



COVID-19 SITE-SPECIFIC SAFE Work Plan for Water Department

Dept/Areas Covered: Water Department	Date: June 22, 2020
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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.

As the City of White Rock is preparing to resume operations, we must develop, implement and communicate plans to reopen safely, which includes assessing the risk of COVID-19 transmission in the workplace and developing measures to reduce these risks.

Purpose and Scope

This 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 Water Department Job sites and Facilities.

COVID-19 Safety Plan

1. Assess the risks at the workplace

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

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

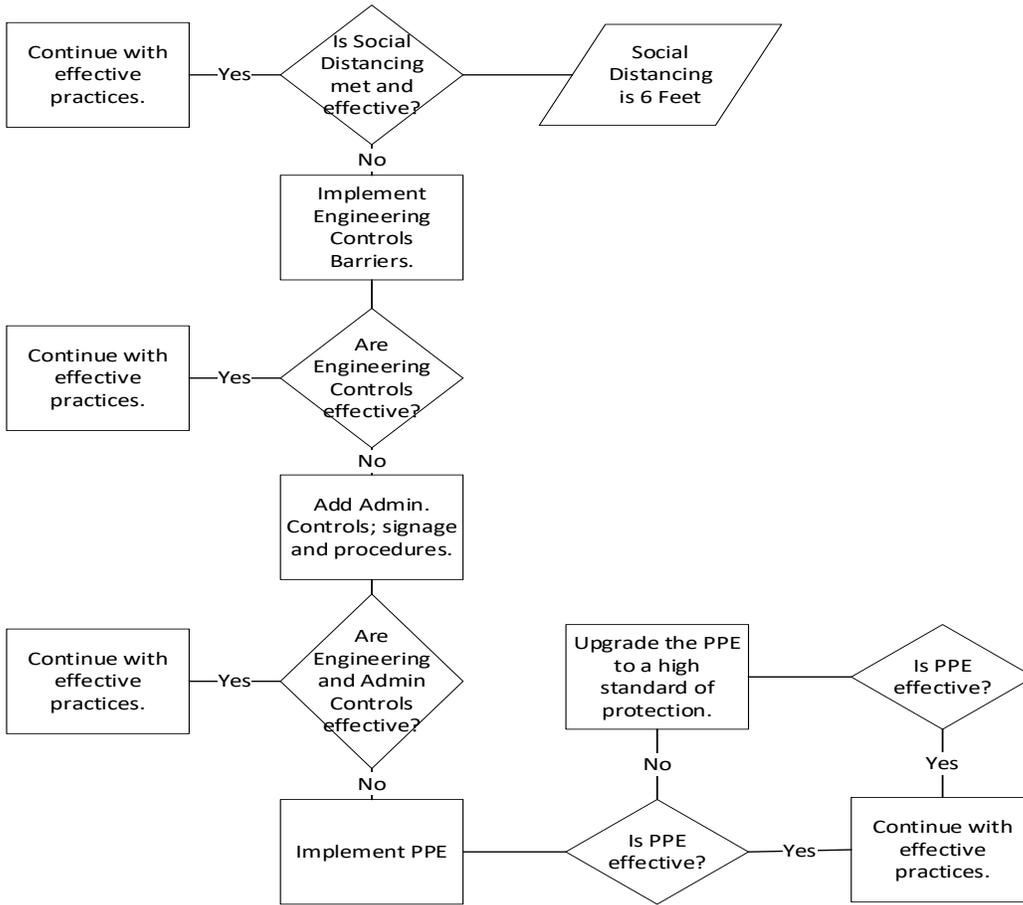


COVID-19- Water Department Safety Plan

Risk Assessments conducted by Water Department 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.

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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.

Indicate which of the below protocols would be effective and required for your staff:

Elimination Measures in Place for maintaining physical distance:

Three of Six Operators working from home and three operators coming into work, working at separate stations and driving separate vehicles. Working at home operators called in as necessary.

