



City of Cranbrook **COVID – 19 Strategic Safety Plan**

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This document outlines essential safety protocols that business unit operations must implement and follow as the City maintains, expands and / or restarts operations during the COVID-19 pandemic.

TABLE OF CONTENTS

Section 1: Overview.....	3
Section 2: Purpose.....	5
Section 3: Scope	5
Section 4: WorkSafeBC.....	5
Section 5: Hierarchy of Controls for COVID-19.....	6
Section 6: Hazard Analysis.....	7
Section 7: Fire Department.....	9
Section 8: Risk Matrix.....	10
Section 9: Principles	10
Self-Monitoring.....	11
Physical Distancing.....	12
Personal Hygiene	13
Enhanced Cleaning / Disinfecting.....	13
Shared Workspaces / Equipment Including Vehicles.....	14
Personal Protective Equipment (PPE).....	14
Stress, Anxiety and Mental Health Awareness.....	14
Return-to-Work Occupational Health & Safety Training.....	15
Communication Plan.....	15
Workplace Inspections	16
General Operating Guidelines.....	16
General Practice Expectations.....	17
Employee Expectations	17
Customer / Public.....	18
Physical Distancing for Employees	18

Section 1: Overview

COVID-19 is an immediate threat and our continued efforts in mitigating the risk exposure has never been needed more than today. The way we do business has changed and as an organization, we are continually ensuring the safety of each other. That would not have been possible without your commitment to work, live, and play safe.

We have made the commitment to ensure the health and safety of our employees, sub-contractors, and the public. Safety is an ongoing commitment and we call upon you to continue following the established safe operating procedures to ensure our workplaces are as safe as they can be. Renewing our commitment will dispel fears and increase confidence in the City and our operations.

This COVID-19 Strategic Safety Plan represents the minimum standards we must continue to meet based on the information from the Provincial Health Officer (PHO), the Ministry of Health, the Province of B.C. and WorkSafeBC. This Plan has and will continue to evolve based on our commitment to safety, direction and advice from the PHO, the Provincial Government and WorkSafeBC.

This Plan addresses physical distancing followed by engineering controls, administrative controls and lastly, personal protective equipment (PPE) to reduce the likelihood of transmission. The application of these control measures will assist in mitigating potential hazards to maintain a safe workplace. In addition to following this Plan and department specific addendums, all staff must think about the risks and take steps to control them. All departments must regularly assess all the hazards within their work area and take appropriate steps to eliminate or control the associated risk.

To address COVID-19 health and safety concerns in the workplace, Occupational Health and Safety, Human Resources, and your JOHSC Committee, will be communicating



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updates in respect to the pandemic response and any changes to steps or actions as may be required.

As leaders, managers, directors, and supervisors, we are accountable to address and respond to COVID-19 and the physical health and safety concerns raised by our employees. Collectively we must accept responsibility for each other's health and safety and work together as we strive to protect our families, coworkers, visitors, and the City as a whole.

The City of Cranbrook positions itself as the Mountain of Opportunity and this is our opportunity to contribute to the health and safety of our workplace and our community.

Thank you for your continued commitment

Human Resources / Occupational Health and Safety

City of Cranbrook

Section 2: Purpose

The purpose of the City's COVID-19 Strategic Safety Plan is to:

- Ensure all departments plan and anticipate the hidden risks that have the potential to disrupt lives and business operations
- Reinforce our obligation and commitment to the health and safety of our employees
- Provide guidance for our business operations and employees

All departments are required to know and adhere to this Plan and any department specific Safety Plan documented addendums that require control methods not described in this document.

Section 3: Scope

This COVID-19 Safety Plan applies to all City employees, elected officials, contractors, volunteers and members of the public / visitors.

Section 4: WorkSafeBC

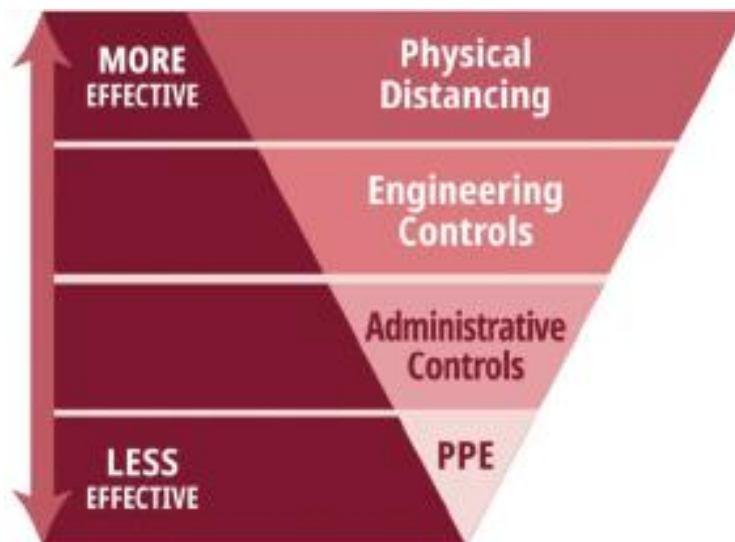
WorkSafeBC recognizes the importance of worker safety following COVID-19 related work stoppages or interruptions. The City has considered WorkSafeBC resources and guidance in developing this Plan.

