

DISTRICT OF NORTH VANCOUVER

2021 BY-ELECTION COVID-19 SAFETY PLAN

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1.0 INTRODUCTION

The District of North Vancouver will be facilitating a by-election on May 29, 2021 to replace one school trustee. The nature of by-elections requires many in-person interactions that can increase the transmission risks of COVID-19 and put electors and election officials, as well as candidates and candidate representatives, at some level of risk.

The by-election planning process will be undertaken by District of North Vancouver staff as part of their daily activity at the District's Municipal Hall and therefore subject to the District's safety plan for COVID-19 prevention and related safe work procedures.

Voting places will be staffed by members of the public hired by the District to act as Presiding Election Officials, Alternate Presiding Election Officials, Machine Attendants and Election Officials (registering electors, issuing ballots, ballot demonstrators, roving disinfection). These workers will be governed by this COVID-19 safety plan as well as facility-specific COVID-19 safety plans.

These safety plans will outline the additional safe work practices to mitigate the risks of transmission of the virus to protect the health of District staff, election workers, candidates, candidate's representatives, and the public.

2.0 PURPOSE

This by-election COVID-19 safety plan includes workplace policies to address:

- How to minimize person-to-person contact during the candidate nomination process;
- How to limit the type and duration of contact;
- The minimum safety measures that will be in place in each voting place and how workers, candidates, candidate representatives and the public can be kept safe;
- Who can be at the voting place;
- Training of election staff; and,
- How to address illness that arises at the voting place.

3.0 DIRECTIVES AND GUIDANCE

This by-election COVID-19 safety plan has been informed by directives and guidance from several sources:

3.1 Public Health Directives

The Provincial Health Officer (PHO) is the senior public health official for BC and is responsible for monitoring the health of the population across the province, providing independent advice to ministers and public officials on public health issues.

The responsibilities of the PHO are outlined in the *Public Health Act* and include the following:

- Provide independent advice to ministers and public officials on public health issues;
- Monitor the health of the population of BC and advise on public health issues and on the need for legislation, policies and practices;
- Recommend actions to improve the health and wellness of the population of BC;
- Deliver reports that are in the public interest on the health of the population and on government's progress in achieving population health targets;
- Establish standards of practice for, and conduct performance reviews of, Medical Health Officers; and,
- Work with the BC Centre for Disease Control and Prevention and BC's Medical Health Officers across the province to fulfill their legislated mandates on disease control and health protection.

On November 18, 2020, the PHO issued a Public Health Order regarding [Workplace Safety Plans](#) which the District of North Vancouver has considered and complied with in developing this safety plan.

3.2 WorkSafeBC

WorkSafeBC is a provincial agency dedicated to promoting safe and healthy workplaces across BC. They partner with workers and employers to prevent work-related injury, disease and disability. Their services include education, prevention, compensation and support for injured workers, and no-fault insurance to protect employers and workers.

WorkSafeBC helps businesses meet their obligations under the *Workers Compensation Act* and the Occupational Health and Safety Regulation. All employers in British Columbia have an obligation under the Act to ensure the health and safety of workers and other parties at their workplace. With respect to COVID-19, that responsibility includes protecting workers by following the orders issued by the office of the provincial health officer, guidance provided by the BC Centre for Disease Control and the latest news released from the government. In addition, employers must implement policies and procedures to protect workers from the risk of exposure to COVID-19.

WorkSafeBC has provided a template for a [COVID-19 Safety Plan](#). The key requirements are to:

- Assess the risks;
- Implement protocols;
- Develop policies;
- Develop communication plans and training;
- Monitor the workplace and update plans as necessary; and,
- Assess and address risks from resuming operations.

This by-election COVID-19 safety plan meets these requirements.

3.3 Government of British Columbia

The Ministry of Municipal Affairs and Housing has provided a document "[Guidance for Conducting By-Elections and Assent Voting During COVID-19](#)". This information assists in establishing clear processes and procedures that incorporate the recommended PHO health and safety measures and those set out by WorkSafeBC. This by-election COVID-19 safety plan takes into account the recommendations and guidelines provided by the Provincial Government.

3.4 Elections BC

Elections BC created guidelines entitled [Elections BC Safe Voting Places Plan](#) in preparation for a general British Columbia election which has further informed this document.

3.5 District of North Vancouver Safety Plan COVID-19 Prevention

The District of North Vancouver last updated its COVID-19 Prevention Safety Plan in September, 2020 and its Safe Work Procedure – COVID-19 Prevention District Hall in November 2020. This by-election COVID-19 safety plan expands upon that plan and safe work procedure with specific measures to be taken during the by-election process.

3.6 Note Regarding Exemptions to the Facemask Requirement

Certain members of the public will have an exemption to the public health requirement to wear a facemask inside public places. Election officials are not required to ask for proof of the exemption. Exemptions are for:

- People with health conditions or with physical, cognitive or mental impairments who cannot wear a facemask;
- People who cannot remove a facemask on their own;
- Children under the age of 12; and,
- People who need to remove their facemasks to communicate due to a hearing impairment.

For the purpose of voting, those electors who have an exemption and are not able to wear a facemask inside the voting place will exercise their right to vote through a curbside voting opportunity facilitated by the Presiding Election Official in accordance with procedures outlined in the Presiding Election Official Manual and this safety plan.

4.0 RISK ASSESSMENTS AND CONTROLS

Risk assessments have been made for those parts of the District Hall involved in election

activities and all voting places that take into consideration the actions required of election workers, candidates, candidate representatives and electors. Controls have been established to eliminate or reduce the risk of transmission of COVID-19 between election workers, between election workers and the public, between election workers and candidates or candidate representatives, and among the public. These controls have been developed following the hierarchy of controls, and whenever possible, utilizing the control which affords the greatest protection.

4.1 District of North Vancouver Election Planning – Clerk’s Office at the District Hall

These measures supplement or reinforce those stated in the District’s COVID-19 Prevention Safety Plan and its Safe Work Procedure – COVID-19 Prevention District Hall

4.1.1 Risks of Transmission

Risks of transmission of COVID-19 in the Clerk’s Office at District of North Vancouver Municipal Hall include those identified in the District of North Vancouver COVID-19 Prevention Safety Plan and its Safe Work Procedure – COVID-19 Prevention District Hall.

The District Hall is a typical open-floorplan office setting with offices on the periphery of the building. The building has a high volume, modern HVAC system and the peripheral offices have windows that open to the outside permitting limited fresh air. By virtue of the space constraints, shared spaces and shared documents, the many transmission prevention methods reduce but do not eliminate the risk of transmission.

It is understood that COVID-19 can survive on surfaces for a few hours or up to several days depending on temperature, type of surface and humidity of the environment. If droplets are left on objects and surfaces after an infected person sneezes, coughs on, or touches them, other people may become infected by touching these objects or surfaces, and then touching their eyes, nose or mouth. There is, therefore, a risk of transmission of the virus on documents or objects that must be passed from one person to another in this office setting.

