

Purpose

The Village of Pemberton is committed to providing a safe and healthy workplace for all Staff. A combination of measures will be utilized to minimize worker exposure to COVID-19, including the most effective control technologies available. The work practices and procedures will protect not only Village Staff, but also other workers or public who enter our facilities. All employees must follow the procedures outlined in this Plan to prevent or reduce exposure to COVID-19.

Policy

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 World Health Organization, BC Centre for Disease Control, WorkSafeBC, the Province of BC, and the local Health Authority's Medical Health Officer.

This Plan, and all applicable policies and procedures related to safe work environments during COVID-19, will be reviewed and updated should there be a change in direction from applicable authorities.

Scope

This program applies to all Village Staff who could be at risk of exposure to COVID-19.

Definitions/Acronyms

BCCDC: British Columbia Centre for Disease Control

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.

Influenza: A common respiratory disease caused by a highly contagious virus that changes slightly from year to year (also known as the flu). Flu-like illness also have the same type of symptoms as influenza that has a known or unknown origin.

MHO: Medical Health Officer

N95 Respirator: A personal breathing device (respirator) that provides a barrier to protect workers from a variety of communicable diseases (airborne and droplet)

Pandemic: An epidemic over a wide geographical area or even throughout the world.

PHO: Provincial Health Officer

Physical/Social Distancing: Maintaining 2 meters/6 feet between people

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, etc.

WHO: World Health Organization

Responsibilities

Employer

- Provide a safe and healthy workplace
- Maintain facilities and equipment to ensure that COVID-19 related hazards & risks are controlled or eliminated
- Ensure employees receive the COVID-19 Safety Orientation
- Initiate, maintain, and share occupational health & safety policies and programs as they relate to COVID-19
- Provide PPE where required
- Provide adequate first aid facilities and services to the level required during a pandemic
- Ensure all Contactors complete the Village of Pemberton Contractor Screening Guidelines prior to commencement of work at any Village of Pemberton facility
- Orient all Contractors to the Village of Pemberton COVID-19 Safety Plan

Management

- 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
- Ensure that Staff use appropriate PPE
- Conduct a periodic review of the Plan's effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical
- Ensure that a copy of this plan is available to Staff
- Close facilities or limit services to the public if warranted and/or directed by the applicable health authority
- Ensure that Staff maintain physical distancing while completing their work safely

Staff

- Know the hazards of the workplace
- Follow established work procedures as directed by the employer
- Use of required PPE as instructed
- Report any unsafe conditions or acts to the Supervisor

- Know how and when to report exposure incidents
- Not attend or leave work if suffering from the fever, cold or flu and stay home, and seek medical direction by calling 8-1-1 or consulting a physician
- Ensure that physical distancing is maintained

Human Resources

- Provide information and training to workers on COVID-19
- Keep copies of any records or concerns related to COVID-19
- Act as a resource for any Staff with questions or concerns

Joint Occupational Health and Safety Committee

- Review plans and safe work procedures related to COVID-19
- Promote safe work practices in their workplace

NOTE: Pemberton Fire Rescue may have additional responsibilities and/or Operational Guidelines/protocols as it relates to pandemic response.

Risk Identification and Assessment

COVID-19

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.

Transmission

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 risk. Appropriate protective measures will vary according to the level of risk and kinds of activities an employee performs.

Risks include:

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.

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.

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 will reduce the risk of transmission.

Exposure to COVID-19 can occur by:

- Breathing droplets in the air that are generated when people cough or sneeze
- Close contact with other people (shaking hands or hugging)
- Touching contaminated surfaces and then touching the face, mouth or food
- Touching contaminated surfaces and then touching another surface may cause the virus to transfer from one surface to another

COVID-19 can be transmitted even by people who are not displaying symptoms. People who may be infected with COVID-19 should not attend work. This includes Staff who:

- Have or have had symptoms of COVID-19 in the past 10 days
- Have travelled outside of Canada within the previous 14 days
- Live with or have been in close contact to someone with COVID-19 (presumed or confirmed) within the past 14 days

Risk Assessment

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6. 34-6. Using this guideline as a reference, the risk level to Staff has been determined, depending on Staff's potential exposure in the workplace.

See Table 2 for the level of risk and risk controls in place for Staff.

