROL	MITIGATION
<p><i>CONSIDER: Health and safety, damage to people, property, equipment or program/the categories of hazards; biological, physical, chemical, and psycho-social.</i></p>		
<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"> • <u>Physical</u>: touching surfaces that are potentially contaminated with coronavirus particles • <u>Biological</u>: inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace or common area with easily transmissible viral particles 	<p>Physical *</p>	<ul style="list-style-type: none"> • Signage must be installed regarding physical distancing including visual cues (“step” stickers) for areas where customers are required to queue • Common areas (public and employee) must be arranged to allow for physical distancing • Alternative solutions to conducting business meetings should be considered • Cleaning/disinfecting procedures for workspace, shared workspaces and common areas including vehicles to reduce surfaces that may potentially be contaminated with coronavirus particles must be addressed



Hazard Analysis (cont.)

HAZARDS	CONTROL	MITIGATION
<p>Biological: 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"> • Some workspaces may require physical barriers installed • Workspaces that are shared between two or more employees may be re-arranged to accommodate physical distancing or may require further steps of action to ensure physical distancing • Provide means for the general public to provide payment with minimal or no contact with staff • Place hand sanitizer station near entrance doors, pay station and other high touch locations for customers and employees • Remove lids from garbage receptacles to allow “no- touch” disposal
<p>Pandemic-related hazards:</p> <ul style="list-style-type: none"> • <u>Physical:</u> touching surfaces that are potentially contaminated with coronavirus particles • <u>Biological:</u> inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace or common area with easily transmissible viral particles • <u>Chemical:</u> exposure to disinfectants/nitrile or latex gloves/environmental sensitivities 	<p>Administrative</p>	<p>Ensure for operational procedures which address the following:</p> <ul style="list-style-type: none"> • Self-monitoring • Guidance on document handling • Cleaning/disinfecting procedures • Signage • Business meeting protocols (for both off-site and on-site) • Stress, anxiety and mental health awareness • Proper hygiene practices



Hazard Analysis (cont.)

HAZARDS	CONTROL	MITIGATION
<ul style="list-style-type: none"> • <u>Psycho-social</u>: mental distress/anxiety 		
Biological and Chemical (as above)	Personal Protective Equipment (PPE)*	<p>Note: Information regarding use of PPE related to COVID-19 can be found on Regional District wire. Where there are any questions operations are required to discuss with the assigned Occupational Safety Specialist or Safety Superintendent.</p>

The Strathcona Regional District has focused on non-PPE controls being put in place, specifically physical distancing and frequent hand washing. Most Strathcona Regional District employees will not require PPE for protection against coronavirus unless they are in specific situations such as cleaning public washrooms or in close proximity to other employees or members of the public owing to the nature of their work.

A large portion of the Plan relies on operations implementing the procedures and following the guidelines contained in this document.

