

DISTRICT OF
**NORTH
VANCOUVER**



**SAFETY PLAN
COVID 19 PREVENTION**

May 2020

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INTRODUCTION

Reason for the Plan

The purpose of this plan is to protect employees from exposure to COVID – 19 at work by assessing risk, implementing protocols, and through the development and implementation of safe work procedures.

Employers are required by section 21 (2) (c) of the Workers Compensation Act to establish occupational health and safety policies and programs in accordance with the Occupational Health and Safety Regulation and have been directed by WorkSafeBC to develop a plan to ensure that the risk of transmission of SARS-CoV-2 (COVID-19) at workplaces is minimized.

The Provincial Health Officer pursuant to sections 30, 31, 32 and 39(3) of the Public Health Act SBC. 2008, orders the Employer to post copies of the Plan on the District's website and at the workplace so that it is readily available for review by workers or other persons who may attend the workplace to provide services and members of the public.

Upon request, the Employer must provide a copy of the COVID-19 Safety Plan to a health officer or WSBC officer.

To view the Order of the Provincial Health Officer, click on the following link:

https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/class_order_employers_covid-19_safety_plans_covid-19_may_14_final.pdf

Scope

The Safety Plan applies to all employees, Mayor and Council, and any persons interacting with municipal staff or attending District of North Vancouver facilities including Parks, green spaces, and all District work sites.

The Plan provides an overview of the District of North Vancouver's risk mitigation procedures and general safety precautions, protocols, and guidelines. For more information on specific safety procedures in your work area, please refer to the District's Intranet (DJ) health and safety pages, internal COVID-19 site, and contact your human resources advisor, safety professional or your supervisor.

Definitions

BCCDC: British Columbia Centre for Disease Control

COVID-19: Also known as SARS CoV-2 is a mild to severe respiratory illness that is caused by a coronavirus. It is primarily transmitted by contact with infectious material (such as respiratory droplets), and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure. A person is at risk of infection when they inhale droplets or touch a contaminated surface, then touch their face which increases the risk of the virus entering

their body through the mouth, eyes or broken skin. Other symptoms include reports of loss of sense of smell and taste. At highest risk for serious illness are seniors and people with underlying health issues (including heart disease, diabetes and lung disease), but young and healthy people are also at risk.

Influenza: A common respiratory disease caused by a highly contagious virus that changes slightly from year to year (also known as the flu). Flu-like illness also have the same type of symptoms as influenza that has a known or unknown origin.

MHO: Medical Health Officer

N95 Respirator: A personal breathing device (respirator) that provides a barrier to protect workers from a variety of communicable diseases (airborne and droplet).

OC: The District's Operations Centre located at 1370 Crown Street.

Pandemic: An epidemic over a wide geographical area or even throughout the world.

PHO: Provincial Health Officer

Physical Distancing: Maintaining 2 meters/6 feet between people.

SWP: A Safe Work Procedure that provides specific safety protocols to be used while performing a work task or working at a specific worksite.

WSBC: WorkSafeBC or the Workers Compensation Board of British Columbia.

WHO: World Health Organization

Roles and Responsibilities

Senior Leadership Team (Directors & Officers):

- Provide resources and support plan development, compliance, implementation, maintenance, and review.

Managers and Supervisors

- Review positions, work processes and procedures to determine the optimal number of staff required to maintain service level.
- Establish performance measures to ensure services levels and work performance is not unduly affected.

- Ensure staff are trained and aware of all safe work procedures, workplace rules, and guidelines.
- Document departmental training and forward to HR for records maintenance.
- Enforce workplace rules and safe work procedures.
- Investigate reports of non-compliance.
- Keep daily attendance records to assist with contact tracing in the event of exposure.

Human Resources / Safety

- Ensure risk assessments are performed.
- Develop safe work procedures and exposure control plans.
- Consult with Joint Health and Safety Committees with respect to risk assessments, safety programs and safe work procedures.
- Investigate exposure reports and perform contact tracing in the event of outbreak.
- Maintain Training Records.

