



<b><i>Village of Tahsis</i></b>	<b>File #: VOT 004</b>
<b>TITLE: Operations (Public Works) COVID-19 Safety Plan</b>	<b>Number of Pages 4</b>

## **PURPOSE**

This Safety Plan describes the policies, guidelines and procedures for employees and the public in Operations (Public Works) settings to reduce the risk of transmission of COVID-19

## **PROTOCOLS**

WorkSafe BC Protection Levels 1 through 4 are implemented based on the type of activity.

## **RISK ASSESSMENT**

- Operations staff and acting Director have been involved in developing this plan
- Risk assessments have been conducted for all existing work indoor and outside locations to determine whether the work location is deemed low, medium or high risk based on physical distancing factors.
- Risk assessments will be conducted for each new temporary work setting.
- Exposure Control Plans also require risk assessments and these ECP's have been reviewed and modified to mitigate the risk of COVID-19 infection.
- This plan follows the hierarchy of controls:
  - **Elimination or substitution:** Eliminating or postponing work tasks that may create a risk of exposure to COVID-19
  - **Engineering controls:** e.g., physical barriers
  - **Administrative controls:** Changing work practices to minimize exposure, such as physical distancing or enhanced cleaning protocols.
  - **Personal protective equipment (PPE):** This last form of protection is only used after careful consideration of the previous control measures. The use of gloves and face masks may be considered where none of the above controls are possible/effective.

## GENERAL WORKPLACE PROTOCOL

- Good environmental hygiene and ventilation is maintained
- Washrooms, drains and pipes function properly
- All workers are instructed to cover their nose and mouth with tissue paper while sneezing or coughing, dispose of tissue and wash hands immediately.
- All workers are required to maintain physical distancing (at least 2 meters)
- All workers are required to keep their hands clean and wash hands properly:
  - before touching eyes, nose and mouth if there is a need to do so
  - after handling objects soiled by respiratory or other body secretions
  - after touching high contact surfaces or equipment, such as escalator handrails, elevator control panels or door handles
  
- Anyone with COVID-19-like symptoms such as a sore throat, fever, sneezing, or coughing must self-isolate at home for a minimum of 10 days from onset of symptoms, until their symptoms are completely resolved. Anyone with these symptoms should call 8-1-1 and possibly be tested for COVID-19.
  
- Workers who have travelled internationally. In these cases, they must remain away from the workplace and self-isolate for at least 14 days.
  
- Workers who live in the same household as a confirmed or clinical COVID-19 case who is self- isolating must remain away from the workplace and self-isolate for at least 14 days.
  
- If workers report having COVID-19-like symptoms while at work:
  - They are sent home to recover for the prescribed self-isolation period and advised to call 8-1-1 for direction.
  - Their work areas and/or tools that they were using as part of their job are cleaned and disinfected.
  - Direction from Island Health is followed with regard to detailed cleaning, temporary closure and trace contacting.

## COMMUNICATION AND TRAINING

- Workers who have been away, or are new to the workplace, are oriented as necessary so that all COVID-19 related procedures are explained and understood
- Contractors are informed of the Village's COVID-19 protocols and are required to provide copies of their protocols/safety plans to the Village while working on Village projects.
- All workers are trained on this safety plan and the related procedures as well as Exposure Control Plans and Operational Guidelines.

## INDOOR WORKPLACES

- WorkSafe BC signage is posted to deny access to any person exhibiting symptoms of COVID-19 to any indoor workplace.  
<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en>
- The maximum number of persons permitted in each indoor work area or space (occupancy limit) to maintain physical distancing requirements, i.e. 3-4 workers per 1000 square feet outdoors has been determined and posted at each indoor work location. In buildings, two square meters of unencumbered space per person is the standard.
- At least a 2-meter distance is maintained between workers. Where the physical distancing requirement cannot be maintained, staff and management will discuss and implement solutions which could include installation of barriers. Non-surgical face masks are worn when physical distancing is not possible.
- The public and contractors are not permitted to enter the Operations Building.
- At the Operations Staff Lunch/Common Room there are no shared food stations.
- All workers use their own plates and cutlery.
- The number of staff permitted in the lunch/common areas is 3. Break times are staggered when more staff are working than the number permitted in the common area. Staff are encouraged to take their breaks or lunches outdoors.
- The number of chairs in the common room is limited to 3.
- All shared equipment, i.e., phone, computer and printer, must be wiped after each use.

## OUTSIDE WORK SITES


- When working in outdoor public space, barriers or tape are used to delineate the work site and to discourage the public from entering the area.
- Workers are instructed to contact the Village office if they encounter members of the public who may be unwilling or are unable to understand the approach to managing physical distancing.
- Hand sanitizer is provided to each worker.
- Workers are required to use hand sanitizer after using tools and equipment.
- All equipment is wiped down or disinfected before use.
- If physical distancing cannot be achieved in the outdoor work site, the site supervisor and workers will discuss other options including other methodologies to carry out the work or using PPE.

## VEHICLE AND EQUIPMENT OPERATIONS

- Workers travel alone in vehicles, unless operationally impossible to do so.
- When travelling with more than one person/vehicle PPE, e.g., non-medical face mask, is worn by each worker.
- Workers maintain physical distancing when loading and unloading vehicles. Workers waiting for loading and unloading should maintain physical distancing while remaining safely away from traffic.
- Hand sanitizing is available to workers as they enter and exit the vehicle.
- High contact surfaces within the vehicle are cleaned and disinfected daily. These include seatbelts, headrests, door handles, steering wheels, and hand holds.
- Only Village employees are permitted to drive Village vehicles.

## UNSAFE WORK

- Workers in BC have the right to refuse work if they believe it presents an undue hazard. An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” risk, above and beyond the potential exposure a general member of the public would face through regular, day-to-day activity.
- The Village’s Employee Handbook, which includes the procedures for workers who believe they are being asked to perform unsafe work, applies in this circumstance.

CAO Signature: 	Effective Date: June 10, 2020
Replaces:	Issued on Date:
	June 10, 2020