



SAFETY PROGRAM MANUAL

SITE LOCATION	City Hall		
TITLE	COVID-19 SAFETY PLAN – CITY HALL		
PURPOSE	To Mitigate Risk of City Hall Staff, Visitors & Contractors becoming infected with COVID-19		
Approved/ Revised	JUNE 19, 2020	Revised	December 2, 2020

OVERVIEW

The City of Trail is committed to ensuring a safe and healthy workplace for everyone. The City of Trail has many locations occupied by staff, visitors, and contractors; however, City Hall is unique in that it houses City of Trail staff from several different departments. These departments include: Accounting/Finance, Administration, Bylaw, Engineering and Information Technology. A combination of preventative measures will be used to minimize worker exposure to the COVID-19 virus, including the most effective and appropriate controls available. Work procedures will protect not only our respective workforces, but also visitors, contractors, and the general public who enter City Hall. All employees must adhere to procedures outlined in this plan to prevent or reduce exposure to the COVID-19 virus.

Scope

This COVID-19 Safety Plan will:

Provide guidance while **assessing the risks** associated with the transmission of the COVID-19 virus in the workplace;

Provide direction on **implementing protocols** to reduce the risk of transmission in the workplace;

Provide the guidance needed to **develop policies** necessary to manage the workplace;

Provide direction on the **development of communication and training** plans specific to the workplace;

Allow for **monitoring the workplace and updating of this plan** as necessary; and

Assist in **assessing and addressing the risk** while returning to normal operations.

Definitions & Acronyms

COVID-19: is a new coronavirus that causes diseases ranging from the common cold to more severe respiratory illnesses. COVID-19 has been declared a global pandemic and public health emergency. Older people (over the age of 60) and those with a weakened immune system or underlying medical conditions are considered at higher risk of severe illness.

BCCDC: British Columbia Center for Disease Control

BCMSA: British Columbia Municipal Safety Association

IHA: Interior Health Authority

PHO: Provincial Health Officer

WHO: World Health Organization

WSBC: WorkSafeBC

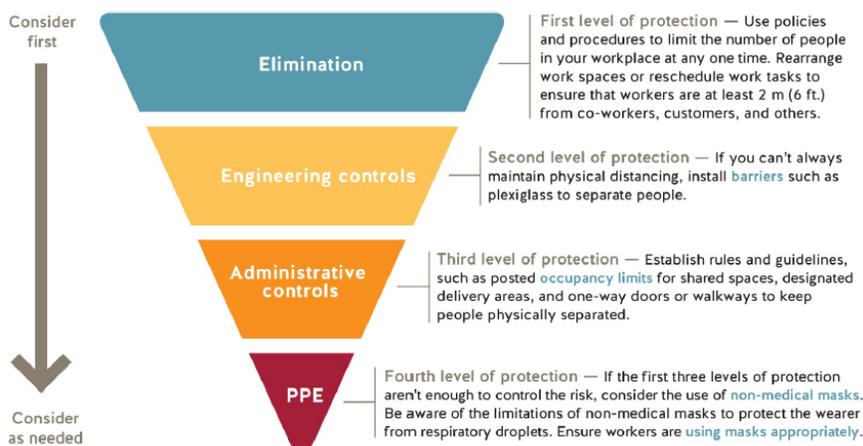
RISK ASSESSMENT

Staff will assess the workplace in order to identify places where there is a risk of COVID-19 transmission. This process will involve frontline workers, supervisors, and joint health and safety committees and/or worker representatives. Staff will continually assess the workplace after operations resume to ensure risks are identified and managed.

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface before touching the face. To better understand the risks, consider the following questions:

- Where do people congregate, such as break rooms, production lines, or meeting rooms?
- What job tasks or processes require workers to come into close proximity with one another or members of the public?
- What tools, machinery, and equipment do people come into contact with in the course of their work?
- What surfaces are touched often, such as doorknobs, elevator buttons, light switches, equipment, and shared tools?
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REDUCE THE RISK



City Hall Measures

First level protection (elimination):

- Hand sanitizer provided at all points of entry, and at all workstations;
- Posted signage on all entrance doors indicating employees and visitors exhibiting COVID-19 like symptoms are not allowed to enter the building;
- Limiting public access to main and upper level lobbies, conference room, and council chambers. Escorted public access beyond these points;
- Designated delivery drop-off/pick-up location in main lobby by entrance doors; and
- Increase signage around cleaning protocols of shared work spaces and equipment.

Second level protection (engineering controls):

- Installed transparent protective barriers at counters and provided portable transparent protective barriers at work stations.

