

CITY OF PRINCE RUPERT | RECREATION & COMMUNITY SERVICES DEPARTMENT

SWP Name:	Coronavirus (Covid-19) – Worker Safety Plan		
Date Created:	May 21, 2020	COVID 19 Plan No:	7
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PURPOSE:

The City of Prince Rupert Recreation and Community Services Department is committed to providing a safe and healthy workplace for all workers. A combination of preventative measures will be used to minimize worker’s exposure to the Coronavirus also known as Covid-19. The City will strive to find ways to control exposure by development and implementing proper risk controls, establishing safe work practices, raising awareness, and providing education and training for employees.

RISK IDENTIFICATION:

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The virus has been named SARS-CoV 2 and the disease it causes has been named “Coronavirus disease 2019 (abbreviated “Covid-19”)”.

Coronavirus (Covid-19)

The virus is transmitted via larger liquid **droplets** when a person coughs or sneezes and can enter through these droplets into the eyes, nose or throat if an employee is in close contact with a person who carries the Covid-19 virus. The virus is not known to be airborne (e.g. transmitted through the particles floating in the air) and it is not something that absorbs in through the skin. The Covid-19 virus can be spread by touch if a person has used their hands to cover their mouth or nose when they cough or sneeze.

Droplet Contact: Some diseases can be transferred by large infected droplets contacting surfaces of the eye, nose, or mouth. For example, large droplets that may be visible to the naked eye are generated when a person sneezes or coughs. These droplets typically spread only one to two metres and are too large to float in the air (i.e. airborne) and quickly fall to the ground. Influenza and SARS are two examples of diseases capable of being transmitted from droplet contact. **Currently, health experts believe that the Covid-19 virus can also be transmitted in this way.**

Airborne transmission: This occurs when much smaller evaporated droplets or dust particles containing the microorganism float in the air for long periods of time. Transmission occurs when others breathe the microorganism into their throat or lungs.

Currently, health experts believe that the Covid-19 virus cannot be transmitted through airborne transmission.

HEALTH MONITORING (SYMPTOMS):

Employee Responsibility

The symptoms of Covid-19 are similar to other respiratory illnesses, including the flu and common cold.

Employees are not permitted on the worksite if they meet any of the following criteria:

- Have or had symptoms of Covid-19 in the past 10 days (fever 37.5 C or higher, cough, sore throat, difficulty breathing, muscle aches/fatigue, loss of appetite, chills, stuffy or runny nose, and loss of sense of smell/taste);
- Have travelled outside of Canada within the previous 14 days;
- Have been exposed to someone with Covid-19; or,
- Share a home with someone who has been exposed to Covid-19.

Workers will promptly report any symptoms of pandemic influenza/flu-like illness to their Manager or Supervisor.

Supervisor Responsibility

Supervisors will monitor employees and conduct:

- A tailgate or pre-job meeting that includes verification that workers are symptom free prior to commencing the work; and,
- If an employee has a symptom, they must isolate from other workers and immediately contact a Manager. Management will review the symptoms and have the employee complete the online self-assessment tool: bc.thrive.health/covid19. Results of this test will determine if the employee is able to stay at work or if he/she must seek medical attention or self-isolate.

RESPONSIBILITIES

Employer

- Ensure that the materials (i.e., gloves, masks, alcohol-based hand sanitizers, and washing facilities) and other resources such as worker training materials required to implement and maintain the plan are readily available where and when they are required;
- Select, implement and document the appropriate site-specific control measures;
- Ensure that supervisors and workers are educated and trained to an acceptable level of competency;

- Ensure that workers use appropriate personal protective equipment (PPE);
- Conduct a periodic review of the plan's effectiveness;
- Ensure that a copy of the exposure control plan is available to workers;
- Maintain records of training and inspection;
- Provide reporting methods for employees to report exposure;
- Ensure Managers/Supervisors follow the direction of the City Manager or the Director of Operations, concerning Covid-19 communications, public service levels and operational requirements, and,
- Promote proper hand washing and/or use of alcohol-based hand sanitizer, avoid touching your face, coughing/sneezing etiquette and practice physical distancing whenever possible while at work.

