

CITY OF PRINCE RUPERT | CITY HALL

SWP Name:	<b>Coronavirus (Covid-19) – Exposure Control – City Hall</b>		
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**PURPOSE:**

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

**RISK IDENTIFICATION:**

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

**Coronavirus (Covid-19)**

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

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

## **HEALTH MONITORING (SYMPTOMS):**

### **Employee Responsibility**

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

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

- Have or had symptoms of Covid-19 within the past 10 days (See attached - COVID-19 Awareness: Know the Symptoms);
- Have travelled outside of Canada within the previous 14 days;
- Have been exposed to someone positively diagnosed with Covid-19; or,
- Share a home with someone who has been confirmed with Covid-19 or had a confirmed exposure to someone positively diagnosed with Covid-19.

If an employee has any symptoms of pandemic influenza/flu-like illness in the morning they are to stay home and contact their Manager or Supervisor.

If an employee begins to show symptoms at work they are to follow the procedure under section **Procedure when Employee falls ill**.

Employees are to advise the manager of any concerns regarding other staff who portray symptoms at work.

### **Supervisor Responsibility**

Supervisor's responsibilities will include the following:

- Communicate regularly to staff that if they have COVID symptoms to stay home and complete the BC online self-assessment tool and advise the manager of the recommendation.
- If an employee presents symptoms, as noted above, while at work, Supervisors will instruct them to isolate from other workers and immediately contact a Manager. Management will review the symptoms and have the employee complete the online self-assessment tool: **bc.thrive.health/covid19**. Results of this test will determine if the employee is able to stay at work or if he/she must seek medical attention or self-isolate.

### **First Aid Attendants**

During the COVID-19 pandemic, occupational first aid attendants (OFAAs) must abide by the OFAA protocols provided by WorkSafeBC. (Attached to this policy).

### **Procedure when Employee falls ill**

1. If an employee begins to feel COVID symptoms (fever 37.5 C or higher, cough, sore throat, difficulty breathing, muscle aches/fatigue, loss of appetite, chills, stuffy or runny nose, and loss of sense of smell/taste) or even mild symptoms, they must report to a First Aid attendant or their manager/supervisor maintaining physical distance as recommended by health practitioner guidelines;
2. If an employee is severely ill (e.g. difficulty breathing, chest pain), **call 911**.
3. The employee must wash or sanitize their hands and isolate themselves from other employees;
4. The employee will be provided with a mask (if available) and will be asked to go straight home. The Supervisor/Manager will contact the employee to verify the work locations the employee was in contact with over the course of that day;
5. The employee will need to complete the BC COVID-19 Self-Assessment Tool and advise their manager of the result. If the employee is unable to complete the assessment at their house, the employee can contact their manager/supervisor to complete the self-assessment over the phone. The employee will be required to follow the results of the assessment.
6. Any surfaces that the ill employee has come in contact with will be cleaned and disinfected.

## **RESPONSIBILITIES**

### **Employer**

- Ensure that the materials (i.e., gloves, masks, alcohol-based hand sanitizers, and washing facilities) and other resources such as worker training materials required to implement and maintain the plan are readily available where and when they are required;
- Select, implement and document the appropriate site-specific control measures;
- Ensure that supervisors and workers are educated and trained to an acceptable level of competency;
- Ensure that workers use appropriate personal protective equipment (PPE);
- Conduct a periodic review of the plan's effectiveness;
- Ensure that a copy of the exposure control plan is available to workers;
- Maintain records of training;
- Provide reporting methods for employees to report exposure;
- Ensure Managers/Supervisors follow the direction of the City Manager or designate, concerning Covid-19 communications, public service levels and operational requirements, and,
- Promote proper hand washing and/or use of alcohol-based hand sanitizer, communicate that to minimize the risk of transmission, employees should avoid touching their face, practice acceptable coughing/sneezing etiquette and practice physical distancing whenever possible while at work.

## **Supervisors**

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

## **Workers**

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

## **RISK CONTROL AND ASSESSMENT:**

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6. Using this guideline as a reference, we have determined the risk level to our workers, depending on their potential exposure in the workplace.

