



Corporation of the Village of McBride Covid-19 Safety Plan

Last updated August 31, 2020

Amendments to Safety Plan

Date	Reason for Change	How communicated

Safety Plan Reviewed with Staff as Follows;

Date	Staff in Attendance (signatures)	Supervisor in Attendance (signature)

Statement of Purpose:	<p>The Village of McBride is committed to providing a safe and healthy workplace for all staff, management, and Council. A combination of measures will be used to reduce the risk of COVID-19 transmission in our workplace as we resume the “new normal” level of operations. Our COVID-19 Safety Plan will protect not only Village employees and Council, but also others who enter our premises. All employees and Council must follow the procedures outlined in this plan to prevent or reduce exposure to COVID-19.</p> <p>The Village of McBride will take direction from the Provincial Health Officer and Province of BC Ministerial Orders related to the COVID-19 pandemic. This safety plan is a <i>living document</i> and will be reviewed and revised as necessary.</p>
Policy:	<p>The Village strives to control or eliminate exposure to COVID-19 by developing and implementing proper controls, safe work procedures and educating and training Village Staff. The Village will follow direction and controls as specified by the Provincial Health Officer and Province of BC Ministerial Orders.</p> <p>This Safety Plan is a living document and all applicable policies and procedures regarding a safe working environment during Covid-19 will be reviewed and updated should there be a change in direction from applicable authorities.</p>
Scope:	<p>This Safety Plan applies to all Village of McBride Employees, Council and volunteers who could be at risk of exposure to COVID-19.</p> <p>This Plan will also be used to customize specific Safety Plans related to projects and programs outside of the Village’s usual day to day operations. Village of McBride employees, council and volunteers have a responsibility to adhere to the Village of McBride COVID-19 Safety Plans and Procedures.</p>
Safety Plan Guidance Documents:	<ol style="list-style-type: none"> 1. WorkSafe BC COVID-19 Information and Resources. 2. BC Municipal Safety Association – Municipal Best Practices Guidelines V6 3. BC Centre for Disease Control COVID 19 Information Resources

Definitions:	Employee	Any person who is an employee or volunteer of the Village of McBride.
	Others	Residents of McBride and District, contractors, business owners and non-profits as well as members of the general public.
	Social/Physical Distancing	Limiting close contact with others which includes maintaining a minimum distance of 2 meters (6 feet) between people and limiting contract duration and density of individuals in an area.
	Pandemic	An epidemic over a wide geographical area or even throughout the world.

	COVID-19	A mild to severe respiratory illness that is caused by a coronavirus. It is transmitted chiefly by contact with infectious material (such as respiratory droplets), and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure. Also known as SARS-CoV-2 or the coronavirus.
	PHO	Provincial Public Health Officer
	BCCDC	British Columbia Centre for Disease Control
	PPE	Personal Protective Equipment: equipment or clothing worn to help protect workers from workplace hazards. This can include gloves, non-medical masks, N95 respirators, gowns, eye protective wear, etc.
Responsibilities:	Employer	<ul style="list-style-type: none"> • Provide a safe and healthy workplace • Maintain facilities and equipment to ensure that COVID-19 related hazards & risks are controlled or eliminated • Ensure employees, council and volunteers receive the COVID-19 Safety Training and a copy of the Village of McBride COVID-19 Safety Plan • Initiate, maintain, and communicate COVID-19 occupational health & safety policies and programs as they relate to COVID-19 • Provide PPE where required to protect against COVID-19 hazards and risks • Ensure all Village of McBride Contactors are oriented to the Village of McBride COVID-19 Safety Plan and Procedures
	Management	<ul style="list-style-type: none"> • Ensure that the materials (i.e.: gloves, masks, alcohol-based sanitizer, washing facilities) and other resources such as staff training materials required to implement and maintain the Plan are readily available where and when they are required • Select, implement, and document the appropriate site-specific control measures • Ensure that Supervisors and Staff are trained on all Safe Work Procedures