Supervisors

- Ensure that workers are adequately instructed on the controls for the hazards at the location;
- Ensure that workers use proper respirators, for which the job requires and for which they have been fit tested, and the results have been recorded;
- Direct work in a manner that eliminates or minimizes the risk to workers. (i.e. staggering work breaks);
- Immediately send workers to a Manager if they report with symptoms associated with the Covid-19 and/or have been diagnosed by a medical practitioner to have the flu;
- Promote proper hand washing and/or use of alcohol-based hand sanitizer, avoid touching your face, cough/sneeze etiquette and ensure that physical distancing is maintained whenever possible while at work; and,
- Communicate with Management any concerns or illness brought forward by workers.

Workers

- Know the hazards of the workplace;
- Follow established work procedures as directed by the employer or supervisor;
- Use required PPE as instructed;
- Report any unsafe conditions or acts to the Supervisor/Manager;
- Know how and when to report exposure incidents;
- Report if you have symptoms associated with Covid-19 and/or have been diagnosed by a medical practitioner to have the flu; and,
- Ensure that you are following the recommended preventative measures for Covid-19. Such as hand washing and/or use of alcohol-based hand sanitizer, avoid touching your face, cough/sneeze etiquette and maintain physical distancing whenever possible while at work.

RISK CONTROL AND ASSESSMENT:

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6. Using this guideline as a reference, we have determined the risk level to our workers, depending on their potential exposure in the workplace. This assessment assumes full operation with public in the facility. Our BCRPA aligned COVID 19 Recreation Reopen Plan will indicate our phased approach to reduce risk by reducing exposure to the public for key positions indicated with an *.

Table 1: Risk assessment for Virus Control

	LOW RISK	MODERATE RISK	MODERATE TO HIGH RISK	HIGH RISK
RISK OF EXPOSURE TO COVID-19	Workers who typically have no contact with people infected.	Workers who may be exposed to infected people occasionally in relatively large, well ventilated workspaces.	Workers who may be working within 2 meters of infected people occasionally	Workers who may have contact with infected people in small, poorly ventilated workspaces.
RECOMMENDED CONTROLS				
Hand Hygiene	Yes	Yes	Yes	Yes
Physical Distancing	Yes	Yes,	Yes -When operationally possible	Yes
Disposable gloves	Not required	Not required	Yes, when handling possible contaminated objects on a frequent basis.	Yes, when working directly in an area with Covid-19.
Aprons, gowns, or similar body protection	Not required	Not required	Not required unless handling contaminated objects on a frequent basis.	Yes, when working in close proximity to Covid-19.
Eye protection – goggles or face shield	Not required	Not required	Yes, use goggles when working in close proximity with Covid-19.	Yes, when working directly with Covid-19.
Airway protection – respirators	Not required	Not required	Yes (minimum N95 respirator or equivalent)	Yes (minimum N95 respirator or equivalent)

Table 2: Risk Assessment by Position

POSITION	LEVEL OF RISK	CONTROL PROCEDURES
Lifeguards*	Moderate to High	<ul style="list-style-type: none"> ✓ Regular Hand Hygiene ✓ Physical Distancing ✓ Cleaning/Disinfecting ✓ Regular PPE ✓ Implementation of COVID 19 Pool Safety Plan as per BCLSS, BCRPA
Aquatic Swim Instructors*	High	<ul style="list-style-type: none"> ✓ Regular Hand Hygiene ✓ Physical Distancing ✓ Cleaning/Disinfecting ✓ Implementation of protocols in COVID 19 Pool Safety Plan as per Red Cross recommendations
Customer Service Clerical*	Moderate	<ul style="list-style-type: none"> ✓ Regular Hand Hygiene ✓ Barriers Installed at Customer Service Desks ✓ Physical Distancing ✓ Cleaning/Disinfecting
Admin Clerical*	Low to Moderate	<ul style="list-style-type: none"> ✓ Regular Hand Hygiene ✓ Barriers Installed at Customer Service Desks ✓ Physical Distancing ✓ Cleaning/Disinfecting
Custodian Afternoon Shift	Low to Moderate	<ul style="list-style-type: none"> ✓ Regular Hand Hygiene ✓ Physical Distancing ✓ Cleaning/Disinfecting ✓ Regular PPE
Custodian Night Shift	Low	<ul style="list-style-type: none"> ✓ Regular Hand Hygiene ✓ Physical Distancing ✓ Cleaning/Disinfecting ✓ Regular PPE
Icemakers	Low	<ul style="list-style-type: none"> ✓ Regular Hand Hygiene ✓ Physical Distancing