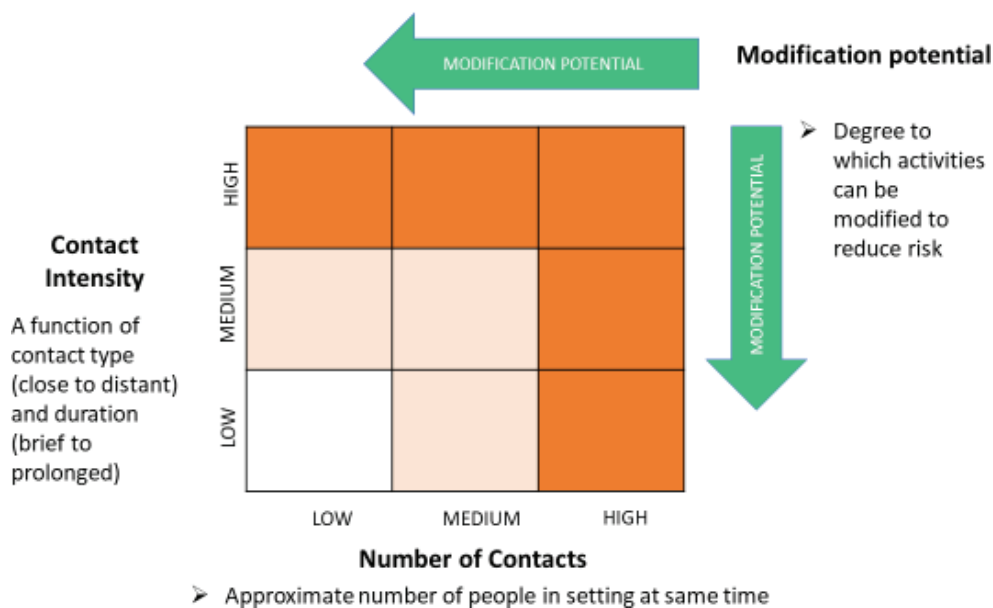


Risk Matrix

The risk of transmission in Strathcona Regional District facilities is subject to two primary variables that we need to modify to reduce transmission risk: contact intensity (how close you are to someone and for how long) and 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 and PPE



Principles

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.



Principles (cont.)

Self-Monitoring

Pre-mitigation, including reporting and self-screening, will help to identify possible COVID-19 positive employees and proactively remove risks that they could inadvertently introduce coronavirus into the workplace.

Employees with COVID-19 symptoms must stay home and not come to work for at least 10 days, or longer if symptoms have not resolved. As per HealthLink BC, after 10 to 14 day self-isolation, you may return to your regular activities if:

- At least 10 days have passed since any symptoms started; and
 - Your fever is gone without the use of fever-reducing medications (i.e. Tylenol, Advil); and
 - You are feeling better (there is improvement in runny nose, sore throat, nausea, vomiting, diarrhea, fatigue). Coughing may go on for several weeks, so a cough alone does not mean you need to continue to self-monitor and self-isolate; or
 - You were self-monitoring and never developed any symptoms.
- 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.

Physical Distancing

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.

- Access to the Regional District workplaces must be controlled and where appropriate alternative methods such as video or conference calls, be used for conducting business to prevent close personal contact.
- Lunchrooms, break rooms, boardrooms, reception and common areas must be arranged to follow physical distancing practices. However, employees are discouraged from using these areas whenever possible.
- Employees should remain on their primary work floor and not visit other floors in the building unless absolutely necessary.
- Whenever possible, employees should travel alone in vehicles to ensure physical distancing. (Note: This is covered in more detail later in this Plan).
- Should a task require close personal contact, appropriate PPE and additional mitigation measures must be considered and discussed with your supervisor.
- Business travel is not allowed at this time.



Principles (cont.)

Physical Distancing (cont.)

- If there are cases where, in a shared workspace, physical distancing cannot be maintained, a more comprehensive risk assessment must be undertaken in collaboration with the Joint Health and Safety Committee (JHSC). Consideration must be given to the type of task(s), and whether there are alternatives.

Personal Hygiene

Employees must practice proper “hand hygiene” techniques often, as it is the single-most effective way of reducing the spread of infection. Proper respiratory etiquette should also be followed.

Touching your face, including eyes, nose or mouth must be avoided and hands washed or sanitized following such touching.

Enhanced Cleaning / Disinfecting

Cleaning must be performed as outlined on THEO. Any particular operational concerns must be brought to the attention of your manager for guidance. Any operational specific approach must be documented and followed.

Shared Workspaces / Equipment Including Vehicles

- Employees are discouraged from sharing equipment (i.e. pens, phones, other tools).
- The need to share workspaces and equipment will be minimized.
- 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.
- In the event of a potential COVID-19 case in a shared workspace, workstation or with a person using shared equipment, the station/equipment must not be used until a deep clean can be performed which is to be delegated by the employee’s manager. Follow the proper procedural guidelines outlined on THEO.
- Employees who use Regional District vehicles must ensure that high contact surfaces within the vehicle are routinely disinfected. Follow the proper procedural guidelines outlined on THEO.

Personal Protective Equipment (PPE)

Most Regional District positions do not require specific PPEs. Where required, PPE must be available and training must be provided. Review position specific requirements on THEO.



Principles (cont.)

Stress, Anxiety and 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.