WorkSafeBC **will not** be reviewing or approving plans; however during a WorkSafeBC inspection they will ask about the steps taken to protect employees. This Plan and related plans in your specific work area or department are a critical component that will demonstrate to a WorkSafeBC officer our commitment to employee safety and compliance with WorkSafeBC's expectations.

Section 5: Hierarchy of Controls for COVID-19

Considering the Hierarchy of Controls for COVID-19, we must select a safeguard or a combination of safeguards that ensure employee safety. The hierarchy of controls (in order of their effectiveness) is:

1. **Physical distancing / elimination or substitution:** Ensure for spaces that allow for activities to be performed two meters apart. Consider eliminating or reduce contact with others?
2. **Engineering controls:** Are engineering controls, such as physical barriers, practicable?
3. **Administrative controls:** Has the employer fully considered how work practices can be altered to minimize exposure, such as physical distancing or enhanced cleaning protocols?
4. **Personal protective equipment (PPE):** This last form of protection should only be considered after careful consideration of the previous control measures. The use of gloves and face masks may be considered where none of the above controls are possible or effective. **If gloves, masks and protective suits are used, training and proper usage guidelines must be followed.**



Section 6: Hazard Analysis

To develop this Plan, the process of hazard analysis was followed and it follows the “Hierarchy of Controls for COVID-19” as recommended by the PHO. This framework addresses physical distancing followed by engineering controls, administrative controls and lastly, personal protective equipment (PPE) to reduce transmission.

Responsibilities / Work Tasks	Hazards	Controls	Mitigation
<p>Activities at City Hall, Administrators, City Council, Public Works, Building and ByLaw, Emergency Services, Water and Waste Management, Community Services</p>	<p><i>CONSIDER: What could go wrong? The categories of hazards; biological, physical, chemical, and psycho-social.</i></p> <p>Whenever people come into contact with one another, share close physical space, and touch common surfaces.</p> <ul style="list-style-type: none"> • Physical: touching surfaces that are potentially contaminated with coronavirus particles • Biological: inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace or common area with easily transmissible viral 	<p>Controls for these types are going to be physical controls</p>	<p>Install signage reminding everyone must be physical distancing including visual cues (“step”stickers) for areas where customers are required to queue</p> <ul style="list-style-type: none"> • Common areas (public and employee) must be arranged to allow for physical distancing • Alternative solutions to conducting business meeting should be considered • Cleaning/disinfecting procedures for workspace, shared workspaces and common areas including vehicles to reduce cross contamination



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Here is another method used to assess risk. It is adapted from WorkSafeBC that can be used as a guideline during the site-specific hazard / risk assessment.

	Low Risk	Moderate Risk	High Risk
	Workers who typically have no contact with people infected with pandemic influenza	Workers who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces	Workers who may have contact with infected patients or with infected people in small, poorly ventilated workspaces
Hand Hygiene	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
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	Not required	Yes, in some cases, such as when working directly with pandemic influenza patients
Eye protection – goggles or face shield	Not required	Not required	Yes, in some cases, such as when working directly with pandemic influenza patients
Airway protection – respirators	Not required	Not required unless likely to be exposed to coughing and sneezing	Yes (minimum N95 respirator or equivalent)

Section 7: Fire Department

*Note: City of Cranbrook Fire Department has a strategy and mitigation plan activated when responding to emergencies for possible or confirmed COVID-19 emergencies. They will follow departmental directives, plans and BC Emergency Health Services (BCEHS) guidance. Firefighters will also continue to wear PPE appropriate to the risk, and in accordance with BCEHS and PHO direction.