		<ul style="list-style-type: none"> • Ensure that Staff use appropriate PPE • Conduct a periodic review of the Plan's effectiveness • Ensure that a copy of this plan is available to Staff • Close facilities or limit services to the public: dialing public services up and down as necessary given COVID-19 risks to staff and if warranted and/or directed by the applicable health authority • Ensure that Staff maintain physical distancing while completing their work safely • Keep copies of any records or concerns related to COVID-19
	Staff	<ul style="list-style-type: none"> • Familiarize and follow established COVID-19 Safety Plan and Procedures • Use of required PPE and practice proper hygiene • Know the hazards of the workplace • Follow established work procedures as directed by the employer • Use of required PPE as instructed • Know how and when to report exposure incidents • Ensure that physical distancing is maintained • Not attend work if suffering from the fever, cold or flu, and seek medical direction by calling 8-1-1 or consulting a physician • Leave work immediately if you develop symptoms while at work, and seek medical direction by calling 8-1-1 or consulting a physician • Make reasonable efforts to minimize exposure to COVID-19 while away from work and keep informed of community outbreak areas
Risk Identification and Assessment:	<p>COVID-19 is transmitted via larger liquid droplets when a person coughs or sneezes. The virus can enter through these droplets through the eyes, nose or throat if an employee is in close contact with a person who carries COVID-19. The virus is not known to be airborne (e.g. transmitted through the particles floating in the air) and is not something that comes in through the skin. COVID-19 can be spread by touch if a person has used their hands to cover their mouth or nose when they cough or sneeze.</p>	
Transmission:	<p>The extent of control measures outlined in this Plan will depend on the level of risk to Staff health and safety. An important part of the Plan is to ensure all groups and tasks are identified and assessed for their level of</p>	

	<p>risk. Appropriate protective measures will vary according to the level of risk and kinds of activities an employee performs.</p>
<p>Exposure Risks Include:</p>	<ol style="list-style-type: none">1. Breathing in droplets in the air: BCCDC advises that COVID-19 is not typically transmitted through airborne transmission, however, if somebody coughs or sneezes they do generate droplets which are airborne for at least a short period of time but do not float in the air and generally fall to the ground within one to two meters. Anyone who is near the individual may risk breathing in these droplets. Physical distancing (maintaining 2 meters/6 feet of distance from other people at all times) will reduce the risk of this occurring.2. Close contact: Close contact refers to physical contact with another person, for example shaking hands or hugging. When people cough or sneeze droplets may deposit on their skin or clothing, especially if they cough or sneeze into their hands. People who are carriers of COVID-19 may transfer the virus from their hands or clothing to others during close contact. Physical distancing (maintaining 2 meters/6 feet of distance from other people at all times) will reduce the risk of this occurring.3. Surface contact: Surfaces can become contaminated when droplets carrying COVID-19 deposit on them, or when they are touched by a person who is infected. Surface contact involves a Staff touching a contaminated object such as a table, doorknob, phone, or computer keyboard or tool, and then touching eyes, nose or mouth. Surface contact is important to consider as COVID-19 can persist for several days on surfaces. Regular cleaning of work surfaces of all touch points, shared tools and equipment and hand sanitization will reduce the risk of transmission.4. Other: COVID-19 can be transmitted even by people who are not displaying symptoms.

Table 1: Basic Risk Assessment for Pandemic Influenza: WorkSafeBC Occupational Health and Safety Regulation Guidelines G6.34-6