### **Table 1: Risk assessment for Virus Control**

RISK OF EXPOSURE TO COVID-19	LOW RISK	MODERATE RISK	HIGH RISK
	Exposure to employees, public or shared materials or workstations is rare.	Exposure to employees, public or shared materials or workstations occurs several times per day.	Exposure to employees, public or shared materials or workstations occurs several times per hour.
Hand Hygiene	Yes	Yes	Yes
Physical Distancing/ Office Controls	Yes	Yes	Yes
Cleaning and sanitizing of workstation, tools or shared equipment	Not required	Yes – as needed	Yes, when handling possible contaminated objects on a frequent basis.
PPE: Disposable Gloves	Not required	Not required	Not required unless handling contaminated objects on a frequent basis and washing hand stations are not readily available.
PPE: Eye protection – goggles or face shield	Not required unless close to person without a mask.	Not required unless close to person without a mask.	Yes when working in close proximity with Person without a Mask.
PPE: Non-Medical Mask	Yes-when in common areas*	Yes-when in common areas*	Yes-when in common areas*

\* Common areas are all areas not considered a personal workstation

**Table 2: Risk Assessment by Position**

POSITION	LEVEL OF RISK	CONTROL PROCEDURES
Assistant Finance Manager	Low	<ul style="list-style-type: none"> <li>✓ Regular Hand Hygiene</li> <li>✓ Physical Distancing (Office Controls)</li> </ul>
City Hall Cashier	Low to Moderate	<ul style="list-style-type: none"> <li>✓ Regular Hand Hygiene</li> <li>✓ Barrier Installed</li> </ul>
City Hall Custodian	High	<ul style="list-style-type: none"> <li>✓ Regular Hand Hygiene</li> <li>✓ Physical Distancing</li> <li>✓ Cleaning/Sanitizing</li> <li>✓ Regular PPE</li> </ul>

City Hall Office Worker	Low	✓ Regular Hand Hygiene
Collector	Moderate	✓ Regular Hand Hygiene ✓ Physical Distancing (Office Controls)
Communications Manager	Low	✓ Regular Hand Hygiene ✓ Physical Distancing (Office Controls)
Economic Development Manager	Low to Moderate	✓ Regular Hand Hygiene ✓ Physical Distancing (Office Controls)
Executive Assistant(s)	Low to Moderate	✓ Regular Hand Hygiene ✓ Physical Distancing (Office Controls)
Finance Accountant and AP Clerk	Moderate	✓ Regular Hand Hygiene ✓ Physical Distancing
Finance Manager	Moderate	✓ Regular Hand Hygiene ✓ Physical Distancing (Office Controls)
GIS Coordinator	Low	✓ Regular Hand Hygiene ✓ Physical Distancing (Office Controls)
HR Manager	Low	✓ Regular Hand Hygiene ✓ Physical Distancing (Office Controls)
IT Department	Moderate to High	✓ Regular Hand Hygiene ✓ Physical Distancing (Office Controls) ✓ Cleaning/Disinfecting ✓ When applicable - Regular PPE
Payroll Benefits Coordinator	Low	✓ Regular Hand Hygiene ✓ Physical Distancing (Office Controls)
Senior Management	Low to Moderate	✓ Regular Hand Hygiene ✓ Physical Distancing (Office Controls)

## **SAFE WORK PRACTICES:**

### **Cleaning/Disinfecting**

#### **Coffee Room (Administration)**

Employees are able to use the Coffee Room with the following safety rules:

- Employees must wash or sanitize their hands before entering;
- Only 2 employees at a time and must maintain 2 metre (6 feet) physical distance;
- Employees who use the coffee machine or shared surfaces should wash their hands afterwards;
- Employees can sanitize any surface prior to use; and,
- Dirty Dishes must be placed in the designated area.

#### **Lunch Room**

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

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

#### **Public Spaces – Meeting Rooms and Customer Service**

After using the Meeting Rooms (Basement, Chambers and Customer Service) the table and chairs used must be cleaned. The employee who used the room will be responsible for this task.

Hours of operation for the public are 9:30 am to 4:30 pm. In order to enhance our cleaning of the entry way spaces used by the public, a staff member will disinfect the front counters, pin pad of the point of sale, door handles (inside and outside), pens and any other item deemed necessary every hour.

#### **Workspaces and Equipment**

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

### **Cough/Sneeze (Respiratory) Etiquette**

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

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

### **Hand Hygiene**

Hand washing is one of the best ways to minimize the risk of infection and has been proven to destabilize the Covid-19 virus. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose and mouth;

Employees need to wash hands or use hand sanitizer when arriving to work.

