



COVID-19 Safety Plan

January 2022



On January 7, 2022, the provincial health officer announced an order requiring employers to re-activate their COVID-19 Safety Plans. This replaces the previous requirement for employers to have communicable disease prevention plans in their workplaces. While communicable disease prevention plans and COVID-19 Safety Plans share some of the same fundamental principles, COVID-19 Safety Plans are formal, written plans with more rigorous controls and are more appropriate for periods of elevated risk, such as the one currently faced by B.C. workplaces by the Omicron variant.

This COVID-19 Safety Plan supplements Saanich's [Communicable Disease Prevention plan](#).

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| Location: | Saanich Commonwealth Place |
| Date: | January 20, 2022 |
| Version: | V3 |
| JHSC review date: | January 26, 2022 |
| Electronic copy posted on Saanich website: | https://www.saanich.ca/EN/main/parks-recreation-community/active-living-guide/customer-support.html |
| Physical copies posted (note locations): | <ol style="list-style-type: none"> 1. Posted publicly near front desk 2. In staff room 3. At front desk for inquiries/inspections |
| Developed using: | WorkSafeBC's COVID-19 Safety Plan template (01/13/22) |

To assist each location in developing and updating their Safety Plans, this template has been created. The template captures work done by the organization as a whole.

Considering PHO Orders specific to some Saanich locations and other supporting documents developed by departments, additional comments are added for each Saanich location.

Safety Plans are to be reviewed by the Joint Health and Safety Committee for each location. Please note the date of the JHSC meeting at which the plan is to be or has been reviewed.

At the time of creating this template, the PHO Order was not yet posted. Considering this is a reactivation of Safety Plans, Saanich believes there will be a requirement to have them posted in the workplace so that it is readily available for review by workers, other persons who may attend a workplace to provide services, and members of the public.

Step 1: Assess the risks at your workplace

Involve workers when assessing your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
- We have identified the tools, machinery, and equipment that workers share while working.
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

Saanich has operated an Emergency Operations Centre (EOC) throughout the pandemic which has focused on ensuring health, safety and support of employees. Staff can provide input through their supervisor, their Joint Health and Safety Committee (JHSC) at their location and/or through a COVID-19 specific email address.

Regular COVID-19 updates (including updates to policies, guides, safety plans, crew talks, mental health talks, safe work practices, procedures, decision trees, frequently asked questions and other resources) continue to be sent to all Saanich staff by the Chief Administrative Officer to ensure consistency of information sharing, and physical and psychological support for our employees. For those staff without email, printed copies have been posted and information has been shared at crew and safety meetings.

Staff have been consulted in the development of many safe work practices and these practices are reviewed by the JHSCs.

Common areas have been identified and occupancy signage has remain posted. Where possible, occupancy limits has been added to room booking systems.

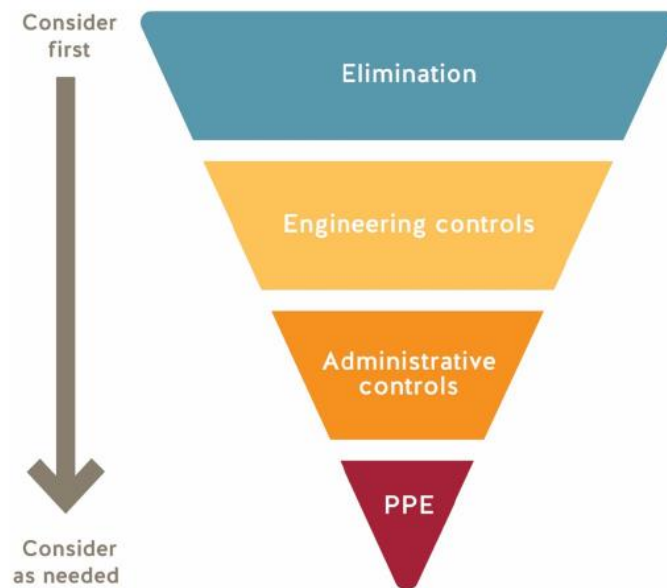
High touch surfaces were identified through our cleaning risk assessments and cleaning protocols were established. Cleaning regiments in other spaces follow industry established standards (e.g. BCRPA) and have been reviewed by Island Health's Environmental Health Officers.

