



COVID-19 Safety Plan



Location:	Saanich Municipal Hall and Annex (770 and 780 Vernon Avenue)
Business Resumption:	Phase <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4
Document Version:	Version 3 - updated considering WorkSafeBC change to COVID-19 Safety Plan template
Date:	27-Nov-2020
JOHSC Review Date:	16-Dec-2020
Copies to be posted (note locations):	Main reception counter, Occupational Health and Safety Office, health and safety notice board (Hall lunch room), Elink, Saanich.ca website

Employers must develop a COVID-19 Safety Plan. To assist each location in developing and updating their Safety Plans, this template has been created. The template captures work done by the Emergency Operations Centre and organization as a whole. At each location, other action may have been taken. Considering this, there are a number of check boxes to be checked and pages 3 through 8 provides space for comments specific to your location. If additional space is needed, please make reference to page 9 and include the information in the “Additional location specific information” box. If the location moved through multiple business resumption phases and other actions are taken, this plan should be updated to document these phases and additional actions.

Safety Plans are to be reviewed by the Joint Health and Safety Committee for your location. Please note the date of the meeting at which the plan is to be or has been reviewed.

As per Provincial Health Officer Order *Workplace COVID-19 Safety Plan*, a copy of completed Safety Plans must be posted in the workplace so that it is readily available for review by workers, other persons who may attend a workplace to provide services and members of the public.

Once completed, forward a copy of this plan to Occupational Health and Safety (safety@saanich.ca)

COVID-19 Safety Plan for: Saanich - Municipal Hall and Annex

Employers must develop a COVID-19 Safety Plan. To develop your plan, follow the six-step process described at [COVID-19 and returning to safe operation](#).

This planning tool will guide you through the six-step process. You may use this document, or another document that meets your needs, to document your COVID-19 Safety Plan.

Employers are not required to submit plans to WorkSafeBC for approval but, in accordance with the order of the [provincial health officer](#), this plan must be posted at the worksite, and on the website if there is one. This Safety Plan can also be completed from any mobile device using the [COVID-19 Safety Plan app](#).

Step 1: Assess the risks at your workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Involve workers when assessing your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
- We have identified the tools, machinery, and equipment that workers share while working.
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

Saanich has operated an Emergency Operations Centre (EOC) throughout the pandemic which has focused on ensuring health, safety and support of employees. Staff can provide input through their supervisor, their Joint Health and Safety Committee (JSHC) at their location and/or through a COVID-19 specific email address. Staff have been consulted in the development of many safe work practices and these practices are reviewed by the JHSCs. Regular COVID-19 weekly update have been sent to all Saanich staff by the Chief Administrative Officer to ensure consistency of information sharing and support our employees both physically and psychologically. For those staff without email, printed copies have been posted and information has been shared at crew and safety meetings

Common areas have been identified and occupancy signage has been posted. Where possible, occupancy limits has been added to room booking systems.

High touch surfaces were identified through our cleaning risk assessments. These assessments used information from the Provincial Infection Control Network (PICNet) Best Practices. Cleaning regiments in other spaces follow industry established standards (e.g. BCRPA) and have been reviewed by Island Health's Environmental Health Officers.

