

**Township of Esquimalt
Parks & Facilities COVID-19 Safety Plan.
Dec 7, 2020**

Since the outset of the COVID-19 pandemic, the Township of Esquimalt (The Township) has followed recommendations issued by the Public Health Officer and WorkSafeBC in order to ensure the safety of our staff and residents, while ensuring that all essential services have continued. Some of these steps have included:

- Increased cleaning and sanitizing in the workplace;
- Provision of PPE and disinfectants to staff;
- Implementation of processes to allow staff to maintain physical distancing

As the Province moves into Phase Three in their management strategy (BC's Restart Plan), the Township is reviewing their current practices and has refined them based on WorkSafeBC's six-step process: *COVID 19 and Returning to Safe Work Operation*, done in collaboration with staff, the Office of the Provincial Health Officer, and the broader government.

During this next phase of the COVID-19 pandemic, the Township will continue to take direction from the Provincial and Regional Health Officers who, under Provincial legislation, are delegated the responsibility and authority to protect public health.

The Township is committed to providing a safe and healthy workplace for its employees, clients, and residents and this document outlines the steps the organization has or will be taking in order to suppress the transmission rate of COVID-19 in the Public Works group. This Safety Plan can be found posted in various locations around the Public Works Yard building.

Step 1: Assess Risks in the Workplace

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching contaminated surfaces before touching the face.

Esquimalt Parks & Recreation Employee's in coordination with the Department Occupational Health and Safety Committee conducted COVID-19 risk assessments to determine the level of risk. The risk assessment looks at all elements of the work including:

- Proximity to others;
- Ability for workers to maintain physical distancing;
- Identifying common areas where people gather and outlining the maximum number of people who can be in a common area at the same time;
- Ability to modify in-person interactions;

- Identifying and maintaining cleanliness of high-touch locations such as tools, doorknobs, light switches, equipment, vehicles and common areas; and,
- Identifying necessary personal protective equipment (PPE).

Most of the staff working in the Parks and Recreation Department have a low risk of infection due to the fact that the building and parks spaces used by the department staff allow for physical distancing. There is restricted access and occupancy levels for staff common areas.

Work tasks that have been identified as having a higher level of risk are:

- Maintenance of Park and Facility amenities i.e., bathrooms, high touch areas, and garbage collection
- Maintenance of public parks and facilities with higher public attendance

Step 2: Implement Protocols to Reduce the Risk

Employer Responsibilities:

- Ensure that workers have the ability to maintain physical distancing
- Review employee work space to ensure there is 2 metres between (in instances where there are no physical barriers), and that staff can effectively physically distance themselves, including when in vehicles
- Ensure cleaning protocols are in place for employees
- Provide staff with access to hand sanitizer
- Provide staff with access to PPE as required or requested
- Place posters in washrooms and over sinks outlining effective hand washing techniques
- Place posters with occupancy limits in common areas:

Recreation Centre

- Lunch room – 2
- Workshop – 2

Sports Centre

- Workshop – 4
- Lunch room - 2

Parks Yard

- Nursery Building Lower Floor
 - Main room - 8
- Nursery Building Upper Floor
 - Main room – 8
 - Women’s changeroom – 2
 - Men’s changeroom – 2

Other Parks Buildings

- Saxe Point Park Hut – 2
- Memorial Park Hut – 2
- Esquimalt Gorge Park Hut - 2

- Provide disinfectant spray(s) and wipes such that staff can clean surfaces before and after use
- Custodial staff will deep clean facilities daily
- Create and communicate processes to deal with possible COVID-19 exposure in the workplace (outlined below)

- Provide timely training and communication to staff regarding rules and guidelines pertaining to COVID-19

Employee Responsibilities:

- Learn and follow all applicable policies and procedures
- No physical contact between individuals including hand shaking
- Practice good hygiene including frequent hand washing and avoiding touching your face
- Wear a mask unless at work station and more than 2 meters from others
- Sign a health declaration form at the beginning of each work day.
- Keep work environment clean using appropriate products to clean and disinfect items including desk, work surfaces, phones, keyboards, lunch rooms, washrooms etc.
- Maintain physical distancing:
- Stay home if you are sick and follow process outlined below.
- If an employee comes to work with COVID-19 symptoms they will be sent home unless they have confirmation from a doctor that the symptoms are not contagious (e.g., hay fever)
- Stay away from the workplace for 14 days after returning from travel outside of Canada, or if anyone in their household returns who is not self-isolating separately
- Do not come to work until tested if they have been in close contact with someone with a confirmed case of COVID-19
- If employees have the risk of more severe illness (over the age of 60 or compromised immune systems) they must speak with their Manager who, with the assistance of medical professionals will determine risk and extra precautions that need to be met,
- Report any unsafe conditions or acts to their Supervisor or Manager.

Step 3: Policies and Processes

Township Policies regarding Attendance:

Effective immediately, the Township has suspended its Exemplary Attendance Policy as it contradicts Provincial

Health Orders that people who are feeling unwell must stay home.

The Township has also recently developed and implemented a Working from Home Policy during COVID-19 in order to limit the number of people working in our facilities.

The Township is also reviewing its Attendance Management Policy which refers to employees' sick leave usage and will be making amendments to the policy to include expectations of staff during COVID-19, including the requirement that staff are prohibited from attending the workplace for 10 days if they have COVID-like symptoms including fever, cough, and a sore throat.

Township process for confirmed or suspected COVID-19 infections:

The Township has reviewed Provincial Health regulations and orders, and has developed a process to follow if someone in the workgroup meets the criteria of being either confirmed as being infected with COVID-19, or a probable case. Listed below is a flow chart outlining the various steps to take if a

Township employee is confirmed as having COVID-19 and has recently been at work, the following steps will be followed:

Manager to call Health Link BC at 8-1-1 for guidance. The steps below still apply, but testing or other actions may also be required, such that Health Authorities may determine facility closures and provide guidance and direction on cleaning procedures and re-opening of the facility.

Identify any individuals who have been in **CLOSE CONTACT** with the probable/confirmed case.

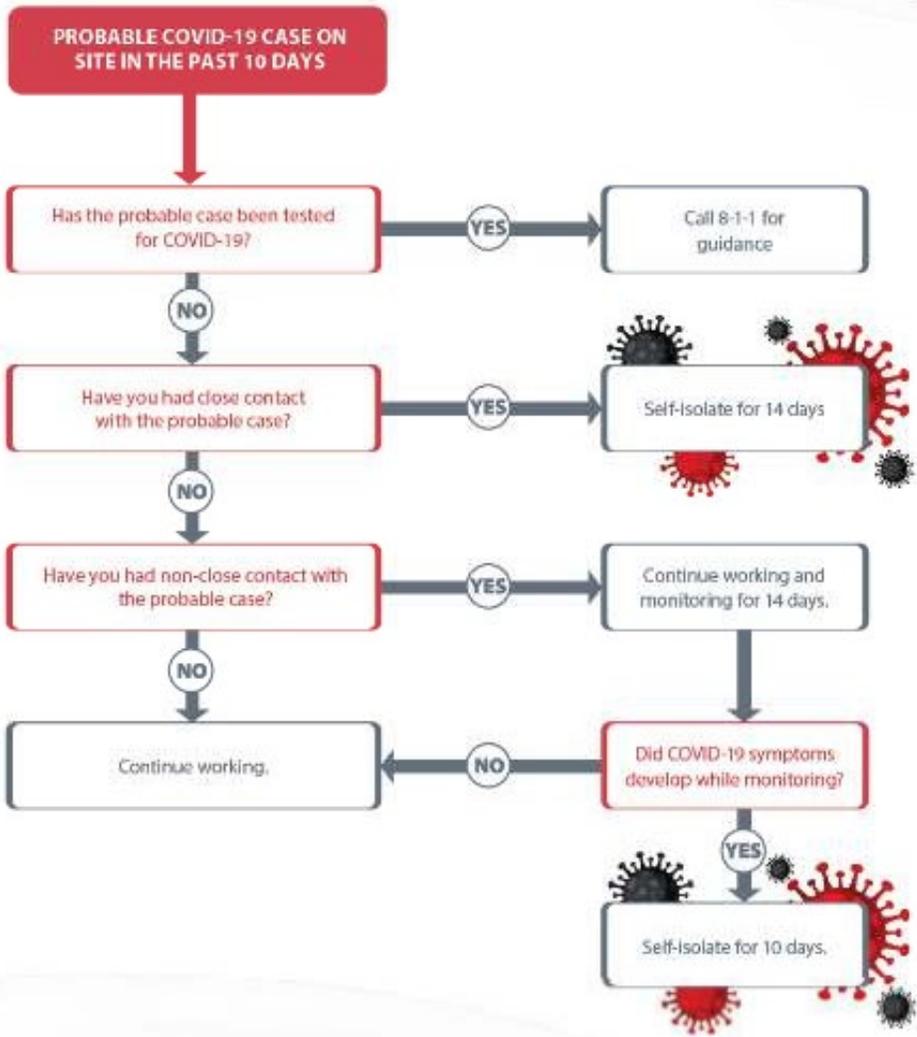
These individuals should self-isolate for 14 days. **CLOSE CONTACT** means:

- Had direct contact with infectious body fluids of the confirmed case (coughed or sneezed on); and,
- Had close contact (within 2 metres) with the confirmed case while the confirmed case had symptoms without consistent use of PPE.

Identify any individuals who have been in **NON-CLOSE CONTACT** with the confirmed case.

These individuals should be monitored for symptoms (including daily temperature checks) for 14 days and should maintain physical distancing and other measures. Should they develop any symptoms, they should self-isolate.

The following flowchart can be used as a reference:



Processes Regarding Public Access:

Deliveries:

Signage is posted on the exterior of each building such that suppliers and/or delivery persons understand the safety protocols including dropping off goods at building entrances.

Visitors Attending Pre-booked Appointments

When booking appointments, visitors should be reminded to reschedule if they experience symptoms typical of COVID-19; and,

Visitors limited to specific areas of each building to ensure that developed cleaning protocols are followed for pre- and post-meeting areas.

Visitors must wear a mask.

Parks and Facilities Specific Procedures:

Vehicle, Equipment and Tool Cleaning – COVID-19

Vehicles, equipment and tools are used throughout the Township of Esquimalt in order to accomplish work tasks, and are often borrowed or shared to meet operational needs. Due to the potential impacts of COVID-19 on employees, consistent prevention and response standards for vehicles, equipment and tools are necessary to ensure the safety of staff.

This procedure will apply to Parks and Facility staff using any Township-owned or rented vehicle, equipment or tool.

Prevention:

1. Wash hands before and after the use or the operating of vehicles, equipment and tools.
2. Cough and sneeze into a tissue or sleeves. Dispose of tissue immediately and wash/sanitize hands if possible. Avoid sneezing or coughing into the air or hands.
3. Staff should take separate vehicles to ensure physical distancing and will remain with that vehicle for the duration of their shift when possible.
4. Staff riding in standard single-cab vehicles together must wear respiratory protection.

Before and after each use:

1. Sanitize keys
2. Wipe down exterior touch points including
 - Vehicles: driver and passenger handles, gas tank, rear gate, hood, and window frames.
 - Equipment: handles, knobs, on/off switches etc.
3. Vehicles: Wipe down interior touch points including steering wheel, gearshift, controls (window control buttons, etc.), radio buttons, seat belt buckles, radio, etc.

During Use:

1. Maintain awareness of potential recontamination during use of vehicle/equipment/tool. Example: touching other surfaces such as door handles and gas pumps and then touching surfaces in the vehicle/equipment/tool.
2. Frequently wash hands or sanitize gloves to help prevent recontamination.
3. Clean touched surfaces throughout work day as necessary.

Cleaning Response to known or potential COVID-19 Exposure:

If a Township employee has known or potential exposure to the COVID-19 virus:

1. Immediately take the vehicle/equipment/tool out of service and indicate with signage. Do not let anyone use/operate the vehicle/equipment/tool until cleaning is complete.
2. Quarantine the vehicle/equipment/tool for 72 hours where operationally possible.
3. Clean vehicle/equipment/tool with approved disinfectant, using enhanced PPE as defined below.
4. Vehicle/equipment/tool can only be put back into service with approval of Manager.

