COMMUNICABLE DISEASE SITE-SPECIFIC SAFE WORK PLAN
FOR COVID-19 PROPERTY & RISK MANAGEMENT OFFICE

Dept/Areas Covered:	Date:
Property & Risk Management Office (Lower Level City Hall)	July 17, 2020
Completed By:	**Revised Dates:**
Ken Overton	December 9, 2020; January 21, 2022

Background

The City of White Rock is committed to protecting employees and others in our workplaces against exposure and transmission of communicable diseases. In order to meet these objectives, we must develop, implement and communicate plans to prevent transmission and work safely, which includes assessing the risk of communicable disease transmission in the workplace and developing measures to reduce these risks. Safety plans are implemented when specific communicable disease transmission risk is elevated beyond what the scope of the general measures identified in the City's Communicable Disease Prevention program. Safety plans are formal, written plans with more disease-specific and rigorous controls and are more appropriate for periods of elevated risk from a particular communicable disease

Purpose and Scope

This Site-Specific Safety Plan has been developed to ensure the health and safety of all people in the workplace and to prevent the transmission of COVID-19. This plan aims to eliminate, reduce, and/or control COVID-19 related hazards. It applies to everyone entering the Property & Risk Management Office at City Hall.

COVID-19 Safety Plan

1. Assess the risks at the workplace

The SARS-COV-2 virus causes COVID-19 infections of the nose, throat, and lungs. The virus is most commonly transmitted by an infected person through:

- Respiratory droplets generated when they cough, sneeze, talk, or sing;
- Close contact, such as touching or shaking hands; or
- Touching objects or surfaces with the virus on it, then touching your mouth, nose, or eyes.

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 a short period of time.

Risk Assessments conducted by Human Resources identify areas where there may be risks to the COVID-19 virus. A risk assessment supports the development of Safe Work Procedures, which mitigate the risk level of the potential exposure.

☐ Completed risk assessments are available in the public drive.

The principles used to conduct the risk assessment were based upon the Occupational Health and Safety Hierarchies; Elimination by Physical Distancing, Engineering Controls, Administration Controls or Personal Protective Equipment. All people interactions were reviewed for their risk level and their effective controls to reduce the risk; these actions would involve conducting City business with staff-to-staff, staff to public, and staff in commercial or residential settings. Each work task was assigned a risk level without controls in place, and subsequently the effective controls to mitigate the risk.
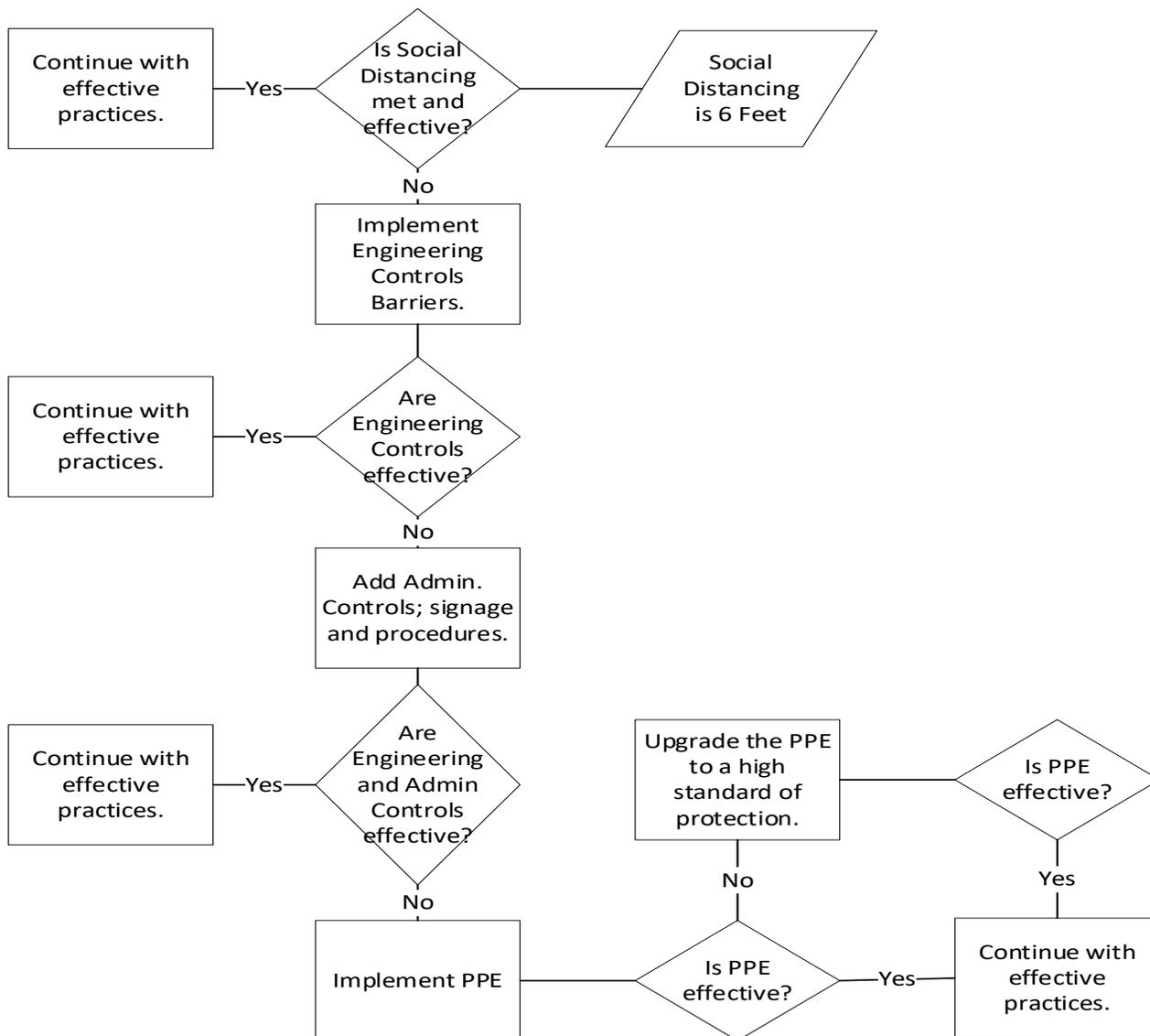
COVID-19 Exposure – Standard Risk Assessment Flow Chart
Steps
1. Is it possible to Eliminate the exposure of COVID-19?
2. Are Engineering Controls effective? Example are Physical Barriers to prevent exposure.
3. Are Administrative Controls effective? Examples signage and procedures.
4. Are Personal Protective Equipment effective? Is the equipment correct for the tasks.