Preventative Measures	Low Risk Staff who typically have no contact with pandemic-influenza infected persons	Moderate Risk: Staff who may be exposed to infected persons from time to time in relatively large, well ventilated workspaces	High Risk: Workers who may have contact with infected patients or with infected persons in small, poorly ventilated workspaces
Hand Hygiene: washing with plain or antimicrobial soap and water for 20 seconds or using an alcohol-based hand rub, or use of hand wipes that contain effective disinfectant	Yes	Yes	Yes
Disposable Gloves	Not required	Not required unless handling contaminated objects on a regular basis	Yes, in some cases such as when working directly with pandemic influenza patients
Aprons, gowns, or similar body protection	Not required	Outbreak/transmission dependent	Yes, in some cases such as when working directly with pandemic influenza patients
Eye protection – glasses or face shields	Not required	Outbreak/transmission dependent	Yes, in some cases such as when working directly with pandemic influenza patients
Non-medical masks	Not required, unless physical distancing is not possible	Not required, unless physical distancing is not possible	Not required, use minimum N95 respirator or equivalent
Airway protection - respirators	Not required	Not required unless likely to be exposed to coughing and sneezing	Yes (minimum N95 respirator or equivalent)

Table 2: Position Risk Assessment

POSITION	LEVEL OF RISK	CONTROL PROCEDURES
Front Counter Staff at Village Office	Low to Moderate	Hand hygiene, repeated cleaning and sanitization including regular touchpoint cleaning, physical barriers installed between public and staff and between staff members where physical distancing is not possible
Field Staff: Bylaw Officer, Public Works Foreman and Crew	Low to Moderate	Hand hygiene, PPE (disposable gloves, masks, coveralls) regular cleaning and sanitization, physical distancing (dependent on work tasks)
Managers and Supervisors	Low	Hand hygiene, regular cleaning and sanitization, physical distancing

***Additional forms of PPE may be required or provided depending on the site, work task and Staff comfort level. All Staff will be provided with a set of washable masks to use as they chose.*

Mitigation:	<ul style="list-style-type: none"> • Risk mitigation measures that are more protective involve separating people from each other or shared surfaces through physical distancing and physical barriers. • Measures that are less protective rely on individuals to consistently follow personal preventive practices (e.g., environmental cleaning, use of personal protective equipment, wearing of non-medical masks or cloth face coverings). • In some settings, physical distancing or separation may not be possible. To maximize safety, use a "layered" approach with multiple measures to reduce the risk of COVID-19 spread, including decreasing the number of interactions with others and increasing the safety of interactions. • Layering of multiple mitigation measures strengthens the risk mitigation potential overall. • You are encouraged to find creative and adaptive ways to mitigate risk in the workplace/business setting that align with public health advice and are respectful of workers.
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PROCEDURES

The following procedures describe the proper steps to be taken place before, during, and after an employee’s shift throughout a pandemic response. Procedures include requirements for

orientation and screening prior to working, actions while at work (hygiene, physical distancing, cleaning, and monitoring) and follow up after work has concluded each day.

Mitigation Step	Instructions
<p>Self-Monitoring</p>	<p>Any employee that exhibits COVID-19 symptoms or has been in a situation that is considered a high risk for transmission must stay home. This includes:</p> <ul style="list-style-type: none"> a) Having the following common symptoms for COVID-19 include fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, and loss of appetite. b) Traveling outside of Canada in the last 14 days c) Providing care or have close contact with a person with confirmed COVID-19 d) Having been directed to self-isolate by Public Health officials. <p>Employees must stay in contact with their supervisors if not reporting to work, and employees who develop symptoms while on shift must go home immediately and contact their supervisor for advice.</p> <p>Any employee exhibiting any signs of COVID-19 must reach out the Northern Health Authority assessment line at 1-844-645-7811.</p> <p>Should an employee develop symptoms at work their workspace and the surfaces they have been in contact with must be sanitized following the procedures described below. Co-workers they have been in contact with should be informed ensuring the private information of the ill employee is considered.</p>
<p>Members of the Public Screening</p>	<p>Where employees are interacting with visitors or visitors may be interacting among themselves within one of our buildings screening will occur.</p> <p>Passive screening is where signage and self-screening information is posted with an intention for self-administration by visitors. Passive screening is suitable where visitors are accessing controlled areas where sufficient protective measures are in place. This can include building lobbies, reception areas, common areas intended to be used by visitors.</p> <p>Active screening is where an employee will interview a visitor regarding their general health status and recent activities to gauge risk of visitor being considered a risk for transmission. Active screening should be conducted prior to allowing a visitor to enter areas of our building that</p>