Third level protection (administrative controls):

- Established a City Hall specific safe work plan;
- Posted occupancy limits on common areas and meeting rooms; and
- Increased cleaning frequency of high touch areas such as countertops, door knobs, and light switches to twice daily. Cleaning log to be maintained.

Fourth level protection (PPE):

- Per the Provincial Health Office orders of **November 19, 2020**, non-medical masks must be worn by employees, contractors, and patrons in all public spaces (common areas, hallways, washrooms, workspaces where 6 feet distance cannot be maintained) to prevent transmission to others.
- For staff, exceptions to masks occur when eating or drinking and when individually isolated in an office, workspace, or vehicle.

Note: Masks act as a barrier and help stop the spread of droplets from a person's mouth and nose when talking, laughing, yelling, singing, coughing, or sneezing. Wearing a mask should be combined with other important protective measures such as frequent hand washing and physical distancing. **A mask is not enough to prevent the spread of COVID-19 on its own** (BC Centre for Disease Control).

Health Monitoring

Per the Provincial Health Officer's order issued on **November 19, 2020**, employers must ensure every worker conducts a daily health check before entering the workplace. Health checks are

mandatory self-assessments conducted by workers and contractors and includes confirming with the employee and contractors in written or verbal formant, that they have reviewed the complete list of entry requirements (See **Appendix C**) and that none of the prohibited criteria apply to them. The WorkSafe BC checklist will be provided for each employee to reference before arriving to work. Employees will acknowledge with their signature that they are fit to perform their duties upon successfully completing the WorkSafe BC self-screening checklist. Supervisors will collect signatures daily and retain on file. All current safety protocols remain in effect while in the workplace. Staff showing symptoms, those who have been contacted by Interior Health of a possible exposure, or those concerned they may have encountered someone who may be ill (at work or not), are to take the following actions:

1. Remain at home and notify your supervisor.
2. Call BC's HealthLink at 8-1-1 to share information regarding symptoms/potential exposure and determine a course of action, should it be deemed necessary.
3. Follow advice of Interior Health medical professionals.

If you are feeling stressed or worried, full-time employees have access to the City's and Library's EFAP program for counselling services. Contact our Pacific Blue Cross EFAP confidentially at **1-844-722-3327**.

Pandemic Safety Plan Checklist :

Assess the Risks at your workplace	Yes / No	City of Trail Measures Taken
We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).	Yes ✓ No	Completed risk assessment for front counter service.
We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.	Yes ✓ No	Posted occupancy limits on entry door.
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).	Yes ✓ No	Limiting the number or customers in the main lobby to three persons at any given time. Installed floor markings, and exterior access indicator lights should there be a need for customers to line up outside.
We have identified the tools, machinery, and equipment that workers share while working.	Yes ✓ No	Commonly used office equipment such as photocopiers, are to be cleaned before and after each use.
We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.	Yes ✓ No	Contract cleaner to disinfect high touch areas nightly. Office staff to disinfect high touch areas once during shift, or more often as necessary. Staff cleaning documented.
Implement protocols to reduce the risks	Yes / No	City of Trail Measures Taken
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	Yes ✓ No	Reviewed “Offices: Protocols for returning to operation” when developing this safety plan.

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).	Yes ✓ No	All parties have been advised and are following recommended protocols. Unfettered access to City Hall safety files is provided via "N" drive files.
Orders, guidance, and notices issued by the provincial health officer and relevant to your industry.	Yes ✓ No	Following orders and guidance of the BC PHO. Senior managers, DPW and supervisors.
Your health and safety association or other professional and industry associations.	Yes ✓ No	Reviewed and followed recommendations provided by all relevant associations.
First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible	Yes / No	City of Trail Measures Taken
We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to "one-time or episodic events" (weddings, public gatherings), is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way	Yes ✓ No	Posted on entry doors.

