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COVID19 Impact Mitigation Strategy – The Five Pillars

The fundamental approach to mitigating the spread of COVID19 is conceptually simple and consists of the following five pillars.

1. SELF ASSESS FOR SYMPTOMS

The first pillar of the mitigation strategy will be to make efforts to prevent illness from arriving at the facility in the first place. The best approach to this end will be to screen incoming staff and patrons. This will not eliminate asymptomatic people but is key to reducing potential arrival of illness.

2. PHYSICAL (SOCIAL) DISTANCING

Efforts to maintain a physical distance of at least 2 metres (6 feet) between people at all times must be made. In doing so, it becomes difficult for anyone to become infected by someone else, whether they are symptomatic or asymptomatic.

3. HAND HYGIENE

By focussing on keeping your hands clean, you reduce the possibility of people infecting themselves when their hands contact virus droplets on surfaces. Doing so also reduces the potential to spread the virus via common use objects (railings, door handles etc.). Proper hand washing should occur regularly and should entail using soap and washing with warm water for at least 20 seconds.

4. FACE TOUCHING AVOIDANCE (E.G. TOUCHING EYES, MOUTH, NOSE, ETC.)

Another way to avoid getting infected is to encourage the avoidance of touching your eyes, nose, or mouth with hands. In lieu, use of one's shoulder, forearm, or a tissue if an itch must be addressed.

5. ENHANCED CLEANING

Regular cleaning of all high-touch surfaces and common use objects is another important way to curtail the spread. The District of Ucluelet janitorial staff regularly cleans the facility with focus on high-touch areas.



1. PURPOSE

The District of Ucluelet, Recreation Department is committed to providing safe and healthy facilities for all patrons, employees, volunteers, leasers/renters and contractors and recognizes that precautions should be taken to reduce the risk of transmission of respiratory illnesses including COVID-19, to ensure our employees and community remain as safe and healthy as possible, and so that our workplaces continue to operate as normally as possible during an outbreak.

This document assists all employees, contractors, leasers/renters and volunteers, to:

- Comply with WorkSafeBC Occupational Health and Safety Regulations.
- Comply with Provincial Regulations and governing bodies.
- Comply with Provincial Health Authority and Local Health Authority orders and recommendations.
- Comply with recommendations as laid out by BCRPA and via Sport
- Mitigate the spread of COVID-19 among employees (and their families and friends).
- Describe procedures for probable or confirmed Covid-19 in the facility.

The purpose of this plan is to establish measures to reduce opportunities for transmission of COVID-19 illness in the facility and to actual or potential exposure to COVID-19.

To minimize an employee's, contractors, public, patron's exposure to COVID-19, a combination of measures will be used, including the most effective control technologies available. Procedures will attempt to protect not only employees, but also contractors, leasers/renters and members of the public that enter District of Ucluelet facilities. All employees, contractors, leasers/renters and volunteers must follow the procedures outlined in this plan to help prevent or reduce exposure to COVID-19.

2. SCOPE

This plan applies to all District employees, contractors, renters/leasers and volunteers.

3. DEFINITIONS

In this plan,

“a probable case of COVID-19” means either:

- the person has not had a laboratory test, has a fever (over 38 degrees Celsius) or new onset of (or exacerbation of chronic) cough, and
 - close contact with a person with a confirmed case of COVID-19; or
 - lived in or worked in a closed facility known to be experiencing an outbreak of COVID-19 (e.g., long-term care facility, prison);

OR



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- the person has had a laboratory test for which a diagnosis of COVID-19 was inconclusive, has a fever (over 38 degrees Celsius) or new onset of (or exacerbation of chronic) cough, and in the 14 calendar days before onset of illness:
 - traveled to an affected area (including inside Canada) identified by the World Health Organization (Consult HealthLink (8-1-1) for an up to date list of affected areas); or
 - had close contact with an individual with acute respiratory illness who within 14 calendar days before their onset of illness traveled to an affected area (including inside Canada) identified by the World Health Organization (Consult HealthLink (8-1-1) for an up to date list of affected areas); or
 - participated in a mass gathering identified as a source of exposure; or
 - had laboratory exposure to biological material (e.g. primary clinical specimens, virus culture isolates) known to contain COVID-19.

