

Township of Esquimalt Municipal Hall COVID-19 Safety Plan

November 26, 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:

- Partial closure of Municipal Hall with access provided for payments (e.g., taxes, dog licences, business licences, and permits) on Wednesdays and Fridays from 9:30 am - 1:30 pm and by pre-arranged appointment outside of those times;
- Increased cleaning and sanitizing in the workplace;
- Implementation of processes to allow staff to work from home; Staggering shifts to maintain physical distancing;
- 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 at Municipal Hall. This Safety Plan can be found on our website at <https://www.esquimalt.ca/public-safety/emergency-program/emergency-notification/covid-19-update> and staff can access through the Occupational Health and Safety Page on the Township's intranet.

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 Director conducted COVID-19 risk assessments to determine the level of risk to employees during their work day. The risk assessment looks at all elements of the work including:

- Proximity to others;
- Masks are required to be worn by all staff in all common areas unless a medical exemption has been granted by the 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).

Most of the staff working within Municipal Hall have a low risk of infection due to the fact that members of the public are not currently permitted into the building other than to the Finance section on Wednesdays and Fridays from 9:30 am to 1:30 pm. The positions that have been identified as having some tasks that are moderate to high risk are:

- Bylaw Management Officer;
- Senior Building Officer;
- Staff in Finance who attend the front counter; and,
- Engineering staff who do site visits.

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;
- Changes have been made to eliminate the need for staff to walk by workstations without the 2-metre distancing requirement (e.g., moving printers or providing other printers when the workstation was occupied);
- 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;
- Place posters in washrooms and over sinks outlining effective hand washing techniques;
- Place posters with occupancy limits in common areas:
 - Maximum of two members of the public allowed in the Municipal Hall foyer at one time;
 - 5 people allowed in the Wurtele Room at one time;
 - 20 people allowed in the Council Chamber at one time;
 - 2 people allowed in the Council Lounge at one time;
 - 4 people allowed in the lunchroom at one time;
 - 2 people allowed in the photocopier room on the 2nd floor;
 - 1 person allowed in the photocopier room on the 3rd floor;
 - 1 person allowed in the plotter room on the 3rd floor; and,
 - 1 person allowed in the 2nd floor vault/file room and 3rd floor file room.
- Place posters outlining that Municipal Hall occupancy limits for elevators is 2 people, and ensure elevator panels are routinely disinfected;
- Cleaning checklists (included in [Appendix A: Cleaning Protocol for Rooms and Departments](#)) have been developed for the Council Chamber, Wurtele Room, Corporate Services, Financial Services, and the third floor to ensure that high contact areas are being cleaned regularly with appropriate disinfectant. (Refer to [Appendix B: Disinfectant Cleaner](#) for details on the product the Municipal Hall is using);
- 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;
- Plexi-glass barriers have been installed at the Finance counter, and will be installed at counters in Administration (2nd floor) and at the main counter on the 3rd floor in order to protect staff and the public from the possible transmission of the COVID-19 virus.
- Processes have been developed and implemented to ensure that staff and residents are safe as the Township re-opens the Hall to allow for residents to attend to make payments. Please refer to [Appendix C: Safety Processes for Municipal Hall Opening for Payments](#) for the approved processes;
- Staff have been provided with instructions and tools to conduct virtual meetings;
- Processes have been created 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;
- 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;

- Masks are to be worn in all common areas unless a medical exemption has been granted by the EOC;
- No 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 produce 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

The Township suspended its Exemplary Attendance Policy as it contradicts Provincial Health Orders that people who are feeling unwell must stay home.

