



## TOWN OF GIBSONS COVID-19 SITE SAFETY PLAN

*The Town of Gibsons is committed to providing a safe and healthy workplace for all employees. A combination of protocols has been introduced to reduce the risk of Covid-19 transmission in our workplace. Our Safety Plan has been designed to protect not only our employees, but also visitors who may enter our premises. All employees and visitors are required to follow the procedures and protocols outlined in this plan to prevent and reduce exposure and transmission of the Covid-19 virus.*

### DEVELOPMENT OF SAFETY PLAN

This Safety Plan has been developed in consultation with the Town's Joint Occupational Health and Safety Committee, Leadership Team and Employees. This Safety Plan is based on guidance published by the Provincial Health Officer ("PHO"), the BC Centre for Disease Control ("BCCDC"), and WorkSafeBC.

This is a living document and will be reviewed and revised when needed to reflect the latest advice and guidance available from the sources listed above. **If you have any suggestions on how we can improve our processes, please speak with your manager, Human Resources or a member of the JOHSC.**

### ASSESSMENT OF WORKPLACE RISK

We have involved workers in assessing our workplace. This includes managers, the OH&S committee and frontline employees.

We have identified areas where people gather including staffrooms and meeting spaces. We have also identified areas of frequent foot traffic, such as hallways and staircases.

We have identified shared tools and equipment that may be used by more than one worker as well as surfaces considered high touch such as light switches, doorknobs, cabinet handles, counter tops, hand tools, office equipment, machinery, vehicles, etc.

We have identified work processes and tasks where workers are close to one another or members of the public. Consideration has been given to the 4 work sites separately (Town Hall, Parks Yard, Public Works Yard, Wastewater Treatment Plant).

### PROTOCOLS IMPLEMENTED TO REDUCE THE RISK

We have implemented a combination of procedures and controls to reduce the risk. These protocols were established under the guidance of WorkSafeBC's Industry Information for Municipalities and Offices. As well as guidance published by the Provincial Health Officer and the BCCDC.

Our protocols follow the *Hierarchy of Controls* model with a focus on using the control that offers the highest level of protection in that specific situation. These protocols are listed below starting with the highest level of protection.

### **Elimination - highest level of control**

We are limiting the number of people in our workplace by implementing remote work arrangements where possible, establishing occupancy limits, staggering breaks to support occupancy limits, rescheduling work tasks (where immediate response is not necessary for health and safety), rearranging workspaces to allow for 2m of physical distance between workers, limiting visitors and members of public allowed into Town Hall and our other worksites. Additionally, all staff/contractors/vendors – anyone entering Town premises beyond the reception desk, are required to participate in **active** health screening prior to entering Town premises using the QR code available at each entrance or the link/app provided to all employees. All visitors accessing front desk services including ICBC services are required to complete **passive** health screening prior to entry. This restricts access to all individuals who meet any of the criteria included in the health check as mandated by Provincial Public Health. A Covid-19 Sick Policy and a Remote Work Policy have also been created and adopted.

### **Engineering Controls**

Where physical distancing is not possible plexiglass barriers have been installed. For example, at the front counter of Town Hall and at the ICBC desk where members of the public are permitted at a reduced rate of 1 person at a time. Public use of washrooms inside Town Hall is not permitted at this time. Plexiglass cleaning and sanitization have been included in our cleaning protocols. See outline of cleaning protocols below.

### **Administrative Controls**

Occupancy limits for shared spaces have been posted. This includes copy rooms, staff room, meeting rooms and break areas. *General* guidelines have been communicated to all workers which includes requesting staff to avoid congregating in common areas including hallways. Workers have been instructed to clear walkways and staircases to allow others to pass. See outline of general measures below (page 3).

*Specific* guidelines have been developed for each worksite. These site-specific guidelines have been clearly communicated and provided to all workers. These guidelines have also been reviewed with all staff in respect to their specific worksite. All staff have participated in training and there is various signage posted at each work site to remind and guide workers of the protocols in place.

### **Personal Protective Equipment - consider as needed**

Effective November 9, 2020, masks are required for all individuals while inside Town operated buildings. For employees, masks are not required while at personal workstations, however, will be mandatory when moving through buildings and when working or meeting in a space where physical distancing cannot be maintained or predicted. A supply of masks are available for staff and visitors and a daily supply check is conducted to ensure masks, gloves and disinfectants are readily available as needed.

The Town recognizes that the highest level of protection is offered through the engineering and administrative controls listed above which includes physical distancing and avoiding prolonged close contact with others. Workers must wear a mask or face covering for any work where physical distancing is not possible i.e. laying pipes.

## CLEANING PROTOCOLS

We have reviewed the information available on effective cleaning and disinfecting practices.

Our worksites have enough handwashing facilities for all workers and where workers will be located away from their assigned worksite for work tasks, hand sanitizer has been provided. Handwashing stations are visible and easily accessed.

We have communicated good hygiene practices to workers which includes instruction on how and when to wash hands properly.

We have implemented cleaning protocols for all common areas and surfaces, and we have removed unnecessary tools and equipment to simplify the cleaning process.

For Town Hall, given the density of people and the nature of our indoor work, the cleaners come through once a day and sanitize after their cleaning. They have been instructed on all shared surfaces and equipment that require sanitization. This includes all high touch surfaces.