“a confirmed case of COVID-19” means the person has been confirmed via laboratory testing to be infected with the virus that causes COVID-19.

“close contact” means the person provided care for, or had other similar close physical contact with, or lived with, or otherwise had close prolonged contact with, an individual with a probable or confirmed case of COVID-19 while the individual was ill.

“coronaviruses” means a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease, or COVID-19.

“COVID-19” is the infectious disease caused by the most recently discovered coronavirus.

“essential service worker” means a worker who provides services that are considered critical to preserving life, health, public safety and basic societal functioning, and who has been determined by the District, on an individual basis, to be critical to delivering essential services.

“fatigue” means a feeling of tiredness or exhaustion or a need to rest because of lack of energy or strength.

“high-touch surfaces” include countertops/hard surfaces, food contact surfaces, tables/chairs, doorknobs, light switches, dispensers, floors, phones, waste receptacles, photocopiers, any other shared equipment etc.

“isolation” means isolation from others and is required when you have COVID-19 symptoms (fever, cough, difficulty breathing), even if mild, or you have been diagnosed with COVID-19, or are waiting for the results of a lab test for COVID-19. To be ISOLATED means to stay at home until public health officials advise you that you are no longer at risk of spreading the virus to others. Avoid contact with other people to help prevent the spread of disease in your home and in your community, particularly people at high risk of severe illness outcomes such as older adults or medically vulnerable people.



“non-close contact” means the person provided care for the probable case with consistent and appropriate use of PPE or has had contact with the probable case but has not been within 2 meters of the probable case while the probable case had symptoms of COVID-19.

“pandemic” is defined as an epidemic of infectious disease that spreads through human populations on a continental or global scale.

“self-isolation” means to stay at home and monitor yourself for symptoms, even if mild, for 14 days AND avoid contact with other people to help prevent the spread of disease in your home and in your community in the event you become symptomatic. Self-isolation is required if you have no symptoms AND a history of possible exposure to the novel coronavirus due to travel outside of Canada or close contact with a person diagnosed with COVID-19.

“self-monitor” means monitoring your health and the health of your children or live-in family members for symptoms such as fever, cough and difficulty breathing.

“social distancing or physical distancing” means making changes in your everyday routines in order to minimize close contact with others, including:

- avoiding crowded places and non-essential gatherings
- avoiding common greetings, such as handshakes
- limiting contact with people at higher risk (e.g. older adults and those in poor health)
- keeping a distance of at least 2 arms lengths (approximately 2 meters/6 feet) from others, as much as possible when in public

“symptoms of infection” means fever/chills, conjunctivitis (pink eye), cough, diarrhoea, fatigue, sneezing, sore throat, stuffy or runny nose, shortness of breath / difficulty breathing, weakness.

“weakness” means a lack of physical or muscle strength and a person’s feeling that extra effort is required to move their arms, legs, or other muscles.

4. RISK IDENTIFICATION AND ASSESSMENT

THIS SECTION OUTLINES THE FOLLOWING:

- COVID-19 Symptoms
- Routes of virus transmission
- Work activities and workers at risk of exposure

Covid-19 Symptoms

Those who are infected with COVID-19 may experience few or no symptoms. You may not know you have symptoms of COVID-19 because they are similar to a cold or flu. Symptoms may take up to 14 days to appear after exposure to COVID-19. This is the longest known infectious period for this disease.



Symptoms 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
- loss of appetite

In severe cases, infection can lead to death. Symptoms are subject to change and are listed at www.bccdc.ca.

Virus Transmission

People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people can catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets. This is why it is important to stay more than 2 meters (6 feet) away from a person who is sick.¹

The primary routes of transmission anticipated for COVID-19 are listed below, all of which need to be controlled.