LifeWorks, our employee and family assistance provider (EFAP) is available 24 hours, day 7 days a week at 1-877-207-8833

Or visit www.login.lifeworks.com

User ID: SRD | Password: eap

Return-to-Work Occupational Health & Safety Training

Upon returning to work after a period of absence where hazards of the work may have changed, our employees must receive refresher orientation training from their department / operation. Therefore, everyone returning to work after a reduction in work due to COVID-19 must receive a refresher orientation. Every worker must be informed of new or revised procedures to eliminate or reduce potential for exposure to COVID-19.

Training must:

- Be specific to your operation and, in addition to acting as a refresher, it must also include any new arrangements or controls developed in response to the COVID-19 pandemic
- Explain essential health and safety information, such as employees' rights and responsibilities, work rules, hazards and safe work procedures
- Include mental health and how to access LifeWorks, the Regional District's EFAP provider
- Include information around specific COVID-19 protocols or procedures, including
 - o Rules around physical distancing
 - o Hand washing
 - o Reporting COVID-19 symptoms
 - o General cleaning procedures to ensure a consistent approach by all

General Operating Guidelines

Operations staff are required to ensure these guidelines are known and followed.

General Practice Expectations

While every workplace is different, and practices may vary depending on the location and nature of the department/operation, there are some general guidelines that apply:



General Operating Guidelines (cont.)

- Maintain good personal and environmental hygiene
- Ensure good ventilation
- Maintain proper function of washrooms, drains and pipes
- Cover nose and mouth with tissue paper while sneezing or coughing, dispose of tissue and wash hands immediately
- Maintain physical distancing (at least two meters)
- Keep hands clean and wash hands properly:
 - before touching eyes, nose and mouth if there is a need to do so
 - after handling objects soiled by respiratory or other body secretions
 - after touching high contact surfaces or equipment, such as escalator handrails, elevator control panels or door handles
- People with symptoms of COVID-19 must self-isolate and contact their doctor or 8-1-1.
Anyone with these symptoms is not to be in the workplace.

Employee Expectations

Employees must:

- Practice physical distancing by working at least two meters apart from coworkers whenever possible (where there is an approved exception refer to the appropriate developed safety procedure).
- Continue to follow all other safe work procedures. If it is unsafe to work, talk to a supervisor or the joint health and safety committee to address concerns.
- Stay home if they are sick or might be sick.
- Avoid touching their face.
- Wash their hands for a minimum of 20 seconds at the start of their 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 their shift. It is recommended to remove jewelry while washing.

Workplace Wellness/Sick

Operations must ensure that employees do not come to work if they are displaying symptoms of COVID-19. This includes employees who fall into the below categories:

- Anyone with COVID-19-like symptoms such as a sore throat, fever, sneezing, or coughing. Employees with these symptoms must self-isolate at home for a minimum of 10 days from onset of symptoms, until their symptoms are completely resolved. Anyone with these symptoms should call their physician or 8-1-1 for care guidance.
- Employees who have travelled internationally. In these cases, they must remain away from the workplace and self-isolate for at least 14 days.



General Operating Guidelines (cont.)

- Employees who live in the same household as a confirmed or clinical COVID-19 case who is self-isolating.

If employees report having COVID-19-like symptoms while at work:

- Send them home to recover for the prescribed self-isolation period. Advise them to call 8-1-1 for direction.
- Clean and disinfect their workstation and any areas or tools that they were using as part of their job.

Note: Ensure employees know what to do when they feel sick (e.g. reporting procedures)

The Regional District will follow direction from public health with regard to detailed cleaning, temporary closure and trace contacting as may be needed based on the particulars of the case. Contact Human Resources for direction.

Operations must ensure that these requirements are communicated to their managers, supervisors, and employees and they must have a process for communicating with employees who may fall into one of the categories of those who must not come to work.

Customer / Public

To ensure for the safety of our employees and the public we serve, we will share the following messaging:

- **If you are sick, you must stay home.**
- If you have underlying medical conditions, it is recommended that you not visit the Regional District Corporate Office or other Regional District facilities.
- Anyone displaying symptoms of COVID-19, which primarily displays as a persistent cough, will not be permitted on the premises.
- 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 are displaying symptoms of COVID-19 or you live in a household where someone is showing symptoms of COVID-19, you must stay home
- Physical distancing is required at all times (minimum of two 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 on- site (identify the location, recommend at a minimum, the entrance to the facility)
- If your request can be handled over the phone, please call for assistance rather than attending in person. The main phone numbers are:



General Operating Guidelines (cont.)