		<ul style="list-style-type: none"> ✓ Cleaning/Disinfecting ✓ Regular PPE
Administration	Low	<ul style="list-style-type: none"> ✓ Regular Hand Hygiene ✓ Physical Distancing ✓ Cleaning/Disinfecting ✓ Regular PPE
Program Instructors* Skate Patrol* Kids Camp Leaders*	Low to Moderate	<ul style="list-style-type: none"> ✓ Regular Hand Hygiene ✓ Physical Distancing ✓ Cleaning/Disinfecting ✓ Regular PPE

SAFE WORK PRACTICES:

Hand Hygiene

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose and mouth;

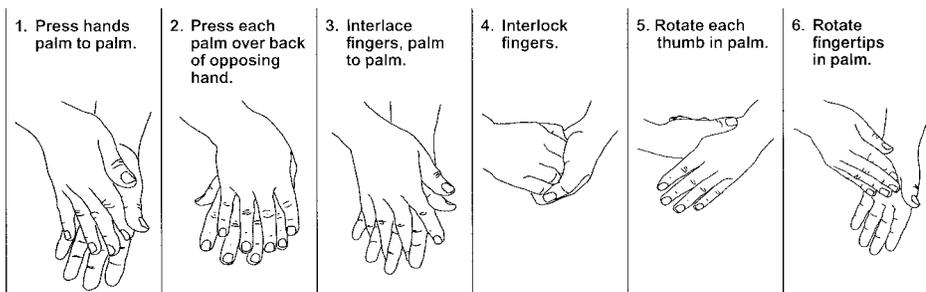
If a sink is not available on the job site, and your hands are not visibly soiled then you can use an alcohol-based (70%) hand sanitizer. If they are soiled use a wipe to effectively clean them and then follow up with the hand sanitizer;

Disposable gloves may be used if frequent handwashing and/or hand sanitizers are not available. Do not touch your face with gloves on, as it can spread the virus;

Know where the location of hand sanitizer/disinfectant is available on your jobsite or vehicle; and,

Do not touch your face, eyes, nose or mouth with unwashed hands or gloved hands.

Hand washing procedure



Use soap and water, it does not have to be hot to be effective. Wash and rinse your hands for at least twenty (20) seconds.

Cough/Sneeze (Respiratory) Etiquette

Workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplets. Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough;
- Use tissues to contain secretions, and dispose of them promptly in a waste container;
- Turn your head away from others when coughing or sneezing; and,
- Wash hands regularly.

Cleaning/Disinfecting

Workspaces and Equipment

Facility custodians provide daily disinfection and cleaning of the Recreation Complex, however, it is the responsibility of the employees to clean/disinfect common areas and other highly touched surfaces before use and after each use. A clean office promotes a healthy environment along with keeping your workstation clean. Use the cleaning supplies that are provided to you and wipe to disinfect the surfaces. These include, but are not limited to: keyboard, mouse, phone, headset, desktop surfaces, chair, armrest, cabinet door, drawers, point-of-sale machine, calculator, cash register, printers, photo copier, radio and cell phones. Shared workstations, along with equipment commonly used, must be cleaned before and after use – i.e. if you use a workstation to assist a customer.