Contact transmission, both direct and indirect

Direct contact involves skin-to-skin contact. Indirect contact involves someone touching a contaminated intermediate object. Examples of both direct and indirect contact include:

- Shaking hands with an infected person, followed by touching one's eyes, nose, or mouth;
- Touching a surface contaminated with the virus, followed by touching one's eyes, nose, or mouth;
- Sharing food items or utensils with an infected person;
- Contact with virus in sewage, followed by touching one's eyes, nose, or mouth.

Contact transmission is important to consider because COVID-19 can persist on hands and surfaces for an unknown amount of time.

¹ World Health Organization



Droplet transmission

Large droplets may be generated when an infected person coughs or sneezes. Droplets travel a short distance through the air and can be deposited on inanimate surfaces (leading to indirect contact transmission), or in the eyes, nose, or mouth.

Infectious droplets from a coughing or sneezing person can directly contact a nearby person and be ingested through the eye, nose or mouth.

As the distance from the person coughing or sneezing increases, the risk of infection from droplet transmission is reduced, but it can still be a concern in smaller, enclosed areas, especially where there is limited ventilation. As the number of infected people in a room increases, the risk of infection can increase.

Identification of Activities and Persons At Risk Of Exposure To Covid-19

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6 (the Regulation). Using this guideline as a reference, risk level to employees has been determined.

Table 1. Risk Levels and PPE

Risk Levels	Low Risk	Moderate risk	High risk
Persons and Controls (for each group)	Persons who typically have no contact with people infected with COVID-19	Persons who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces or persons who clean/disinfect public spaces*.	Persons who may have contact with infected patients or with infected people/ substances 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 or harmful substances on a regular basis	Yes, in some cases, such as when working directly with COVID-19 patients
Coveralls, turnout gear or similar body protection	Not required	Not required	Yes, in some cases, such as when working directly with COVID-19 patients



Eye protection – glasses or face shield	Not required	Not required, unless cleaning/disinfecting public spaces.	Yes, in some cases, such as when working directly with COVID-19 patients
Airway protection – respirators	Not required	Not required. Persons required to maintain distance of 2 meters or 6 feet from others. Cloth masks may be used for short periods if social distancing is not possible for certain tasks.	Yes (minimum N95 respirator / mask or equivalent) (mask to be placed on infected person if no oxygen mask is utilized)

5. COVID-19 RISK CONTROLS

The Regulation requires the District of Ucluelet to implement infectious disease controls in the following order of preference:

1. Engineering controls: *Engineering* controls include the introduction of another technical solution to avoid/reduce risks, such as guards/enclosures when interfacing with public.
2. Administrative controls: *Administrative* controls include cleaning intensity, hand washing and cough/sneeze etiquette, etc.
3. Personal Protective Equipment (PPE): Personal Protective Equipment includes the wearing of gloves, respirators/masks coveralls/turnout gear, gloves, goggles and/or face shields.
4. Elimination: *Elimination* of face-to-face contact. In a pandemic, this may include closing facilities and reception counters, relying on phone, email or regular mail to answer public questions, limiting meetings and relying on conference calls, mail or messenger tools, taking financial transactions by electronic means rather than cash or cheque at the public service counter.

Please see Appendix A for series of effective controls for COVID-19.



6. DUTIES AND RESPONSIBILITIES

Employer:

- Ensure that the materials (for example, gloves, alcohol-based wipes and hand washing facilities) and other resources required to implement and maintain the COVID-19 Safety Plan are readily available where and when they are required.
- Select, implement and document the appropriate site-specific control measures.
- Evaluate the workplace(s) for areas where people have frequent contact with each other and share spaces and objects and increase the frequency of cleaning in these areas.
- Ensure that high traffic work areas and high-touch surfaces are cleaned and disinfected more frequently and intensely.
- Ensure that appropriate cleaning supplies are available for employees and instructors to clean and disinfect their space.
- Provide employees with any personal protective equipment required/recommended by occupational health and safety guidelines and training to ensure it is used correctly.
- Ensure that employees use personal protective equipment as is appropriate for each situation (see Risk Assessment COVID-19 section).
- Conduct a monthly (or more frequent, where required) review of the Plan's effectiveness. This includes a review of the available control measures to ensure that these are selected and used when practical.
- Ensure that a copy of the COVID-19 Safety Plan is available to ALL.
- Close facilities or reduce services if warranted to maintain compliance with public health and Provincial directives.