	<p>are beyond the public common areas. This can include meeting rooms, an individual’s office, areas that are common work areas for employees.</p>
<p>Physical Distancing</p>	<p>During all activities, maintain physical distancing from others, including co-workers and members of the public by:</p> <ol style="list-style-type: none"> 1. Maintaining a six (6)-feet distance from another person; 2. Avoid large gatherings; 3. Consider use of virtual or electronic means of meeting with others where physical distancing is not practical; 4. Not engaging in any physical contact, such as handshaking; and 5. minimizing contact with communal items and surfaces; 6. In consideration of determining occupancy in a space the following metrics will be used: <ol style="list-style-type: none"> a. A physical distance of at least 6 feet between individuals b. For office space, where employees are not moving around or need to navigate around obstacles allow for 3.6 sq. meters of unencumbered space per employee c. For other indoor space, allow for 5 sq. meters of unencumbered space per person d. Where an event is occurring, participants, including employees and the public, will not exceed 50 persons e. Travel corridors and encumbered space where physical distancing cannot be maintained must be considered. f. Occupancy limits will be posted in all spaces (meeting rooms, lunchrooms, common areas, shops and any other space where there more than one person can gather) g. There will only be allowed one person at a time in the Village Office lunchroom. <p>Each work location will present unique challenges with respect to Physical Distancing. Managers and Supervisors are asked to evaluate the work environment and put processes in place to allow physical distancing to occur.</p> <p>Employees should be observant and remind members of the public to practice physical distancing while utilizing the services and practice hand sanitization.</p> <p>Consideration will be given to the following for physical distancing:</p> <ul style="list-style-type: none"> • Increasing space between employees • Changing layout of workplaces and spaces • Installation of physical barriers • Encouraging and supporting Work from Home • Limiting access to communal spaces • Staggering shifts and breaks

	<ul style="list-style-type: none"> • Using Zoom or similar technologies to host meetings • Hosting face-to-face meetings in large spaces or outdoors • Increasing access and distribution of documents through electronic means • Modifying operating hours for public access to the Village office • Controlling traffic flow within a building (ie. Designating enter and exit doors, designated one-way travel corridors, requiring individuals to yield to another in a narrow hallway)
<p>Personal Hygiene</p>	<p>Handwashing <i>Employees are asked to wash or sanitize their hands upon entering the worksite and regularly throughout the workday.</i></p> <p>The Village will supply appropriate products for employees to wash/sanitize their hands.</p> <p>Employees should either:</p> <ol style="list-style-type: none"> a) Regularly wash hands with soap and water for a duration of 20 seconds and wash hands after touching communal items or surfaces that may have been touched by others ; or b) If soap and water are not available, alcohol-based hand sanitizer or rubs can be used to clean hands; and c) Refrain from touching your face, eyes, nose or mouth with unwashed hands. <p>Respiratory Etiquette Employees should either:</p> <ol style="list-style-type: none"> d) Turn their head away from others and cover their mouths with a sleeve (i.e. cough into elbow); OR e) Use a tissue when coughing or sneezing, and immediately after, discard tissue(s) into a garbage receptacle and wash hands.
<p>Cleaning and Disinfecting</p>	<p>Workspaces and Equipment</p> <p>Note: It is important to make the distinction between cleaning and disinfecting:</p> <p>Cleaning refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.</p> <p>Disinfecting refers to using chemicals, for example, Health Canada-registered disinfectants, to kill germs on surfaces.</p>