Joint Health & Safety Committee

- Participate in performing risk assessments.
- Assist with the development of Safe Work Procedures and guidelines.
- Participate with investigations of non-compliance and exposure reports.
- Attend required training in relation to COVID-19 prevention and best work practices.
- Participate in Safety Plan development and review.
- Recommend improvements and/or changes to the Safety Plan.
- Communicate with staff and monitor compliance in their respective departments.
- Report concerns, complaints and non-compliance to managers and Human Resources.
- Assist with resolving complaints and addressing staff concerns.

Employees

- Attend required training.
- Adhere to and comply with DNV policies, guidelines, safe work procedures and relevant legislation/regulations.
- Report unsafe conditions and unsafe acts.
- Stay away from the workplace if they are sick or exhibiting signs or symptoms of COVID-19 such as fever, cough, shortness of breath, headache, loss of sense of smell, etc.
- Stay away from the workplace if they have been exposed to any person with a confirmed case of COVID-19.
- Immediately notify their supervisor, manager or Human Resources as soon as possible after they begin to exhibit signs or symptoms of COVID-19.
- Immediately notify their supervisor, manager or Human Resources as soon as possible if they believe they have been exposed to a person with a confirmed or suspected case of COVID-19.

- Follow the direction of a health professional or regulatory body such as a public health agency, WSBC, or medical practitioner with respect to treatment, monitoring, or isolation to prevent the spread of COVID-19.
- Must not return to work until directed to do so by their manager or Human Resources.

Persons diagnosed with, exhibiting signs, symptoms, or exposed to a person with COVID-19

- No person shall report to work or remain in the workplace if they exhibit symptoms of COVID-19 (cough, shortness of breath, headache, fever, and loss of sense of smell or other flu-like symptoms).
- No person shall report to work, or remain in the workplace, if they have been diagnosed with or exposed to a person who has been diagnosed with COVID-19 unless directed to do so by a medical practitioner and Human Resources.
- Employees must immediately report signs, symptoms, or a COVID-19 diagnosis to their supervisor or manager.
- No person shall return to work without first receiving approval from their manager or Human Resources.

At Risk / Vulnerable Employees

The employer shall endeavor to accommodate employees who are over age 65, or suffer from underlying health conditions which expose them to greater risk of complications arising from COVID-19.

- Employees over age 65, or who suffer from a health condition, are encouraged to voluntarily inform the Employer of their individual circumstance and cooperate with the Employer to determine the level of risk and appropriate accommodation.

Program Details

Risk Assessment – Person-to-Person Transmission

The Employer will assess transmission risk by involving employees, managers, and joint health & safety committee members to review job tasks, work processes, worksites, and facilities to determine appropriate controls in order to maintain physical distancing, reduce shared resources, and implement appropriate controls where physical distancing is impossible.

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 employees, depending on their potential exposure in the workplace.

See Appendix B for the level of risk and risk controls in place for these employees.

Appendix A: Risk assessment for Covid-19

PPE	Low Risk Employees who typically have no contact with people infected.	Moderate risk Employees who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces	High risk Employees who may have contact with infected patients or with infected people in small, poorly ventilated workspaces
Hand Hygiene	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
Disposable gloves	Not required	Not required, unless handling contaminated objects on a regular basis	Yes, in some cases, such as when working directly with infected patients.
Aprons, gowns, or similar body protection	Not required	Not required	Yes, in some cases, such as when working directly with infected patients.
Eye protection – goggles or face shield	Not required	Not required	Yes, in some cases, such as when working directly infected patients.
Airway protection – respirators	Not required	Not required	Yes (minimum N95 respirator or equivalent).

Appendix B: Position Risk Chart Assessment

POSITION	LEVEL OF RISK	CONTROL PROCEDURES
Front Counter Staff Positions - Municipal Hall	Low to Moderate	Regular and effective hand hygiene
Parks & Recreation Facilities Front Counter Clerks, Program Leaders, Instructors, Childcare staff	Low to Moderate	Regular and effective hand hygiene
First Aid Attendants	Moderate	Regular and effective hand hygiene N95 or medical grade masks Disposable gloves
Firefighter/First Responders	High	As outlined in Operational Guidelines
Bylaw Enforcement	Moderate	Regular and effective hand hygiene, N95 or Respirator with P100 cartridges when entering

		homes.
Building Inspectors	Moderate	Regular and effective hand hygiene, N95 or Respirator with P100 cartridges when entering homes.
Public Works / Utilities Employees	Low to Moderate	Regular and effective hand hygiene Plexiglass barriers in vehicles N95 or Respirators with P100 cartridges when working in close proximity to others.
Supervisors	Low	Regular and effective hand hygiene
General Staff	Low	Regular and effective hand hygiene