4.1.2 Controlling Risks of Transmission

In addition to COVID-19 safety protocols outlined in the District of North Vancouver COVID-19 Prevention Safety Plan and its Safe Work Procedure – COVID-19 Prevention District Hall, the following protocols will also be implemented:

First Level Protection: Elimination/Substitution

Wherever possible, candidates will ideally communicate with election staff electronically. Nomination documents, however, must be submitted in person which will necessitate at least one in-person visit to District Hall. Minimizing the number of in-person visits will

reduce the potential for transmission of COVID-19 between candidates and staff.

Likewise, electors wishing to exercise their statutory right to view the list of electors will need to attend the District Hall in person as the list is not available online for privacy reasons. This interaction is not possible to eliminate or substitute so is addressed by subsequent measures.

Both working remotely and physical distancing are considered a first level protection to eliminate the risk of transmission of COVID-19. When possible, and to the extent possible, District election staff will try to work remotely. When in the District Hall, physical distancing of a minimum of 2 m. is to be exercised by District election staff in all circumstances where practical.

Occupancy limits for the District Hall and the various meeting rooms within have been set based on 54 ft.² (5 m.²) of unencumbered space per person. Occupancy limits are to be posted in plain view and adhered to at all times. The room with the customer service desks to be used in assisting candidates and the public has a visibly posted occupancy limit. This room also meets higher levels of protection against the transmission of COVID-19.

The District Hall is closed to the public and the external doors are locked. Candidates and members of the public are required to make an appointment for service. Where an inquiry cannot be addressed by electronic means, an in-person appointment is scheduled (such as to submit nomination documents or to view the list of electors). This reduces the risk of transmission of COVID-19 by only having in-person interaction for a few necessary purposes.

Appointments also allow for an effective means to monitor the health of those coming into the building by asking COVID-19 screening questions when greeted at the door as well as ensuring the building capacity is not exceeded.

Once inside, District election staff and candidates or the public must maintain, when possible, physical distancing of at least 2 m. from each other. Appropriate distance markings are placed on the floor to identify where candidates or the public should stand.

Second Level Protection: Engineering Controls

Engineering Controls will be used in conjunction with administrative controls and personal protective equipment. The District of North Vancouver's second-level hazard controls at District Hall in relation to election proceedings are as follows:

- Transparent barriers are installed at the three customer service desks where District election officials will have in-person interactions with candidates or members of the public.
- The transparent barriers are permanently affixed to the desktop and designed to separate the breathing zones of the two parties who will stand on their respective

side of the desk. The transparent barrier runs down the middle of a desktop that permits the two parties to remain 2 m. apart. There is a small “pass through” cutout in the barrier, at desktop level, to allow documents to be safely exchanged.

- Candidates and members of the public may bring their own pens or be given a single-use pen which they may then keep. These pens will be new and not disinfected and reused. They will be passed through the “pass-through” cutout at the bottom of the barrier.
- The transparent barriers are permanently affixed to the desk and do not represent a sharp-edge or falling hazard to anyone in the vicinity.

Third Level Protection: Administrative Controls

The District of North Vancouver’s third-level hazard controls are rules and guidelines to prevent infected individuals from entering the workplace, to reduce the contact intensity of interactions within the workplace, and to restore the workplace by sanitizing following interactions.

District Election Staff:

- District election staff will work remotely when possible to reduce interactions with other District staff, reduce interactions with candidates or members of the public, and to reduce the risk of introducing COVID-19 into the workplace.
- District election staff must assess their health each day and not come to work if:
 - they are not feeling well;
 - have been in contact with someone who has tested positive for COVID-19 in the last fourteen days;
 - have travelled outside of Canada within the last fourteen days; or,
 - is under a mandatory quarantine or isolation order.
- District election staff will sanitize both sides of the customer service desk following each appointment and ensure no pens or other objects remain on the public-facing side that may be touched or picked up by the next person using that space.

Candidates and Members of the Public:

- Candidates or members of the public who have made an appointment to enter the District Hall on election business will be met at the front door and, at a distance of at least 2 m., be asked the following questions to which they must answer “no” to all before being permitted to enter:
 - are they not feeling well;
 - have they been in contact with someone who has tested positive for COVID-19 in the last fourteen days;
 - have they travelled outside of Canada within the last fourteen days; or,
 - are they under a mandatory quarantine or isolation order.
- Any candidate or member of the public answering “yes” to any of these screening questions or displaying symptoms of COVID-19 will not be permitted to enter the District Hall or any District of North Vancouver workplace.
- Signage will be in place to remind District election staff and candidates or members of the public of occupancy limits, distancing requirements, respiratory etiquette

and hand hygiene requirements.

- Candidates and members of the public entering the District Hall will be required to wear a facemask and sanitize their hands upon entry.
- Temporary facemasks and hand sanitizer will be made available at the entrance to the building. Hand sanitizer and surgical gloves will be made available at the customer service desk and District election staff and candidates or members of the public will make use of one or both after passing/ receiving documents and frequently throughout the interaction.

Fourth Level Protection: Personal Protective Equipment

Personal protective equipment is the fourth level of control for preventing transmission of COVID-19. This control will be used in conjunction with other levels control noted above.

- As per the District of North Vancouver COVID-19 Prevention Safety Plan and its Safe Work Procedure – COVID-19 Prevention District Hall, District election staff will wear facemasks at all times within the District Hall when away from their usual workspace in addition to maintaining 2 m. spacing when and where possible.
- Candidates and members of the public entering District Hall will be required to wear a facemask at all times.
- Face shields will be available for District election staff should they desire one if the need arises to interact with a candidate or member of the public when not behind a transparent barrier.
- Surgical gloves will be available for District election staff to use during interactions with candidates or members of the public that necessitate the exchanging of documents or for use during sanitizing routines.

4.2 Voting Places

4.2.1 Risks of Transmission

Risks for the transmission of COVID-19 in voting places include the following:

- Direct transmission via respiratory droplets in the air between:
 - Electors standing in line;
 - Electors and election officials who are serving them;
 - Election officials working at the same station as each other;
 - Candidate representatives and election officials at the same station; and,
 - The election official designated as cleaner and election officials as they go about their cleaning duties;
- Indirect transmission via respiratory droplets that have landed on high touch points, including:
 - Door handles;
 - Identification passed from electors to election staff;
 - Ballots and other election materials passed between electors and election

- officials; and,
- Ballot marking pens and voting booth surfaces where electors mark ballots.