Lunch Room

Employees are able to use the lunchroom during breaks (please see the Physical Distance section for information on limits), however the following rules apply:

- Employees must wash or sanitize their hands before entering.
- Only 2 employees at a time and must maintain 2 metre (6 feet) physical distance.
- Employees using the table must sanitize what they touched. Disinfectant cleaner is outside the Payroll Coordinator's office.
- Employees who are disinfecting the table are to also wipe down the coffee machine buttons, fridge handle and microwave.
- Employees who use the coffee machine should wash their hands afterwards.
- Employees can sanitize any surface prior to use.
- Dishes must be washed and dried by the individuals who use them and placed in the cabinet, so they are not exposed.

Staff Rooms and Staff Changerooms

The Civic Centre staff room is a max occupational limit of 1 person at a time, and it is the responsibility of the user to clean and disinfect the room following use. Individual equipment, including personal clothing, items, and equipment should not be stored in the staff room, but instead kept in personal areas like the employees vehicle or in a provided locker. Individual PPE should be kept in the lockers provided to custodian and icemakers in the Central Storage Room.

The Earl Mah Aquatic Centre lifeguard room has an occupational limit of 2 and is only to be used for quick usage between rotations or for administration of first aid (See COVID 19 Pool Safety Plan for details on handling first aid during COVID 19). For break times and meal times the Aquatic Leader Office is available as a

temporary staff room for staff on breaks only. The Lifeguard and Instructor change rooms are for 1 person at a time, and a limit of personal items is in place to reduce the level of personal equipment and clothing stored in these change rooms (See COVID 19 Pool Safety Plan).

Public Spaces – Multi-Use Rooms

After using any multi-use meetings spaces, including upstairs rooms, auditorium, and other meetings spaces, the table and chairs used must be cleaned. The employee who used the room will be responsible for this task.

In order to enhance our cleaning of the entry way spaces used by the public, a staff member will disinfect the front counters, pin pad of the point of sale, door handles (inside and outside), pens and any other item deemed necessary every hour. See the Recreation Reopen plan for more information about protocols for public safety.

Physical (Social) Distance

Physical distancing means keeping your distance from one another when outside of your home. This is an essential strategy for the control of any infectious diseases, especially Covid-19.

- BC Provincial Health Officer recommends that we keep a minimum of 6 feet or 2 meters distance between yourself and another person; and
- Avoid congregating in common rooms or areas (i.e. lunch room, lockers, washers, etc.).

Use of Non-Medical Grade Face Masks and Respirators

Medical masks, including surgical masks and N95 respirators, are in short supply and need to be kept for health-care settings.

Non-Medical Mask

A mask acts as a barrier that reduces the chance of spreading respiratory droplets to others and prevents droplets from landing on surfaces when you cough or sneeze. Wearing a non-medical mask is not a replacement for proven measures such as handwashing, physical distancing and staying home when sick. Using a non-medical mask will protect others from virus particles emitted from the wearer by 99%. If both parties are wearing a non-medical mask it will stop the spread of the disease from person to person.

Using a Non-Medical Face Mask Safely

Donning:

- Hand hygiene - wash your hands immediately before putting it on;
- The mask should fit snugly but comfortably against your face, starting at the nose and ending under your chin;

- Adjust the nose piece to form/mold to your face; and
- Make sure you note the front of your mask for reuse and you may want to place a mark on the front if it is not clear which is front or back.

Doffing

- Hand hygiene - wash your hands immediately before removing the mask;
- To remove just use the strings/elastic and do not touch the front of it; and
- Fold the mask inward so you are only touching the inside of the mask, and place in a reusable plastic bag.

Cleaning

- Cloth masks can be laundered in the washing machine and dryer after use. The water doesn't necessarily need to be hot but make sure you have laundry detergent;
- If the mask is not soiled it may be reused without washing. However it must be stored in a warm area inside a sealed bag, with your name on it, for 48 hours. After that, the virus will become inactive and won't be infectious; and,
- Although the above (sealed bag) is an option, we recommend that the masks be washed every day to avoid any cross contamination.

