

Township of Esquimalt COVID-19 Safety Plan

November 25, 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:

- Closure of facilities to the public since mid-March except by appointment;
- Increased cleaning and sanitizing in the workplace;
- Implementation of processes to allow staff to work from home;
- Staggering shifts to maintain physical distancing;
- Masks are required to be worn in all common areas; and,
- All staff are to perform a daily health check before entering their workplace.

As the Province moved to Phase Two in their management strategy (BC's Restart Plan), the Township reviewed current practices and 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 our workplace. Further, the Township will be developing individual Safety Plans for six areas as defined below, outlining specific plans that have been developed within the different areas of the Township to ensure the safety of our staff and our residents. These Safety Plans can be found on our website at esquimalt.ca/covid19 and staff can access through the Occupational Health and Safety Page on the Township's intranet:

- Municipal Hall including Council Chambers
- Public Safety Building
- Public Works
- Parks
- Recreation and Sports Centre
- Child care programs
- Other programs

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.

Each department within the Township is required to conduct a COVID-19 risk assessment to determine the level of risk to employees in their work section. The risk assessment looks at all elements of the work including:

- Proximity to others;
- The requirement for masks to be worn by all staff in all common areas unless a medical exemption has been granted by the emergency operations centre (EOC)
- 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 limit in-person meetings;
- Steps to take if members of the public have access to the work space;
- Identifying and maintaining cleanliness of high touch locations such as tools, doorknobs, light switches and common areas; and,
- Identifying necessary personal protective equipment (PPE).

Step 2: Implement Protocols to Reduce the Risk

Employer Responsibilities:

- Ensure that all employees perform a daily health check before entering their workplace;
- Ensure that masks are worn in common areas, and that members of the public wear masks when entering our facilities;
- Ensure that workers have the ability to maintain physical distancing, and have staff work from home a certain percentage of the time to help reduce the number of staff in the facilities;
- Review employee workstations or 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 using vehicles;
- As staffing levels increase, establish one-way staircases and one-directional pathways on each floor of the facilities to minimize contact, and post signage to indicate direction;
- Provide staff with access to hand sanitizer;
- Provide staff with access to PPE as required or requested;
- Provide staff with PPE that may be unable to work with physical distancing measures (Parks and Public Works);
- Place posters in washrooms and over sinks outlining effective hand washing techniques;
- Place posters with occupancy limits in common areas;
- Place posters with occupancy limits for elevators and ensure elevator panels are routinely disinfected;

- Develop and display cleaning checklists (included in specific Safety Plans) to ensure that high contact areas are being cleaned regularly with appropriate disinfectant (refer to Appendix A – Disinfectant Cleaner for details on the product the Township is using). Cleaning includes handrails, doorknobs, light switches, counter tops and common areas such as lunchrooms, washrooms and sinks, photocopier rooms, vehicles, shared tools, machinery, and equipment;
- Provide disinfectant spray in most common rooms such that users can spray down after use;
- Additional janitorial services have been hired to clean high-contact surfaces mid-day;
- Installation of plexi-glass barriers at counters in order to protect staff and the public from the possible transmission of the COVID-19 virus;
- Limiting public admittance with traffic guidance posted on the grounds outside and in the lobbies;
- Instructions and tools to conduct virtual meetings;
- Create processes for possible COVID-19 exposure in the workplace (outlined below);
- Provide timely training and communication to staff regarding rules and guidelines pertaining to COVID-19;
- Post signage indicating that employees, contractors, or visitors exhibiting COVID-like symptoms are not allowed to enter any of our facilities; and,
- Post other applicable signage for staff and the public to ensure all other protocols are adhered to.