*If "Yes" continue with effective practices.
*If "No" continue with effective practices.

Involve workers when assessing your workplace

☒ We have involved frontline workers, supervisors and local Joint health and safety committee

☒ We have identified areas where people gather, such as break rooms, lobbies, meeting rooms.

☒ We have identified job tasks and processes where workers are close to one another or members of the public. (workplace, vehicles etc.)

☒ We have identified the tools, machinery and equipment workers share while working

☒ We have identified surfaces that people touch often, such as doorknobs, elevator button, light switches etc.

2. **Implement Measures (Controls) To Reduce Risk**

To reduce the risk of the virus spreading, the following protocols may need to be implemented to protect against the risk of COVID-19.

Elimination Measures- Limit the number of people at the workplace and maintaining physical distance:

☒ Establish and post Occupancy limits (to ensure physical distancing is maintained)

☒ Staff working from home or remotely when possible,

☒ Limiting, reducing, or prohibiting visitors

☒ Reducing in-person meetings, training etc.

☒ Restrict travel between offices or work locations to critical business functions.

☒ Promote online/virtual service delivery to residents

☒ Identifying and establishing a maximum number of people for common areas such as break rooms, meeting rooms, washrooms, elevators, etc. and posting Occupancy limits for common areas, offices etc.

☒ Implement measures to keep workers and others at least 2 meters apart, wherever possible.

Engineering Measures – Barriers and partitions

N/A

Administration Measures – Rules & Guidelines

☒ Staff have been informed to not come to work when sick (staff with communicable diseases procedure)

☒ Maintain a minimum of 2 meters (6 ft) from others.

☒ Encouraging staff to regularly wash their hands through crew talks and signage (post signage on hand hygiene in common areas such as break room, washrooms, etc. .

☒ Encouraging and posting signage on how to cover coughs and sneezes.

☒ Passive screening for visitors (signage posted outside of the building asking those with COVID-19 symptoms to not enter)

☒ Encouraging staff to wipe down equipment after use

☒ Posting signs to identify areas of high traffic. Stop, yield, or one-way directional arrows may assist in maintaining physical distance.

☒ Encouraging staff to move aside and yield if they see another worker or visitor walking in their direction

☒ Allow communal doors to remain open throughout the workday to reduce contact with door handles

☒ Distancing the tables in lunchrooms, limiting the number of chairs, placing "x's" on tables where people should not sit

☒ Instruct workers to use their own equipment, such as pens, staplers, headsets, and computers

☒ Display signage on external doors reminding staff and the public not to enter if they are experiencing any COVID-like symptoms.

☒ Display cleaning and disinfection procedures/Instructions near the department/area's cleaning supply stations and common areas.

☒ Train staff on safety measures, procedures, physical distancing, hygiene practices, monitoring and reporting illness etc. and keep records of that training. On a regular basis, all employees must participate in COVID-19 training and education (e.g. toolbox talks, pandemic awareness training, on-the-job training etc.).

☒ Ensure that workers can raise safety concerns. This should start with their supervisor and may include your joint health and safety committee.

Personal Protective Equipment (PPE)

Personal protective equipment is the last line of defense against a hazard and is one additional measure that can be taken as part of a layer approach to prevent transmission. Personal protective equipment may include non-medical masks, medical masks, N95 masks (respirators), gloves, eye protective and/or an apron or disposable coverall.