Respirators – N95 or Half Mask

This PPE is assigned, reviewed and tested with each employee by our Aquatic Leader. Records are kept of the fit testing.

- Half-face respirator with P100 filters are preferred as they provide more protective coverage and are reusable;
- Workers must be orientated on how to properly don (put on), use, and doff (take off) PPE; how to properly dispose of or disinfect, inspect for damage, maintain PPE, and the limitations of PPE; and,
- Fit testing must be completed for workers who need to wear a half mask respirator. The Supervisor will arrange for fit testing and the employee will be assigned a half mask respirator with P100 cartridges for their continued use.

Personal Hygiene

A vital component to controlling the spread of the disease is good personal hygiene.

- Employees must practice good personal hygiene which includes ensuring that you launder your work clothes after each use. It is unclear how long the virus can survive on fabric, however many items of clothing have plastic and metal elements on them. Therefore, the virus might live for a few hours to several days; and,
- Exercise caution when returning home from work. Consider removing your shoes/boots when you enter the home and change into clean clothes. Follow the

above recommendation for cleaning your personal clothes. Leave work at work and don't bring home anything to your family.

Worker Training

Workers will receive education and information on the following:

- The risk of exposure to the coronavirus, and the signs and symptoms of the disease;
- Safe work procedures to be followed, including hand washing, respiratory etiquette, physical distancing and cleaning;
- Orientated on the cleaning of PPE, tools/equipment and the worksite;
- To stay home when sick, and,
- Report any exposure to Management.

RECREATION COMPLEX RESTRICTIONS

Contractors

Contractors are expected to share their COVID-19 Safety Plan prior to commencing work and be asked the following screening questions before entry into the building:

1. Have you been advised by the public health authority or a family doctor to self-monitor or self-isolate?
2. Do you have any of the following symptoms:
 - Fever
 - Cough
 - Sore throat
 - Difficulty breathing
3. Have you just returned from outside of Canada within the last fourteen (14) days?
4. Have you been in close contact with a person confirmed with the corona virus?

The Manager overseeing the contractor work is responsible for maintaining a log of the contractor's names and screening responses.

Contractors must ensure that the names of the employees working onsite are provided to the City and provide their workers with the appropriate PPE.

A copy of this Safety Plan will be provided to the Contractor prior to the commencement of work. Contractors are expected to physical distance themselves from staff, wear appropriate PPE and be notified of the hand washing and sanitizing stations.

Deliveries

Delivery workers bringing in shipments or product into the Recreation Complex must be screened prior to entry with the following questions:

1. Have you been advised by the public health authority or a family doctor to self-monitor or self-isolate?
2. Do you have any of the following symptoms:
 - Fever
 - Cough
 - Sore throat
 - Difficulty breathing
3. Have you just returned from outside of Canada within the last fourteen (14) days?
4. Have you been in close contact with a person confirmed with the corona virus?

Record logs of the delivery worker answers are to be kept by Customer Service.

Where possible deliveries are to be brought into Recreation Complex through the rear entrance of the building.

When handling deliveries, employees are to avoid touching their eyes, nose, and mouth. Any bags/boxes are to be thrown out in the garbage or recycling. Any surface used to open packages will be sanitized, along with any item touched during the process. Hands must be washed immediately after handling any delivery.

Public

Public considerations including protocols around access and how Recreation will be reopened is listed in our various Reopen plans.

Visitors (Non-staff)

Non-staff visitors will be let in through the front or rear doors of Recreation Complex and will be screened prior to entry into Recreation Complex with the following questions:

1. Have you been advised by the public health authority or a family doctor to self-monitor or self-isolate?
2. Do you have any of the following symptoms:
 - Fever
 - Cough
 - Sore throat
 - Difficulty breathing
3. Have you just returned from outside of Canada within the last fourteen (14) days?
4. Have you been in close contact with a person confirmed with the corona virus?