Managers and supervisors:

- Ensure that a COVID-19 risk assessment has been conducted for working group to determine the level of risk. This risk assessment looks at all elements of the space including proximity to others, ability to maintain social/physical distancing, maintaining cleanliness, workspaces, and provision of necessary personal protective equipment.
- Increase distance between desks, tables and chairs.
- Keep a distance of 2 metres.
- Ensure any public contacts closer than 2 metres only occur when wearing appropriate PPE or screening is in place or guidelines are being met as laid out for programming.
- Report to Management Team any challenges to maintain a healthy and safe workplace.
- Ensure that employees are adequately instructed on the hazards and controls at their work location(s).
- If respirators/masks are used, ensure that employees use the proper type.
- Direct work in a manner that eliminates or minimizes the risk to employees.
- Keep your environment clean. Use appropriate products to clean and disinfect items



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Employees, Patrons, General Public, Contractors, Renters/Leasers:

- Know the hazards related to COVID-19 in the facility.
- Follow established work procedures as directed by the employer or supervisor.
- Practice high standards of hand hygiene including frequent hand washing and/or use of hand sanitizer.
- Keep your environment clean. Use appropriate products to clean and disinfect items like your desk, work surfaces, phones, keyboards and electronics, customer service counters, equipment especially when visibly dirty.
- Keep a distance of 2 meters between you, your coworkers, and the general public.
- Increase distance between desks, tables and workstations.
- PPE must be used when a 2 metre distance can not be maintained.
- Report any unsafe conditions or acts to their supervisor or manager.
- Know how and when to report exposure incidents.
- Leave facility if suffering from flu-like symptoms and follow procedures outlined in this Plan.

Employee Training

Employees of the District of Ucluelet will receive training in the following:

- The risk of exposure to COVID-19, and the signs and symptoms of the disease.
- The risk controls outlined in this plan.
- Location of washing facilities, including dispensing stations for alcohol-based hand rubs.
- Proper use of respirators/masks (for specific individuals).
- How to report an exposure to, or symptoms of COVID-19.

References and Resources

- District Web Pages: www.ucluelet.ca
- BC Centre for Disease Control www.bccdc.ca
- Provincial Health Services Authority: www.phsa.ca
- Health Canada: www.canada.ca/en/health-canada.html
- World Health Organization: www.who.int/emergencies/diseases/novel-coronavirus-2019
- BC Construction Safety Alliance: www.bccsa.ca/
- Health Canada: Public health management of cases and contacts associated with novel coronavirus disease 2019 (COVID-19)

Living Document

This is a living document and may change frequently depending on ongoing pandemic issues/developments. All changes will be made in consultation with applicable stakeholders including the OH&S Committee.



7. PROCEDURES

Please see attached documents:

- 1) Appendix A - Effective Controls for COVID-19
- 2) Appendix B - Cleaning Services During the COVID-19 PANDEMIC
- 3) Appendix C - Safe Use of Cleaning and Disinfectant Products
- 4) Appendix D - Ucluelet Community Centre Office Site Specific Plan
- 5) Appendix E - Communication Plan



Appendix A – Effective Controls For Covid-19

Hand Hygiene

Hand washing is one of the best ways to minimize the risk 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.

Instructions:

Wash hands immediately:

- Upon arrival at the facility.
- After handling cash.
- Before and after breaks.
- Before and after handling high touch equipment.
- Before leaving a work area.
- After handling materials that may be contaminated.
- Before eating, drinking, smoking, handling contact lenses, or applying makeup.
- After coughing or sneezing if hands may have been contaminated.
- Before and after group meetings or programs.

Hand Washing Procedure

Use soap and warm running water; it does not have to be hot to be effective. Wash and rinse your hands for at least twenty (20) seconds. If water is unavailable, use a waterless hand cleanser that has at least 70% alcohol. Follow the manufacturer's instructions on how to use the cleanser.