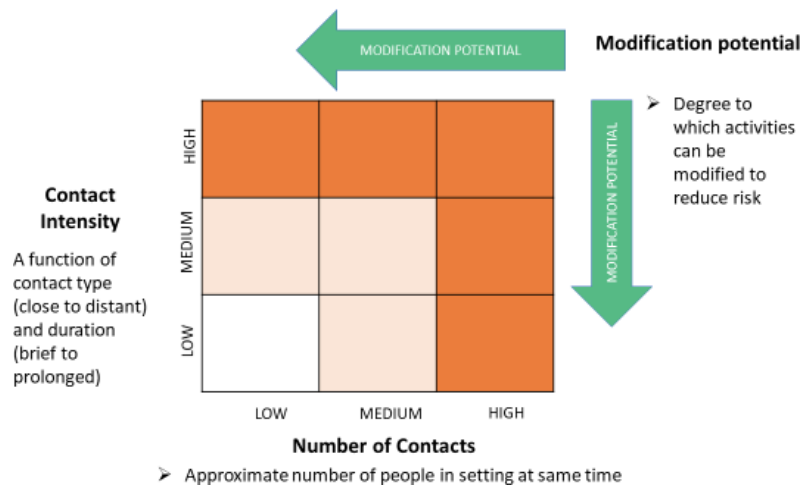
City of Cranbrook Fire Department (Fire and Emergency Services), like fire departments across the province have not curtailed their operations. This Safety Plan reinforces some of the best practices currently in place to prevent exposure to COVID-19.

The City of Cranbrook understands that most employees will not require PPE for the protection against COVID-19 unless they are in specific situations such as cleaning public areas, treating wastewater, serving the public, or in close proximity to other employees. This plan has focused on non-PPE controls put in place, specifically physical distancing, frequent hand washing, recommendation to wear a mask if and when in public or in areas where physical distancing is not possible.

A large portion of the Plan relies on departments implementing the procedures and following the guidelines contained in this document and the specific plans they have put in place.

Section 8: Risk Matrix

The risk of transmission in City of Cranbrook facilities is subject to two primary variables that we need to modify to reduce transmission risk: **contact intensity** (how close you are to someone and for how long) and **number of contacts** (how many people are in the same setting at the same time).



Modifying from high to low can be based on a range of actions:

- Physical distancing measures – to reduce density of people
- Engineering controls – physical barriers, increased ventilation
- Administrative controls – rules and guidelines
- Non-medical masks and PPE

Please contact your Safety Team member for additional guidance on the Risk Matrix for operation specific situations. Additional tools and guidance are available.

Section 9: Principles

Staying Informed

Employees are encouraged to stay up-to-date and informed on the pandemic and follow public health advice, as information may change from time to time.

Self-Monitoring

Pre-mitigation, including reporting and self-screening, will help to identify possible COVID-19 positive employees and proactively remove risks that they could inadvertently introduce coronavirus into the workplace.

- The City will require all staff who display COVID-19 symptoms to self-isolate by remaining at home, conducting the Provincial Health Assessment, and calling 8-1-1 for further instructions. This will include booking a COVID-19 test at the Public Health Centre by calling: 250-417-9252 or 250-919-8406. This service is provided Monday to Wednesday, 10:00 to 16:00.
- Staff who display COVID-19 symptoms are asked to remain at home until they receive a negative COVID-19 test result and they are symptom free. During this process employees are required to keep their Manager informed of their medical status.
- If it so happens that you develop the symptoms while at work or during your workday, please take precautionary measures and inform your supervisor BUT do not go into their office. A phone call will suffice.
- Please do not go to the office to fill out a “leave slip” nor should you come to the office to pick up your cheque if you have been directed to self-isolate. Arrangements will be made to send you your personal items.
- Remember to call 8-1-1 for further guidance or COVID-19 testing.
- Employees must also stay at home when sick to avoid spreading illness to others, even if symptoms are not consistent with COVID-19, as you may be non-symptomatic.

Physical Distancing

Physical distancing reduces the potential of coronavirus being transmitted through airborne droplets. There is a possibility that even non-symptomatic carriers of coronavirus may transmit the virus in this manner, so physical distancing should always be observed, even in cases when people do not display symptoms of COVID-19.

- Access to City workplaces must be controlled and where appropriate alternative methods such as video or conference calls, may be used for conducting business.
- Lunchrooms, break rooms, boardrooms, reception and common areas must be arranged to follow physical distancing practices and departmental policies in place.
- Employees should remain on their primary work floor and not visit other floors in the building unless absolutely necessary.
- Whenever possible, employees should travel alone in vehicles to ensure physical distancing.
- Should a task require close personal contact, appropriate PPE and additional mitigation measures must be considered and discussed with your supervisor.
- Business travel is not allowed – Requests will only be approved on a case by case basis.
- In situations where, in a shared workspace, physical distancing cannot be maintained, a more specific risk assessment must be undertaken in collaboration with your supervisor and the Joint Health and safety Committee. If appropriate, workers can develop a specific plan that will ensure their safety within their workspace.

