

DISTRICT OF  
**NORTH  
VANCOUVER**



**SAFETY PLAN  
COVID 19 PREVENTION**

**May 25<sup>th</sup>, 2020**

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## **Purpose**

The purpose of this plan is to outline the process for safeguarding District of North Vancouver employees from COVID-19. WorkSafeBC and the Provincial Health Officer requires employers to develop a COVID-19 Safety Plan prior to re-opening non-essential services.

This document details WorkSafeBC's six-step process which must be completed by facility work groups prior to resuming operations. This plan will guide the District of North Vancouver's management and supervision through the six-step process.

## **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).

**Surgical Mask:** A loose fitting, disposable device that creates a physical barrier between the mouth and nose of the wearer and potential contaminants in the immediate environment.

**Cloth Face Covering:** is a mask made of common textiles, usually cotton, worn over the mouth and nose. When more effective masks are not available, and when physical distancing is impossible, cloth face masks are recommended by public health agencies for disease source control.

**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 metres/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

## **Responsibilities**

### **Senior Leadership Team (Directors & Officers) are responsible for the following:**

- Being knowledgeable of the COVID-19 – Safety Plan and to ensure its implementation by managers as applicable in their areas of responsibility.
- Allocating resources as to address risks identified in workplaces that are resuming operations.

### **Managers and Supervisors are responsible for the following:**

- Being knowledgeable of the COVID-19 Safety plan and the six step process outlined.
- Working with Human Resources/Safety and Facilities departments ensuring their area/work group is following the Safe Work Procedures developed for their area of responsibility.
- Implementing controls that are identified in the Safe Work Procedure and following Facilities space planning recommendations prior to bringing staff back to work. **(See COVID-19 Space Plan for District Hall and the OC eDoc 4423852)**
- Providing their staff with applicable safe work procedures and training that address identified risks and controls and enforcing as necessary.
- Ensuring all staff under their direction have reviewed the DNV COVID-19 safety plan **eDoc 4448685**, completed the online safety training, are familiar with and adhere to the Safe Work Procedures developed for their area.
- Monitoring their workplace and updating their COVID-19 safety plans as required.

### **Human Resources / Safety are responsible for the following:**

- Assisting Supervisors and Managers in the completion of their area/work group specific risk assessments and plans.
- Developing safe work procedures and exposure control plans.
- Consulting with the Joint Health and Safety Committees with respect to risk assessments, safety programs and safe work procedures.
- Investigating exposure reports and perform contact tracing in the event of outbreak.
- Maintaining Training Records.

### **Joint Health & Safety Committee**

- Assisting Supervisors and Managers in the completion of their area/work group specific risk assessments and plans.
- Monitoring the effectiveness of area specific plans and providing feedback to management, Human Resources / Safety department as required.

### **Employees are responsible for the following:**

- Providing input to risk assessments and plans completed for their area or work group.
- Following applicable safe work procedures developed for safe return to work.
- Reporting issues or risks not identified in their area/work group specific to their supervision.

## **Program Details**

### **The 6 Steps Required when Returning to Safe Operations**

The following steps which must be undertaken in the process of returning to safe operations:

1. Assess the risks at the workplace
2. Implementing controls to reduce the risk.
3. Developing Plans/Procedures
4. Communication and Training of Plans / Procedures.
5. Monitoring the Workplace and updating plans as necessary.
6. Assessment and Risks mitigation from Resuming Operations.

Details on how to complete each of these steps are as follows:

#### ***Step 1 – Assessing the Risks in the Workplace***

Each work area or work group must complete a “Return to Safe Operations Risk assessment” prior to resuming operations. (eDoc 4492500). For the purpose of this safety plan, the terms “Work Group” or “Work Area” have been chosen to give flexibility to supervision and management in determining the scope of their risk assessment(s).