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

- Limiting, reducing or prohibiting visitors and contractors.
- Limit in-person interactions to essential people, including meetings, training, inspections, interviews, musters, enforcement, site meetings, breaks, and other City services. Utilize technology to virtually complete work. Staff/Individual meetings will continue to be virtual even when/if all in the office.
- Identifying and establishing a maximum number of people for common areas such as break rooms, meeting rooms, washrooms, etc.
- In cases where hallways, stairs and pathways between workstations result in other staff encroaching on the 2-meter distance, staff will distance as much as possible, not gather in hallways, stairs and communal pathways, and transit the area quickly.
- During off-duty hours, employees must continue to practice physical distancing.
- Seating in lunchroom, limit to 3 people. Must keep Physical distance.
- For internal inspections, limit the in-person inspectors to those already working in that particular workplace, others can attend via video conference.
- Control access to entry points for workers, contractors, and deliveries by keeping doors locked and post signage for them to call their contact to let them in, if necessary.
- Follow all General Physical Distancing Measures
- Implement measures to keep workers and others at least 2 meters apart, wherever possible.
- Limiting vehicle occupancy to 1 person wherever possible and a max of 2 workers where not possible. When assigning 2 people to a work vehicle, ensure it is the same 2 people each time, as much as possible.

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Engineering Measures – Barriers and partitions

- Installing barriers (such as plexiglass) where workers can't keep physical distance from co-workers, customers, or others. Highest priority is where staff interact with the public.
- Barrier cleaning is included in cleaning protocols and secured to eliminate other risks

Administration Measures – Rules & Guidelines

- Refrain from handshaking, hugging and other close contact with people.
 - Ensure staff remind people to keep social distance if they start to congregate in one spot.
 - Arrange for delivery persons to drop off goods at building entrance or in the yard.
 - Request contactless delivery to maintain physical distancing requirement (e.g., delivery person leaves packages in a pre-arranged location). This option may be limited if signing or proof of receipt is required.
 - When booking appointments, visitors should be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation.
 - Avoid the sharing of works stations as much as possible- wipe down after usage with disinfecting wipes.
 - Encourage workers to take breaks at their own desk (after cleaning) or outside.
 - Staff have been informed to not come to work when sick (staff with communicable diseases procedure) Stay home and away from others if you feel unwell (even if mild symptoms).
 - Ensure all staff are monitoring their health and self-screening for symptoms prior to coming into work on a daily basis.
 - ~~Consider the use of non-surgical face masks when physical distancing is not possible.~~
 - Ensure staff are frequently and thoroughly handwashing (min 20 sec) and/or using alcohol-based (60%+) hand rub.
 - Enhance and adhere to the facility's sanitation plan and schedule, and ensure staff are practicing proper hygiene. This includes frequent hand washing, coughing or sneezing into an elbow rather than a hand or the environment, and avoiding touching one's face.
 - Stay Healthy (sleep, diet, exercise).
 - Do not provide or consume common food or drinks.
 - Before entering any shared space such as vehicle or office, wash hands or use hand sanitizer.
 - Prop open doors to reduce the need to touch door handles.
 - Provide hand sanitizing stations at all facility entryways for everyone to use (preferably touchless).
 - Provide a safe place for used sanitizing wipes and other personal protective equipment.
 - Instruct workers to use their own equipment, such as pens, staplers, headsets, and computers.
 - Communicate all measures to staff and monitor for enforcement.
- Weekly updates to Staff from SMT and/or Management.
- Daily check-ins with staff by Managers.
 - The Wave.
 - ~~Bi-Weekly Management COVID Measures review/inspection checklists.~~
 - ~~Messaging to All~~

- ~~○ 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 are displaying symptoms of COVID-19 or 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).~~
- ~~○ Washrooms on the premises are disinfected frequently; hand sanitizers are located at (identify the location, recommend at a minimum, the entrance to the facility).~~