Help prevent the spread of COVID-19



Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

Wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment

[worksafebc.com](https://www.worksafebc.com) **WORK SAFE BC**

Figure 1. Handwashing Etiquette

Respiratory Etiquette

Employees, Instructors, Renters and Patrons are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes.



Instructions:

- Cover your mouth and nose in your elbow, sleeve or tissue when coughing or sneezing
- Use tissues to contain secretions, and dispose of them promptly in a waste container

Wear non-medical masks to prevent the spread of germs when two metres distance can not be maintained

- Turn your head away from others when coughing or sneezing
- Wash hands regularly

Help prevent the spread of COVID-19
Cover coughs and sneezes

Or

Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.

Or

Wash your hands with soap and water for at least 20 seconds.

Clean hands with alcohol-based hand sanitizer.

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Physical Distancing

When someone coughs or sneezes, they emit small liquid droplets from their nose or mouth which may contain the virus. If you are too close, you may breathe in the droplets.

Instructions:

- Maintain at least 2 metres (6 feet) distance between yourself and others, especially anyone who is coughing or sneezing. Wear a mask when two-meter distance cannot be maintained.

Disinfecting and Cleaning

Clean surfaces to reduce the chance of spreading disease. Cleaning includes high-touch areas such as: tables, equipment, doorknobs, counter tops, sinks, water taps, computer key boards and telephones, among other surfaces that may be touched by many people.

Instructions to Staff:

- Employees are required to wear proper PPE (nitrile gloves) when cleaning common surfaces at the beginning of their shift or throughout the day.
- If any aspect of another employee's workstation must be used, it must be cleaned before and immediately afterwards.
- Many disinfecting wipes can also be effective at killing the virus. Use protective cloths (disposable or reusable) where required.

Public Access Procedures: In a pandemic, elimination of face-to-face contact is the best control possible.

Instructions to Staff:

- Essential contractors (deliveries, couriers, etc.) will maintain social distancing protocols. Contact may be made where proof of receipt or signature is required.

Facility Closures

When there are confirmed cases of COVID-19, Health Authorities and/or the District of Ucluelet will determine facility closures and provide guidance and direction on cleaning procedures and re-opening of the facility.

Use of Face Masks

Cloth mask will be supplied to District staff and should be utilized when employees cannot maintain 2 meters physical distance from one another.


Masks will be cleaned regularly by District Staff.




Help prevent the spread of COVID-19: How to use a mask

- 


1 Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.
- 

2 Inspect the mask to ensure it's not damaged.
- 


3 Turn the mask so the coloured side is facing outward.
- 

4 Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose
- 

5 Put the loops around each of your ears, or tie the top and bottom straps.
- 


6 Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.
- 

7 Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.
- 

8 Don't touch the mask while you're wearing it. If you do, wash your hands.
- 


9 Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

Removing the mask

- 

1 Wash your hands with soap and water or use an alcohol-based hand sanitizer.
- 

2 Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.
- 

3 Dispose of the mask safely.
- 

4 Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."

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Figure 2. Proper donning procedures.



Appendix B - Cleaning Services During The Covid-19 Pandemic

The District of Ucluelet is committed to taking actions to reduce the risk of transmission of respiratory illnesses including COVID -19. Regular cleaning and disinfecting of objects and high-touch surfaces will help prevent the transmission of viruses.

Employees will be educated / trained on cleaning routines prior to undertaking (see appendix B for additional details).

“High-Touch Surfaces” include countertops/hard surfaces, food contact surfaces, tables/chairs, doorknobs, light switches, dispensers, floors, waste receptacles, etc.

PROCEDURES:

Occupied Buildings:

1. Additional hand sanitizer stations added throughout public areas.
2. Scheduled daily cleaning/disinfecting as capacity allows in the following areas and high-touch surfaces:
 - a. Public/Staff washrooms and change rooms
 - b. Kitchens
 - c. Meeting rooms
 - d. Disinfect high-touch surfaces with a disinfecting spray

*All high-touch surfaces disinfected.

Location / Frequency:

Public Washrooms (subject to opening)

- Entire areas cleaned and disinfected 5 - 7 days per week, 2 times daily as capacity allows

Ucluelet Community Centre

- Shared work areas cleaned and disinfected according to the regular schedule or directly following meetings, when required.