- o Corporate Office Reception 250-830-6700
- o Strathcona Gardens Reception 250-830-6777
- We will not be accepting cash and ask that any financial transactions be conducted electronically.

Physical Distancing

Physical Distancing for Employees

There are various ways to determine space considerations to allow for appropriate physical distancing, depending on circumstances.

As departments make plans for physical distancing ensure you involve your joint health and safety committee in brainstorming physical distancing measures that could work in the spaces they work in. Have your joint committee consider the interactions they have with others, solicit input from your teams and encourage all employees to promote the approved physical distancing measures. Spread the message that the most considerate thing your employees can do for their co-workers and the public is to keep a distance of two meters between themselves and the people they work with. Encourage employees to use a standard greeting with each other that is positive but reminds others to keep a safe distance.

Considerations for Physical Distancing

TYPES	DESCRIPTION
Physical Distancing	<ul style="list-style-type: none"> • Allow for two meters (six feet) of physical distance between employees or between employees and public or public and public.
Indoor Employee Space	<ul style="list-style-type: none"> • Where employees will not be moving around or need to navigate around obstacles, allow for 3.3 square meters (36 square feet) of unencumbered space per person to calculate occupancy.
Indoor Employee/ Public Space	<ul style="list-style-type: none"> • Calculate the total unencumbered square meters available and divide that by 5, to allow for 5 square meters (54 square feet) of space per person. The resulting figure is the maximum occupancy for that space.
Events Numbers	<ul style="list-style-type: none"> • The maximum number of participants is 50, including employees and public, ensuring adequate space is available.

There are many ways that operations can organize work to ensure that physical distance between employees is maintained. Some options may include:

- revising work schedules or implementing / maintaining work- from-home policies for some staff to limit the number of employees on site at a given time



Physical Distancing (cont.)

- staggering start and end times if crowding at entry and exit locations means the physical distancing requirement of at least two meters cannot be maintained.
- designating doors for entry and exit to prevent employees and others from coming into proximity with one another.
- establishing and posting occupancy limits on elevators, rooms and other small spaces, using the calculation shown previously
- identify the maximum number of people (including staff) and communicate and enforce this limit
- reducing in-person meetings and other gatherings
- using tape to mark off areas where employees can and cannot walk, or to mark off areas where employees may walk only in one direction (such as down an aisle or narrow corridor)
- posting signage to remind employees to maintain their distance when interacting
- postponing, re-arranging, or planning work tasks in such a way that employees are not required to work in proximity to one another
- using machines or other equipment to assist with job tasks usually performed by two employees, such as lifting or carrying heavy objects
- managing worker transportation so that two employees are not required to travel in a single vehicle
- restrict eating to a clearly identified and dedicated area with handwashing stations, cleaning and disinfecting supplies, and adequate space to maintain the physical distancing requirement.
- designating additional rooms as break areas
- eliminating food sharing stations
- limiting the number of employees allowed in common areas at any one time. Consider staggered break times to reduce large gatherings and encourage employees to take breaks at their own desk or outside. Limit or stagger employees entering change areas or rooms with assigned lockers.
- distancing the tables in lunchrooms, limiting the number of chairs, placing “x’s” on tables where people should not sit, or installing barriers at the tables made from plexiglass, acrylic, polycarbonate, or similar materials. See WorkSafeBC publication: “Designing effective barriers” at www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers



Physical Distancing (cont.)

If breaching the physical distancing requirement is unavoidable, plan the work task, ensure for appropriate safety procedures and provide instructions to employees to ensure that time spent in close proximity is minimized.