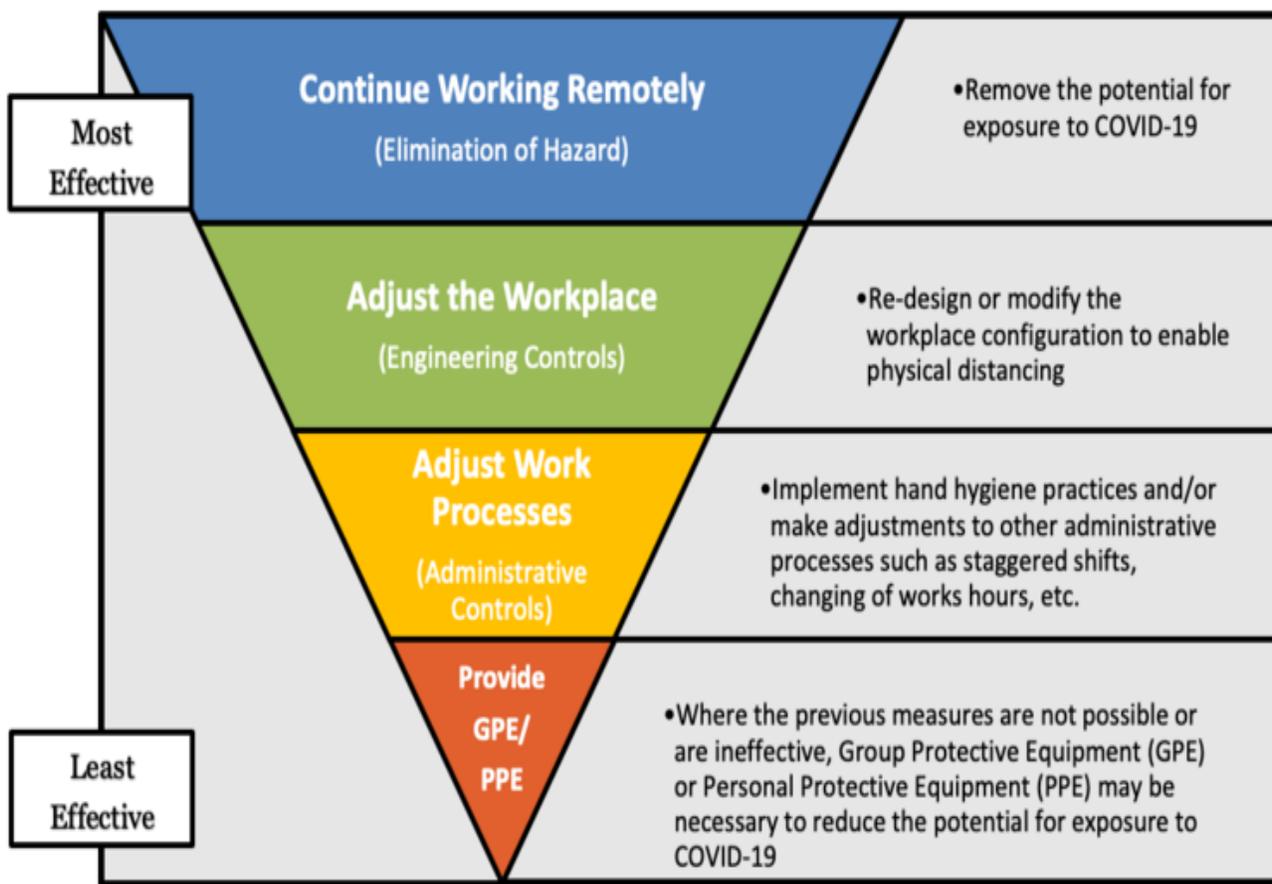
	<p>Deep Cleaning By disinfecting (kill germs) on a surface <i>after</i> cleaning (removal of germs), it can further lower the risk of spreading infection.</p> <p>Hard Surfaces Employees should follow these steps at least twice daily (i.e. start and end of day) or more often when visibly soiled throughout the day:</p> <ol style="list-style-type: none">1. Wash your hands.2. If surfaces are visibly dirty, they should be cleaned using a detergent or soap and water prior to disinfection (aka “deep clean”).3. Use a disposable antiseptic wipe to disinfect surfaces by wiping the surfaces or using paper towel and a disinfectant product. These include, but are not limited to:<ul style="list-style-type: none">• keyboard, mouse• phone, headset• desktop surfaces• chair seats and armrests• cabinet door, drawers• doorknobs, handles• light switches• photocopiers, cash registers and other shared equipment or surfaces4. Carefully dispose of the wipe into a garbage receptacle immediately after use (and remove gloves and dispose of also if you have chosen to wear them).5. Wash your hands with soap and water or an alcohol-based hand sanitizer. <p>Soft (Porous) Surfaces</p> <ol style="list-style-type: none">1. For soft (porous) surfaces such as carpeted floor, fabric chairs, and drapes, remove visible contamination when present and clean with appropriate cleaners appropriate for use for the particular material of which it is made.2. After cleaning, dispose of items (such as cleaning cloth) as appropriate in accordance with the manufacturer’s instructions. <p>Note: Never use a soiled or dirty cloth to clean any surface.</p> <p>Electronic Screens</p>
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	<p>This process is for cell phone screens, tablets, touch screens, computer and TV monitors and other sensitive electronic products:</p> <ol style="list-style-type: none"> 1. Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol / 30% water. The cloth should be damp, but not dripping wet. 2. Wipe down monitor or computer screen. 3. Dry surfaces thoroughly to avoid streaking or pooling of liquids. <p>Notes:</p> <ol style="list-style-type: none"> 1. Using any material other than a microfiber cloth could cause damage to the product. 2. Avoid using any of the following chemicals or products containing these chemicals: <ul style="list-style-type: none"> • Any chlorine-based cleaner, such as bleach • Peroxides (including hydrogen peroxide) • Solvents such as; acetone, paint thinner, benzene, methylene chloride or toluene • Ammonia (i.e. Windex) • Ethyl alcohol
<p>Signage</p>	<p>Each worksite will ensure that signage is posted so that employees and members of the public are informed of the behaviours expected of them.</p> <ul style="list-style-type: none"> - Illness, high risk symptoms or travel that would preclude entry to the facility - Physical Distancing expectations - Cough/Sneeze etiquette <p>Signs must be posted at entrances and exits in highly visible locations.</p>
<p>Business Meeting Protocols</p>	<p>Employees should conduct business with customers/clients and co-workers virtually as much as possible (i.e. conference calls, video conferences, email, telephone)</p> <ol style="list-style-type: none"> 1. Limit business-related visitors to essential services only. 2. If booking appointments, employees are encouraged to screen customers and ask the customer to reschedule if they become sick or are placed on self-isolation. 3. All meetings of more than 2 people must be coordinated and scheduled in the Council Chambers if face to face, to ensure Physical Distancing requirements are achieved. 4. Where in person meetings are required: <ol style="list-style-type: none"> a. Only meet in spaces where physical distancing can be accomplished b. Consider meeting in outside areas