Mental Health

Individuals exposed to the risks associated with COVID-19 may experience undue stress, anxiety or other mental health issues. The District’s Employee, Family Assistance Program is available to all employees who experience mental health issues. Employees are encouraged to speak to a Human Resources representative if they require assistance and to address workplace issues related to COVID-19 related stressors.

Hierarchy of Controls

The Employer will use the following hierarchy of controls to reduce the risk of person to person transmission, and in the following order:

1. **Elimination:** Where possible, develop policies and procedures to reduce the number of persons in the workplace. Considerations include:
 - a. rearrangement of workspaces to ensure physical distancing of two metres between employees, customers, and others,
 - b. elimination of tasks and activities that require employees to come within two metres of another person
 - c. working remotely or from home
2. **Engineering Controls:** Where physical distancing is not possible, engineering controls such as plexiglass barriers and shields will be installed where practicable.
3. **Administrative Controls:** Written policies, rules, and guidelines will be established to control person-to-person exposure. These include posted occupancy limits for offices, rooms, and work pods. Written guidelines will be established to limit group gatherings and physically separating people to provide for safe movement of people in the workplace.

4. **Personal Protective Equipment:** Where elimination of tasks, engineering, and administrative controls are insufficient to control risk, personal protective equipment (PPE) such as masks, respirators, gloves, and protective clothing will be used.

Health & Safety Concerns / Complaint Resolution

Any employee who, in good faith, believes that they are being placed at undue risk or that current controls are inadequate, must follow “Right to Refuse Unsafe Work” procedures as outlined in the District’s Health and Safety Policy.

Physical Distancing (Two-Metre Distance between Persons)

Wherever possible, a minimum of two metres shall remain between each person, workstation, and work activity, including moving about the workplace(s) on foot or vehicle. Controls accompanied by training and written work procedures have been established to facilitate safe distancing. These include:

- Employee education and training
- Procedures and guidelines for contractors and vendors entering and working in DNV facilities
- Signage and communication aimed at Employees and the public
- Limiting access to District facilities and establishing occupancy limits
- Physical barriers to prohibit and or limit access
- Enhanced cleaning and hygiene protocols
- Staggering shift times to limit the number of employees in the workplace
- Facilitating remote work where practicable to limit the number of employees in the workplace

Where safe distancing is not possible, controls must be established to minimize exposure risk, including:

- Physical barriers to prevent transmission where physical distancing is not possible
- Plexiglass shields between employees and the general public
- Written procedures governing office and field work to ensure precautions are taken to avoid coming within two metres of another person
- Personal Protective Equipment for tasks where physical distancing is impossible

Facility Occupancy Limits

- Occupancy limits stating the maximum number of people shall be posted in all District facilities such as Municipal Hall, Operations Centre, Fire Halls, Ecology Centre, and Maplewood Farm.
- Occupancy limits shall be posted outside all meeting rooms, lunch rooms, and rest rooms.

Signage and Notices

Signs and notices will be posted that:

- State that persons displaying signs of fever, cough, headache, or other flu-like symptoms must not enter a District facility and must leave immediately.
- State the maximum number of persons permitted in each meeting, lunch, and washroom.
- The COVID-19 Safety Plan shall be posted at all District facilities.

Work Stations and Work Assignments

The Employer shall ensure a personal distancing space of at least two metres between employee workstations wherever possible.

Where physical distancing is impracticable, the Employer shall determine which positions may work from home, and determine a regular rotation between staff so that a minimum of two metres exists between each work space.

