

COVID-19 SAFETY PLAN

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## Purpose

The Village of Ashcroft is committed to providing effective service amidst the global COVID-19 pandemic while prioritizing the health of all employees, contract workers, and the public. In accordance with WorkSafeBC BC's guidelines, this plan has been developed to assess pandemic related workplace risks and implement protocols responding to them.

## Assessing the risks at our workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes and it can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

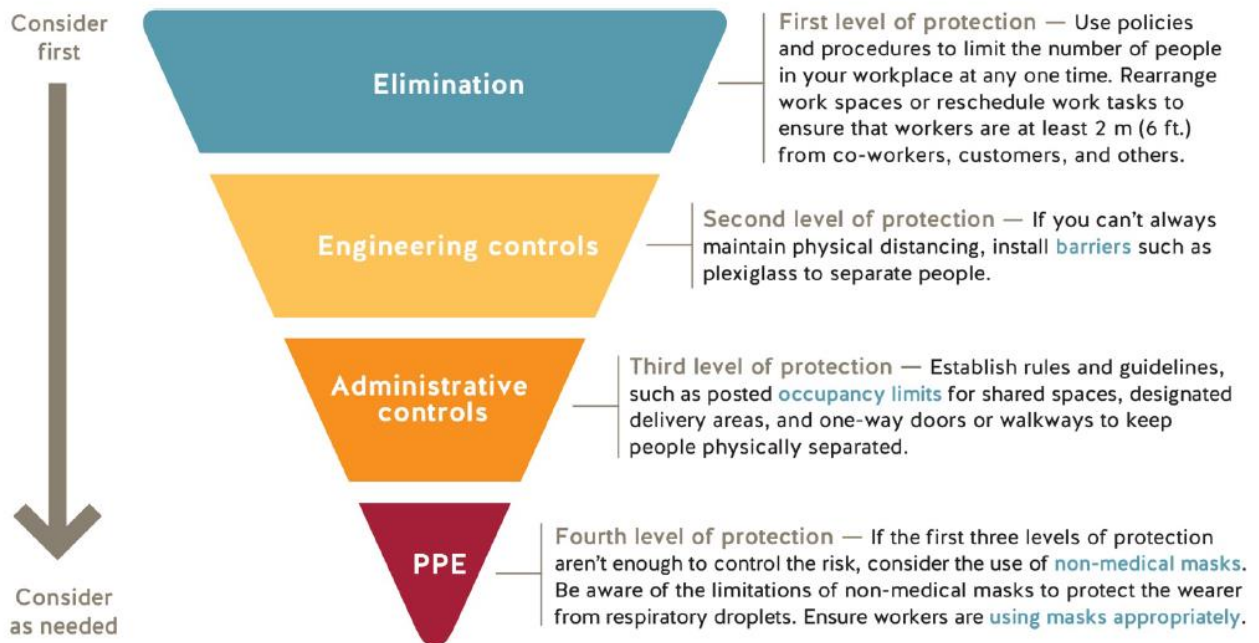
The Village of Ashcroft, through collaboration with frontline workers, supervisors, and the joint health and safety committee, has identified areas where there may be risks, either through close physical proximity or through contaminated surfaces

By use of Hazard Identification and Risk Assessments, the Village has identified:

- Areas where people congregate, such as break rooms and meeting rooms
- Job tasks and processes where workers are close to one another or members of the public – considering worksites, worker vehicles, and other potential work locations
- The tools, machinery, and equipment that workers share while working
- Surfaces that people touch often, such as doorknobs, elevator buttons, and light switches

## Protocols to reduce the risks

To reduce exposure, the Village has implemented controls to protect workers against the identified risks. Controls offer different levels of protection and wherever possible, the control that offers the highest level of protection will be applied. The Village understands that the highest level of control is not always practicable, and therefore controls from various levels have been incorporated to address the identified risks.