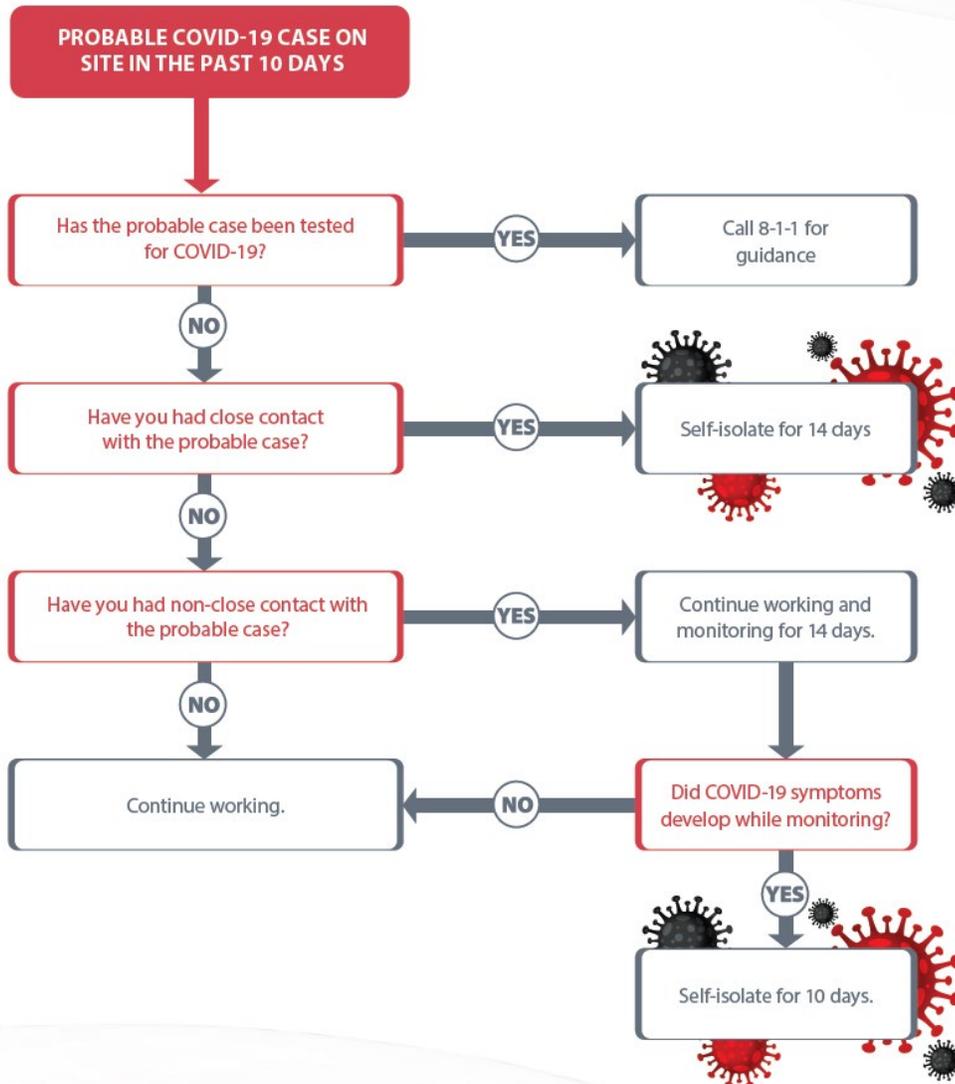
The Township has recently developed and implemented a Working from Home Policy during COVID-19 in order to limit the number of people working in our facilities.

The Township 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 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); 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 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.

Departments within Municipal Hall that are open to the public:

- Municipal Hall is partially open effective June 3, 2020 (Wednesdays and Fridays from 9:30 am to 1:30 pm), in order that residents can make payments to the Municipality; and,
- Processes have been developed and implemented in order to ensure the safety of our staff and our residents. Please refer to [Appendix C: Safety Processes for Municipal Hall Opening for Payments](#) to review those processes.

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;
 - Location of hand washing stations;

- Proper use of PPE (for specific individuals);
- How to report an exposure to, or symptoms of COVID-19; and,
- Ensure Municipal Hall's Occupational Health and Safety Committee is involved in the review of Safety Plans, with recommendations from the Committee forwarded to management for review.

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 Municipal Hall's Occupational Health and Safety Committee is involved in the review.

Employee 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 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: 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 \(COVID-19\)](#)
- WorkSafeBC: www.worksafebc.com

APPENDIX A: CLEANING PROTOCOL FOR ROOMS AND DEPARTMENTS

This appendix contains the following:

- Council Chamber Cleaning Protocol
- Wurtele Room Cleaning Protocol
- Corporate Services Cleaning Checklist
- Financial Services Cleaning Checklist
- 3rd Floor Cleaning Checklist

Council Chamber Cleaning Protocol

Before entering the Council Chambers to conduct your meeting, please read the following cleaning protocol.

- Prior to the guest(s) arriving, staff are to open the door to the Council Chambers via scan and then prop the door open with the door stopper, noting not to touch the door with bare hands.
- Utilizing the paper towel and PerCept solution (500ppm) located inside the room, staff member to clean all touchable surfaces that may be touched, before your meeting and upon exiting the room. ***please do not spray the cleaning solution directly on to any electronic devices. Spray on paper towel and wipe electronics down with wetted towel.**
- During the meeting, staff are reminded that all “physical distancing” protocol are to be followed.
- Upon exiting the room, wipe down the interior and exterior door handles (both handles), the access card reader and the exterior of the spray bottle including the trigger after placing it back in its location for the next user.
- Dispose of the used paper towel in the waste receptacle.