Managers and supervisors must ensure staff follow safe working procedures (SWPs) specifically:

- Clean their workstations at the beginning and end of each workday
- Take all reasonable steps to avoid coming within two metres of another person
- Avoid blocking access to workspaces
- Utilize technology such as MS Teams, telephone or other technology to avoid in-person meetings wherever practicable

Contact Tracing

In the event a worker or other person who has been in contact with an employee is diagnosed with COVID-19, the Employer shall:

- Review attendance and meeting records to determine which employees or other persons may have been in close contact with the infected person
- Immediately report to and cooperate with the appropriate authority to assist with contact tracing
- Notify all employees who may have been exposed, and remove from the workplace all people who were in close contact with the infected person

Review of Safety Plan

- The Safety Plan shall be reviewed at least annually and amended accordingly, taking into account the latest available medical guidance, regulations, physical workplace layout, and operational services.

General Hygiene Procedures

Health Verification/Screening

Workers who develop flu-like symptoms including fever, cough, sneezing, or sore throat must immediately report it to their supervisor and go home or remain at home. They should then:

- Complete the self-assessment via **bc.thrive.health/covid19**
- Call 8-1-1 for further review and/or call their doctor for direction

Workers may need to isolate for 10 to 14 days at home, depending on the outcomes and advice of the above. <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>.

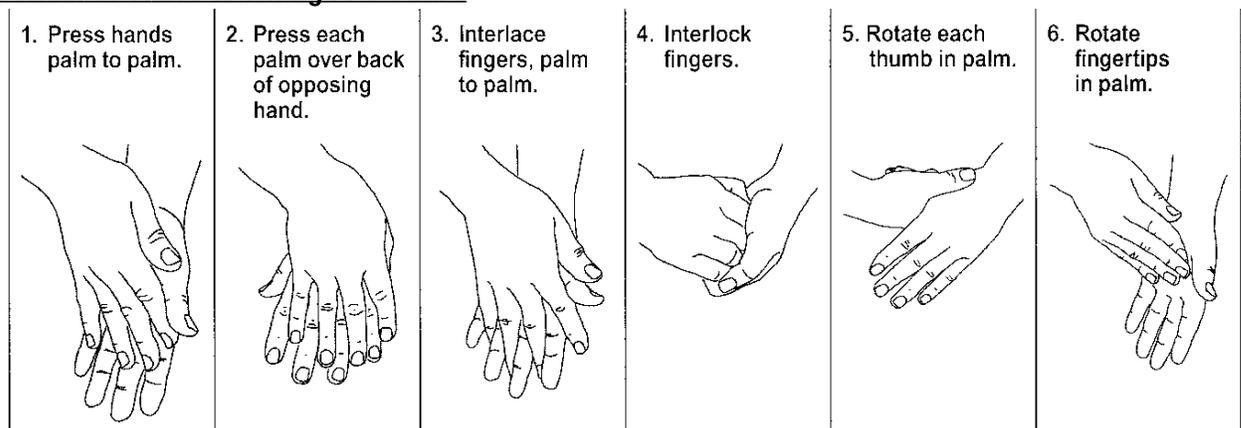
Anyone who may have been working in close proximity to a worker with flu-like symptoms, may be required to self-isolate and/or self-monitor for symptoms.

Workplace Hygiene and Sanitary Procedures

All persons entering the workplace must:

- Clean hands with soap and water or hand sanitizer upon arrival and prior to departure.
- Clean hands with soap and water prior to, and after eating or coming into physical contact with another person (i.e. shaking hands or touching clothing).

Appendix C: Hand Washing Procedure



- Immediately leave the workplace if exhibiting signs or symptoms of COVID-19 such as cough, shortness of breath, headache, or fever.
- District facilities and resources occupied by more than one individual such as offices, restrooms, and shared work spaces shall have high contact points cleaned/disinfected at least once per day with soap and water or sanitizer. This includes parks/public buildings and DNV vehicles.

Cough and Sneeze Etiquette

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

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing
- Use tissues to contain secretions, and dispose of them promptly in a waste container
- Turn your head away from others when coughing or sneezing
- Wash hands regularly

General Conduct & Movement of Persons in District facilities

Where possible, everyone shall ensure a minimum of two metres distance away from other people.