Visitor logs will be kept by staff in the administration office.

WHEN PHYSICAL DISTANCING IS NOT OPERATIONALLY POSSIBLE

Currently there are two (2) workplace scenarios that have been approved and will allow employees to omit the physical distancing requirement. They are:

1. Municipal Vehicles – Transportation to and from the Jobsite
2. Working in close proximity to complete a specific job

Workers who are considered to be at a lower risk of transmitting Covid-19 should only complete this work, i.e. if someone is coughing but feels fine otherwise, do not put them in close contact with others.

1. Municipal Vehicles – Transportation to and from the Jobsite

In order to perform required work when it is not operationally possible for each employee to ride in a separate vehicle, the following provisions have been authorized.

1.1 Two (2) Employees

- a. A Covid-19 wellness check must be performed with all staff prior to starting their shift and it will be documented on the tailgate/pre-job meeting sheet
- b. When the vehicle assignments are given out, both employees must have no symptoms and must be comfortable with traveling together;
- c. Two (2) employees are permitted in a single row vehicle;
- d. Vehicles with multi-row seating will be limited to two (2) people, with each employee on separate rows alternating sides.
- e. Employees do not need to wear a respirator or cloth face mask when traveling to the jobsite. However, if an employee wishes to wear a cloth face mask we have no objection as long as it is laundered daily;
- f. In the event that a staff member becomes ill, a non-medical grade cloth face mask will be placed on the ill person and they will be brought home immediately;
- g. Staff will not switch seats during their shift;
- h. Staff will sanitize the vehicle every day before driving it and at the end of their shift. It should be documented that it was cleaned. They will disinfect the:
 - Steering wheel
 - Door handles (inside/out)
 - Key (fob)
 - Turn signals
 - Seat and armrest
 - All buttons/dials on console
 - Seat belt clasp
 - Radio
 - Gear shifts
 - Any other surface touched
- i. Employees are not allowed in any City Vehicle if they have flu like symptoms; and,

- j. Be cautious about having windows open in the vehicle as it will create turbulence in the airflow of the cab, as droplets may be dispersed rather than settle. Using the vehicle air vents, blowing air gently towards the occupants and away from others is a reasonable alternative.

Notation: The City of Surrey, Occupational Health & Safety Manager, developed the Municipal Vehicles guidelines above with input from Dr. Roland Guasparini, MD, MHSc, FRCPS, Fraser Public Health. City of Prince Rupert has added items a, b, e & f.

1.2 **Three (3) Employees**

- a. A Covid-19 wellness check must be performed with all staff prior to starting their shift and it will be documented on the tailgate/pre-job meeting sheet (Appendix B);
- b. When the vehicle assignments are given out, all employees must have no symptoms and must be comfortable with traveling together;
- c. All employees must wear a half-face respirator with P100 filter or a N95 if available. Prior to using their half-face respirator, the respirator must be inspected and your seal checked;
- d. Respirators must be cleaned and disinfected after each use;
- e. Staff will not switch seats during their shift;
- f. Staff will sanitize the vehicle every day before driving it and at the end of their shift. It should be documented that it was cleaned. They will disinfect the:
 - Steering wheel
 - Door handles (inside/out)
 - Key (fob)
 - Turn signals
 - Seat and armrest
 - All buttons/dials on console
 - Seat belt clasp
 - Radio
 - Gear shifts
 - Any other surface touched
- g. Employees are not allowed in any City Vehicle if they have flu like symptoms.

2. **Working in close proximity with another employee to complete a specific job**

1. A COVID 19 Wellness check will be completed prior to each shift during the daily tool box meeting/crew talks.
2. If a job is identified as requiring close proximity between 2 or more staff a Close Proximity Task Checklist will be completed.
3. In the event of a first aid, or required intervention with public, the facility safety plans will provide direction.
4. The appropriate Personal Protective Equipment (PPE) will be assigned if the workers cannot maintain physical distance (2 metres). The Manager must consult with the OHS Committee to identify appropriate the PPE. Workers must avoid touching their eyes, nose, or mouth with bare or gloved hands.