- Place markers such as tape, large floor stickers or cones every 2 metres (6 ft) to provide people with visible cues that support physical distancing
- Place markers around desks in open office areas, in pathways, common areas etc. to remind staff to stay 2 meters (6 ft) from their co-workers.
- Display signage to inform staff and the public about the distancing measures, revised processes and any reduced capacities.
- Display signage for washrooms at water facilities to separate contractors and water staff.
- Display signage on external doors reminding staff and the public not to enter if they are experiencing any COVID-like symptoms.
- Display signage regarding ways to prevent transmission (Min 2 meters (6 ft) from people, Frequent and thorough handwashing (min 20 sec) and/or use alcohol-based (60%+) hand rub, avoid touching your face (eyes, mouth, nose) with unclean hands. Follow good respiratory hygiene. (This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately and wash hands). Stay home and away from others if you feel unwell.
- Display signage regarding the symptoms of COVID-19 in visible locations in the workplace with information regarding what steps employees are required to take if they are experiencing symptoms.
- Display signage in kitchens, lunchrooms, bathrooms, first aid rooms etc. on proper handwashing procedures.
- Display cleaning and disinfection procedures/Instructions near the department/area's cleaning supply stations and common areas.
- Train your 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.
- Ensure all staff are educated/trained in COVID-19 pandemic hazards/risk, information, control measures, (e.g. policies, practices, and procedures) and COVID safety requirements. A record of that training must be kept. Use the "COVID-19- Training Record Template" to document training and submit a copy to Health and Safety.
- Identify, provide, and show location of cleaning products and when and how they will be used. Review and update WHMIS training and procedures.

Cleaning Protocols

- ☒ Ensure adequate cleaning supplies, facial tissues, hand soap or hand sanitizer, trash cans, disinfectant solution and paper towels or wipes are always available.
- ☒ Ensure stair door handles and hard surfaces are cleaned at least twice a day
- ~~☒ Record cleaning, including inside, workstations, vehicles etc. using monthly checklist.~~
- ☒ If anyone becomes sick during or shortly after being in the workplace, ensure that their workspace and/or the area they were in is thoroughly cleaned and disinfected.
- ☒ Place hand sanitizer stations near entrances, on counter tops, at desks, and in common rooms etc.
- ☒ 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 cleaning procedures, manufacture instructions and WHMIS requirements.
- ☒ Ensure kitchens are thoroughly cleaned at least daily (including fridges, handles, buttons and small appliances).
- ☒ Employees should wipe down shared areas (counters, handles and control switches) after each use.
- ☒ Avoid using common dishes and utensils available in lunchrooms. If dishes are used, they must not be left for others to deal with.
- ☒ Do not provide common or shared food or drinks.
- ☒ Ensure kitchens/lunchrooms are always well stocked with liquid soap, paper towels, toilet paper and where appropriate, hand sanitizer with a minimum of 60% alcohol.
- ☒ Employees should clean and disinfect shared areas (counters, handles and control switches) after each use.
- ☒ Ensure washrooms are always well stocked with liquid soap, paper towels, toilet paper and where appropriate, hand sanitizer with a minimum of 60% alcohol. Antibacterial soap is not required to prevent the spread of COVID-19.
- ☒ Ensure people who are attending meetings in-person follow all basic principles to reduce the general risk of transmission including proper hygiene and respiratory etiquette.
- ☒ Ensure surfaces, chairs and other commonly touch items are cleaned before and after the meeting.
- ☒ Ensure any materials, equipment and tools are commonly touch are cleaned before and after use/touching.
- ☒ Ensure meeting rooms are stocked with cleaning supplies and hand sanitizer.

First Aid

- ☒ If conscious and capable of answering, ask the worker the BCCDC COVID-19 Self Assessment Tool questions to verify current status of their health.
- ☒ Workers who are exhibiting symptoms of COVID-19 should be isolated from other workers until they are able to be transported home or to a health-care facility
- ☒ Workers who are exhibiting symptoms of COVID-19 should wear a mask while they are in isolation and during transportation to reduce the spread of droplets from their exhalations, coughs or sneezes. If a surgical mask is not available a cloth face covering could be used.



- ☒ The area should be cleaned and disinfected as soon as possible after treatment has completed.
- ☒ Have First Aid Attendant maintain a safe distance and walk the patient through self-treatment, if possible.
- ☒ Follow all infection control procedures and utilize required personal protective equipment.
- ☒ Follow COVID-19 OFAA Protocols (available in public drive).

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.