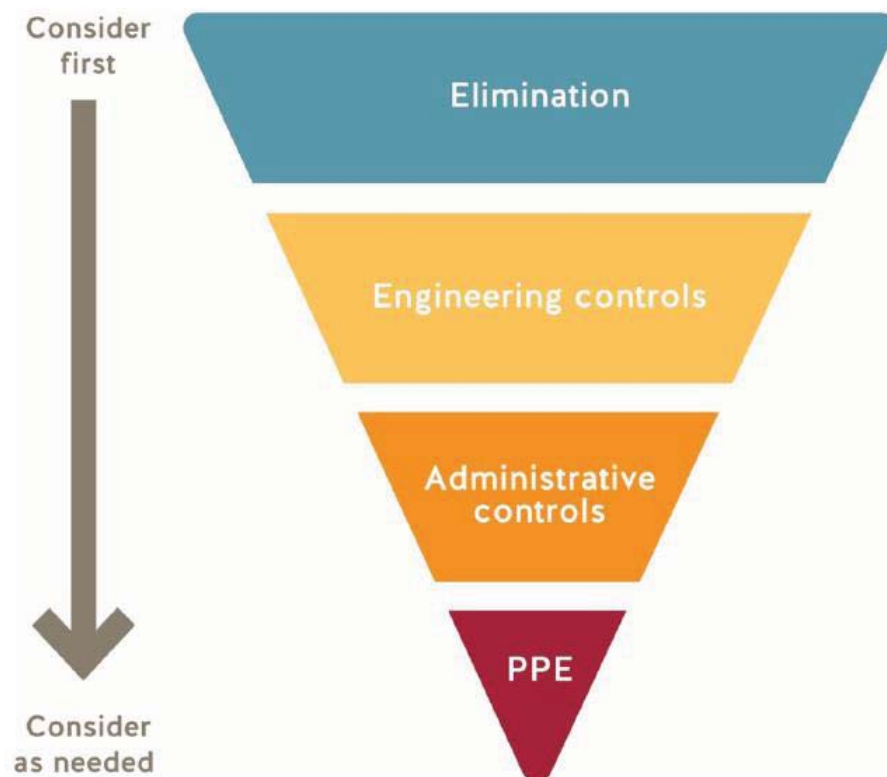
Physical distancing in vehicles was assessed and this was communicated through Saanich Special Crew Talks. JHSCs were involved in the process.

Step 2: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- ✓ Review [industry-specific protocols](#) on worksafebc.com to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.
- ✓ Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
- ✓ [Orders, guidance, and notices](#) issued by the provincial health officer and relevant to your industry.
- ✓ Your health and safety association or other professional and industry associations.

Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



First level protection (elimination) — Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

Second level protection (engineering controls) — If you can't always maintain physical distancing, install [barriers](#) such as plexiglass to separate people.

Third level protection (administrative controls) — Establish rules and guidelines, such as posted [occupancy limits](#) for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

Fourth level protection (PPE) — If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are [selected and cared for appropriately](#) and that workers [are using masks correctly](#).

First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

- ✓ We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. [Public Health has developed [guidance for the retail food and grocery store sector](#) that requires at least 5 square metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.]
- ✓ In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- ✓ We have [established and posted occupancy limits](#) for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- ✓ We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

Considering COVID-19 Saanich continues to limit and in some case prohibit visitors in our facilities. Saanich residence and businesses are encouraged to use on-line services. Some services are offered only by appointment or with registration. Some facilities such as Saanich Fire departments remain closed to the public.

Occupancy limits have been established in common areas throughout our Saanich facilities. Where applicable these have been set using industry standards such as BCRPA’s *Guidelines for Restarting Operations*.

Staff working in offices have access to the building prior to the start of their shift and many staff (both office and non-office) already have staggered start times (e.g. 7:30, 8:00 and 8:30 am). Staff who primarily work outside, report to their respective shop and can report to outside areas as needed.

In-person meetings have been eliminated as much as possible through the use of two-types of conference calling and virtual meetings using MS Teams. Some in-person meetings are still required and take place in large or open areas with sufficient physical distancing. Tents and other shelters are in place to provide additional space for start and end of shift, meal breaks and meetings. Saanich created and has updated the *COVID-19 Response – Work From Home Policy* allowing some staff to work from home. Considering Saanich’s role to support the community, not all staff are able to work from home.

To support physical distancing, floor markers and directional signage have been established and reviewed. Additionally, education and training related to *Safe Manual Handling – While maintaining physical distancing* has been provided.

Second level protection (engineering): Barriers and partitions

- ✓ We have installed [barriers](#) where workers can’t keep physically distant from co-workers, customers, or others.
- ✓ We have included barrier cleaning in our cleaning protocols.
- ✓ We have installed the barriers so they don’t introduce other risks to workers (e.g., barriers installed inside a vehicle don’t affect the safe operation of the vehicle).

For our indoor spaces, a *Corporate standard for physical distancing in our inside environments* was developed, and more than 400 workstations were assessed. Engineering controls including barriers were installed as needed and administrative controls were relied upon in some areas.

Cleaning of barriers has been included in cleaning schedules. Additionally, non-WHMIS controlled disinfecting supplies have been provided to staff and a *DIY Workstation Disinfecting* safe work practices was created and communicated to all staff through CAO weekly emails.

Third level protection (administrative): Rules and guidelines

- ☑ We have identified rules and guidelines for how workers should conduct themselves.
- ☑ We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Signage has been used throughout the pandemic. Recently, all signage has been refreshed and a consistent placement of signage has been established.