4.2.2 Controlling Risks of Transmission

Generally, the following measures will be in place at each voting location:

- Occupancy limits have been identified based on 54 ft.² (5 m.²) of unencumbered space per person and will be posted and enforced.
- Election officials must make a declaration of health to their supervisor each day based on symptom criteria set by the BC Center for Disease Control. Election officials who answer “yes” to any of the following screening questions will not be permitted in the workplace:
 - Are you not feeling well?;
 - Have you been in contact with someone who has tested positive for COVID-19 in the last fourteen days?;
 - Have you recently travelled outside Canada in the last fourteen days?; and,
 - Are you under a mandatory quarantine or isolation order?;
- The number of candidate representatives may be limited based on capacity restrictions at a particular voting place. The Chief Election Officer for the District of North Vancouver will determine the number of candidate representatives possible at each voting place and communicate this to the candidates.
- Candidate representatives will also be required to make an oral declaration of health prior to entering the voting place. Candidate representatives who answer “yes” to any questions noted above will not be permitted in the voting place.
- Electors must wear a facemask while inside the voting place and while waiting in line outside;
- 2 m. spacing must be maintained at all times while inside the voting place and while waiting in line outside;
- Electors will be required to sanitize their hands upon entering in to the voting place;
- Election officials will wear facemasks at all times while in the voting place and maintain 2 m. spacing from electors;
- Electors and election officials will be separated by a transparent barrier when receiving a ballot or registering to vote;
- A request has been made to the Minister for an order to permit oral declarations to be used in place of signing the voting book before an elector is given a ballot;
- Special ballot marking pens will be disinfected after each use; and,
- An election official will be dedicated to constant disinfection during voting hours at each voting place.

In addition to the above general safety precautions, controls have been established in accordance with the hierarchy of controls, which prioritizes safety measures from greatest to least level of protection.

First Level Protection: Elimination/Substitution

The first-level protections for voting places focus on reducing the number of individuals in a voting place at any given time by providing the opportunity to cast a vote by mail, advance voting opportunities and by seeking Ministerial Orders that reduce the risk of transmission (universal mail voting to reduce the number of people attending voting places and oral declarations to reduce high touch points). First-level protections also include measures to facilitate physical distancing in the voting place.

The District of North Vancouver's specific first-level risk controls for voting places are as follows:

- Voting by mail eliminates the risk posed by face-to-face contact between electors and election officials and is the preferred method of controlling exposure;
- Provide two advance voting opportunities to reduce the number of electors on election day;
- The number of voting places was assessed to provide for geographical distribution across the municipality but also a number that appropriately balanced sufficient voter turnout with the ability to implement the necessary COVID-19 safety protocols;
- Voting places are also selected for their size to permit maximum air exchange and a high occupancy limit to maximize the amount of space within a voting place;
- Voting place occupancy limits were calculated on a location-by-location basis based on 54 ft.² (5 m.²) of unencumbered space per person;
- Electors will generally be lined up outside or in a hallway to limit the number of people in the voting place at any one time;
- Voting will be administered by a single election official per table;
- Tables for election officials, tables for voting booths, and the vote tabulator itself will be positioned to ensure physical distancing protocols are maintained;
- Candidate representatives will be limited to standing in their assigned zones, will not move freely within the voting place when voters are present and at all times will abide by the minimum distance requirement of 2 m. from any other person;
- Where possible, a one-way traffic flow with separate entrance and exit points will be designated and markings will be placed on the floor to identify the direction of travel to avoid having electors encounter one another;
- 2 m. physical distancing markings will be set out on the floor of the voting place using signs and/or tape and a roving election official will be present to assist with enforcing physical distancing;
- Electors are not required to sign the voting book and may instead make an oral declaration of their eligibility to vote;
- Electors will not be required to physically hand over their identification but may place it under the transparent barrier or up to the transparent barrier to be viewed by the election official as there should be no need for election officials to handle the document;
- Electors will be required to leave the voting place immediately after inserting their ballot in to the voting machine; and,

- Where possible, doors to and from the voting place will be kept open to eliminate the touch point of a door handle as well as to promote the flow of fresh air.

Second Level Protection: Engineering Controls

Engineering Controls will be used in conjunction with administrative controls and personal protective equipment. The District of North Vancouver’s second-level hazard controls are as follows:

- Transparent barriers will be installed on the top of tables to be used by election officials for interaction with electors regarding issuing ballots and registration. The barriers are designed to separate the breathing zones of a standing elector and a sitting election official.
- Special ballot marking pens will be provided to electors through the pass-through cutout in the barrier when they are issued their ballot.
- Presiding and Alternate Presiding Election Officials will take solemn declarations, as needed, from behind a transparent barrier.
- The transparent barriers are self-standing, portable units that do not introduce new risks to the workplace.

Third Level Protection: Administrative Controls

The District of North Vancouver’s third-level hazard controls are rules and guidelines to prevent infected individuals from entering the voting place and to reduce the contact intensity of interactions within the voting place. These include:

- Election officials must make a declaration of health to their supervisor each day based on symptom criteria set by the BC Center for Disease Control. Election officials who answer “yes” to any of the following screening questions will not be permitted in the workplace:
 - Are you not feeling well?;
 - Have you been in contact with someone who has tested positive for COVID-19 in the last fourteen days?;
 - Have you recently travelled outside Canada in the last fourteen days?; and,
 - Are you under a mandatory quarantine or isolation order?;
- Electors must make an oral declaration of health to an election official before entering the voting location. These questions, as noted above, will be posted at the entrance to each voting place and anyone who answer “yes” to any of the screening questions will not be permitted to enter.
- Candidate representatives will also be required to make an oral declaration of health prior to entering the voting place. Candidate representatives who answer “yes” to any questions noted above will not be permitted in the voting place.
- Signage will be posted to remind electors of occupancy limits, not to enter if they are experiencing COVID-19 symptoms, distancing requirements, respiratory etiquette and hand hygiene requirements.

- Electors do not need to sign a declaration in the voting book as they may now make the declaration orally.
- Special ballot marking pens provided to electors by the election official will be deposited in a bin at the voting machine marked “used pens”. The pens will be sanitized for re-use.
- Electors will insert their completed ballot into the voting machine. No secrecy sleeve will be provided to reduce touch points. The exception to this would be curbside voting where election officials assisting electors curbside will use a single-use folder for this purpose.
- Shared dishes and utensils will not be permitted and kitchen facilities will not be available. Staff will be required to bring their own food, drink containers, dishes and utensils or individual packaged meals may be delivered.

Fourth Level Protection: Personal Protective Equipment

Personal protective equipment (PPE) is the last and generally least effective method of controlling hazards in the workplace. PPE will never be the only control in place but will be used in conjunction with higher levels of controls.