For example – All District Hall might be considered a work group/work area which can be captured by one risk assessment, while the Operations Centre may require multiple risk assessments as there are significant differences in work areas, public interface, job tasks, and managers for the staff who

occupy that location. Discretion is left to managers to determine the scope of their assessment as it relates to the work area/ work group being assessed.

There are two risk assessment forms which need to be completed for each work group/ work area:

**1. Return to Safe Operations Risk Assessment – Appendix A (eDoc 4492500)**

(This is a general risk assessment which considers a wide range of risk factors including physical distancing, task specific risks, public interface, staffing numbers, facility arrangements etc.)

**2. Cleaning Information and Risk Assessment Tool – Appendix B (eDoc 4492531)**

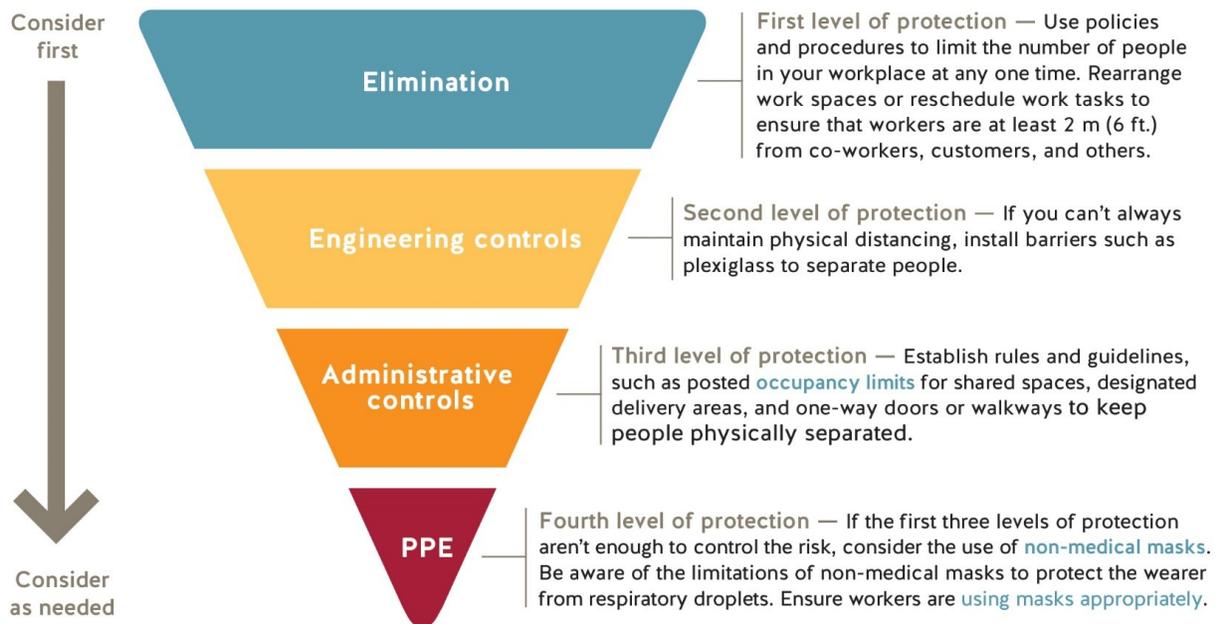
(This risk assessment focuses on cleaning and disinfecting of tools, equipment, facility components and other commonly touched surfaces).

Each risk assessment must be completed in consultation with a JHSC representative and reviewed by a HR Advisor or Safety Specialist. The risk assessments will determine what preparations will be necessary prior to resuming safe operations.

**Step 2 – Implementing Controls to Reduce Risk**

The above mentioned risk assessments will identify actions to be taken (*or already been taken*). These actions are control measures such as eliminating certain tasks, installing engineered barriers, implementing work procedures and protocols for staff to follow, or supplying staff with personal protective equipment.

Control measures being selected should consider the control hierarchy (See below).