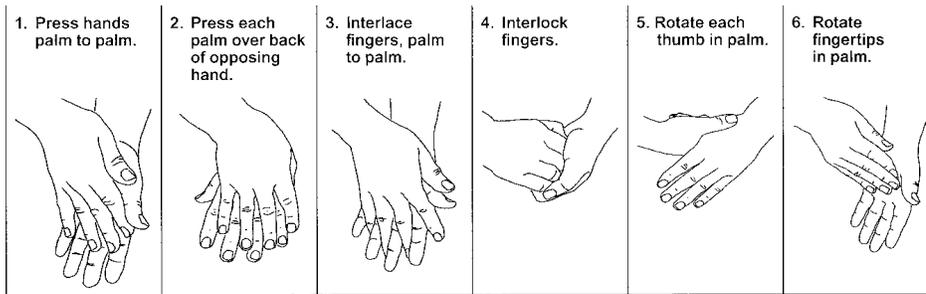
Hand Sanitizing stations are located in the following locations:

- Administration (beside Administration door)
- Basement (recycling area beside rear exit)
- Customer Service Lobby (on a black stand)
- Development Services (back wall behind workstations)
- Finance (beside lunchroom door)
- Front Door Lobby (beside stair case)

Disposable gloves may be used if frequent hand washing and/or hand sanitizers are not available; and

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

## Hand Washing Procedure



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

### Faucet and Bathroom Door Procedure

If you wash your hands, but then touch the faucet right after or touch the bathroom door handle, you could still be exposing yourself to germs. Use a clean paper towel after washing hands to turn the faucet off and to open the bathroom door before you throw it away in the waste basket.

### Personal Hygiene

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

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

### Physical Distance

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

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

### Coffee Room (Administration)

Only 2 employees are allowed in the coffee room at one time as long as they are able to stay separated by 2 metres (6 feet).

## **Hallways**

High traffic hallways should be kept clear and not be used for conversations to allow others to pass freely and to avoid close contact.

## **Lunch Room – Employees Only**

Only 2 employees are allowed in the lunch room at a time as long as they are able to stay separated by 2 metres (6 feet). Employees are not allowed to sit at the table together. No outside visitors are allowed in the lunchroom at this time.

## **Meeting Rooms – Basement, Customer Service, Chambers**

Meeting rooms should only be occupied by the number of people that can safely maintain a physical distance of 2 metres (6 feet). Large staff group meetings are to be avoided to ensure physical distancing is maintained. Virtual and phone meetings are encouraged to minimize unnecessary exposure.

## **Office Controls**

Offices that do not allow those inside to maintain a minimum of 6 feet or 2 metres distance from each other cannot be utilized for meetings. When meeting in offices non-medical masks are to be worn at all times unless individuals are sufficiently distanced.

## **Server Room (I.T.)**

Only 1 employee is allowed in the server room at a time. However, if the job requires 2 people, a physical distance will not be able to be maintained and PPE will be required. Please see section titled **WHEN PHYSICAL DISTANCING IS NOT OPERATIONALLY POSSIBLE**.

## **Staff Entrance into City Hall**

Employees are not to use the Customer Service Doors when entering City Hall to prevent exposure with the public. Employees can use the Front and the Rear Entrances.

## **Vault (Administration)**

Only 1 employee at a time is allowed in the vault at a time.

## **Visitor Entrance into City Hall**

Visitors to City Hall are to be let in using the front and rear doors and not the customer service doors which is for public access.

## **Washrooms**

Employees are expected to use common sense when physical distancing in the washrooms. If there is a situation where physical distancing is not possible, and

waiting is an option then it is expected that the employee wait outside the bathroom door.

## **Use of Non-Medical Face Masks**

Non-medical masks shall be provided to employees through Human Resources and are to be worn in all workplace locations outside of their personal workspace.

### **Non-Medical Mask**

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

### **Using a Non-Medical Face Mask Safely**

#### Putting on:

- Hand hygiene - wash your hands immediately before putting it on;
- The mask should fit snugly but comfortably against your face, starting at the nose and ending under your chin;
- Adjust the nose piece to form/mold to your face; and
- Make sure you note the front of your mask for reuse. You may want to place a mark on the front if it is not clear which is front or back.

#### Taking off:

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

#### Cleaning

- Cloth masks can be laundered in the washing machine and dryer after use. The water doesn't necessarily need to be hot but make sure you have laundry detergent;
- We recommend that the masks be washed after every use to avoid any cross contamination.

## **Worker Training**

Workers will receive education and information on the following:

- The risk of exposure to the coronavirus and the signs and symptoms of the disease;

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

## **CITY HALL RESTRICTIONS**

### **Contractors**

Contractors are expected to share their COVID-19 Safety Plan prior to commencing work and be asked to fill out the questionnaire titled COVID-19 Health Screening Tool (see attached) prior to entry into the building.

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

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

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

### **Deliveries**

Delivery workers bringing in shipments or product into City Hall must be wearing a mask.

Where possible, deliveries are to be brought into City Hall through the rear entrance of the building.

When handling deliveries, employees are to avoid touching their eyes, nose, and mouth. Any bags/boxes are to be thrown out in the garbage or recycling. Hands must be washed immediately after handling any delivery.