Step 2: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- ✓ Review [industry-specific protocols](#) on worksafebc.com to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.
- ✓ Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
- ✓ [Orders, guidance, and notices](#) issued by the provincial health officer and relevant to your industry.
- ✓ Your health and safety association or other professional and industry associations.

Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



First level protection (**elimination**) — Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

Second level protection (**engineering controls**) — If you can't always maintain physical distancing, install [barriers](#) such as plexiglass to separate people.

Third level protection (**administrative controls**) — Establish rules and guidelines, such as posted [occupancy limits](#) for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

Fourth level protection (**PPE**) — Masks are an important tool in the prevention of COVID-19 transmission. Implement mask policies appropriate to your workplace and ensure that they are in alignment with orders or guidance from the [provincial health officer](#). Ensure that masks are [selected and used appropriately](#). Signage is available on [using masks correctly](#).

First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

- We have established and posted an occupancy limit for our premises. Limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. Some sectors may have requirements for occupancy limits prescribed by the provincial health officer. For other employers, an occupancy limit that provides at least 5 square metres of unencumbered floor space per person (workers and patrons) may provide a sensible approach for determining maximum occupancy.
- In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

In response to COVID-19, Saanich continues to limit visitors in our facilities and some facilities such as Saanich Fire department remain closed to the public. Saanich residence and businesses are encouraged to use on-line services. Some services are offered only by appointment or with registration.

Occupancy limits have been established in common areas throughout our Saanich facilities. Where applicable these have been set using industry standards such as BCRPA's *Guidelines for Restarting Operations* and PHO Orders.

Staff working in offices have access to the building prior to the start of their shift and many staff (both office and non-office) already have staggered start times (e.g. 7:30, 8:00 and 8:30 am). Staff who primarily work outside, report to their respective shop and can report to outside areas as needed.

In-person meetings have been eliminated as much as possible through the use of two-types of conference calling and virtual meetings using MS Teams. Some in-person meetings are still required and take place in large or open areas with sufficient physical distancing. Access to outdoor spaces and other shelters provides additional space for start and end of shift, meal breaks and meetings.

Saanich created and has updated the *COVID-19 Response – Work From Home Policy* allowing some staff to work from home. Considering Saanich's role to support the community, not all staff are able to work from home.

To support physical distancing, floor markers and directional signage have been established and reviewed. Additionally, education and training related to *Safe Manual Handling – While maintaining physical distancing* has been provided.

Second level protection (engineering): Barriers and partitions

- We have installed **barriers** where workers can't keep physically distant from co-workers, customers, or others.
- We have included barrier cleaning in our cleaning protocols.
- We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).
- For buildings with heating, ventilation, and air conditioning (HVAC) systems: We have reviewed available information on **ventilation and air circulation** and have ensured, to the extent that we are able, that these systems are properly maintained and functioning as designed.

For our indoor spaces, a *Corporate standard for physical distancing in our inside environments* was developed, and more than 400 workstations were assessed. Engineering controls including barriers were installed as needed and administrative controls were relied upon in some areas.

Cleaning of barriers has been included in cleaning schedules. Additionally, non-WHMIS controlled disinfecting supplies have been provided to staff and a *DIY Workstation Disinfecting* safe work practices was created and communicated to all staff through CAO emails.

Third level protection (administrative): Rules and guidelines

- We have identified rules and guidelines for how workers should conduct themselves.
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Signage is posted throughout Saanich facilities. To enhance adherence to Saanich's preventative measures, signage has been refreshed a number of times throughout the pandemic.

Staff training and information sharing has been regular and ongoing through CAO emails, policies, guides, safety plans, crew talks, mental health talks, safe work practices, procedures, decision trees, frequently asked questions and other resources. For new staff or staff who have been away during the pandemic, a COVID-19 specific orientation has been developed.

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

- We have a policy on the use of masks that is appropriate to the workplace, and that is in alignment with orders and guidance from the **provincial health officer**.
- Masks are **selected and used appropriately**. Signage is available for workers on using masks correctly.
- We have provided workers information on the proper use of masks.

Saanich created and has updated staff focused *Use of mask frequently asked questions* and *Mask decision tree*. All Saanich employees have been provided with adjustable 3-layer disposable masks.