Personal Hygiene

Employees must practice proper “hand hygiene” techniques often, as it is the single-most effective way of reducing the spread of infection. Proper respiratory etiquette should also be followed.

Touching your face, including eyes, nose or mouth must be avoided and hands washed or sanitized following such touching.

Hand Washing Procedure (Wash for at least twenty seconds)

1. Press hands palm to palm.

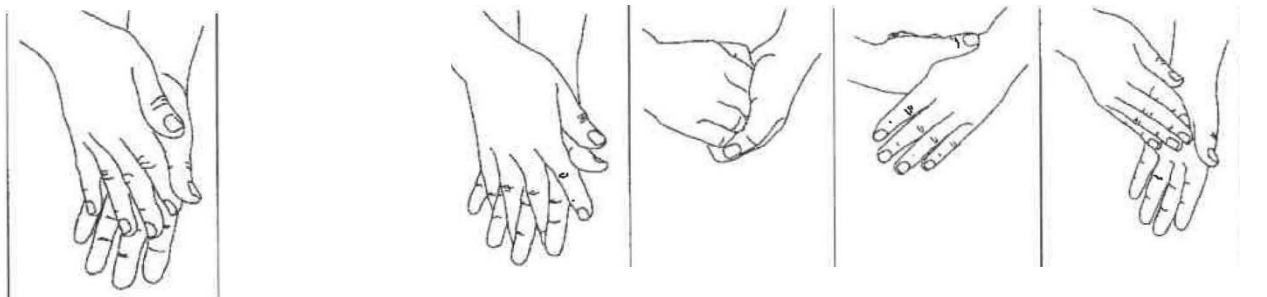
2. Press each palm over back of opposing hand.

3. Interlace fingers, palm to palm.

4. Interlock fingers.

5. Rotate each thumb in palm.

6. Rotate fingertips in palm.



Use soap and warm running water; it does not have to be hot to be effective. If water is unavailable, use a waterless hand cleanser that has at least 70% alcohol. Follow the manufacture instructions on how to use the product.

Enhanced Cleaning / Disinfecting

Cleaning must be performed as outlined in your respective department. Any particular operational concerns must be brought to the attention of your immediate supervisor and/or manager for guidance. Any operational specific approach must be documented and followed.

Shared Workspaces / Equipment Including Vehicles

- Employees are discouraged from sharing equipment (i.e. pens, phones, other tools).
- The need to share workspaces and equipment will be minimized.
- When it is necessary to use a common workstation or piece of equipment, such as photocopiers, the surface should be disinfected before and after use.
- In the event of a potential COVID-19 case in a shared workspace, workstation or with a person using shared equipment, the station/equipment must not be used until a deep clean can be performed which is to be delegated by the employee's manager. Follow the proper procedural guidelines outlined in your department.
- Employees who use City vehicles must ensure that high contact surfaces within the vehicle are routinely disinfected. Follow the proper procedural guidelines

Personal Protective Equipment (PPE)

Most City positions do not require specific PPEs. Where required, PPE must be available and training must be provided on the proper use of that PPE.

Stress, Anxiety and Mental Health Awareness

Practice self-care. Emotional stress, anxiety or concern is natural under the present circumstances. Anyone who feels they are experiencing negative mental health implications should seek assistance as soon as possible.

Managers and Supervisors must make themselves familiar with the available material and pay attention to the health of their employees. The Human Resources Department is available as needed for support or guidance.

Return-to-Work Occupational Health & Safety Training

Upon returning to work after a period of absence where hazards of the work may have changed, our employees must receive refresher orientation training from their department / operation. Therefore, everyone returning to work after a reduction in work due to COVID-19 must receive a refresher orientation. Every worker must be informed of new or revised procedures to eliminate or reduce potential for exposure to COVID-19.

Training must:

- Be specific to your operation and, in addition to acting as a refresher, it must also include any new arrangements or controls developed in response to the COVID-19 pandemic
- Explain essential health and safety information, such as employees' rights and responsibilities, work rules, hazards and safe work procedures
- Include mental health and how to access the City's Employee and Family Assistance Program (fseap) provider
- Include information around specific COVID-19 protocols or procedures, including physical distancing measures
- Hand washing
- Reporting COVID-19 symptoms
- General cleaning procedures to ensure a consistent approach by all

Communication Plan

The employer will regularly communicate COVID-19 updates to all levels of the organization through the OH&S office. Delivery will be by email, bulletin boards, and team meetings. The content will include Provincial directives, employer exposure control plans, and any other activity relating to, and affecting all workers.