Table 1: Risk assessment for pandemic influenza

Preventative Measure	<u>Low Risk</u> Staff who typically have no contact with people infected with pandemic/influenza	<u>Moderate Risk</u> Staff who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces	<u>High Risk</u> Staff who may have contact with infected people or with infected persons in small, poorly ventilated workspaces
Hand Hygiene (washing with soap and water for 20 seconds, using an alcohol-based hand rub, or using 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 shield	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

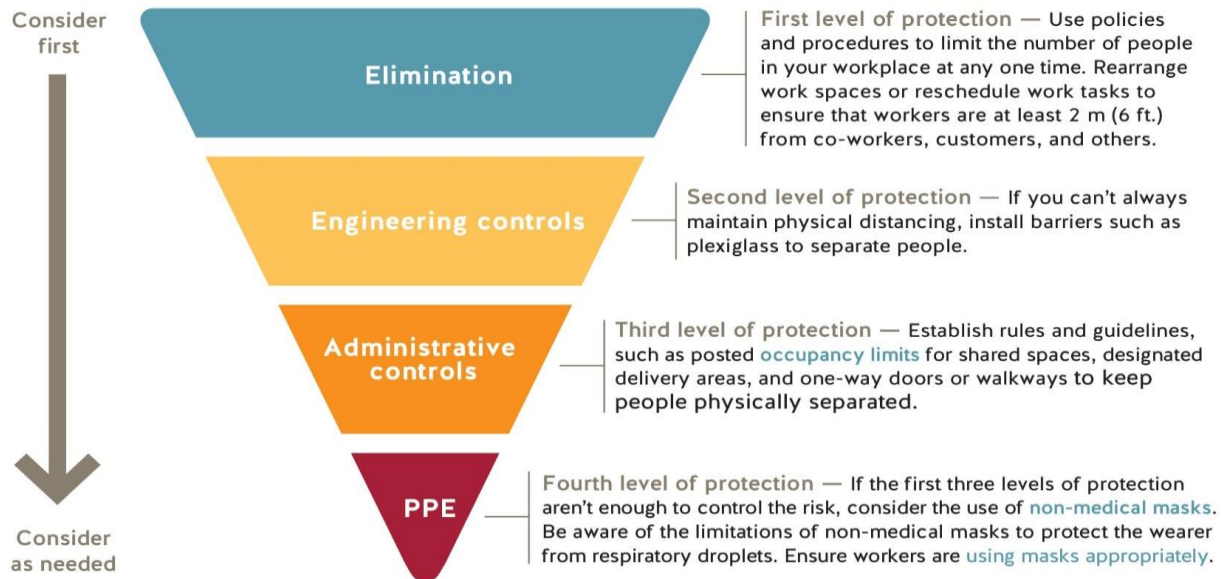
POSITION	LEVEL OF RISK	CONTROL PROCEDURES
Front Counter Staff Positions - Municipal Hall	Low to Moderate	Hand hygiene, cleaning and sanitization, physical distancing, physical barriers if distancing not possible
Recreation facilities Front Counter Clerks, Program Leaders, Instructors	Low to Moderate	Hand hygiene, cleaning and sanitization, physical distancing, physical barriers if distancing not possible
First Aid Attendants	Moderate	Hand hygiene and PPE (depending on injury)
Firefighter/First Responders	High	Hand hygiene, disposable gloves, turnout gear, goggles and/or face shield, N95 respirator
Field Staff (includes Parks, Public Works, Building Inspector)	Low to Moderate	Hand hygiene, cleaning and sanitization, physical distancing, and additional PPE (gloves, masks, coveralls), depending on work task
General Staff (including Supervisors and Managers)	Low	Hand hygiene, cleaning and sanitization, physical distancing

Various forms of *PPE* may be required or provided as an additional form of protection depending on the site or Staff comfort level.

Internal Safe Work Procedures will be developed and reviewed regularly to implement controls. Safe Work Procedures are available onsite in the COVID-19 Safety binders.

Risk Control

When developing protocols to mitigate risk, the Village will implement infection disease controls in the following order of preference:



Safe Work Practices

Hand Hygiene

Hand washing, proper coughing, and sneezing etiquette, and not touching your face are the key to the prevention of transmission and therefore minimize the likelihood of infection.

Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose, and mouth – or to other surfaces that are touched.

Wash your hands “well” and “often” with soap and water and scrub for at least 20 seconds. If soap and water is not available, use an alcohol-based hand rub to clean your hands.

Cough and Sneeze Etiquette

Staff are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplets or airborne routes. Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing
- Use tissues to contain secretions, and dispose of them promptly in waste container
- Turn your head away from others when coughing or sneezing
- Wash hands regularly

Health Verification/Screening

Staff who develop cold or flu-like symptoms including fever, cough, sneezing or sore throat should immediately report it to their Manager/Supervisor and go home or remain at home. They should then:

- Complete the self-assessment via bc.thrive.health/covid19
- Call 8-1-1 for further review and/or call their doctor for direction

Staff may need to isolate for 10 to 14 days at home depending on the outcomes and advice of the above, as per the Village of Pemberton Isolation Policy.

All Staff should monitor themselves for symptoms and inform their Manager/Supervisor immediately as to the results of any screening measures.

Self-Monitoring

Even if they are not experiencing symptoms, Staff who may have been exposed to COVID-19 in the last 14 days due to travel or close contact with individuals who are medically vulnerable or have been advised to do so by a public health authority should self-monitor.