Saanich's use of mask FAQs provides instruction on proper mask use including WorkSafeBC's mask publications on selecting and using masks in non-health care settings, and how to use a mask, as well as BC Centre for Disease Controls' Face masks: How are they different and Public Health Agency of Canada's COVID-19: How to safely use a non-medical mask or face covering.

Implement effective cleaning and hygiene practices

- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [[Handwashing](#) and [Cover coughs and sneezes](#) posters are available at worksafebc.com.]
- We are maintaining a clean environment in the workplace through routine cleaning practices.
- Workers who are cleaning have adequate training and materials.

Cleaning risk assessments were conducted and Saanich identified and purchased Health Canada approved hard-surface disinfectants which in their diluted concentration are non-hazardous (non-WHMIS). As required, cleaning regimens have been reviewed by Island Health's Environmental Health Officers.

To supplement disinfecting and cleaning done by Building Service Workers and other staff, *DIY Workstation Disinfecting* and *DIY Meeting Room Disinfecting* safe work practices were created and communicated to all staff.

Needs assessments for handwashing both inside buildings and in the field were conducted. Multiple means of in-field handwashing have been put in place. Additional hand washing locations have been identified during the colder weather. Health Canada approved hand sanitizer has also been provided in our buildings and for staff working in the field.

Good hand hygiene and coughing/sneezing etiquette have been outlined in numerous CAO emails and information has been posted in the intranet. This information has been reiterated in Special Advisory crew talks and through signage.

Two safe work practices were created relate to payment and document handling - *Contactless Payment and Safe Cash Handling Procedures – COVID-19 Prevention* and *Safe Document Handling Procedures – COVID-19 Prevention*.

In some cases, furniture, tools and equipment have been simplified. In some cases, these items were maintained to limit staff leaving and returning to the building during the day.

Step 3: Develop policies

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- We have policies in place to support workers in receiving COVID-19 vaccinations to the extent that we are able.
- Employers may implement vaccination policies at their workplace. Employers with vaccination policies have clearly communicated this policy to workers. More information is available at worksafebc.com/en/covid-19/vaccination-and-the-workplace.
- Some employers may have [rapid COVID-19 point-of-care screening programs](#) or have access to [rapid antigen tests](#). Any such programs are conducted in accordance with BCCDC guidance and clearly communicated to workers as appropriate.
- All individuals, including those with [symptoms of COVID-19](#), those who have been in contact with a COVID-19 positive individual, or those who have travelled outside of Canada, must follow the [guidance of public health](#).
- Visitors are prohibited or limited in the workplace.
- First aid attendants have been provided [OFAA protocols](#) for use during the COVID-19 pandemic.
- We have a [working alone policy](#) in place (if needed).
- We have a [work from home policy](#) in place (if needed).
- 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. Ensure an appropriate [violence prevention program](#) is in place.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- 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. Ask the worker to go straight home. [Consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.]
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

Policy information have been shared with all staff through CAO emails or safety talks, and has been posted on the intranet. Additional guidance is shared in the COVID-19 (Coronavirus) – HR Guide for Staff which is updated regularly.

Saanich has established *COVID-19 Vaccination Policy* and *COVID-19 Vaccination Policy – Volunteer and Contractors*.

Considering that COVID-19 is a communicable disease, workers who become sick during their day have been advised to report to first aid only if they require treatment; otherwise they have been advised to contact their your manager and then leave the workplace. This ensures first aid attendants continue to be available during the pandemic.

Step 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home when sick.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices. [A customizable [occupancy limit poster](#) and [handwashing signage](#) are available on [worksafebc.com](#).]
- We have posted signage at the main entrance indicating that visitors and workers with symptoms are restricted from entering.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitor your workplace and update your plans as necessary

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Workers know who to go to with health and safety concerns.
- When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

Step 6: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

- We have a training plan for new staff.
- We have a training plan for staff taking on new roles or responsibilities.
- We have a training plan around changes to our business, such as new equipment, processes, or products.
- We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- We have identified a safe process for clearing systems and lines of product that have been out of use.

Additional information specific to this location:

ADDENDUM to COVID-19 Safety Plan – Guidelines for Saanich Recreation

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ADDENDUM to COVID-19 Safety Plan – Guidelines for Saanich Community Services - January 20, 2022 V3 [G:\Community Services\COVID-19\2022 Update\Addendum C-19 Guidelines Community Services Jan 2022.docx](#)