When working or attending District buildings Employees and other people must:

- Prior to moving through a District facility, first check to ensure a clear transit route, or wait until the route is clear.
- Proceed single file to ensure physical distancing.
- Avoid congregating in hallways or open areas in such a manner that impedes the traffic of others, or in anyway eliminates their ability to maintain the District's physical distancing requirements.
- Limit unnecessary movement through the facility to reduce the likelihood of exposure.
- Follow all building specific protocols with respect to signage, occupancy limits, and other workplace safety rules.
- Refrain from entering a District facility more than 20 minutes prior to the start of your work day.
- Leave the workplace as soon as possible at the end of their work day.
- Outside employees shall vacate the Operations Centre as soon as practicable after arrival and proceed to their vehicle.
- Outside employees upon return to the OC, shall conclude the remainder of their business as soon as possible and vacate the building.
- **Refrain from entering a District facility if they are suffering from COVID-19 or flu-like symptoms.**

Shared workstations and work surfaces

- Employees will wipe down touch points prior to using any shared workspace. This includes keyboard, mouse, telephone, and work surfaces.
- Counters and general work surfaces, including copy machines, shall be cleaned at least one per day.

Vehicles, tools and equipment

- Employees shall wipe down and disinfect all hard surfaces and touch points of their vehicle and any tools used before and after each shift, using sanitizer supplied by the employer.
- **Where vehicles or tools are shared throughout the course of the day, each employee must sanitize all touch points (i.e. handles, work surfaces etc.) before and after use.**

Personal Protective Equipment (PPE)

Where physical distancing is not possible, and administrative or engineering controls are not possible, or do not adequately minimize exposure risk, staff must wear PPE appropriate to the work performed. PPE includes:

- Medical grade masks, N95 masks or half face respirators with P100 cartridges.
- Non-medical grade masks, including fabric or homemade masks may be used to avoid exposure or transmission as an additional precaution, **but cannot be used in place of administrative and engineering controls.**
- Nitrile or latex gloves.
- Protective coveralls (including gowns, Tyvek suits, etc.).

Employees must be trained to safely apply and remove masks and gloves.

Appendix D: Instructions for Fitting N95 Respirator – Cup Style

The following instructions must be followed **each time** the respirator is worn. Before donning, inspect the respirator to ensure it is not damaged, soiled, or crushed and the straps are intact with good elasticity. Replace the respirator with a new one if any of these problems are observed.

1



Cup the respirator in your hand with the nosepiece facing your fingertips and the straps hanging below the hand.

2



Position the respirator under your chin and tilt the nosepiece onto your nose.

3



Pull the top strap up and position it on the crown of your head

4



Pull the bottom strap up and position it on the nape of your neck.

5



Form the nosepiece across the bridge of your nose using two fingers on each hand, press inward, moving your fingertips down both sides of the nosepiece.

6



Seal check the respirator by placing your hands gently on the respirator and exhaling. If air leaks around your nose, readjust the nosepiece as described in step 5. If air leaks at the respirator edges, adjust the straps along the sides of your head and do another fit check.

Appendix E: Instructions for Fitting N95 Respirator – Cup Style

INSTRUCTIONS FOR FITTING N-95 RESPIRATOR: DUCKBILL STYLE

The following instructions must be followed **each time** the respirator is worn. Before donning, inspect the respirator to ensure it is not damaged, soiled, or crushed and the straps are intact with good elasticity. Replace the respirator with a new one if any of these problems are observed.

1



Separate the edges of the respirator to fully open it.

2



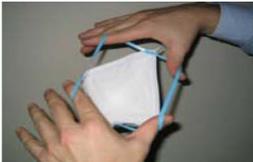
Slightly bend the nose wire to form a gentle curve.

3



Hold the respirator upside down to expose the two headbands.

4



Using your index fingers and thumbs, separate the two headbands. Ensure the metal nosepiece is on top.

5



While holding the headbands, cup the respirator under your chin.

6



Pull the headbands up over your head.

7



Release the lower headband from your thumbs and position it at the base of your neck.

8



Position the top headband on the crown of your head.

9



Form the nosepiece across the bridge of your nose using two fingers on each hand, press inward, moving your fingertips down both sides of the nosepiece.

10



Continue to adjust the respirator and secure the edges until you have a good comfortable fit.

11



Fit check the respirator by placing both hands completely over the respirator and exhaling. If you feel air leaks around your nose, adjust the nosepiece as described in step 9. If air leaks along the edges, adjust the straps.