Physical Distancing and Clean of Parks and Facilities – COVID-19

Here we outline the safe work practices for reducing risk of transmitting COVID-19 between employees while accessing Parks and Recreation facilities.

Working in Proximity to Coworkers:

Staff must wear respiratory protection when working within 2-metres of coworkers, including riding in single cab vehicles, or the general public. Respiratory protection is defined below.

Access to Parks Buildings and Facilities:

In order to maintain adequate physical distancing the following general guidelines have been developed:

1. Staff meeting indoors are responsible for observing all posted occupancy limits as well as maintaining 2 metre physical distance.
2. All requests for supplies from Stores should be made by phone or email. Supplies will be placed on the table outside of Stores for pickup.
3. All requests for Mechanic services should be made by phone or email.
4. Staff are expected to follow all posted occupancy limits for shared work spaces.

Cleaning Shared Spaces:

Bottles of WorkSafe and CDC approved cleaner are provided for Parks and Facility staff to use for cleaning any shared work and break spaces. All visibly soiled surfaces should be cleaned, with soap and water, before disinfection.

Individuals will be responsible for at least daily cleaning of high-touch surfaces including all shared work spaces/areas. Things like tables and chair armrests in lunch room(s) as well as keyboards, mouse pads and shared office equipment should be cleaned before and after each use.

DEFINITIONS:

Equipment and/or

Tools:

Items that are used to conduct Parks and Facility Staff activities, including but not limited to: blowers, weed eaters, saws and, small hand tools, etc. These items will be shared between staff.

Vehicles:

All rental vehicles and all numbered vehicles in the Township of Esquimalt fleet. Many of the fleet vehicles will be shared between staff.

Disinfectants and Wipes

All cleaners used by Esquimalt staff that is WorkSafe and CDC approved to effectively deactivate the COVID-19 virus.

Enhanced PPE

Any and all additional PPE, above pre-COVID expectations, used during shift for daily work duties as well as cleaning; including, but not limited to, non-latex gloves, respiratory protection, coveralls etc.

Respiratory Protection:

Respiratory protection provides at minimum a barrier to prevent spreading of droplets. Due to the shortage of N-95 masks for non-medical use, respiratory protection should be chosen in the order listed below, based on availability:

- Fabric masks/face covering
- Non-surgical disposable masks
- Fit-tested personal respirator
- N-95 mask

Step 4: Develop Communications Plan and Training

Employer Responsibilities:

Ensure all staff receives training and have access to procedures and plans on:

- The risk of exposure to COVID-19, and the signs and symptoms of the disease;
- The risk controls, protocols, and checklists referred to in this plan;
- How to obtain and use cleaning supplies including cleaning sprays and hand sanitizer
- Proper use of PPE
- How to report an exposure to, or symptoms of COVID-19

Employee Responsibilities:

Attend training and follow up on plans, policies, and procedures; and,
Report unsafe work conditions to your Supervisor/Manager; and,
Provide feedback on plans, policies, and procedures to your supervisor/Manager.

Step 5: Monitor and Update Plans as Necessary



COVID-19 SAFETY PLAN

Employer Responsibilities:

Review plans, policies, and procedures periodically with staff; and
Update plans as necessary.

Employee Responsibilities:

Report unsafe work conditions to your supervisor; and,
Provide feedback on plans, policies, and procedures to your Supervisor/Manager.

Step 6: Assess and Address Risks from Resuming Operation

The Township has continued operations throughout the pandemic and have reviewed and adhered to the recommended steps necessary to resume operation



COVID-19 SAFETY PLAN

RESOURCES

BC Centre for Disease Control www.bccdc.ca

Provincial Health Services Authority: www.phsa.ca

Health Canada: www.canada.ca/en/health-canada.html

World Health Organization: www.who.int/emergencies/diseases/novel-coronavirus-2019

BC Construction Safety Alliance: www.bccsa.ca

Health Canada: [Public health management of cases and contacts associated with coronavirus disease 2019 \(COVID-19\)](#)