Other Actions Taken:

- Order all available product from suppliers and have reserved back ordered items when in stock.
- Review upcoming schedules to ensure extra staff are available, if needed.
- Consistent communication to staff on procedures taken to ensure a safe workplace.
- Additional hand sanitizing stations in public areas as identified.



Appendix C – Safe Use Of Cleaning And Disinfectant Products

For high-touch surfaces and areas that are likely to become contaminated, the below list of common disinfectants is provided as a guide to choosing products. Often janitorial product outlets carry all of these products. Always follow the manufacturer's instructions.

Important notes:

- Ensure disinfectant product has a Drug Identification Number (DIN) on its label.
- Follow product instructions for dilution, contact time and safe use.
- All soiled surfaces should be cleaned before disinfecting (unless otherwise stated on the product).

Staff Are to Ensure The Following:

- Follow cleaning product safe-use practices, as defined by product manufacturer
- Familiarize yourself and post product labels and safety data sheets (SDSs)^{2,3}
- Wear gloves (reusable where possible) when wiping surfaces and objects with cleaning solutions
- Wear safety glasses and long sleeves for minor cleaning. Add respiratory protection and any other PPE (as appropriate) when cleaning larger surfaces or in poorly ventilated areas.
- Ensure surfaces and areas are clean / free from debris before disinfecting them.
- Disinfectants are most effective when residing on a surface for more than one minute.
- Wash hands regularly and thoroughly with warm water and soap after removing gloves.
- Report to your supervisor all spills, incidents, etc.
- Ensure all labels remain intact.
- Ask for clarifications/instructions from your Manager, where required.

Staff Are to Prevent The Following:

- Do not mix cleaners and disinfectants unless the labels say it is safe to do so. Mixing products (such as chlorine bleach and ammonia cleaners) can cause serious injury.
 - Ensure cloths/materials only come into contact with one product type
 - If mixed, these can produce harmful gases.
- Do not eat or drink while using bleaches, cleaning agents, disinfecting agents, or other chemical products.
- Do not store containers unsafely where they could harm others – do not leave open in areas used by other staff, visitors or other members of the public.

² https://advantagemaint.com/files/SDS/Novus_SDS_English.pdf

³ <https://www.thecloroxcompany.com/wp-content/uploads/2020/03/Clorox%C2%AE-Performance-Bleach1.pdf>



Appendix D – Ucluelet Community Centre Office Site Specific Plan

Employees working at the Ucluelet Community Centre are at risk of contracting COVID-19 at work through contact transmission (direct or indirect) and droplet transmission derived from visitor interactions as well as employee interactions.

Employee Interactions:

- Work Station Location
 - Employee desks should be positioned so 2 meters may be maintained between desks.
- High Touch Surfaces
 - Communal doors are to remain open as much as possible to reduce contact with doorknobs.
 - Office doors are to remain open as much as possible to reduce contact with office door knobs.
 - All high touch surfaces and washrooms will be cleaned by janitorial staff in accordance with the cleaning schedule.
- Staff meetings
 - Employees will be encouraged to meet with each other electronically as much as possible.
 - If in person meetings are necessary, they should be conducted outdoors or in spaces that allow for 2 meters to be maintained between employees. Windows should be kept open as much as possible to encourage airflow.
 - Avoid conducting impromptu meetings in the hallways in order to maintain safe distances and allow for employees to move around the office freely.
- Narrow and small spaces
 - Staff must maintain 2 meter distance in hallways and should wait for other staff to clear areas where 2 meter distance cannot be maintained.
 - One person is permitted in the Support room at the UCC at a time.
- Lunch and eating at work
 - Workers are encouraged to take lunches at home, their desks, or outside rather than in the kitchens.
 - Workers are required to bring their own dishes and utensils.
 - Communal foods will not be provided at this time.
- Shared equipment
 - Staff must avoid sharing equipment such as phones and staplers, wherever possible.
 - Before and after using any communal equipment, such as the printer, workers will sanitize or wash their hands. After using communal equipment employees will sanitize the equipment.
 - Employees that are using the keyboard at the front desk, who normally use another keyboard, will disinfect the front desk keyboard once they have completed the task.