	<p>c. All solid surfaces must be disinfected before and after the meeting.</p>
<p>Shared Spaces/Equipment</p>	<p>Any shared spaces must be sanitized at the end of each shift by the staff occupying that space, or the contracted Janitor.</p> <p>Employees should also be cognizant of their behaviours while utilizing shared spaces and take care to leave the space in as sanitary a condition as possible. Clean/disinfect communal items or surfaces and shared equipment (keyboards, tools, vehicles etc.) prior to touching them or after using them</p> <p>Appropriate products to sanitize shared spaces and equipment will be made available by the Village of McBride.</p>
<p>Document Handling</p>	<ol style="list-style-type: none"> 1. Wash or disinfect hands before and after contact. 2. Gloves can be used at the employee's discretion. Gloves should be properly disposed of and hands washed or sanitized after removing gloves. 3. Proper technique in putting on and removing gloves is necessary for gloves to be effective.
<p>PPE (Personal Protective Equipment)</p>	<p>Facial Masks Facial masks are only required when physical distancing cannot be maintained. If an employee chooses to wear a mask where one is not required the employee is responsible for proper disposal or frequent cleaning of their mask. Information for the care and disposal of facial masks is attached to this document.</p> <p>https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-how-to-use-mask?lang=en</p> <p>Disposable Gloves These are not required unless an employee is conducting first aid or carrying out duties that regularly require the use of them. Gloves are not to be used as replacement for proper and frequent hand hygiene. Wearing gloves may actually help spread the coronavirus as workers may unintentionally touch something or someone contaminated with the coronavirus with their gloved hand.</p> <p>Gloves may be used during sanitation procedures. Gloves will be provided by the Village for use by employees as necessary.</p> <p>https://www.youtube.com/watch?v=KHR5do-b7zY</p>