FREQUENTLY TOUCHED SURFACES ARE MOST LIKELY TO BE CONTAMINATED

Touchable surfaces include and are not limited to:

- **Door handles (exterior and interior handles)**
- **Door stops**
- **Access card readers**
- **Surface tops and edges**
- **Chair arm rests and backrests (including sides)**
- **Sanitizer bottle including pump**
- **White board pens and eraser**
- **Conference phone**
- **Microphones**
- **Mayor and Council screens**
- **Light switches**
- **Thermostat**
- **Blind pulls and rods**

Anything that is touched or can be potentially touched (excluding the walls) should be wiped with the cleaning disinfectant. The disinfecting solution provided has the potential to harm painted surfaces.

A MSDS (Material Safety Data Sheet) for the product – Percept 1:16 Dilution (Hydrogen Peroxide) *SDS - is available.

Wurtele Room Cleaning Protocol

Before entering the Wurtele Room to conduct your meeting, please read the following cleaning protocol.

- Prior to the guest(s) arriving, staff are to open the door to the Wurtele Room via scan and then prop the door open with the door stopper, noting not to touch the door with bare hands.
- Utilizing the paper towel and PerCept solution (500ppm) located inside the room, staff member to clean all touchable surfaces that may be touched, before your meeting and upon exiting the room. ***please do not spray the cleaning solution directly on to any electronic devices. Spray on paper towel and wipe electronics down with wetted towel.**
- During the meeting, staff are reminded that all “physical distancing” protocol are to be followed.
- Upon exiting the room, wipe down the interior and exterior door handles (both handles), the access card reader and the exterior of the spray bottle including the trigger after placing it back in its location for the next user.
- Dispose of the used paper towel in the waste receptacle.



FREQUENTLY TOUCHED SURFACES ARE MOST LIKELY TO BE CONTAMINATED

Touchable surfaces include and are not limited to:

- Door handles (exterior and interior handles)
- Door stops
- Access card readers
- Tables tops and edges
- Chair arm rests and backrests (including sides)
- Sanitizer bottle including pump
- White board pens and eraser
- Conference phone
- AV equipment touch pad
- Light switches
- Thermostat
- Blind pulls and rods
- Easel

Anything that is touched or can be potentially touched (excluding the walls) should be wiped with the cleaning disinfectant. The disinfecting solution provided has the potential to harm painted surfaces.

A MSDS (Material Safety Data Sheet) for the product – Percept 1:16 Dilution (Hydrogen Peroxide) *SDS - is available.

MUNICIPAL HALL SANITIZING CHECKLIST (COVID-19)

Location: Corporate Services

Week starting: _____

"All touchable surfaces" shared equipment should be cleaned and disinfected after each use	All	Initial when complete				
		Mon	Tue	Wed	Thu	Fri
General - include list items for all areas (where applicable)						
○ Door handles and stops						
○ Access card readers, wall switches/plates and automatic door buttons						
○ Surface tops and edges						
○ Chair arms and back rests						
○ Cabinet/drawer fronts and handles						
○ Multifunction printer handles, trays and control panels						
○ Sanitizer dispensers						
Reception Area						
○ Gate locking mechanism						
○ Tablet						
Copy Room						
○ Postage machine trays and control panel						
○ Folding and stuffing machine						
○ Shredding bin lid						
○ Hole punches, paper cutter and staplers						
Sink Area						
○ Sink and taps						
○ Soap, sanitizer and paper product dispensers						
○ Kettle handle and button						
○ Refuse and compost container lids						
Councillor's Lounge						
○ Refrigerator drawer fronts and handles						
○ Microwave button and control panel						
Washrooms						
○ Sink and taps						
○ Soap, sanitizer and paper product dispensers						
○ Refuse container lids						
Workstations (individuals to sanitize when working in the office)						
○ Surface tops and edges						
○ Chair arms and back rests						

o Cabinet/drawer fronts and handles					
o Keyboard, mouse, phone and inbox					
o Cell phones					

Wurtele Room and Council Chambers - Please sanitize as per Cleaning Protocols posted in corresponding room

Anything that is touched or can be potentially touched (excluding the walls) should be wiped with the PerCept disinfectant solution. Use the solution (which is provided by Pubic Works) for sanitizing. Do not spray directly onto electronic equipment, dampen cloth with sanitizer and lightly wipe equipment. When sanitizing is completed, wipe the outside of the spray bottle prior to disposing of the cloth.