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:

- you must not come to work if you are sick
- report to work committed to abiding with physical distancing processes
- continue to follow all existing safe work procedures in the workplace
- wash and sanitize hands regularly, cough/sneeze into your upper sleeve or elbow (not your hands)
- avoid physical contact with others
- **Never walk past an unsafe act.** if you notice that another employee is not abiding by the physical distancing policy, remind the employee and if necessary report it to a supervisor
- follow the staff expectations above

Physical Distancing During Employee Transportation

If employees are travelling by road vehicle, the following control measures must be considered:

- Operations must limit the number of employees being transported at any one given time and employ measures to ensure distance between employees is maintained. This could include adjusting the number of employees transported, adding physical barriers between employees, blocking seats and using larger or multiple vehicles. Distancing is also important when loading and unloading.
- Operations must have hand-washing facilities or sanitizing stations available to employees as they enter and exit the vehicle.
- Whenever possible, employees should travel alone in their vehicles in order to practice physical distancing.
- If it is not possible to ensure two meters of distance between employees in a vehicle, the employer must consider other control measures, such as physical barriers where practicable and personal protective equipment (PPE) where appropriate.
- Operations must ensure that high-contact surfaces within the vehicle are routinely cleaned. These include seatbelts, headrests, door handles, gear shift levers, steering wheels and hand holds.



Physical Distancing (cont.)

- Operations may consider installing a physical barrier, similar to a “sneeze guard,” in vehicles transporting employees. While this may be feasible in some vehicles depending on their size, type, and configuration, operations must be aware that modifying vehicles in any way may introduce additional hazards to the vehicle and occupants. Any barriers must be installed in such a way that they:
 - o Are appropriately affixed to the vehicle, and
 - o Do not introduce hazards, such as restricting the driver’s field of vision, means of escape in the event of an accident, increase injuries as a result of an accident or access to controls.

Physical Distancing for the Public / Customers

The Regional District must implement physical distancing to reduce opportunities for interactions among large groups that could have prolonged close contact, such as during utilities payment time.

Practically this might mean limiting the number of patrons who enter our facilities and discontinuing or modifying service in areas where physical distancing cannot be practiced (e.g., counter service). Ways in which operations may achieve physical distancing among customers include the following:

- Use signs and markings to direct the public, to indicate appropriate distances to stand, to mark direction of travel, to designate entrances and exits
- Promote one-way travel
- Limit the number of customers allowed into the Regional District Corporate Office or other Regional District facilities. It is strongly recommended operations ensure there are five square meters of space per person. This unencumbered space would be floor space minus floor space used for change rooms, desks, etc. Operations are expected to identify the maximum number of people (including staff) and communicate and enforce this limit
- Provide a waiting area outdoors with markers to designate safe distances if safe to do so
- Install barriers at and between cash registers to prevent encroachment
- Install barriers between employees and customers made of plexiglass, acrylic, polycarbonate, or similar materials. See WorkSafeBC publication: “Designing effective barriers.”
- Mark the floor at two meter intervals to promote physical distancing in aisles and line ups
- Label certain tables and chairs unavailable for use, or remove entirely, to maintain appropriate distances between customers.



Sanitation & Hygiene

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

The Regional District must ensure that materials for adhering to hand hygiene are available on their premises. Provide receptacles for used tissue paper disposal. Provide conveniently-located dispensers of alcohol-based hand sanitizer; where sinks are available, ensure that supplies for handwashing (i.e., liquid soap and disposable towels) are consistently available.

Safety remove, disable or cover hand air-drying stations.



Personal Protective Equipment

Personal Protective Equipment (PPE) is specialized clothing or equipment worn by an employee for protection against infectious materials. It should serve as a last resort that must not replace any other risk control and infection control measures. However, sufficient stock of PPE must be kept to ensure its provision to protect employees from exposure to infectious agents in the workplace. The common PPE used includes:

- **Surgical mask:** Wear a surgical mask to protect mucous membranes of the nose and mouth during procedures that are likely to cause exposure to blood or body fluids. Non-surgical (cloth) masks do not protect the wearer but may prevent the wearer from exposing others to the virus.
- **Particulate respirator:** Use a particulate respirator (e.g., N95 respirator) for first aid attendants/First Responders or for maintenance work on ventilation or sewage systems.
- **Gloves:** Wear disposable gloves when touching blood, body fluids, mucous membrane or contaminated items. Remove gloves promptly after use and perform hand hygiene immediately. **Gloves do not replace hand hygiene.**
- **Gown, apron or impervious disposable coveralls:** Worn to protect skin or trunk and to prevent soiling of clothing during procedures that are likely to generate splashes or sprays of blood, body fluids, secretions, or excretions. Wear a coverall for conducting high pressure water spraying during ventilation system or sewer system maintenance or when substantial whole-body contamination is anticipated. Remove soiled garment as promptly as possible and perform hand hygiene to avoid transfer of microorganisms to other people or environments.
- **Goggles / Face shield:** Wear goggles / face shield to protect the mucous membrane of the eyes when carrying out procedures that are likely to generate splashes or sprays of blood or body fluids of the person (e.g., changing dust filters of the ventilation system, working in sewer system, or for first aid attendants). Wear goggles / face shield when conducting high pressure water spraying for sanitary sewer system maintenance. Ordinary spectacles do not provide adequate protection. Goggles / face shield must be changed after procedure or whenever contaminated. Reusable goggles / face shield must be washed and decontaminated in accordance with manufacturer's instructions.

Operations must ensure employees are provided with and trained in the use of the PPEs they need to safely perform their work.



Sanitation & Hygiene (cont.)

Environmental Hygiene & Decontamination

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. Regional District operations must ensure for frequent and appropriate cleaning for their operation consider the use of the facilities and any special circumstances that may arise. Standards and cleaning processes are documented on THEO.

Operations must follow the manufacturer's instructions printed on the bottle or on the Safety Data Sheet. Only use products provided by the Regional District and ensure staff are provided with training on product use and safety.

Always follow product instructions for dilution, contact time and safe use.

All visibly dirty surfaces must be cleaned with water and detergent before disinfecting (unless otherwise stated on the product label).

Always ensure that the disinfectant you use is approved for use in a food processing or food service application, if applicable. **Some disinfectants can be toxic and are unsuitable for food premises or food contact surfaces.**

Ensure WHMIS criteria is met for labeling, use, and review of Safety Data Sheets, and that incompatible substances are not mixed.

Employee & Customer Communications

Employee Communications

Effective communications to Regional District employees are an important element of a good workplace. It assumes even greater significance at times of crisis. The current situation is constantly evolving, and employees have to deal with multiple personal and professional changes.

Ensuring employees are kept informed, and fully understand expectations around hygiene, Regional District policies and approaches, safe work practices and protocols will not only ensure better compliance but will also go a long way in obtaining employees' commitment to safety.



Employee & Customer Communications (cont.)

Face to face communication can take place if proper physical distancing measures are observed but other options for communications should also be used including THEO, emails, posters, virtual meetings, short videos, etc.

Ensure employees' mental as well as physical health is maintained. Communicate to all employees how to contact LifeWorks, our Employee and Family Assistance Program.

Customer/Public Communications

The Regional District continues to develop standard communications that we share with those visiting, or planning to visit, our operations. Ensure your operation uses available messaging.

Communications and onsite messaging should include:

- A message welcoming them to the premises
- Specifics about current operation environment (e.g. provincial health directives that apply and any guidelines to follow)
- Expectations outlined in this Safety Plan
- An overview of all the efforts that you are undertaking to ensure for employee and customer health & safety

This communication should be available should be featured on the Regional District website, signage at the premises and be included in any social media information as may be appropriate.

If you have any messaging questions, please contact Human Resources

COVID-19 SAFETY PLAN	
Owner:	Laurie Gage, Senior Manager, Human Resources
Final Approval:	David Leitch, CAO
Date Approved:	June 18, 2020
Review Date:	
Revision Date:	
Related Policies, Procedures, Schedules:	CP-026 COVID-19 Illness Policy Corporate Office COVID-19 Safety Protocols Strathcona Gardens Recreation Complex Safety Protocols
Related Publications:	WorkSafeBC - www.worksafebc.com/en/resources/about-us/guides/preventing-exposure-to-covid-19-in-the-workplace?lang=en BC Centre for Disease Control www.bccdc.ca/health-info/diseases-conditions/covid-19 Provincial Government of BC - www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan

SRD COVID-19
SAFETY PLAN

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