	<p>**Facial masks may be required when more than one employee is travelling in the same vehicle</p>
<p>Stress, Anxiety and Mental Health</p>	<p>Anyone who feels they are experiencing negative mental health implications should seek assistance as soon as possible.</p> <p>The Village’s Employee Family Assistance Plan provided by Pacific Blue Cross is available to all employees free of charge and on a confidential basis.</p> <p>Call – 604-419-2000 On line – https://www.pac.bluecross.ca/group/large-business/specialty-benefits/employee-family-assistance-program/</p> <p>This service is also available to all members of your household so if a child or spouse is having a difficult time please use the contact information provided.</p> <p>Other Resources include:</p> <p>https://bouncebackbc.ca/</p> <p>https://www.anxietycanada.com/covid19/</p> <p>https://cmha.bc.ca/</p>
<p>Training and Documentation</p>	<p>Managers and Supervisors will meet with staff to review and train to their departmental specific plans as well as applicable general safe work procedures and COVID-19 Safety Orientation. Attendance is mandatory and will be documented. Training will be in the form of presentations, toolbox talks and/or electronic communications.</p>
<p>Monitoring the Workplace and Update Plans</p>	<p>If Staff identify a new area of concern or a hazard created by any new procedures, they should report it to their Manager or Supervisor. The Village will update procedures based on staff feedback, operational requirements, and any changes in the direction from the Provincial Health Authority or other governing bodies.</p>
<p>Right to Refuse Unsafe Work</p>	<p>All Village employees have the right to refuse work if they believe it presents an undue hazard. If an employee believes their work condition presents an undue hazard, they must immediately report their concern to their supervisor/manager so that an investigation can be initiated.</p>

Hierarchy for Reducing COVID-19 Transmission Risk



Physical Distancing (remove the hazard)

Restructure physical settings and responsibilities to adhere to the minimum physical distancing requirement (increase space between people or reduce the number of people within a given space at any given time).

Engineering Controls (isolate people from the hazard)

Create physical barriers between people when physical distancing is not possible or increase ventilation.

Administrative Controls (change the way people work)

Redistribute responsibilities or modify business operations to reduce contact between people.

PPE (protect people with personal equipment)

Medical Check in: COVID-19 Screening Checklist

All employees and visitors entering the building should be asked following questions.

Screening should be done at the beginning and at the end of the workday.

1. Do you have fever (100.4), do you feel warm, or feel chills?

- Yes
- No

2. Do you have any of the following respiratory symptoms?

- Persistent cough (wet or dry)
- Sore throat
- Runny nose

3. Have you, or someone in your household, had close, unprotected contact with a suspected or known COVID-19 patient (spent longer than 15 minutes within 6 feet of someone who was sick with a fever and cough)?

- Yes—Go home immediately and self-isolate for 14 days if asymptomatic
- No—Continue to next question

4. If they have subjective or documented fever OR any of the respiratory symptoms OR close contact with COVID-19 patient noted above:

- They should be asked to go home immediately and self-isolate until they are asymptomatic for 3 days without the use of any medications, and it has been 7 days since the first day of their symptoms (whichever duration is longer)

5. If they say no to #1, #2 and #3, they can work but remind them to the following:

- Wash their hands with soap and water or alcohol-based sanitizer before they start work and frequently throughout the day
- Practice social distancing, sit and/or stand at least 6 ft from other people, do not shake hands or hug people, and do not share food or drinks
- Sanitize their work area before they leave
- Contact their employer and leave work immediately if they start to feel feverish or have respiratory symptoms.