If the task is considered essential and/or deemed to be acceptable work by Management, then review and implement the following:

3.1 Personal Protective Equipment (PPE)

All workers who cannot maintain physical distance (2 meters) must use PPE and avoid touching their eyes, nose, or mouth with bare or gloved hands:

- a. Half-face respirator with P100 filters are preferred as they provide more protective coverage and are reusable. N95 masks are acceptable when they are available;
- b. Washable mask;
- c. Disposable rubber gloves;
- d. Tyvek Suit;
- e. Safety glasses or goggles;
- f. Workers must be orientated on how to properly put on, use, and take off PPE; how to properly dispose of or disinfect, inspect for damage, maintain PPE, and the limitations of PPE;
- g. Fit testing must be completed for workers who need to wear a half mask respirator. The Supervisor will arrange for fit testing and the employee will be assigned a half mask respirator with P100 cartridges for their continued use;
- h. The employee must be able to pass a fit test with the Aquatic Leader to commence work. After the fit test it is the employee's responsibility to ensure that their mask has a proper seal;
- i. Have available a plastic disposal bag for disposal of consumables (N95 masks, rubber gloves, cleaning wipes). Seal the disposal bag and store it with other garbage;
- j. Dispose of N95 masks, Tyvek suits and rubber gloves after use in the disposal bag;
- k. Sanitize glasses and half mask respirators using disposable wipes. Dispose of disposable wipes in the disposal bag;
- l. If employees have need to sanitize (clean) all reusable PPE (not including washable mask), including boots, arrangements will be made with the Aquatic Leaders and the Maintenance Coordinators
- m. Ensure no cross contamination occurs between PPE belonging to different workers.

3.2 Cleaning/Disinfecting

Cleaning up the work site is a very important part of the whole process in controlling the virus infection. All cleaning supplies must be obtained from the Maintenance Coordinator or their designate to ensure that they are acceptable for cleaning and have the Safety Data Sheet.

3.3 Cleaning PPE

At the end of their shift employees are responsible for cleaning their used PPE.

3.4 Cleaning Work Areas

Upon completion of cleaning PPE, employees will then clean all equipment, work spaces, and vehicles used:

Admin and Office Areas:

- a. Disinfect all commonly shared and high-touched surfaces. Use enough disinfectant product so that all surfaces are visibly wet and then allow disinfectant to dry;
- b. Clean: keyboards, desk surfaces, mouse, phones, door knobs, chair arm rests, and any other surfaces you may have touched or exhaled onto

Vehicles:

- c. Clean steering wheel, center touch screen and GPS screen, all buttons, dials and switches, including the climate control and stereo, door handles (inside & out), key fob, ignition area, turn signals, gear shift and wiper levers, lock, and power window controls, seat adjuster flat surfaces such as the dash, console, armrest and door side pads, rearview mirror, Motorola radio's, tool box, id badge, pens and cell phone. Anything you touched or came in contact with;
- d. Record that the vehicle was cleaned in your post trip report; and,
- e. When cleaning vehicles make sure the doors are open to allow for natural ventilation;

Equipment:

- f. Ensure all tools that were used are cleaned and disinfected.
- g. Include any equipment or tools touched, including custodial equipment, hand tools, surface areas in work stations, and other contact points.

MONITORING AND UPDATING PROCEDURE

Disciplinary Action

Any employee who maliciously disregards this policy and puts the safety of themselves or others at risk of COVID-19 exposure will be subject to discipline up to and including termination.

Monitoring the Workplace

- Managers/Supervisors of each department are responsible for ensuring practices are being followed on a daily basis using spot checks.
- Workers are to report all health and safety hazards and risks to their Manager/Supervisor or to members of the Recreation Department OHS Committee.

- OHS Committee members also participate in monitoring and reporting health and safety hazards and risks to management.