☒ Implement policy on the use of masks that is appropriate to the workplace and meets or exceeds orders and/or guidance from the Provincial Health Officer

☒ Masks are selected and used properly, signage is available for workers on using masks correctly, and they have been told how to properly use a mask

Cleaning & Hygiene Protocols

☒ Ensure adequate cleaning supplies (e.g. hand soap or hand sanitizer, trash cans, disinfectant solution, paper towels or wipes, etc.) are available.

☒ Ensure workstations, counters, and common high-touch surfaces are cleaned at least twice per day (e.g. door knobs, light switches, counter tops, phones, staplers, armrests, cabinet doors, calculators, keyboards, mouse, monitors, photocopiers etc.). Follow manufacturer instructions, and WHMIS requirements for cleaning products.

☒ Ensure meeting rooms are stocked with cleaning supplies and hand sanitizer when used.

☒ Wipe down any shared areas (e.g. workstations, meeting rooms, chairs) with disinfect before and after each use.

☒ Identify, provide, and show location of cleaning products and when and how they will be used.

☒ Review and update WHMIS training and procedures, as necessary

3. **Developing Plans, Practices and Procedures**

The following policies and guidelines are in place in order to prevent the spread of COVID-19:

☒ Vaccination Policies in place to support workers receiving COVID-19 vaccinations

☒ _Proof of Vaccination Policy_ communicated to staff- Staff who must enter RCMP detachment policy effective November 15, 2022, City-wide policy effective February 14, 2022

☒ Interim Employment Policy

☒ _Staff with Communicable Disease Symptoms_ Procedure

☒ Workers who are working from home are to adhere to _the Interim Telecommuting Guide & Remote Access Policy_.

☒ Relevant Safe Work Procedures and Practices are available in the public drive, wave and/or posted in the workplace

☒ First Aid attendants are familiar with _OFAA protocols_ for use during COVID-19

☒ All workers, including those working from home, who work alone, use the SafetyLine Person-check system, and follow all working alone requirements and safe work practices

☒ Ensure workers have the training and strategies required to address the risk of violence that may arise, especially due to enforcement of COVID protocols. Violence prevention program is in place at your location

4. **Communication and Training of Plans**

Signage is posted outside of the facility indicating who is restricted from entering the premises, including visitors and workers with symptoms. Additional signage required to communicate safety protocols and promoting physical distancing will be posted throughout the facility, for example, handwashing/sanitizing, occupancy limits, mask requirements etc.

Managers/Supervisors will communicate and train staff on their Area / Group Specific Plans as well as applicable COVID-19 pandemic hazards/risk information, control measures, (e.g. policies, practices, and procedures) and other COVID safety requirements, including:

☒ The City's online COVID-19 training course
☒ Interim Employment Policy.
☒ Safety Plan.
☒ Risk Assessment (Contents).
☒ How to address people in the workplace not following safety measures (e.g. physical distancing or entering the facility with symptoms).
☒ Changes to physical layouts/work activities.
☒ Personal Protective Equipment (P.P.E.) required and How to use.
☒ The risk of exposure to COVID-19, and the signs, symptoms and transmission routes of the disease.
☒ Exposure Control Safety Plan (Contents and Requirements).
☒ Location of washing facilities, including dispensing stations for alcohol-based hand rubs.
☒ How to report an absence, exposure to, or symptoms of COVID-19.
☒ How to stay informed of COVID Info
☒ Site specific Prevention and Control Measures

Safety Plans will be posted at entrances, on the Wave, the City website and other areas within the workplace as necessary. Copies of all areas will be available on the public drive.

*Managers/Supervisor will complete regular safety talks/toolbox talks and update their staff on the latest information and requirements. Staff will review the information posted on the Wave on a regular basis to stay up-to-date. *The Prevention and Control Measures- City-Wide Guidance* for Managers document has a listing of additional Posters, Education and Signage we will follow.

5. **Monitoring the Workplace and Updating Plans as Necessary**

As the situation, risk level, information, guidance, and orders change frequently, changes will be made to the Safety Plan and managers will ensure that staff are informed. Workers can raise safety concerns with their supervisors and through a joint health and safety committees.

If you identify a new area of concern, or if it seems like something isn't working, take steps to update policies, procedures and practices. Involve workers in the process.

☒ Plan in place to monitor risks, and updates are completed as necessary
☒ Supervisors/Managers monitor workers and the workplace to ensure polices and procedures are being followed. The Manager COVID-19 Protocols Worksite Inspection Checklist can be utilized to document and communicate this information.

6. **Assess and Address Risks from changes to Operations**

   Staff affected by changes made to work processes will be trained and informed of the new procedures.

   Staff concerns will be reviewed and addressed according to health and safety hierarchy.

SAFETY PLANS REVIEW

This Safety Plan will be reviewed when new information or changes need to be made.