The District of North Vancouver will ensure:

- 2 m. spacing is maintain between all parties at all time when/where practical. Transparent barriers or face shields may be used in circumstances where 2 m. spacing cannot be maintained.
- Electors must wear facemasks when entering the voting place and will be asked not to remove their facemasks while voting. Facemasks will be provided by the District of North Vancouver to electors who do not have them.
- Election officials whose stations are behind barriers are required to wear facemasks while working in the voting place. Election officials behind barriers may remove their facemasks temporarily to assist electors (e.g., for electors who read lips in order to communicate).
- Election officials whose stations are not behind barriers are required to wear facemasks and maintain 2 m. spacing or may wear a face shield when/where necessary.
- Election officials who attend to electors at curbside will sanitize their hands when leaving the building, wear facemasks and face shields at all times, and sanitize their hands once the ballot is placed into the voting machine and prior to returning to curbside to confirm the ballot has been entered. The secrecy folder will be disposed of.
- Election officials must wear facemasks during in-person training unless the training takes place behind barriers or electronically.
- Candidate representatives must wear facemasks while observing the conduct of voting in voting places.
- Gloves will be available in the voting place for use during sanitizing activities or for election official who feel the need for their use in a particular circumstance.

- Face shields will be available at each voting place for election officials who feel the need for their use in a particular circumstance.

4.3 Special Voting Opportunities

For the 2021 trustee by-election, special voting opportunities will not be offered.

In place of special voting opportunities, voting by mail will be made available for the following electors:

- those who are unable to attend a voting place due to disability, injury or illness;
- those who are residents of long-term or extended care homes;
- those who are patients of hospitals;
- those who are in quarantine or isolation at home; or,
- those who have answered “yes” to any of the COVID-19 screening questions at a voting location.

4.4 Closing Out / Replacing Voting Machines and Inserting Mail Ballots

The voting machines will tally the voting results following the end-of-voting day process outlined in the Presiding Election Official manual.

4.4.1 Risks of Transmission

The risks of transmission when closing out or replacing a voting machines or feeding mail ballots into the machine are primarily from close contact between election officials and candidate representatives, and from potentially contaminated surfaces.

4.4.2 Controlling Risks of Transmission

Only the Presiding Election Official or Alternate Presiding Election Official, Machine Attendant and any candidate representatives may be present at the time the voting machine is closed down and result tape is produced on general voting day.

These are also the people who will be present if a voting machine must be replaced during voting hours so the same controls will apply to both situations.

First Level Protection: Elimination/Substitution

Anyone present when the voting machine is being closed down or replaced, or while the mail ballots are being inserted, will maintain 2 m. of physical distance, when/ where possible.

Second Level Protection: Engineering Controls

There will be no transparent barriers to prevent transmission of COVID-19 during the

closing out, replacement process, or while inserting mail ballots.

Third Level Protection: Administrative Controls

The designated election official will sanitize the voting machine prior to commencing closing out, machine replacement or mail ballot insertion.

Everyone will sanitize their hands prior to and after touching any part of the machine or associated paperwork.

Fourth Level Protection: Personal Protective Equipment

Facemasks will be worn by all those involved and face shields will be used when/ where 2 m. spacing cannot be maintained. Candidate representatives, if present, will, at a minimum, wear a facemask.

5.0 CLEANING AND HYGIENE PRACTICES

The District of North Vancouver's cleaning and hygiene practices are as follows:

- Voting place surfaces are cleaned before the voting place opens to the public;
- Hand sanitizer pump bottles are available at the voting place entrance and at voting stations and electors are asked to sanitize their hands upon entering;
- Election officials are instructed to sanitize their hands regularly throughout the day;
- There will be one election official per voting place designated for ongoing disinfection;
- The designated election official will clean high touch points regularly throughout the day including door handles and tables;
- The designated election official will sanitize each voting booth table after each voter has completed marking their ballot and moved to the voting machine;
- The voting machine will be sanitized if a voter is required to touch it;
- Responsibilities of the designated election official include surface cleaning, surface disinfection and restocking of hand sanitizer;
- Ballot marking pens will be used once, deposited in a bin at the voting machine and sanitized by the designated election official before the next use;
- Voting place surfaces are cleaned and disinfected after voting has concluded for the day and before any removal of tables, chairs, etc., from the location;
- Washrooms (available to election officials only) will be cleaned and sanitized periodically throughout the day; and,
- Only products approved by Health Canada will be used to sanitize hard surfaces.

6.0 TRAINING PLAN

Training for election officials hired to work as Presiding Election Officials, Alternate Presiding Election Officials, machine attendants and election officials will be held prior to

voting day. This training will include:

- Background information on COVID-19, including risk of infection, signs, symptoms, transmission, etc.;
- Facility-specific hazards in each voting place and controls in place to mitigate them;
- Precautions to prevent the transmission of COVID-19:
 - Stay home when sick;
 - Physical distancing;
 - Hand washing/sanitizing;
 - Cough and sneeze etiquette; and,
 - Personal protective equipment provided by the District of North Vancouver;
- Individual responsibility to follow protocols established in this safety plan;
- Individual responsibility to report to their supervisor any areas where physical distancing protocols are not effective;
- Individual responsibility to refuse to perform work if there is an undue risk of injury or illness;
- Cleaning and hygiene requirements in voting places; and,
- Right to refuse unsafe work.

Training will mostly occur in-person at the District Hall although alternate means of delivery will be used where practical.

6.1 Risks of Transmission

The risks of transmission during training are primarily from close contact between election officials and from potentially contaminated surfaces.

6.2 Controlling Risks of Transmission

In addition to COVID-19 safety protocols for the District Hall outlined in the District of North Vancouver COVID-19 Prevention Safety Plan and its Safe Work Procedure – COVID-19 Prevention District Hall, the following protocols will also be implemented:

First Level Protection: Elimination/Substitution

In order to eliminate the risk of transmission of COVID-19, the preferred method of training is online which could be through portals such as Zoom or MS Teams.

Where in-person training is required, all participants will be required to make a declaration of health to the instructor before each session as follows:

- Are you not feeling well?;
- Have you been in contact with someone who has tested positive for COVID-19 in the last fourteen days?;

- Have you recently travelled outside Canada in the last fourteen days?; and,
- Are you under a mandatory quarantine or isolation order?;

All trainees and instructors will, if possible, maintain a minimum distance of 2 m. from each other.

Second Level Protection: Engineering Controls

If in-person training is required, transparent barriers will be used when/ where possible if it is not possible to maintain a distance of 2 m. between participants

Third Level Protection: Administrative Controls

If in-person training is required, a large volume room with a modern, high-volume HVAC system, such as Council Chamber at the District Hall, will be used and the instruction time will be limited to as short a duration as possible. Participants will not linger after class.

All participants will wash or sanitize their hands before the class and frequently throughout the class, particularly after documents or voting machines are handled by multiple people.

When the voting machine is used for practice by different individuals, it will be disinfected between each use.