Specific guidelines have been developed for each worksite that further details cleaning protocols. These guidelines have shared with workers. All staff at all four sites have been instructed on sanitizing common surfaces after use i.e. break rooms, meeting rooms and staff room.

## ADDITIONAL ADMINISTRATIVE CONTROLS - GENERAL MEASURES

*The following outlines the **minimum** expectation for how workers and visitors conduct themselves:*

**Participate in health screening prior to entering Town premises:** All staff/contractors/vendors – anyone entering Town premises beyond the reception desk, are required to participate in **active** health screening prior to entering Town premises. All visitors accessing front desk services including ICBC services are required to complete **passive** health screening prior to entry. This restricts access to all individuals who meet any of the criteria included in the health check as mandated by Provincial Public Health.

**Stay home when sick:** Prevent the spread of illness by staying home when you are sick and returning only when you have recovered. Follow the guidance provided in the Covid-19 Sick Policy and that of Provincial Public Health.

**Maintain social distancing:** Maintain a 2-meter (6 feet) distance from others in the workplace at all times.

**Do not stand or congregate in common areas:** When moving around Town Hall or other worksites, do not stand or congregate in hallways, entrances, staff room or shared spaces that others may need to access. Please take note of capacity limits posted at all shared spaces.

**Practice proper coughing/sneezing etiquette:** When coughing or sneezing, cover your mouth nose with a tissue or a flexed elbow. Throw away the used tissue in a closed bin and wash your hands with soap and water/alcohol-based hand sanitizer.

**Avoid touching eyes, nose, and mouth:** Touching a surface or object that is contaminated with the virus then touching your eyes/nose/mouth without washing your hands can lead to infection.

**Sanitize workstations:** All employees are expected to sanitize their workstations at the beginning and end of each work day, at minimum.

**Sanitize hands and shared tools/surfaces & vehicles:** All employees are required to sanitize their hands and any shared tools or equipment before and after each use. Shared equipment and surfaces include anything that another person may use. Some examples of shared equipment include: photocopiers, copy room staplers, hole punch, vehicles, hand tools, and shovels. Shared surfaces include countertops, tables, filing cabinet drawer pulls etc.

**Use a non-medical mask or face covering:** Effective November 9, 2020, masks are required by all individuals entering Town operated facilities. Staff are required to wear a mask when moving away from personal workspaces or when interacting with others. All staff are required to wear a mask for any work or meetings where 2-meters distance cannot be maintained. All individuals are reminded to limit prolonged close contact with others and to utilize the elimination controls followed by engineering and administrative controls above as a first line of defense.

## POLICY & PROCEDURE DEVELOPMENT

We have developed policies and procedures to address who can be at our workplace, how to address illness that arises at our workplace, and how to stay safe under adjusted working conditions, for example, when working alone. These policies include:

1.44 Covid-19 Sick Policy

1.45 Working from Home Policy, Procedure and Agreement Form (includes working alone protocols)

First Aid Attendants have been trained and provided OFAA protocols during recent first aid training during the months of September to November 2020.

The OH&S committee has incorporated additional components to the standard workplace inspections, which includes confirming all signage including occupancy limits, instructions and guidelines related to Covid-19 are posted in the respective areas and that the appropriate PPE and disinfecting supplies are stocked and available.

## COMMUNICATION AND TRAINING

All workers have received training on Covid-19, virus transmission, and what to do to reduce the risk of transmission at our workplace. This training was mandatory for all staff.

All new staff or any current staff assigned to a new worksite (i.e. Town Hall, Parks Yard, Public Work Yard or Waste Water Treatment Plant) or taking on a new role or new responsibilities will receive Covid-19 training which will cover general protocols and effective hygiene practices as well as more specific training as it applies directly to that worksite or their position.

Communications have been sent to employees which outline workplace protocols, policies and procedures as well as the latest information and guidance available about virus and virus transmission published by the PHO, BCCDC and WorkSafeBC.

All workers have received the Covid-19 Sick Policy which outlines when not to come to the workplace.

We have posted signage including occupancy limits, mask and handwashing guides, workplace protocols

and posters regarding effective hygiene practices at all worksites.

Access to Town facilities has been restricted for anyone experiencing Covid-19 symptoms or who meet any of the restricted criteria posted at all main entrances. Staff/vendors/contractors entering Town facilities beyond the reception area will be required to sign-in and actively confirm they have completed a health check using the survey method provided. All visitors receiving front desk services are required to complete a passive health screening prior to entering the building.

Managers and Supervisors have been trained on monitoring workers and the workplace to ensure policies and protocols are being followed.

## MONITOR AND UPDATE AS NEEDED

All plans, policies and procedures are reviewed regularly and updated as needed when new information or guidance becomes available.

All workers know to report any concerns or suggestions to their Manager, Human Resources or the Joint Occupational Health and Safety Committee.

We promote a culture of shared responsibility as it relates to reducing the risk of Covid-19 transmission and we look to workers for input on Covid-19 related matters.

## ASSESS AND ADDRESS RISKS FROM RESUMING OPERATIONS

Prior to resuming operations, an assessment was completed to identify any start-up requirements for equipment, vehicles and machinery that have been out of use.

Training plans have been identified for new staff, returning staff, those taking on new roles and those assigned to a new worksite - see *Communication and Training* section for more details.

Training for new equipment or processes will be assessed as changes (if any) are made.

