



COVID-19 SAFETY PLAN

LIVE IT! SAFE

Amendment Table

Section	Description of Revision	Revised By	Date Revised
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Purpose

The City of Fort St. John is committed to providing a safe and healthy work environment for its employees, contract workers, and the public with the goal of preventing injuries, illnesses, property damage or damage to the environment. With respect to COVID-19, the City is committed to following the orders of the Provincial Health Officer and guidance provided by the BC Centre for Disease Control.

The City has developed a COVID-19 Safety Plan which assesses the risk of exposure at our worksites, and implements measure to keep our employees, contract workers, and the public safe as we align with BC's Restart Plan.

Step 1: Assess the Risks at Your Workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes and it can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

The City of Fort St. John, through collaboration with frontline workers, supervisors, and the joint health and safety committee, has identified areas where there may be risks, either through close physical proximity or through contaminated surfaces.

By use of Hazard Identification and Risk Assessments, the City has:

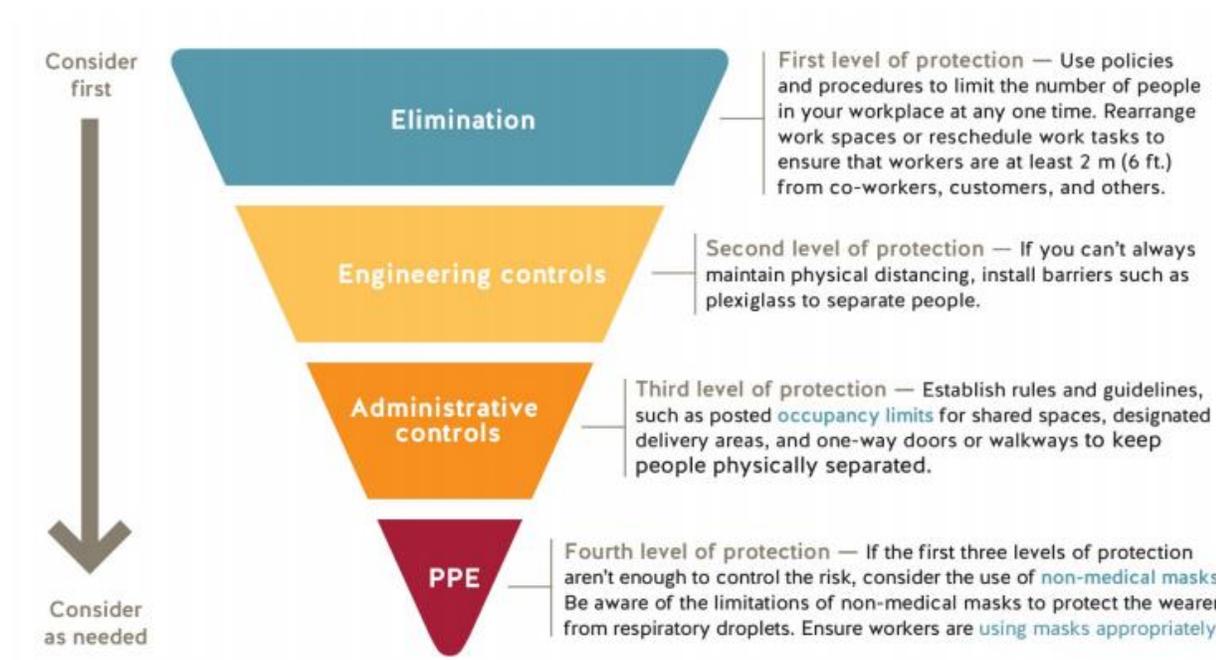
- Identified areas where people gather, such as break rooms and meeting rooms
- Identified job tasks and processes where workers are close to one another or members of the public – considering worksites, worker vehicles, and other potential work locations
- Identified the tools, machinery, and equipment that workers share while working
- Identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches

Step 2: Implement Protocols to Reduce the Risks

The City is aligning our protocols to meet all orders, guidelines and notices issued by the Provincial Health Officer (PHO).

Reduce the Risk of Person-to-Person Transmission

To reduce exposure, The City has implemented controls to protect workers against the identified risks. Controls offer different levels of protection and wherever possible, the control that offers the highest level of protection will be applied. The City understands that the highest level of control is not always practicable, and therefore controls from various levels have been incorporated to address the identified risks.



Elimination Controls

Elimination controls, while the most effective at reducing the identified hazards, also tend to be the most difficult to implement. The City has incorporated the following Elimination Controls:

- Established and posted an occupancy limit for our premises
- Considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of visitors in the workplace
- Established and posted occupancy limits for common areas such as break rooms, meeting rooms, and change rooms
- Implemented measures to keep workers and others at least 2 metres apart, wherever possible

Elimination Control Measures in Place

- COVID-19 Work from Home Policy
- Limiting in person interactions where possible
- Establishing maximum occupancy for buildings
- Evaluating how tasks are performed

Engineering Controls

Engineering controls are favoured over administrative and personal protective equipment (PPE) for controlling existing worker exposures in the workplace because they are designed to remove the hazard at the source, before it comes in contact with the worker. The City has incorporated the following Engineering Controls:

- Installed barriers where workers cannot keep physically distant from the public

Engineering Control Measures in Place

- Barriers installed in all buildings that are currently open to public access

Administrative Controls

Administrative controls alter the way the work is done, including policies and operating procedures (including training and housekeeping). In developing Administrative Controls, The City has:

- Identified procedures and guidelines for how workers should conduct themselves
- Clearly communicated these procedures and guidelines to workers through a combination of training and signage

Administrative Control Measures in Place

- COVID-19 Coordination Program
- Safe Work Procedure – COVID-19 Cleaning
- Safe Work Procedure – COVID-19 – Travelling in Vehicles
- COVID-19 Building Procedures – City Hall
 - City Hall Cleaning Checklist
- COVID-19 Building Procedures – Beaton Building
 - Beaton Building Cleaning Checklist
- COVID-19 Fit for Work Assessment
- COVID-19 Return to Work Checklist
- Hazard ID & Risk Assessment Worksheet

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Personal Protective Equipment

Personal protective equipment (PPE) aids in reducing possible exposure and should always be used in conjunction with another control measure. Where there is potential for exposure workers may be required to wear additional PPE including, but not limited to:

- Full face or half mask respirator – worker must have current fit test
- Eye protection
- Disposable gloves
- Coveralls

In response to the use of masks as a form of additional PPE, the City has:

- Reviewed the information on selecting and using masks and instructions on how to use a mask
- Recognized the limitations of masks to protect the wearer from respiratory droplets
- Recognized that masks should only be considered when other control measures cannot be implemented

Personal Protective Equipment Measures in Place

- COVID-19 Coordination Program
- Safe Work Procedure – COVID-19 Cleaning
- Safe Work Procedure – COVID-19 – Travelling in Vehicles
- Internal Memo – Best Practices
- Internal Memo – Cloth Masks

Cleaning and Hygiene Practices

During the COVID-19 pandemic, enhanced cleaning and disinfection should be used on worksites to reduce the risk of disease transmission. To reduce the risk of surface transmission, the City has:

- Reviewed the information on cleaning and disinfecting surfaces
- Confirmed our worksites have enough handwashing facilities for all workers
- Developed policies that specify when workers must wash their hands and have communicated good hygiene practices to workers
- Implemented cleaning protocols for common areas and surfaces — for example, washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles
- Ensured workers who are cleaning have adequate training and materials
- Removed unnecessary tools and equipment to simplify the cleaning process

Cleaning and Hygiene Measures in Place

- Safe Work Procedure – COVID-19 Cleaning
- Safe Work Procedure – COVID-19 – Travelling in Vehicles
- COVID-19 Building Procedures – City Hall
 - City Hall Cleaning Checklist
- COVID-19 Building Procedures – Beaton Building
 - Beaton Building Cleaning Checklist

Step 3: Develop Policies

The City has developed policies and procedures to ensure the health and safety of workers, and other parties, at all worksites. To safeguard against the risk of exposure to COVID-19, the developed policies and procedures address the following items:

- Anyone who has had symptoms of COVID-19 in the last 10 days
- Anyone directed by Public Health to self-isolate
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms
- Visitors are prohibited or limited in the workplace
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic
- A working alone policy (if needed)
- A work from home policy (if needed)
- Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace
- Sick workers should report to first aid, even with mild symptoms
- Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated
 - Ask the worker to go straight home and consult the BC COVID-19 Self-Assessment Tool, or call 8-1-1 for further guidance related to testing and self-isolation
- If the worker is severely ill (for example, difficulty breathing, chest pain), call 9-1-1.
- Clean and disinfect any surfaces that the ill worker has come into contact with

Step 4: Develop Communication Plans and Training

The City understands that under Section 21 of the Workers Compensation Act, we are responsible for providing worker instruction and training. To ensure compliance with the Act, the City has:

- Developed a plan to ensure everyone is trained in workplace policies and procedures

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- Ensured all workers have received the policies for staying home when sick
- Posted signage at the workplace, including occupancy limits and effective hygiene practices
- Posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms
- Ensured supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed

Step 5: Monitor Your Workplace and Update Your Plans as Necessary

The City understands that there is potential for change as business resumes and we will frequently reassess the situation to ensure our worksites remain healthy and safe for all. Through continued collaboration with frontline workers, supervisors, and the joint health and safety committee, the City will:

- Have a plan in place to monitor risks
- Make changes to policies and procedures as necessary
- Ensure workers know who to go to with health and safety concerns
- Involve joint health and safety committees when resolving safety issues

Step 6: Assess and Address Risks from Resuming Operations

The City will conduct a hazard assessment on each building prior to re-opening it to the public. It is understood that changes may be needed to manage risks arising from reopening of City buildings or facilities. To aid in mitigating the risks associated with resuming operations, the City has developed a Return to Work Checklist which will confirm:

- Managers have reviewed and approved the return to work plan for their employees
- Workers have reviewed all safety and sanitization procedures that are in place prior to re-starting work at the worksite
- Any additional items required for returning to the worksite (for example, additional PPE)
- Any concerns the worker may have will be directed to the appropriate personnel