### First level protection (elimination): Limiting the number of People

Control measures in place for the Village of Ashcroft Municipal Office:

- No more than one (1) resident/customer is permitted in reception area at any time aside from staff, unless that resident is accompanied by a member of his/her family bubble (i.e.: children, spouse).
- Only the six (6) staff members scheduled to work in the office shall be permitted at the office concurrently
- If required, other members of the Public Works department will be permitted in the office providing social distancing measures are practiced
- No more than six (6) staff members in the coffee room at any one time
- Council meetings are restricted to five (5) Council members, up to four (4) staff members, two (2) members of the media
  - Council meetings will be closed, or open to a limited number of public participants, at Council's informed discretion

### Second level protection (engineering): Barriers and Partitions

- Plexiglas barriers have been installed along the entirety of the front counter for the protection of staff and visitors
- Plexiglas is cleaned on a regular basis
- Separate offices allow staff to work while maintaining ample physical distance
- An additional vehicle has been added to the Village fleet

### Third level protection (administrative): Rules and Guidelines

- Staff are expected to wash hands and sanitize frequently (i.e., after coming in contact with frequently touched surfaces, before and after break/lunch, after using the restroom) and maintain distance from others. Signage has been posted at hand-washing stations to inform proper and frequent hand-washing.
- Handshakes are to be avoided
- Signage informs any visitors of Village Office protocol re: occupancy limits, hand sanitization, and entry
- Visitors are urged to use hand sanitizer prior to entering office

### Fourth level protection: Using masks (optional measure in addition to other control measures)

- Information on selecting and using masks and instructions on how to remove a mask are available to staff members
- Masks will be worn in accordance with WorkSafeBC protocol

### Cleaning and Hygiene Practices

During the COVID-19 pandemic, enhanced cleaning and disinfection should be used on worksites to reduce the risk of disease transmission. Custodial staff are tasked with weekly office cleaning, with attention given to the front area on a more frequent basis. Maintaining further daily cleanliness falls upon staff. To reduce the risk of surface transmission, the Village has:

- Reviewed the information on cleaning and disinfecting surfaces
- Confirmed our worksites have enough handwashing facilities for all workers
- Developed policies that specify when workers must wash their hands and have communicated good hygiene practices to workers
- Implemented cleaning protocols for common areas and surfaces — for example, washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles
- Ensured workers who are cleaning have adequate training and materials
- Removed unnecessary tools and equipment to simplify the cleaning process

### Policies

The City has developed policies and procedures to ensure the health and safety of workers, and other parties, at all worksites. To safeguard against the risk of exposure to COVID-19, the developed policies and procedures ensure that workers and others showing symptoms of COVID-19 are prevented from entering the workplace.

- Anyone who has had symptoms of COVID-19 in the last 10 days
- Anyone directed by Public Health to self-isolate

- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms
- Visitors are prohibited or limited in the workplace
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic
- A work from home policy
- Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace
- Sick workers should report to first aid, even with mild symptoms
- Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated
  - o Ask the worker to go straight home and consult the BC COVID-19 Self-Assessment Tool, or call 8-1-1 for further guidance related to testing and self-isolation
- If the worker is severely ill (for example, difficulty breathing, chest pain), call 9-1-1.
- Clean and disinfect any surfaces that the ill worker has come into contact with

### Communication plans and training

The Village understands that we are responsible for ensuring staff know how to keep themselves safe while at the Office. The Village has, therefore:

- Developed a plan to ensure everyone is trained in workplace policies and procedures
- Ensured all workers have received the policies for staying home when sick
- Posted signage at the workplace, including occupancy limits and effective hygiene practices
- Posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms
- Ensured supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed

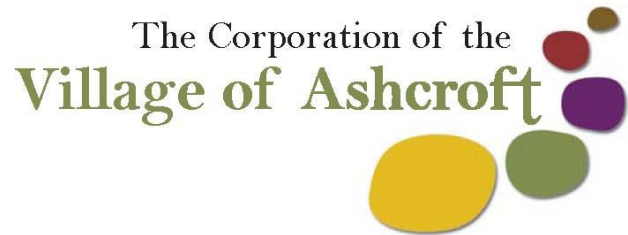
### Monitoring

- Changes to policies and procedures will be made according to new areas of concern
- Health and safety committees will be used to resolve safety concerns

### Assessing and Addressing Risks from resuming operations

The Village will conduct a hazard assessment on each building prior to re-opening it to the public. It is understood that changes may be needed to manage risks arising from reopening of Village buildings or facilities. To aid in mitigating the risks associated with resuming operations, the Village has developed a Return to Work Checklist which will confirm:

- Managers have reviewed and approved the return to work plan for their employees
- Workers have reviewed all safety and sanitization procedures that are in place prior to re-starting work at the worksite



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- Any additional items required for returning to the worksite (for example, additional PPE)
- Any concerns the worker may have will be directed to the appropriate personnel