Staff training and information sharing has been regular and ongoing through CAO weekly emails, policies, guides, safety plans, crew talks, mental health talks, safe work practices, procedures, decision trees, frequently asked questions and other resources. For new staff or staff who have been away during the pandemic, a COVID-19 specific orientation has been developed.

Fourth level protection: Using masks (optional measure in addition to other control measures)

- ☑ We have reviewed the information on [selecting and using masks](#) and [instructions on how to use a mask](#).
- ☑ We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- ☑ We have trained workers in the proper use of masks.

As mask requirements have changed, Saanich has created and updated staff focused *Use of mask frequently asked questions* and *Mask decision tree*. For those times when masks are required, all regular employees have been provided with two 3-layer disposable masks. Saanich's use of mask FAQs provides instruction on proper mask use including WorkSafeBC's mask publications on [selecting and using masks](#) and [how to use a mask](#), as well as BC Centre for Disease Controls' [Face masks: How are they different](#) and Public Health Agency of Canada's [COVID-19: How to safely use a non-medical mask or face covering](#).

Additional information regarding protocols at this facility:

Information on the current status of public access to Municipal Hall and Annex is available on Saanich's website:

- [saanich.ca/EN/main/news-events/covid-19-information.html](https://www.saanich.ca/EN/main/news-events/covid-19-information.html) and
- [saanich.ca/EN/main/news-events/covid-19-information/status-facilities-services.html](https://www.saanich.ca/EN/main/news-events/covid-19-information/status-facilities-services.html)

Two outdoor tents have been installed outside of Municipal Hall. These tents offer an outdoor sheltered space for staff to take their breaks and conduct informal meetings. Permanent seating in these areas have posted occupancies.

Implement effective cleaning and hygiene practices

- ✓ We have reviewed the information on [cleaning and disinfecting](#) surfaces.
- ✓ Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- ✓ We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [[Handwashing](#) and [Cover coughs and sneezes](#) posters are available at worksafebc.com.]
- ✓ We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- ✓ Workers who are cleaning have adequate training and materials.
- ✓ We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

Cleaning risk assessments were conducted and Saanich identified and purchased Health Canada approved hard-surface disinfectants which in their diluted concentration are non-hazardous (non-WHMIS). As required, cleaning regimens have been reviewed by Island Health's Environmental Health Officers.

To supplement disinfecting and cleaning done by Building Service Workers and other staff, *DIY Workstation Disinfecting* and *DIY Meeting Room Disinfecting* safe work practices were created and communicated to all staff.

Needs assessments for handwashing both inside buildings and in the field have been conducted. Multiple means of in-field handwashing have been put in place. Additional hand washing locations have been identified during the colder weather. Health Canada approved hand sanitizer has also been provided in our buildings and for staff working in the field.

Good hand hygiene and coughing/sneezing etiquette have been outlined in numerous CAO emails and information has been posted in the intranet. This information has been reiterated in Special Advisory crew talks and through signage.

Two safe work practices were created relate to payment and document handling - *Contactless Payment and Safe Cash Handling Procedures – COVID-19 Prevention* and *Safe Document Handling Procedures – COVID-19 Prevention*.

In some cases, furniture, tools and equipment have been simplified. In some cases, these items were maintained to limit staff leaving and returning to the building during the day.

Signage has been used throughout the pandemic. Recently, all signage has been refreshed and a consistent placement of signage has been established.

Additional information regarding cleaning and hygiene practices at this facility:

All high touch point zones are sanitized mid-day on a daily basis. These touch points include but not limited to: door knobs, railings, counters, kitchen surfaces, bathroom fixtures, light switches, etc. Regular cleaning of the facility is completed every weekday evening.