Fourth Level Protection: Personal Protective Equipment

Facemasks will be worn by all participants at all times while in the District Hall, even when protected by transparent barriers or face shields.

Face shields will be worn by instructors and trainees when working closer than 2 m. spacing such as when practicing on the voting machine.

7.0 PROTOCOL IF ILLNESSES ARISE IN THE VOTING PLACE

Election officials or candidate representatives who are present throughout the voting day could exhibit signs and symptoms of COVID-19 whereas it is unlikely an elector will exhibit sudden signs of becoming ill in the short time they are at the voting location, however, if they do, the same following protocols will be followed.

If anyone begins to exhibit any of the signs and symptoms of COVID 19 they will immediately be removed to a separate location out of the room where voting is taking place, preferably outdoors. If their symptoms allow, they will be instructed to return home and contact 8-1-1 or their medical practitioner. In the very unlikely event that their symptoms are suddenly extreme, an ambulance will be called through 9-1-1.

Anyone assisting the ill person will wear a facemask, face shield and gloves. Depending

on how the election official came to be aware of the ill person (and likely had not been wearing gloves at that point), they should immediately wash their hands after interaction.

Every touch surface (table, doorknob, etc.) that could have been contaminated by the potentially ill individual, will be sanitized by the designated election official. Any pens used by the ill person will be disposed of.

If the ill person was an election official, the Presiding Election Official will, while wearing gloves, collect any unused ballots that the individual had touched and will count, bundle and then seal them in an envelope noting the number of ballots and mark the envelope as “contaminated ballots.” The envelope will be kept in their secure custody, as with all ballots at that voting place, and still form part of the ballot account for that voting place and be returned to the Chief Election Officer at the end of the voting as specified in the Presiding Election Official manual. Statutory procedures require that ballots returned to the Chief Election Officer remain secured for a potential judicial recount which sees them sit untouched for several days.

As all other personnel within the voting place will be wearing facemasks and following distancing protocols, or be protected by transparent barriers or wearing face shields as their task dictates, they will not be required to stop working at the voting place but will be advised to monitor for symptoms of COVID-19 for ten days, unless advised otherwise by the Public Health Office.

The Presiding Election Official will promptly report the incident to the Chief Election Officer.

8.0 VOTING LOCATIONS

All voting places were reviewed taking into consideration:

- Overall size and volume of the room;
- Room capacity for election officials and electors;
- Ease and appropriateness of ingress/ egress to the voting place and where queueing will occur;
- The potential for a natural one-way flow;
- Location within the community; and,
- General ease of access within the community.

Election officials will set up each voting place the day of voting prior to 8:00 am using the floor plan specified for each facility and the facility setup checklist.

9.0 APPENDICES

The following appendices are part of this document:

- Appendix A – Facility-Specific 2021 By-election COVID-19 Safety Plans
 - Argyle Secondary School
 - Braemar Elementary School
 - Capilano Elementary School
 - Cleveland Elementary School
 - Lynnmour Elementary School
 - Seycove Secondary School
 - Windsor Secondary School
 - District of North Vancouver Municipal Hall

- Appendix B – Facility Setup Checklist

Facility-Specific 2021 By-election COVID-19 Safety Plans

Argyle Secondary School
Braemar Elementary School
Capilano Elementary School
Cleveland Elementary School
Lynnmour Elementary School
Seycove Secondary School
Windsor Secondary School
District of North Vancouver Municipal Hall

2021 By-election Facility-Specific COVID-19 Safety Plan

Argyle Secondary School

Voting Place:	Argyle Secondary School
Address:	1131 Frederick Road
Floor Area:	3,200 ft. ²
Capacity:	59 (@ 54 ft. ² / person)
Election staff:	9
Public:	50

Introduction

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These safety plans will outline the additional safe work practices to mitigate the risk of transmission of the virus to protect the health of District staff, election workers and the public.

Purpose

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- How to limit the type and duration of contact;
- The minimum safety measures that will be in place in each voting place and how workers, candidates, candidate representatives and the public can be kept safe;
- Who can be at the voting place; and,
- How to address illness that arises at the voting place.

Directives and Guidance

This facility-specific COVID-19 safety plan has been informed by directives and guidance from several sources:

- Public health directives;
- WorkSafeBC;
- Government of British Columbia;
- Elections BC;
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Risk Assessments and Controls

Risk assessments have been made for all voting places that take into consideration the actions required of election workers, candidates, candidate representatives and electors. Controls have been established to eliminate or reduce the risk of transmission of COVID-19 between election workers, between election workers and the public, between election workers and candidates or candidate representatives, and among the public. These controls have been developed following the hierarchy of controls, and whenever possible, utilizing the control which affords the greatest protection.

Risks of Transmission

See section 4.2.1 Risks of Transmission in the District of North Vancouver 2021 By-election COVID-19 Safety Plan.

Controlling Risks of Transmission

See section 4.2.2 Controlling Risks of Transmission in the District of North Vancouver 2021 By-election COVID-19 Safety Plan.

Closing Out / Replacing Voting Machines

See section 4.4 Closing Out / Replacing Voting Machines and Inserting Mail Ballots in the District of North Vancouver 2021 By-election COVID-19 Safety Plan.

Cleaning and Hygiene Practices

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Protocol if Illnesses Arise in the Voting Place

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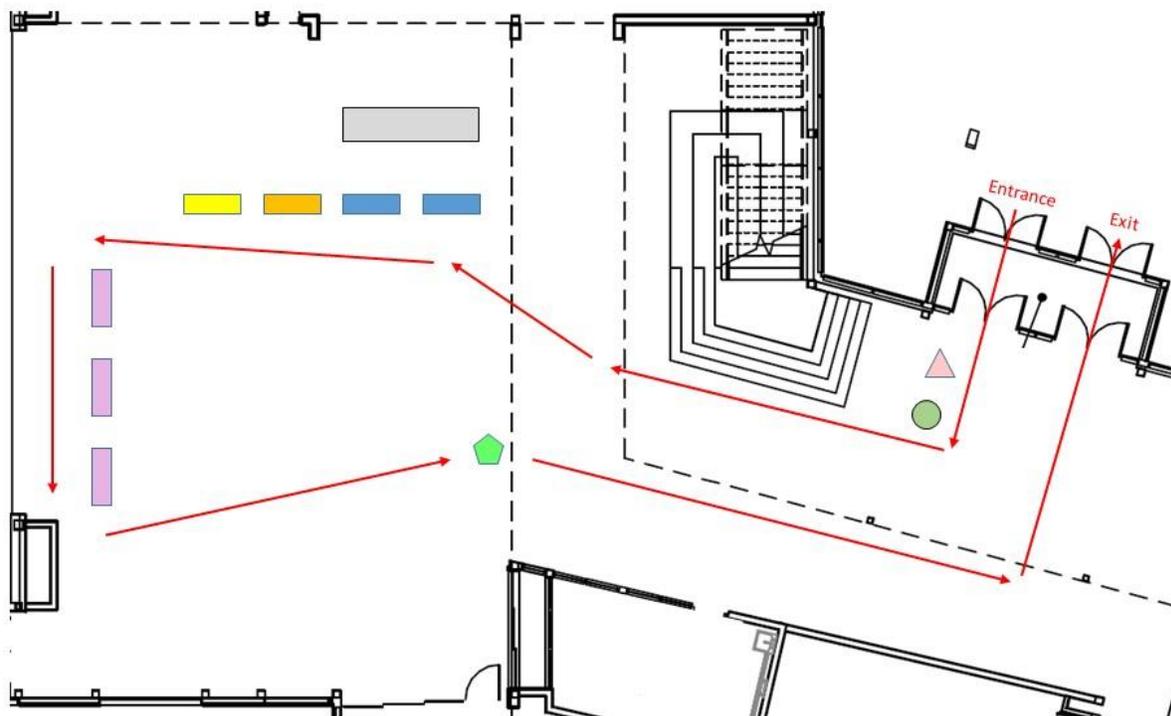
Additional Facility-Specific Comments