Self-monitoring means to monitor yourself for 14 days for symptoms of respiratory illness (e.g.: fever, cough, difficulty breathing) and to avoid crowded places and increase personal space from others whenever possible.

Control Measures to Reduce Exposure

Physical Distancing

Staff are required to ensure they maintain at least 2 metres/6 feet distance from other Staff members, and members of the public who may visit the workplace. Large group congregation should be avoided. The Village of Pemberton will strive to limit groups of Staff coming together for training/orientation, lunch, meeting rooms and toolbox meetings by using virtual meeting options and having Staff work remotely or on staggered shifts wherever possible. Staff should not congregate in any area, such as but not limited to entrances, work areas, washroom facilities, kitchens or parking lots. The Village will ensure that tasks that may involve two (2) Staff will be conducted with the minimum distancing. Where this is not possible, additional controls will be put in place.

Markers will be placed in areas where the public are waiting to enter a facility or lining up at a front counter.

Occupancy limits

Physical distancing can be supported by setting occupancy limits for municipal facilities, including offices, fire hall, recreation facilities and work yards. It is critical to evaluate how many people can reasonably be in a workplace and easily practice physical distancing of 2 metres/6 feet between people to reduce the spread of COVID-19. The number of people entering and leaving the facility should be monitored; once the maximum number of persons for a facility is reached, allow one person in for every person that leaves. Separate incoming and outgoing customer flows if possible.

Cleaning and Hygiene

Increased cleaning and sanitizing of work areas, hard surfaces, vehicles, tools, meeting rooms and hard porous surface areas will be done before and after use on a regular basis. Hand sanitizer dispensers will be installed at entrances and exits of municipal buildings. Approved disinfectants will be used as recommended by Health Canada. Staff will practice proper hand hygiene protocols, including but not limited to washing hands before and after shifts, before and after breaks, after using the washroom and after handling materials such as mail and money and shared tools and equipment.

Physical Barriers

Clear barriers (plexiglass) will be installed in customer service areas such as Reception and the front counter at the Community Centre. Measures such as “tap” function on Point of Sales (POS) machines, online payment options, and use of mail drop-box to limit the number of public entering workspaces will be highly encouraged and promoted.

Policies and Procedures

The Village will, in consultation with Managers, Supervisors, Staff and the Health and Safety Committee, develop and update policies and safe work procedures that reduce risk to Staff and the public during the pandemic.

Internal Safe Work Procedures will be developed and reviewed regularly to implement controls. Safe Work Procedures are available onsite in the COVID-19 Safety binders.

Personal Protective Equipment (PPE)

Staff will be instructed to wear PPE based on the risk of their position and if required by safe work procedure(s). Staff will be provided with appropriate PPE and instructed in its use.

Mental Health

The COVID-19 pandemic may cause anxiety and emotional stress. Resources to support mental health, such as Bounceback BC, Anxiety Canada and the Canadian Mental Health Association will be shared with Staff.

<https://bouncebackbc.ca/>

<https://www.anxietycanada.com/covid-19/>

<https://cmha.bc.ca/>

Staff who are experiencing negative mental health implications due to the pandemic should seek assistance as soon as possible. Staff are requested but not required to inform their Manager/Supervisor and/or the HR Coordinator if they require support.

The following page is an example of a resource provided in an all-Staff communication.

RESILIENCE BOOSTER!

During this stressful time, it is important to care for your psychological health.

RESILIENCE

A process of navigating psychological, social, cultural, and physical resources in order to sustain or regain wellbeing.

CAPACITY

Our ability to use resources.

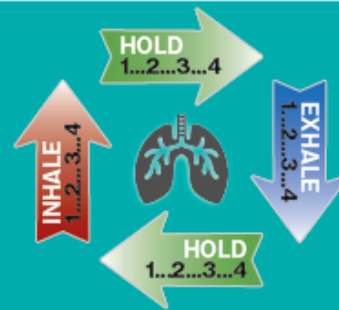
- Respond mindfully to stressors rather than reacting.
- Use planning, clear thinking and communication.
- Trust yourself, your skills, and your crews.



BOX BREATHING

Practice breathing deeply (until your abdomen rises).

- Breathe in for 4 seconds, hold for 4. Then, out for 4, hold for 4. Repeat.



REALISTIC OPTIMISM

- Avoid wasting energy on what we can't control.
- Put energy and focus on positive words and actions.
- This increases our ability to have better impact and outcomes.



PROACTIVE

For more information about support, reach out to:



Resilient Minds



Canadian Mental Health Association
Mental health for all

Association canadienne pour la santé mentale
Ce service est offert pour tous



BC MUNICIPAL SAFETY Association

Communication and Training of Plans and Procedures

Managers, Supervisors, or the HR Coordinator 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.

Monitoring the Workplace and Updates to Plans as Necessary

If Staff identify a new area of concern or a hazard created by new procedure, they should report it to a Safety Committee representative, their Manager/Supervisor and/or the HR Coordinator. 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.