Step 3: Develop policies

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- Anyone who has had [symptoms of COVID-19](#) in the last 10 days must self-isolate at home.
- Anyone who has been identified by Public Health as a close contact of someone with COVID-19.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada must [self-isolate for 14 days and monitor](#) for symptoms.
- Visitors are prohibited or limited in the workplace.
- First aid attendants have been provided [OFAA protocols](#) for use during the COVID-19 pandemic.
- We have a [working alone policy](#) in place (if needed).
- We have a [work from home policy](#) in place (if needed).
- Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate [violence prevention program](#) is in place.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.]
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home when sick.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices. [A customizable [occupancy limit poster](#) and [handwashing signage](#) are available on [worksafebc.com](#).]
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including [visitors](#) and [workers](#) with symptoms.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitor your workplace and update your plans as necessary

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process. [Reviewing and updating your COVID-19 safety plan: A guide for employers](#) will help you review your safety plan to ensure it's effective and functioning properly.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Workers know who to go to with health and safety concerns.
- When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

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 manage risks arising from restarting your business.

- We have a training plan for new staff.
- We have a training plan for staff taking on new roles or responsibilities.
- We have a training plan around changes to our business, such as new equipment, processes, or products.
- We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- We have identified a safe process for clearing systems and lines of product that have been out of use.



ORDER OF THE PROVINCIAL HEALTH OFFICER
(Pursuant to Sections, 30, 31, 32 and 39 (3) *Public Health Act*, S.B.C. 2008)

Workplace COVID-19 Safety Plans

The *Public Health Act* and Regulations are at:

<http://www.bclaws.ca/civix/content/complete/statreg/08028/?xsl=/templates/browse.xsl>
(excerpts enclosed)

TO: EMPLOYERS

WHEREAS:

- A. On March 17, 2020 I provided notice under section 52 (2) of the *Public Health Act* that the transmission of the infectious agent SARS-CoV-2, which has caused cases and outbreaks of a serious communicable disease known as COVID-19 among the population of the Province of British Columbia, constitutes a regional event as defined in section 51 of the *Public Health Act*;
- B. A person infected with SARS-CoV-2 can infect other people with whom the infected person is in direct contact, through droplets in the air, or from fluid containing SARS-CoV-2 left on surfaces;
- C. People working in close contact with one another in a workplace can promote the transmission of SARS-CoV-2 and increase the number of people who develop COVID-19;
- D. 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 at workplaces is minimized (hereinafter referred to as the “COVID-19 Safety Plan” for the purposes of this Order);
- E. You belong to the class of persons to whom this Order is addressed;
- F. I have reason to believe and do believe that
 - (i) the risk of transmission of SARS-CoV-2 and a resulting outbreak of COVID-19 among persons at a workplace, including workers and members of the public, constitutes a health hazard under the *Public Health Act*;
 - (ii) because the risk of transmission of SARS-CoV-2 and control of outbreaks extends beyond the authority of one or more medical health officers and coordinated action is needed to protect workers and the public from contracting COVID-19, it is in the public interest for me to exercise the powers in sections 30, 31, 32 and 39(3) of the *Public Health Act* **TO ORDER** you to

1. post a copy of your COVID-19 Safety Plan on your website, if you have one, and at your workplace so that it is readily available for review by workers, other persons who may attend at the workplace to provide services and members of the public;
2. provide a copy of your COVID-19 Safety Plan to a health officer or a WorkSafeBC officer, on request.

This Order does not have an expiration date.

All persons to whom this order is directed are required under section 42 of the *Public Health Act* to comply with this Order. Under section 43 of the British Columbia *Public Health Act*, you may request me to reconsider this Order if you:

1. Have additional relevant information that was not reasonably available to me when this Order was issued.
2. Have a proposal that was not presented to me when this Order was issued but, if implemented, would
 - (a) meet the objective of the order, and
 - (b) be suitable as the basis of a written agreement under section 38 [may make written agreements]
3. Require more time to comply with the order.

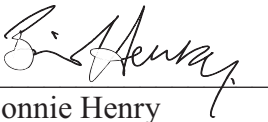
Under section 43 (6) an order is not suspended during the period of reconsideration unless the health officer agrees, in writing, to suspend it.

If you fail to comply with this Order, I have the authority to take enforcement action against you under Part 4, Division 6 of the *Public Health Act*.

You may contact me at:

Dr. Bonnie Henry, Provincial Health Officer
PO Box 9648 STN PROV GOVT
Victoria BC V8W 9P4, Fax: (250) 952-1570

DATED THIS: 14 day of May 2020

SIGNED: 
Bonnie Henry
MD, MPH, FRCPC
Provincial Health Officer

DELIVERY BY posting on the BC Government website, posting on the BC Centre for Disease Control website and by email.

Enclosure: Excerpts of *Public Health Act*