None.

Floorplan

ARGYLE
Multipurpose
Room

-  Voting machine
-  Ballot demonstrator/greeter
-  Sanitizing station
-  Scrutineer seating
-  Voting booth
-  Voter Registration (Alternate Presiding Election Official)
-  Declarations (Presiding Election Official)
-  Pick up ballots (Election Official)



2021 By-election Facility-Specific COVID-19 Safety Plan

Braemar Elementary School

Voting Place:	Braemar Elementary School
Address:	3600 Mahon Avenue
Floor Area:	1250 ft. ²
Capacity:	23 (@ 54 ft. ² / person)
Election staff:	7
Public:	16

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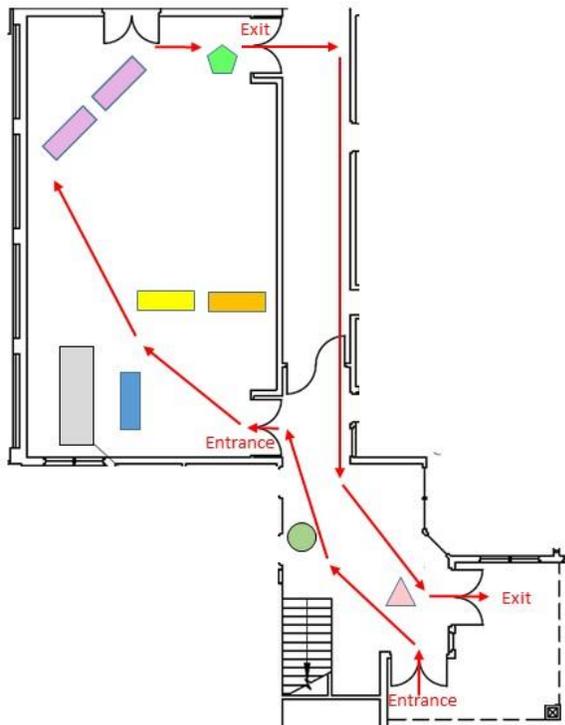
Additional Facility-Specific Comments

None.

Floorplan

-  Voting machine
-  Ballot demonstrator/greeter
-  Sanitizing station
-  Scrutineer seating
-  Voting booth
-  Voter Registration (Alternate Presiding Election Official)
-  Declarations (Presiding Election Official)
-  Pick up ballots (Election Official)

BRAEMAR
Multipurpose
Room



2021 By-election Facility-Specific COVID-19 Safety Plan

Capilano Elementary School

Voting Place:	Capilano Elementary School
Address:	1230 West 20 th Street
Floor Area:	2940 ft. ²
Capacity:	54 (@ 54 ft. ² / person)
Election staff:	7
Public:	47

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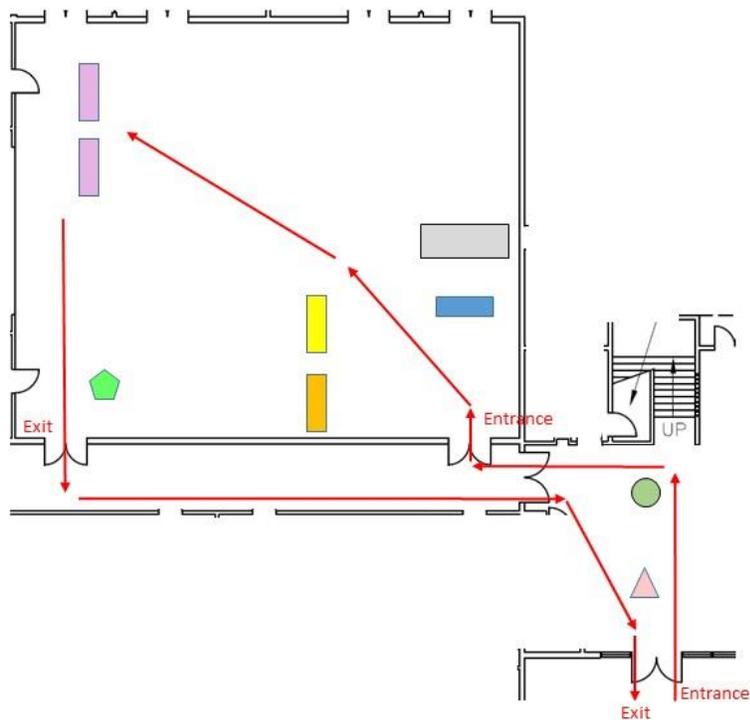
Additional Facility-Specific Comments

None.