Workplace Inspections

In accordance with OHS Regulation, the employer will conduct daily, weekly, and monthly inspections of the worksite to ensure it meets requirements as outlined in legislation and this plan.

Responsibilities

Supervisors:

- Ensure corrective measures are being met and reviewed daily
- Provide a copy of the daily checklist to Manager
- Place original in Inspection Binder on site for everyone to access, or post on JOHSC bulletin board
- Review corrective measures with all staff on shift

Inspection Team:

- Review Supervisor's daily inspections
- Perform Weekly Inspection for all work areas
- Provide a copy of the weekly checklist to Manager/ Safety Representative
- Place original in Inspection Binder on site for everyone to access, or post on JOHSC bulletin board
- Review corrective measures with all staff on shift

Employer Representatives:

- Manager share with Director and provide a copy to HR
- Manager share corrective measures with Supervisors to deliver updates to crew
- HR share copy with JOHSC and begin tracking corrective measures for JOHSC to review

JOHSC:

- Track and ensure appropriate measures are taken to ensure the health and safety of staff; and
- Ensure regular communication between all stakeholders and that COVID-19 updates and results from the inspections are shared.

General Operating Guidelines

Operations staff are required to ensure these guidelines are known and followed.

General Practice Expectations

While every workplace is different, and practices may vary depending on the location and nature of the department/operation, there are some general guidelines that apply:

- Maintain good personal and environmental hygiene
- Ensure good ventilation
- Maintain proper function of washrooms, drains and pipes
- Cover nose and mouth with tissue while sneezing or coughing, dispose of tissue and wash hands immediately
- Maintain physical distancing (at least two metres)

Keep hands clean and wash hands properly:

- Before touching eyes, nose and mouth if there is a need to do so
- After handling objects soiled by respiratory or other body secretions
- After touching high contact surfaces or equipment, such as escalator handrails, elevator control panels or door handles
- People with symptoms of COVID-19 must self-isolate and contact 8-1-1. **Anyone with these symptoms are not to be in the workplace.**

Employee Expectations

Employees must:

- Practice physical distancing by working at least two metres apart from coworkers whenever possible (where there is an approved exception refer to the appropriate developed safety procedure).
- Continue to follow all other safe work procedures. If it is unsafe to work, talk to a supervisor or the joint health and safety committee to address concerns.
- Stay home if they are sick or might be sick.
- Wash their hands for a minimum of 20 seconds at the start of their shift, before eating or drinking, after touching shared items, after using the washroom, after using a tissue, after handling cash or credit/debit cards, after touching common items, after each delivery (if contact was made) and at the end of their shift. It is recommended to remove jewelry while washing.

Customer / Public

To ensure for the safety of our employees and the public we serve, we will share the following messaging:

- **If you are sick, you must stay home**
- If you have underlying medical conditions, it is recommended that you not visit City Hall or other City facilities
- Anyone displaying symptoms of COVID-19, which primarily displays as a persistent cough, will not be permitted on the premises
- If you have travelled outside Canada, you are not permitted on city premises or in public until you have self- isolated for a minimum of 14 days
- If you are displaying symptoms of COVID-19 or you live in a household where someone is showing symptoms of COVID-19, you must stay home
- Physical distancing is required at all times (minimum of two metres)
- **Failure to observe physical distancing risks the closure of the facility, and as such, you will be asked to leave the premises**

Physical Distancing for Employees

There are various ways to determine space considerations to allow for appropriate physical distancing, depending on circumstances.

Engage your Joint Health and Safety Committee in brainstorming physical distancing measures that could work for the spaces that evolve. Your JOHSC representatives will consider the interactions they have with others, solicit input from your teams, and encourage all employees to promote the approved physical distancing measures. Spread the message that the most considerate thing employees can do for their co-workers and the public is to keep a distance of two metres between themselves and the people they work with.



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COVID-19 Safety Strategic Plan	
Owner	Human Resources
Final Approval	Director – Human Resources
Developed	Occupational Health and Safety Office
Consulted Parties / Brainstorming	HR / JOHSC Committee
Employee Input & Review	Sherri Kearns - WFP
Date Reviewed	
Date Approved	
Revision Date	
Related Documents & References	<ul style="list-style-type: none">• WorkSafeBC https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en• JOHSC COVID-19 Prevention Procedure (April 15, 2020)• City of Vancouver Safety Plan https://vancouver.ca/files/cov/city-of-vancouver-covid-19-safety-plan.pdf• BC Centre for Disease Control http://www.bccdc.ca/health-info/diseases-conditions/covid-19/data• Provincial Government of BC website