MUNICIPAL HALL SANITIZING CHECKLIST (COVID-19)

Location: Financial Services

Week starting: _____

"All touchable surfaces" shared equipment should be cleaned and disinfected after each use	All	Initial when complete				
		Mon	Tue	Wed	Thu	Fri
General - include list items for all areas (where applicable)						
o Door handles and stops						
o Access card readers, wall switches/plates and automatic door buttons						
o Surface tops and edges						
o Chair arms and back rests						
o Cabinet/drawer fronts and handles						
o Multifunction printer handles, trays and control panels						
o Label printer						
o Hole punch and stapler						
o Kettle handle and button						
o Compost container lid						
o Blind pulls and rods						
o Sanitizer dispensers						
Foyer						
o Elevator control panels						
o Drinking fountain buttons						
Cashier Stations						
o Keyboards, mice, barcode scanners and receipt printers						
o Debit machines						
o Cash trays						
o Plexiglass						
o Printer tray and control panel						
o Public phone						
o Pens, staplers, stamps and tape dispensers						
Vault						
o Safe handle						
o Safety wire latches						
Washrooms						
o Sink and taps						
o Soap, sanitizer and paper product dispensers						
o Refuse container lids						
Workstations (individuals to sanitize when working in the office)						
o Surface tops and edges						
o Chair arms and back rests						

o Cabinet/drawer fronts and handles					
o Keyboard, mouse, phone and inbox					
o Cell phones					

Wurtele Room and Council Chambers - Please sanitize as per Cleaning Protocols posted in corresponding room

Anything that is touched or can be potentially touched (excluding the walls) should be wiped with the PerCept disinfectant solution. Use the solution (which is provided by Pubic Works) for sanitizing. Do not spray directly onto electronic equipment, dampen cloth with sanitizer and lightly wipe equipment. When sanitizing is completed, wipe the outside of the spray bottle prior to disposing of the cloth.

MUNICIPAL HALL SANITIZING CHECKLIST (COVID-19)

Location: **3rd Floor**

Week starting: _____

"All touchable surfaces" shared equipment should be cleaned and disinfected after each use	All	Initial when complete				
		Mon	Tue	Wed	Thu	Fri
General - include list items for all areas (where applicable)						
o Door handles and stops						
o Access card readers and wall switches/plates						
o Surface tops and edges						
o Chair arms and back rests						
o Cabinet/drawer fronts and handles						
o Multifunction printer handles, trays and control panels						
o Shredding bin lid						
o Sanitizer dispensers						
Foyer						
o Elevator control panels						
o Gate locking mechanism						
o Keyboard and mouse						
o Pens						
Copy and Plotter Rooms						
o Hole punches, paper cutter and staplers						
o Plotter control panel						
Lunchroom						
o Sink and taps						
o Soap, sanitizer and paper product dispensers						
o Refrigerator drawer fronts and handles						
o Microwave button and control panel						
o Toaster oven handles and control panel						
o Dishwasher handle and control panel						
o Kettle handle and button						
o Refuse and compost container lids						
o Blind pulls and rods						
Washrooms						
o Sink and taps						
o Soap, sanitizer and paper product dispensers						
o Refuse container lids						
Workstations (individuals to sanitize when working in the office)						
o Surface tops and edges						

○ Chair arms and back rests					
○ Cabinet/drawer fronts and handles					
○ Keyboard, mouse, phone and inbox					
○ Cell phones					

Wurtele Room and Council Chambers - Please sanitize as per Cleaning Protocols posted in corresponding room

Anything that is touched or can be potentially touched (excluding the walls) should be wiped with the PerCept disinfectant solution. Use the solution (which is provided by Public Works) for sanitizing. Do not spray directly onto electronic equipment, dampen cloth with sanitizer and lightly wipe equipment. When sanitizing is completed, wipe the outside of the spray bottle prior to disposing of the cloth.

APPENDIX B: 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.

APPENDIX C: SAFETY PROCESSES FOR MUNICIPAL HALL OPENING FOR PAYMENTS

Access provided for payments (e.g., taxes, dog licences, business licences, and permits) on Wednesdays and Fridays from 9:30 am - 1:30 pm and by pre-arranged appointment outside of those times.

Only 2 people in the building at a time.

At Building Entrance

- Signage posted at entrance of building stating when Municipal Hall is open to the public for payments and other instructions regarding making payments or appointments;
- Front doors to be propped open when hall is open to reduce contact, and locked when hall is closed to public;

Inside Hall Foyer

- Hand sanitizer and masks available on tables for those entering and leaving the building;
- Signage noting it is a public space and that masks are required to be worn in common areas;
- Elevators and washrooms roped off:
 - Monitored and enforced by Finance staff; and,
 - “No public access” signage will be visible.
- Large table and all chairs removed from the foyer;
- Only 2 people in the foyer at one time:
 - Exceptions are security, Canada Post, couriers, and building cleaners.

Safety and Sanitation Protocols Implemented

- Plexi-glass barriers have been installed between customers and staff in Financial Services to prevent the spread of the virus;
- Members of the public cannot enter facilities except by pre-arranged appointment, or to pay for their taxes, dog licences, business licences, and permits during times open to the public; and,
- Wicket, debit machines, and pens are all disinfected after each use.