Floorplan

CAPILANO
Gymnasium

- | | | | |
|---|-----------------------------|---|--|
|  | Voting machine |  | Voting booth |
|  | Ballot demonstrator/greeter |  | Voter Registration (Alternate Presiding Election Official) |
|  | Sanitizing station |  | Declarations (Presiding Election Official) |
|  | Scrutineer seating |  | Pick up ballots (Election Official) |



2021 By-election Facility-Specific COVID-19 Safety Plan

Cleveland Elementary School

Voting Place:	Cleveland Elementary School
Address:	1255 Eldon Road
Floor Area:	2695 ft. ²
Capacity:	50 (@ 54 ft. ² / person)
Election staff:	7
Public:	43

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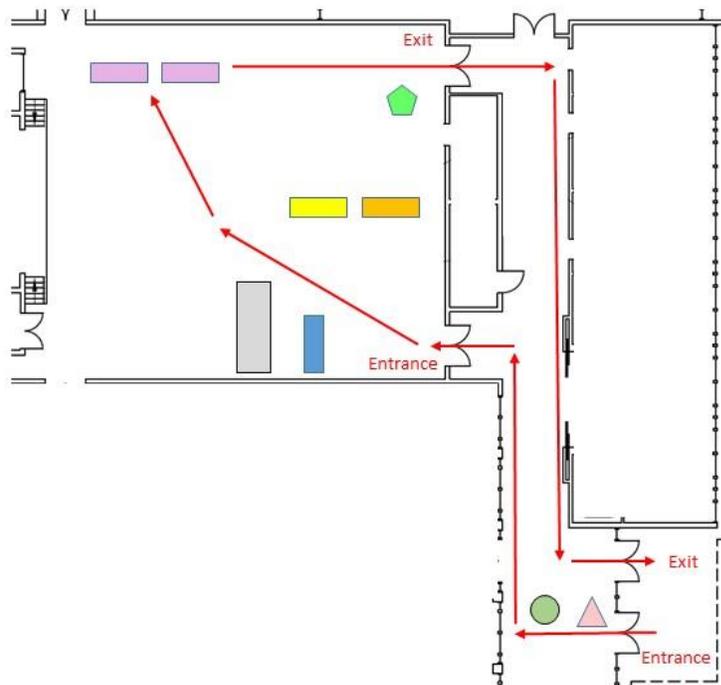
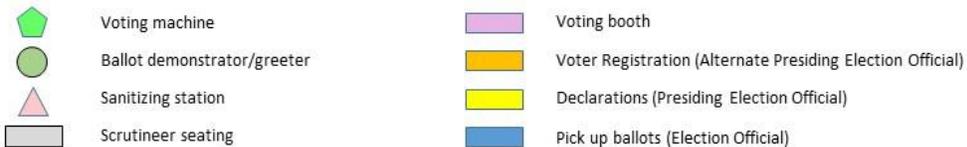
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Additional Facility-Specific Comments

None.

Floorplan

CLEVELAND
Gymnasium



2021 By-election Facility-Specific COVID-19 Safety Plan

Lynnmour Elementary School

Voting Place:	Lynnmour Elementary School
Address:	800 Forsman Avenue
Floor Area:	3640 ft. ²
Capacity:	67 (@ 54 ft. ² / person)
Election staff:	7
Public:	60

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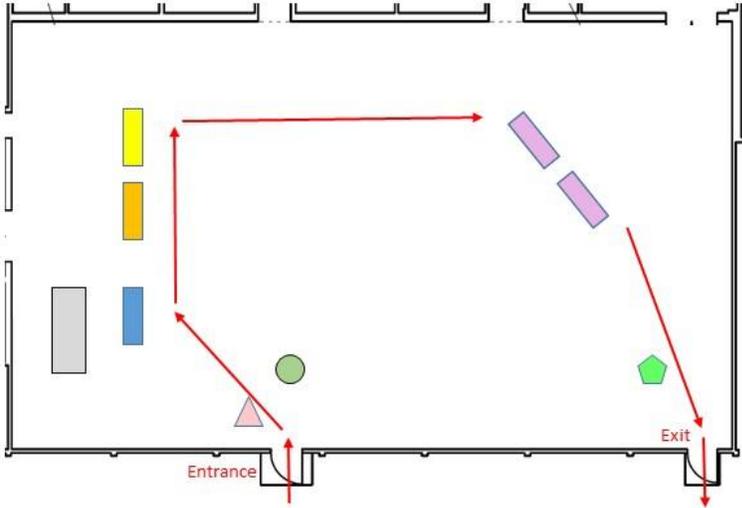
Additional Facility-Specific Comments

None.

Floorplan

LYNNMOUR
Gymnasium

-  Voting machine
-  Ballot demonstrator/greeter
-  Sanitizing station
-  Scrutineer seating
-  Voting booth
-  Voter Registration (Alternate Presiding Election Official)
-  Declarations (Presiding Election Official)
-  Pick up ballots (Election Official)



2021 By-election Facility-Specific COVID-19 Safety Plan

Seycove Secondary School

Voting Place:	Seycove Secondary School
Address:	1204 Caledonia Avenue
Floor Area:	5300 ft. ²
Capacity:	98 (@ 54 ft. ² / person)
Election staff:	7
Public:	91

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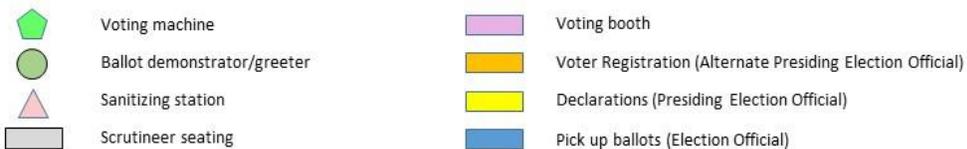
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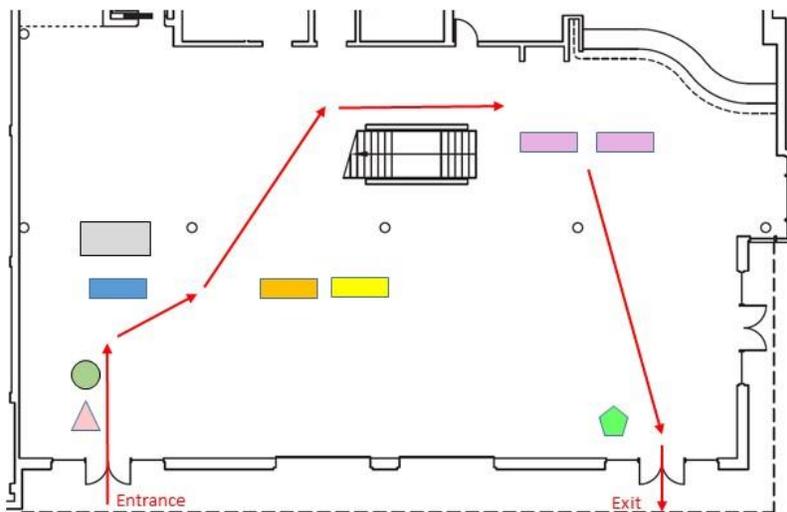
Additional Facility-Specific Comments

None.