Updating this Policy

Management is responsible for review of this plan and adjustment, with the adoption and amendment approval of the Recreation JOHS committee.

POLICY ADOPTION AND AMENDMENT DETAILS			
Policy No.	Amendment Date	JOHS Approval Date	Comment:
COV 19 6		July 10, 2020	First approval

COMPLETE THIS SHEET PRIOR TO ASSIGNING WORK THAT REQUIRES MORE THAN 1 PERSON TO BE IN CLOSE PROXIMITY WITH EACH OTHER (PHYSICAL DISTANCING NOT POSSIBLE)

Date: _____ Employees: _____

Work/Task Description: _____

BEFORE WORK IS ASSIGNED

YES NO

Can this work be performed safely by one person? If Yes – Assign one person to job.

Is Physical Distancing achievable with this task?

If “NO” please indicate what PPE is required for task (consult with OHS Committee):

An assigned half-face respirator with P100 filters

Cleaning wipes for respirator

Washable mask

Disposable gloves

Tyvek Suit

Safety Glasses, Face Shield or Goggles

2 Plastic disposable bag for all consumables (i.e. gloves, wipes, Tyvek) and soiled PPE

Hand Sanitizer

Cleaning solution or wipes to use for touched surfaces on the job site

Do you have the appropriate PPE to provide workers? If No – Postpone until PPE is obtained.

Manager/Supervisor:

I, _____, authorize that the following work can be completed in close proximity and that the appropriate safety precautions and PPE are in place to complete the work safely in accordance with the Recreation Department COVID-19 Safety Plan.

Signature: _____ Date: _____

Recreation & Community Services | Appendix A: Covid-19 Task Check List

COMPLETE WHEN WORKING IN CLOSE PROXIMITY WITH ANOTHER EMPLOYEE TO PERFORM REQUIRED WORK (PHYSICAL DISTANCING NOT POSSIBLE)

Date: _____ Employees: _____

Work/Task Description: _____

BEFORE WORK COMMENCES

YES NO

- Each worker that will be in close proximity must complete the BC's COVID-19 self-assessment tool prior to starting work with their Manager.

Self-assessment tool: bc.thrive.health/covid19

Respiratory Symptoms: Fever 37.5 C or higher, cough, sore throat, difficulty breathing, muscle aches/ fatigue, loss of appetite, chills, stuffy or runny nose, and loss of sense of smell/taste.

It is important to share with co-workers when employees are experiencing **seasonal allergies** – sneezing, runny nose or itchy eyes. Seasonal allergies are not a COVID symptom.

- Is Physical Distancing achievable with this task?

If “NO” indicate PPE assigned:

- An assigned half-face respirator with P100 filters
- Cleaning wipes for respirator
- Washable mask
- Disposable gloves
- Tyvek Suit
- Safety Glasses, Face Shield or Goggles
- 2 Plastic disposable bag for all consumables (i.e. gloves, wipes, Tyvek) and soiled PPE
- Hand Sanitizer
- Cleaning solution or wipes to use for touched surfaces on the job site

AT THE JOB SITE

YES

- Ensure all regular PPE is used along with the Covid-19 PPE
- Review where the washing station is (if applicable), sanitizer and wipes that are suitable to use on your face or hands if the need arises

AT THE JOB SITE – TASK COMPLETED

YES

- Wash hands/Sanitizer
- Clean half-face respirator
- Remove soiled PPE and place in a bag
- Group all tools that were used and clean them at Recreation Complex

AT REC COMPLEX – TASK COMPLETED

YES

- Wash hands with soap and water
- Clean and disinfect all PPE and tools used
- Hang gear to dry
- Clean and disinfect the vehicle used for travel (if applicable)
- Clean radios and/or cellphone

END OF DAY

YES

- Reminder to practice good personal hygiene by laundering your work clothes
- Leave work shoes or boots at work
- Wash your hands with soap and water
- Ensure this form is returned to the manager/supervisor