### **Public**

Public are to wear non-medical masks in all city buildings and facilities.

### **Visitors (Non-staff)**

City Hall is open for operation purposes only and is closed to personal visits by friends, family and non-essential meetings and visits.

Essential non-staff visitors (i.e. Auditors) will be let in through the front or rear doors of City Hall and will be screened prior to entry into City Hall and asked to fill out the questionnaire titled COVID-19 Health Screening Tool (see attached).

The Manager overseeing the essential non-staff visitors is responsible for maintaining a log of the visitor’s names and screening responses and provide to Human Resources.

**WHEN PHYSICAL DISTANCING IS NOT OPERATIONALLY POSSIBLE**

Currently there is one (1) workplace scenario that has been approved and will allow employees to omit the physical distancing requirement. It is:

- a. Working in close proximity to complete a specific job. (I.e. Server Room)

**Close Proximity Procedure**

1. A Covid-19 wellness check must be performed with I.T. staff prior to starting their shift.
2. All staff must wear non-medical masks and keep on the entire duration when they are in close proximity of each other.

**MONITORING AND UPDATING PROCEDURE**

**Disciplinary Action**

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

**Monitoring the Workplace**

- Managers/Supervisors of each department are responsible for ensuring practices are being followed on a daily basis using spot checks.
- Workers are to report all health and safety hazards and risks to their Manager/Supervisor or to members of the City Hall OHS Committee.
- OHS Committee members also participate in monitoring and reporting health and safety hazards and risks to management.

**Updating this Policy**

HR will review recommendations and adjust the plan accordingly and keep up to date on the Provincial Health and Safety recommendations and the City Hall JOHS Committee to ensure practices are in place at work.

<b>POLICY ADOPTION AND AMENDMENT DETAILS</b>			
<b>Policy No.</b>	<b>Amendment Date</b>	<b>JOHS Approval Date</b>	<b>Comment:</b>
HR-COVID-01		11-Jun-2020	
HR-COVID-01	11-Dec-2020		HR Review

## COVID-19 Awareness: Know the Symptoms

**GO** to the hospital (or call 9-1-1) if you are experiencing any of the following:

- Severe difficulty breathing (e.g. struggling to breathe or speaking in single words)
- Severe chest pain
- Having a very hard time waking up
- Feeling confused
- Losing consciousness

**Consult** your family doctor or a nurse practitioner if you are experiencing any of the following:

- Mild to moderate shortness of breath
- Inability to lie down because of difficulty breathing
- Chronic health conditions that you are having difficulty managing because of difficulty breathing

**Get** a COVID-19 test and self-isolate if you are experiencing any of these cold, flu or COVID-19 like symptoms, even mild ones:

- Fever
- Chills
- Cough or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches

While less common, symptoms can also include: stuffy nose, conjunctivitis (pink eye), dizziness, confusion, abdominal pain, skin rashes or discoloration of fingers or toes.

Take the BC COVID-19 Self-Assessment Test at <https://bc.thrive.health/covid19/en>

# COVID-19 HEALTH SCREENING TOOL

DATE		WORKER NAME	
EMPLOYER		CONTACT PHONE#	

1	<p><b>Are you experiencing or have you experienced in the past 10 days any of the following:</b></p> <ul style="list-style-type: none"> <li>• Fever</li> <li>• Chills</li> <li>• Cough or worsening of chronic cough</li> <li>• Shortness of breath</li> <li>• Sore throat</li> <li>• Runny nose</li> <li>• Loss of sense of smell or taste</li> <li>• Headache</li> <li>• Fatigue</li> <li>• Diarrhea</li> <li>• Loss of appetite</li> <li>• Nausea and vomiting</li> <li>• Muscle aches</li> </ul> <p>While less common, symptoms can also include: stuffy nose, conjunctivitis (pink eye), dizziness, confusion, abdominal pain, skin rashes or discoloration of fingers or toes.</p>	<b>NO</b>	<b>YES</b>
2	<p><b>Have you travelled to any countries outside Canada (including the United States) within the last 14 days?</b></p>	<b>NO</b>	<b>YES</b>
3	<p><b>Did you provide care or have close contact with someone who has symptoms of COVID-19 (see question #1) within the last 14 days?</b></p>	<b>NO</b>	<b>YES</b>
4	<p><b>Did you provide care or have close contact with someone who is being tested for COVID-19 or who has been diagnosed with COVID-19 within the last 14 days?</b></p>	<b>NO</b>	<b>YES</b>

**If the answer is YES to ANY of the above questions, the worker is not allowed to enter the building. Contact employer right away.**