Floorplan



SEYCOVE
Cafeteria



2021 By-election Facility-Specific COVID-19 Safety Plan

Windsor Secondary School

Voting Place:	Windsor Secondary School
Address:	931 Broadview Drive
Floor Area:	5500 ft. ²
Capacity:	102 (@ 54 ft. ² / person)
Election staff:	9
Public:	93

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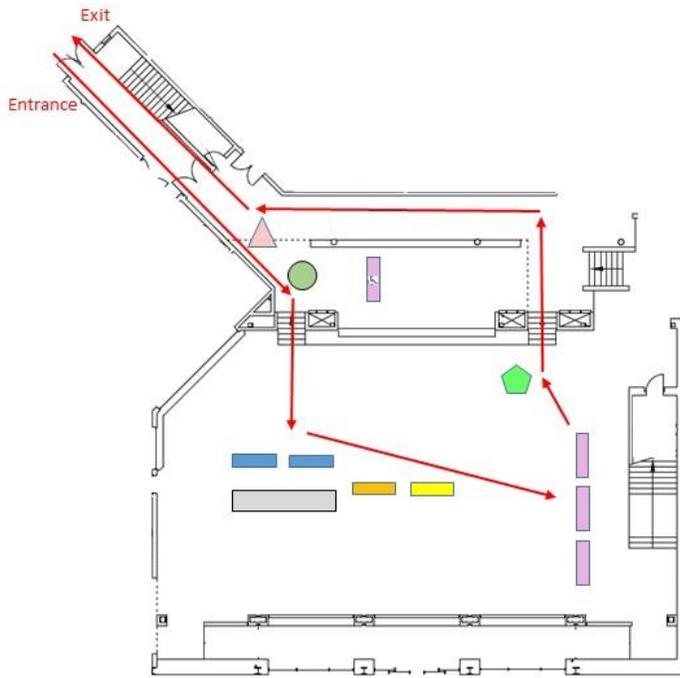
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None.

Floorplan

- | | | | |
|---|-----------------------------|---|--|
|  | Voting machine |  | Voting booth |
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|  | Scrutineer seating |  | Pick up ballots (Election Official) |

WINDSOR
Multipurpose
Room



2021 By-election Facility-Specific COVID-19 Safety Plan

District of North Vancouver Municipal Hall

Voting Place:	District of North Vancouver Municipal Hall
Address:	355 West Queens Road
Floor Area:	1533 ft. ² (2934 ft. ² total minus 1401 ft. ² encumbered space)
Capacity:	28 (@ 54 ft. ² / person)
Election staff:	6
Public:	22

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- Government of British Columbia;
- Elections BC;
- District of North Vancouver Safety Plan COVID-19 Prevention; and,
- District of North Vancouver 2021 By-election COVID-19 Safety Plan.

Risk Assessments and Controls

Risk assessments have been made for all voting places that take into consideration the actions required of election workers, candidates, candidate representatives and electors. Controls have been established to eliminate or reduce the risk of transmission of COVID-19 between election workers, between election workers and the public, between election workers and candidates or candidate representatives, and among the public. These controls have been developed following the hierarchy of controls, and whenever possible, utilizing the control which affords the greatest protection.

Risks of Transmission

See section 4.2.1 Risks of Transmission in the District of North Vancouver 2021 By-election COVID-19 Safety Plan.

Controlling Risks of Transmission

See section 4.2.2 Controlling Risks of Transmission in the District of North Vancouver 2021 By-election COVID-19 Safety Plan.

Closing Out / Replacing Voting Machines

See section 4.4 Closing Out / Replacing Voting Machines and Inserting Mail Ballots in the District of North Vancouver 2021 By-election COVID-19 Safety Plan.

Cleaning and Hygiene Practices

See section 5.0 Cleaning and Hygiene Practices in the District of North Vancouver 2021 By-election COVID-19 Safety Plan.

Protocol if Illnesses Arise in the Voting Place

See section 7.0 Protocol if Illnesses Arise in the Voting Place in the District of North Vancouver 2021 By-election COVID-19 Safety Plan.

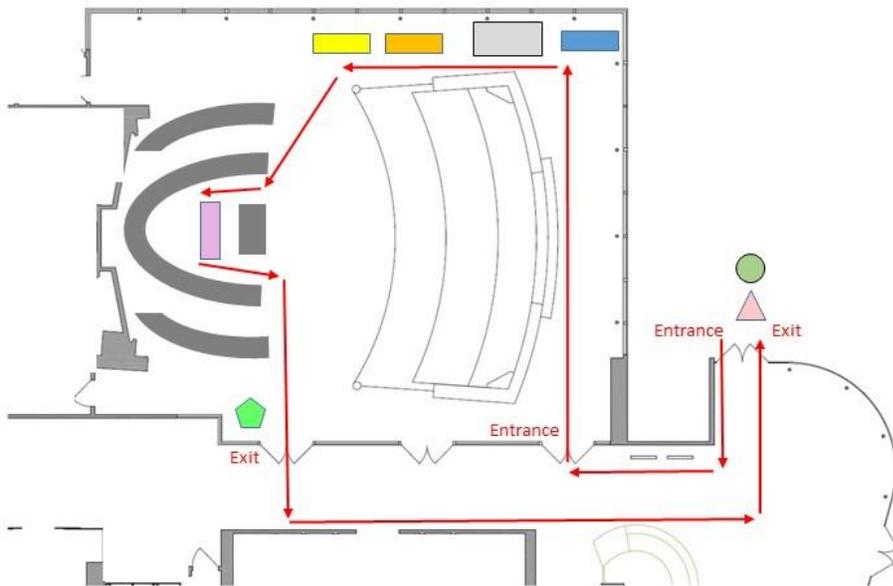
Additional Facility-Specific Comments

None.

Floorplan

DISTRICT
HALL

- | | | | |
|---|-----------------------------|---|--|
|  | Voting machine |  | Voting booth |
|  | Ballot demonstrator/greeter |  | Voter Registration (Alternate Presiding Election Official) |
|  | Sanitizing station |  | Declarations (Presiding Election Official) |
|  | Scrutineer seating |  | Pick up ballots (Election Official) |



Facility Setup Checklist

2021 By-election Facility Setup Checklist

Location: _____

Maximum Occupancy: _____ Election Staff: _____ Public Limit: _____

- Physical distancing markings on ground in queueing area outside of room
- Entrance and exit clearly marked
- Occupancy limit posted on entry door
- COVID-19 pre-screening question poster posted at entrance
- Cough/sneeze etiquette poster posted at entrance
- "Please sanitize hands" poster posted at entrance
- Hand sanitizer at entrance
- Hand hygiene poster posted at entrance
- One-way directional arrows on floor through voting place
- Physical distancing markings on floor in voting place
- "Wait here" signs on floor where necessary
- "Do not enter" or "Election staff only" signs posted on any other doors in voting place (washrooms, kitchens, change rooms, etc.)
- Tables setup according to floorplan
- Hand sanitizer at all election staff stations
- Container for use ballot marking pens located at voting machine
- Voting machine power cord secure (no tripping hazard)
- Transparent barriers in place at voting book table and APEO voter registration table
- Disinfecting wipes available for designated election official
- Temporary facemasks available for the public if needed
- Face shields available for election staff when needed
- Gloves available for election staff if needed

Checked By PEO: _____ Date: _____