Employee Responsibilities:

- Learn and follow all applicable policies and procedures;
- Complete daily health checks before entering the workplace;
- Wear a mask in all common areas unless a medical exemption has been granted by the EOC;
- Avoid physical contact between individuals, including hand shaking;
- Practice good hygiene, including frequent hand washing and avoiding touching your face;
- Keep work environment clean using appropriate products to clean and disinfect items including desk, work surfaces, phone, keyboard;
- Maintain physical distancing;
- If employee has any COVID-19 symptoms including a cough, sneezing, runny nose, sore throat, or fatigue, they must:
 - Stay home;
 - Call 8-1-1 and follow their direction;
 - Not return to the workplace until after 10 days has lapsed since they first developed symptoms, or;
 - Until they have produced a negative test result for COVID-19, and they no longer have any symptoms.
- If an employee comes to work with these 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 will, with the assistance of medical professionals, determine risk and extra precautions that need to be met; and,
- Report any unsafe conditions or acts to their Supervisor.

Step 3: Policies and Processes

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.

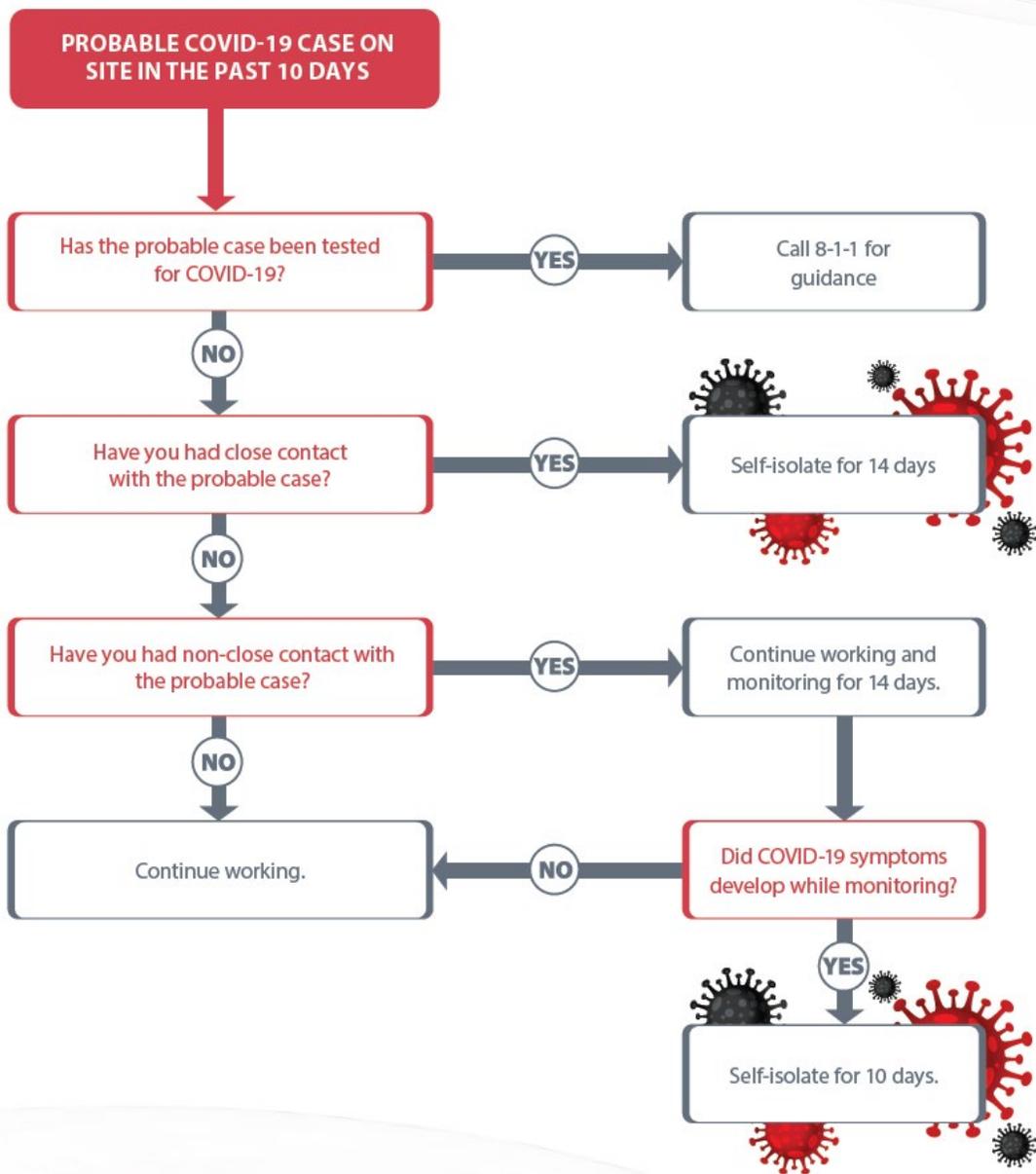
The Township has developed and implemented a Working from Home Policy during COVID-19 in order to limit the number of people working in our facilities.