- ☒ Policy on the use of masks (and 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
- ☒ Certain tasks will require specific personal protective equipment
- ☒ Staff have been trained on the proper use, maintenance, and cleaning of the PPE

3. Developing Plans, Practices and Procedures

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

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- ☒ 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 and visitors directed by Public Health to self-isolate are to follow that advice and to remain at home
- ☒ 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

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☒ 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

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☒ 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

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- ~~Interim Employment Policy.~~
- ~~Workers and/or contractors who are showing symptoms of COVID-19 are to remain home and seek the medical advice of their physician.~~
- ~~Workers and/or contractors who have arrived from outside of Canada must self-isolate for 14 days.~~
- ~~Workers and/or contractors directed by Public Health to self-isolate are to follow that advice and to remain at home.~~
- ~~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 and include:

- ~~COVID-19 Best Practices Physical Distancing in an office environment~~
- ~~COVID-19 Entry Check Workers~~
- ~~COVID-19 Facility Cleaning and Disinfection Record template~~
- ~~COVID-19 Facility Cleaning Risk Assessment template~~
- ~~COVID-19 How to use a mask~~
- ~~HR HS Notice to City OFAA's~~
- ~~COVID-19 Interim JHSC Worksite Inspections~~
- ~~COVID-19 Joint Health and Safety Committees~~
- ~~COVID-19 Manager/Supervisor Worksite Practices Review Checklist~~
- ~~COVID-19 OFAA Protocols~~
- ~~COVID-19 PPE Guidelines~~
- ~~COVID-19 Prevention and Control Measures City wide guidance~~
- ~~COVID-19 Remote Work Hazards Checklist~~
- ~~COVID-19 Safety Plan Template (WSBC)~~
- ~~COVID-19 Safety Plan Implementation Checklist template~~
- ~~COVID-19 Screening Tool~~
- ~~COVID-19 Selecting/using a mask~~
- ~~COVID-19 Setting up, organizing and working comfortable in your home workspace~~
- ~~COVID-19 Site Specific Safety Plan template~~
- ~~COVID-19 Staff with COVID-like illness flow chart~~
- ~~COVID-19 Table of Occupancy Limits template~~



COVID-19- Water Department Safety Plan

- ~~COVID-19 Safety Talk (Power Point)~~
- ~~COVID-19 Training Record template~~
- ~~COVID-19 Worker Awareness Info Sheet~~
- ~~COVID-19 Working Remotely~~
- ~~COVID-19 Workstation Cleaning Instructions~~
- ~~Safe Work Practice COVID-19 Employee General Practices~~
- ~~Glove Removal Procedure~~
- ~~Infectious Disease Exposure Risk Assessment template~~
- ~~Interim Employment Policy~~
- ~~Interim Telecommuting Guide & Remote Access~~
- ~~SWProcedure Handwashing and Preventing the spread of illness~~
- ~~SWProcedure Putting on and taking off PPE Disposable Half faced respirators~~
- ~~SWProcedure Putting on and taking off PPE General~~
- ~~SWProcedure Working Alone~~
- ~~Working Remotely Safety Considerations~~

4. Communication and Training of Plans

Signage is posted outside of the facility indicating who is restricted from entering the premises, including contractors and workers with symptoms. Additional signage promoting physical distancing will be posted throughout the facility. The washrooms and Kitchens will have signs on handwashing.

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:
 - General COVID Safe Work Practices
 - Cleaning and Disinfection (including location, how to, WHMIS info for cleaning products etc.).
 - Physical Distancing
 - Hygiene Practices
 - Site-Specific Orientation on COVID Safety
 - Applicable Safe Work Procedures/Practices

A record of that training will be kept.

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 are available on the public drive.

Managers/Supervisor will complete regular safety talks/toolbox talks and update their staff on the latest information and requirement. Staff will review the information posted on the Wave on a regular basis to stay up-to-date.

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The COVID-19 Prevention and Control Measures- City-Wide Guidance 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.

~~Things may change as we gradually re-open and increase our business roles. If need be, changes will be made to the Safety Plan and staff will be informed. Workers can raise safety concerns with their supervisors and through a joint health and safety committees.~~

~~Managers/Supervisors will complete the *Managers/Supervisors Worksite Practices Review/Inspection Checklist* (or equivalent) every 2 weeks to assist in and to document monitoring.~~

6. Assess and Address Risks from Resuming 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.