DO NOT enter any area that contains a hazardous atmosphere unless you have a properly fitted respirator.

Signage and Notices

Signs and notices will be posted that:

- State that people displaying signs of fever, cough, shortness of breath, headache, or other flu-like symptoms must not enter a District facility and must leave immediately.
- State the maximum number of persons permitted in each meeting, lunch, and washroom.
- The COVID-19 Safety Plan shall be posted at all District facilities.

Training and Orientation

- All staff shall be trained to recognise the signs, symptoms, and workplace hazards with respect to COVID-19.
- All staff shall be informed on how to prevent exposure to COVID-19.
- All staff shall be trained in DNV hygiene protocols, and applicable safe work procedures.
- Staff shall be trained in the use of appropriate PPE. Those issued respirators and N95 masks must be fit tested.
- Any person conducting business with or for the District must receive orientation with respect to safe work procedures prior to entering any District facility.

Documentation and Record Keeping

The Employer shall keep records to document:

- COVID-19 education and training.
- Exposure and potential exposure reports.
- Daily attendance and work locations of each employee.
- Risk Assessments.
- Records of employees identified as at risk to complications as a result of COVID-19 exposure

List of Appendices

The COVID-19 Safety Plan is an overall guide intended for use with DNV related safe work procedures. Safety procedures outlined in this document must be used in conjunction with specific job, task and site specific safe work procedures.

This plan is based on the latest medical and prevention information available and subject to changes based on WSBC regulations and recommendations by Provincial and Federal Health Officials. Please see the title page to find the most recent amendment date.

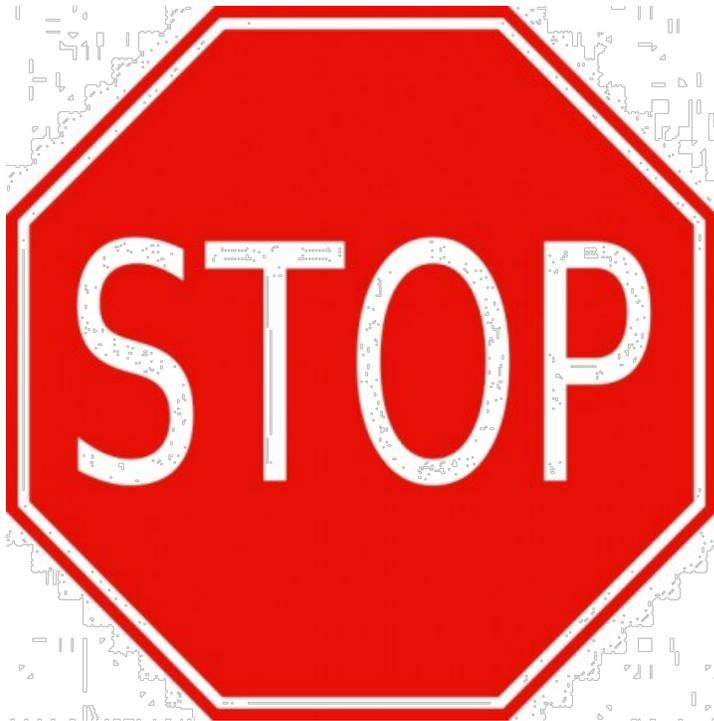
Appendix A: Risk Assessment for COVID-19

Appendix B: Position Risk Chart Assessment

Appendix C: Hand Washing Procedure

Appendix D: Instruction for fitting N95 Cup Style Respirator

Appendix E: Instructions for Fitting N95 Respirator – Cup Style



PLEASE DO NOT ENTER THE BUILDING IF YOU HAVE:

- **COUGH, FEVER OR EXPERIENCING BREATHING DIFFICULTIES
AND/OR**
- **TRAVELLED IN THE LAST 14 DAYS
AND/OR**
- **BEEN IN CONTACT WITH SOMEONE FROM AN IMPACTED AREA OR HAS BEEN
EXPOSED TO COVID-19**

**FOLLOW THE DIRECTION OF THE LOCAL HEALTH AUTHORITY,
BC CENTRE FOR DISEASE CONTROL AND
WORLD HEALTH ORGANIZATION**