The Township also implemented a COVID Policy. The purpose of this policy is to clarify expectations regarding attending work, absences from work, and reporting requirements related to the COVID-19 .

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)
 - 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 facility such that suppliers and/or delivery persons understand the safety protocols including dropping off goods at building entrances.

Council and Committee Meetings:

- All members of Council and Committees may attend in person meetings as barriers between work stations have been installed at the Council table;
- Masks are required to be worn in all common areas of Council Chambers until seated at a work station
- Where possible, staff who are required to attend a Council or Committee meeting will attend by means of electronic participation;
- No member of the public may attend a Council or Committee meeting in person; and,
- Processes have been developed and are available on our website so the public are aware of updated processes during the pandemic.

Visitors Attending Pre-booked Appointments

- Masks are required to be worn by all upon entry to the building until seated at work stations
- When booking appointments, visitors should be reminded to reschedule if they experience symptoms typical of COVID-19; and,
- Visitors will be limited to specific areas of the facilities to ensure that developed cleaning protocols are followed for pre- and post-meeting areas.

Facilities Open to the Public:

The Township has reopened its facilities, including partial opening of Municipal Hall, In order to ensure awareness of the Township's hours the following will apply:

- Signage is posted outlining that masks are mandatory;
- Signage is posted outlining hours open to the public;
- Signage is posted outlining maximum number of visitors permitted in the facilities at one time;
- Plexi-glass barriers has been installed between customers and staff to prevent the spread of the virus;
- Members of the public cannot enter facilities exceptt by pre-arranged appointment, or to make payments during times open to the public;
- The restrooms in the Municipal Hall lobby are closed for public access;
- Barriers installed to ensure limited access to the facilities;

- Floors are marked directing visitors where to stand when awaiting service, and approaching front counters; and,
- Hand sanitizer and mask are provided to visitors.

Step 4: Develop Communications Plan and Training

Employer Responsibilities:

- Ensure all staff receive training and have access to policies 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 and in specific departmental plans;
 - Location of hand washing stations;
 - Proper use of PPE (for specific individuals); and,
 - How to report an exposure to, or symptoms of, COVID-19.
- Ensure Occupational Health and Safety Committees are involved in the review of Safety Plans, with recommendations from the Committees forwarded to management for review including:
 - Municipal Hall
 - Public Works
 - Parks and Recreation
 - Fire

Employee Responsibilities:

- Attend training and follow policies and procedures; and,
- Report unsafe practices to management first, and then to the applicable Occupational Health and Safety Committee.

Step 5: Monitor and Update Plans as Necessary

Employer Responsibilities:

- Review policies and plans periodically with staff;
- Update plans as necessary; and,
- Ensure Occupational Health and Safety Committees are involved in the review.

Employees Responsibilities:

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

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 operations. All staff returning to work will receive training on updated plans, procedures, and protocols.

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: <http://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 novel coronavirus disease 2019 \(COVID-19\)](#)
- WorkSafeBC: www.worksafebc.com

APPENDIX A: DISINFECTANT CLEANER

Details for **Percept**, a concentrated general virucide disinfectant cleaner used by the Municipal Hall for sanitizing surfaces.

This product is listed on Health Canada’s “list of hard-surface disinfectants with evidence for being active against COVID-19”.

Drug identification number (DIN)	Product name	Company	Active ingredient(s)	Product form
2241255	Percept	Diversey Inc.	Hydrogen Peroxide	Solution

The Township may also use other disinfectants listed on the Health Canada website as having evidence for being active against COVID-19: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>.