<p>to ensure physical distancing is maintained. (Public Health has developed guidance for the retail food and grocery store sector that requires at least 5 meters of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.)</p>		
<p>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.</p>	<p>Yes ✓ No</p>	<p>Work from home not considered. Have implemented virtual meetings, and limited the number of customers and visitors in City Hall.</p>
<p>We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.</p>	<p>Yes ✓ No</p>	<p>Signage dictating occupancy levels posted on all entry doors.</p>
<p>We have implemented measures to keep workers and others at least 2 meters apart, wherever possible. Options include revising work schedules and reorganizing work tasks.</p>	<p>Yes ✓ No</p>	<p>Staggered break times</p>
<p>Second level protection (engineering): Barriers and partitions</p>	<p>Yes / No</p>	<p>City of Trail Measures Taken</p>
<p>We have installed barriers where workers can't keep</p>	<p>Yes ✓ No</p>	<p>Yes. Plexiglas barriers installed where necessary.</p>

physical distant from co-workers, customers, or others.		
We have included barrier cleaning in our cleaning protocols.	Yes ✓ No	Contract cleaner to disinfect nightly. Front counter barrier cleaning as necessary. Staff cleaning documented. Occupiers of spaces with barriers are to clean barriers regularly.
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).	Yes ✓ No	Barriers do not introduce a risk to workers.
Third level protection (administrative): Rules and guidelines	Yes / No	City of Trail Measures Taken
We have identified rules and guidelines for how workers should conduct themselves.	Yes ✓ No	Aware of and following rules and guidelines as per PHO, WSBC and BCMSA
We have clearly communicated these rules and guidelines to workers through a combination of training and signage.	Yes ✓ No	Through meetings and training.
Fourth level protection: Using masks	Yes / No	City of Trail Measures Taken
We have reviewed the information on selecting and using masks and instructions on how to use a mask.	Yes ✓ No	Reviewed WorkSafeBC COVID-19 health and safety "Selecting and using masks".
We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.	Yes ✓ No	Discussed with all workers. Council passed Policy No. GG005.11 "Pandemic Face Mask Policy"
We have trained workers in the proper use of masks.	Yes ✓ No	Trained all workers on how to properly wear a mask in accordance with WorkSafeBC Help Prevent the spread of

		COVID-19 “How to use a mask”.
Reduce the risk of surface transmission through effective cleaning and hygiene practices	Yes / No	City of Trail Measures Taken
We have reviewed the information on cleaning and disinfecting surfaces.	Yes ✓ No	Using BCCDC, interior health guidance and supplier discussions
Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.	Yes ✓ No	
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.)	Yes ✓ No	Everyone to sanitize hands upon entering and exiting the facility. Signage posted at all hand sanitizing stations, and in all washrooms.
We have implemented cleaning protocols for all common areas and surfaces – e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).	Yes ✓ No	Commonly used office equipment such as photocopiers, are to be cleaned before and after each use. Signage posted.
Workers who are cleaning have adequate training and materials.	Yes ✓ No	Single use paper towel, cleaning solutions, disinfecting wipes and PPE all available.

We have removed unnecessary tools and equipment to simplify the cleaning process – e.g., coffee makers and shared utensils and plates.	Yes ✓ No ✓	Workers advised not to use shared utensils, cups and plates. Coffee machines and other appliances are to be cleaned before and after each use. Signage posted.
Develop policies	Yes / No	City of Trail Measures Taken
Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.	Yes ✓ No	
Anyone directed by Public Health to self-isolate.	Yes ✓ No	
Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.	Yes ✓ No	
Visitors are prohibited or limited in the workplace.	Yes ✓ No	
First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.	Yes ✓ No	
We have a working alone policy in place (if needed).	Yes ✓ No	
We have a work from home policy in place (if needed).	Yes No ✓	Working from home has not been considered.
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.	Yes ✓ No	

Sick workers should report to first aid, even with mild symptoms.	Yes ✓ No	
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.)	Yes ✓ No	
If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.	Yes ✓ No	
Clean and disinfect any surfaces that the ill worker has come into contact with.	Yes ✓ No	
Develop communication plans and training	Yes / No	City of Trail Measures Taken
We have a training plan to ensure everyone is trained in workplace policies and procedures.	Yes ✓ No	
All workers have received the policies for staying home when sick.	Yes No ✓	
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.)	Yes ✓ No	
We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.	Yes ✓ No	
Supervisors have been trained on monitoring workers and the workplace to ensure policies	Yes ✓ No	

and procedures are being followed.		
Monitor your workplace and update your plans as necessary	Yes / No	City of Trail Measures Taken
We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.	Yes ✓ No	
Workers know who to go to with health and safety concerns.	Yes ✓ No	
When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).	Yes ✓ No	
Assess and address risks from resuming operations	Yes / No	City of Trail Measures Taken
We have a training plan for new staff.	Yes ✓ No	
We have a training plan for staff taking on new roles or responsibilities.	Yes ✓ No	
We have a training plan around changes to our business, such as new equipment, processes, or products.	Yes No ✓	
We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.	Yes No ✓	Not Applicable
We have identified a safe process for clearing systems and lines of product that have been out of use.	Yes No ✓	Not Applicable