The Return to Safe Operations Risk Assessment tool has a number of recommended actions to consider. Note that you are not limited to selecting these controls, and that the control hierarchy should be considered for any risks identified. Document your chosen controls in the Return to Safe Operations Risk Assessment Tool. Identify in risk assessment the considerations for each level of protection.

### ***Step 3 – Developing Plans and Procedures***

A number of General Safe Work Procedures and Signage have been developed and are available for tasks/situations relating to COVID-19.

These Safe Work Procedures, Risk Assessments and other related documents are available:

- 1. COVID19 Return to Safe Operations Risk Assessment Template eDoc 4492500**
- 2. COVID19 DNV Cleaning Information and Risk Assessment eDoc 4492531**
- 3. COVID19 Resuming Operations Site Specific Plan Template eDoc 4494770**
- 4. COVID19 Physical Distancing Pandemic Floor Plan for District Hall and OC eDoc 4423852**
- 5. COVID19 – Volunteer Questionnaire and Guidelines eDoc 4410411**
- 6. COVID19- Working from Home Guidelines eDoc 4310347**
- 7. COVID19 – Illness Protocol for Staff eDoc 4459220**
- 8. COVID19- Illness Protocol for Managers eDoc 4459222**
- 9. COVID19-Returning to Work After Self-Isolation eDoc 4330623**
- 10. SWP - COVID19 Return to Safe Operations RA for OC eDoc 4391157**
- 11. SWP- COVID19 Return to Safe Operations RA for District Hall eDoc 4387224**
- 12. SWP - Cleaning work stations and work areas eDoc 4469090**
- 13. SWP – Handling and transferring of materials between staff and public eDoc 4469013**
- 14. SWP – Use of meeting rooms eDoc 4469060**
- 15. SWP – Use of neutral disinfectant eDoc 4469060**
- 16. SWP – Enforcing physical distancing and facility protocols with public eDoc 4469092**
- 17. SWP – Vehicle Cleaning Instruction eDoc4469087**
- 18. SWP – COVID19 WorkStation Exception Protocols eDoc 4473219**
- 19. SWP – COVID19 – For Contractors During Pandemic eDoc 4329773**

Following the risk assessment, a COVID- 19 – Area / Group Specific Plan” (appendix C) must be completed.

The Area / Group Specific Plan is a document that captures and communicates all the actions identified in the risk assessment to staff including any specific work procedures or written instructions for that group/ area. This plan is to be reviewed and signed by all members of that work group / work area.

## **Step 4 – Communications and Training of Plans and Procedures**

### **Area / Group Specific Plans**

Supervisors / managers will meet with their workforce to review and train staff to their Area / Group Specific Plans as well as applicable general safe work procedures. Attendance will be documented and forwarded to HR/Safety dept. These plans will be posted conspicuously in the workplace.

### **Posted Signage**

If applicable to the work area / work group – COVID-19 Specific Signage such as where to stand and room occupancy limits must be posted conspicuously for public view. The “Do not enter if you are not feeling well” signage will also be posted conspicuously at entrances to District facilities.

## **Step 5 – Monitoring the Workplace and Updating Plans as Necessary.**

Things may change as our business operates. If staff or supervision identify a new area of concern, or if it seems like something isn’t working, take steps to update your policies and procedures. Involve a safety committee representative and the HR/Safety Dept. in the process.

Staff should regularly communicate the effectiveness of their Work area / Group Specific Plan with their supervision.

## **Step 6 – Assess and address risks from resuming operations.**

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manager risks arising from restarting your operations.

These risks are assessed in the final step of the “Returning to Safe Operations Risk Assessment” tool and consider the hazards which may have developed as a result of having stopped the operation.

### **LIST OF APPENDICIES**

- A. RETURN TO SAFE OPERATIONS RISK ASSESSMENT eDoc 4492500
- B. CLEANING INFORMATION AND RISK ASSESSMENT TOOL eDoc 4492531
- C. COVID-19 AREA / GROUP SPECIFIC PLAN (TEMPLATE) eDoc 4494770