Interactions with the Public

Once the public is permitted to enter the Ucluelet Community Centre the following steps will be taken to limit patrons interactions:

- Hours of operations
 - The office will be open from 9:00 – 4:00 pm, Monday to Friday.
- High touch surfaces
 - Staff must sanitize surfaces used by customers, such as the interact machine and front counter space.
 - The plexiglass at the front desk will be cleaned every day that the office is open.
- Entrance to the facility
 - Limits the number members of public using the front desk to 1 or a family pod.
 - Members of the public who are experiencing COVID-19 symptoms or live with someone who is displaying COVID-19 symptoms will be prohibited from entering the facility.
 - Members of the public who travelled outside of Canada will be prohibited to enter the facility until their 14 day self isolation period is completed.
 - Customers will be encouraged to provide payment via cheque and debit rather than cash.
 - Hand sanitizer will be made available at the entrance of the facility.
- Front counter area
 - Install plexiglass at the front counter.
 - Hand sanitizer and masks will be supplied to workers.
 - Signage will be posted at the front entrance that requires customers to stand 2 meters apart from one another outside the counter.
 - All non-essential paperwork will be removed from the front counter area.
 - A garbage can will be placed at the front desk area for the disposal of sanitary wipes and other PPE.
- Meeting with customers:
 - Meetings should occur by appointment only.
 - Customers should be reminded when booking the appointments to reschedule if they experience any COVID-19 symptoms, travelled outside of Canada or lived with someone who is experiencing COVID-19 symptoms.
 - Actively encourage customers to meet over the phone or by video conference rather than in-person.
 - If in person meetings are necessary, meet outdoors if appropriate.
- Essential contractors (deliveries, couriers, etc.) will maintain social distancing protocols, remembering they are not permitted to enter the office. Delivery contractors must be instructed to drop off deliveries at the front counter and contactless delivery must be requested. Contact may be made where proof of receipt or signature is required.



Appendix E – Communication Plan

Signage

Occupancy limit signage, respiratory hygiene signage, and hand washing signage will be posted through the facility. Signage will be posted at the main entrance limiting public attendance to the workplace and prohibiting individuals who have COVID-19 symptoms from entering the facility.

Appendix F – Council COVID-19 Meeting Protocol

COVID-19 meeting protocols have been adopted to protect Council, members of the public and staff:

1. Council Chambers must be cleaned before and after each meeting. Hand sanitizer must be available at the entrance to the Ucluelet Community Centre.
2. Council meetings conducted in the George Fraser Room will have a capacity of 10 and Council meetings conducted in the Main Hall will have a capacity of 36.
3. Microphones and podiums must be cleaned before each speaker uses them.
4. A greeter will be posted at the entrance to Council Chambers to inform members of the public regarding the COVID-19 protocols and count the number of attendees to ensure capacity is not met.
5. An overflow area, Activity Room 1 & 2 (capacity 12), in the Ucluelet Community Centre is where members of the public may hear, and watch Council meetings has been designated. This area will open when the George Fraser Room is at capacity.
6. The Mayor or Acting Mayor will attend Council meetings held in the George Fraser Room in-person. The other Council members will attend meetings held in the George Fraser Room via Zoom. All Council members will attend Council meeting held in the Main Hall.
7. Attendees, Council and staff may not congregate around the entrance to George Fraser Room or any other entrance points within the Ucluelet Community Centre.
8. Attendees must enter and exit Council Chambers through the designated entrance and exit doors.
9. All attendees and staff must maintain at least 2-meter distance from each other.
10. George Fraser Room has been arranged to allow for appropriate physical distancing for all attendees. Staff, members of the public and delegates must sit in the designated seats in the audience area. Designated seats are identified with dots.
11. Delegates are encouraged to attend meetings via Zoom. If they attend in-person, they must sit in a designated seat in the audience area.
12. All attendees must follow the regulations posted in and around the Ucluelet Community Centre.