



7-2640-1-COVID-19

REFERENCE:

COVID-19 Safety Plan

ADOPTED BY:

Chief Administrative Officer

AMENDED DATE:

January 26, 2021

SUPERSEDES:

New

DEPARTMENT:

Corporate Services

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Contents

1. PURPOSE.....	2
2. SCOPE.....	3
3. DEFINITIONS.....	3
RISK IDENTIFICATION AND ASSESSMENT	5
Covid-19 Symptoms	5
Virus Transmission.....	5
Identification of Work Activities and Workers at Risk of Exposure To COVID-19	7
4. COVID-19 RISK CONTROLS	8
5. DUTIES AND RESPONSIBILITIES.....	9
Employer:.....	9
Managers and Supervisors:.....	9
Employees:.....	10
Employee Training.....	11
References and Resources.....	11
Living Document	11
6. PROCEDURES.....	12
Appendix A – Effective Controls for COVID-19.....	13
Appendix B - Cleaning Services During The COVID-19 Pandemic	20
Appendix C – Safe Use of Cleaning and Disinfectant Products.....	22
Appendix D – BCCDC COVID-19 Symptom Monitoring Information	23
Appendix E - Procedures for Suspected, Probable or Confirmed COVID-19 Case at the Workplace.....	24



Appendix F - Procedures for Precautionary COVID-19 Absences from Work	26
Appendix G – COVID-19 Employee Start of Isolation Period Notification Form	28
Appendix H – Employee End of Isolation Period Notification Form	29
APPENDIX I –Health Check QuestionNaire	30
Appendix J – District Office Site Specific Plan.....	32
Appendix K – Ucluelet Community Centre Office Site Specific Plan.....	35
Appendix L – Communication Plan	37
Appendix M – COVID-19 Impact Mitigation Guide for Fire Department Operations	38
Appendix N – Measures Specific to Outdoor Workers	46
Appendix O – Ucluelet Community Centre COVID-19 Site Safety Plan	46

1. PURPOSE

The District of Ucluelet is committed to providing a safe and healthy workplace for all employees 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 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.
- Mitigate the spread of COVID-19 among employees (and their families and friends).
- Describe procedures for probable or confirmed Covid-19 in the Workplace.
- Describe procedures for Precautionary Covid-19 Absences from Work.

The purpose of this plan is to establish measures to reduce opportunities for transmission of COVID-19 illness in the workplace and to set protocols for precautionary employee absences from work due to actual or potential exposure to COVID-19.

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

The COVID-19 employee active screening initiative is a temporary measure. The District is adopting this initiative for the duration of the COVID-19 pandemic, or until we are advised by the Health Authority that normal working conditions can resume, whichever is earliest. However, recognizing that the situation, recommendations and orders are in a state of flux, this timeframe could be adjusted as time progresses.



2. SCOPE

This plan applies to all District employees and volunteers.

3. DEFINITIONS

In this plan,

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

A person (who has not had a laboratory test):

- with fever (over 38 degrees Celsius) or new onset of (or exacerbation of chronic) cough,
And
- Close contact 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, staff housing, etc.).

OR

A person (who has had a laboratory test):

- with fever (over 38 degrees Celsius) or new onset of (or exacerbation of chronic) cough
And
- who meets the COVID-19 exposure criteria and in whom a laboratory diagnosis of COVID-19
is inconclusive.

“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 are a probable case, 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 the symptoms of COVID-19 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

“suspected case” means an employee who experiencing any of the symptoms of COVID-19 for which the employee does not have a prior alternate diagnosis.

“symptoms of COVID-19” are the symptoms of COVID-19 identified by the British Columbia Centre for Disease Control, as updated from time to time: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>



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

Symptoms are subject to change and are listed at www.bccdc.ca.

The common symptoms identified by the British Columbia Centre for Disease Control (BCCDC) are:

- fever
- chills
- cough or worsening chronic cough
- shortness of breath
- sore throat
- runny nose
- loss of sense of smell or taste
- headache
- fatigue
- diarrhea
- loss of appetite
- nausea and vomiting
- muscle aches

The less common symptoms identified by the BCCDC are

- stuffy nose
- conjunctivitis
- dizziness, confusion
- abdominal pain
- skin rashes or discoloration of fingers or toes

Those who are infected with COVID-19 may experience few or no symptoms. Employees may not know they 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.

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. First Aid Attendants or Fire Brigade first responders could be exposed by direct contact. Indirect contact involves an employee 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.

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.

¹ World Health Organization



Identification of Work Activities and Workers at Risk of Exposure To COVID-19

Table 1. Risk Levels and PPE

Risk Levels	No “Work” Risk	Low Risk	Moderate risk	High risk
Employees and Controls (for each group)	Employees who are not required to be around other employees or members of the public. i.e. Those who work from home	Employees who are around other employees or public and are: - Able to socially distance and remain 6 feet or 2 meters away. - Have a “sneeze guard” between persons but work closer than 6 feet or 2 meters.	Employees who are: - Not able to socially distance from other employees or public (i.e. two persons driving together) - Handle sewage or bodily fluids that may contain the virus.	Employees who are: - Are required to provide care for potentially sick or unwell persons (employees or others)
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)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
Cleaning and Disinfecting	Clean and disinfect common touch points at least once per day.	Clean and disinfect common touch points at least once per day.	Follow cleaning protocols as required by Managers.	
Disposable gloves	Not required	Not required	Yes - Required <u>only when</u> handling contaminated objects or harmful substances	YES – Required when: • Working within 6 feet of anyone displaying symptoms of COVID-19



				<ul style="list-style-type: none"> • Handling sewage • Working with possible contaminated items/ tools
Coveralls, turnout gear or similar body protection	Not required	Not required	Not required	Yes , when handling untreated sewage.
Eye protection – glasses or face shield	Not required	Not required	Yes – when only when cleaning/disinfecting public spaces.	Yes , eye protection required when working within 6 feet of anyone displaying symptoms of COVID-19
Airway protection – respirators	Not required	Yes – workers are required to wear non-medical masks or face when 2 meters distance cannot be maintained between others. Office employees are required to wear a face mask at any time they are not at their work station.	Yes – workers are required to wear non-medical masks or face when 2 meters distance cannot be maintained between others. Office employees are required to wear a face mask at any time they are not at their work station.	Yes (minimum N95 respirator / mask or equivalent) (mask to be placed on infected person if no oxygen mask is utilized)

4. COVID-19 RISK CONTROLS

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

1. **Elimination:** *Elimination* of face-to-face contact is the best control possible. 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 and working from home options.
2. **Engineering controls:** *Engineering* controls include the introduction of another technical solution to avoid/reduce risks, such as guards/enclosures when interfacing with public.



3. Administrative controls: *Administrative* controls include cleaning intensity, hand washing and cough/sneeze etiquette, etc.
4. Personal Protective Equipment (PPE): Personal Protective Equipment includes the wearing of gloves, respirators/masks coveralls/turnout gear, gloves, goggles and/or face shields.

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

5. DUTIES AND RESPONSIBILITIES

Employer:

- Ensure that the materials (for example, gloves, alcohol-based wipes and hand washing facilities) and other resources such as employee training materials 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 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 to clean and disinfect their workspaces.
- Cancel or postpone all non-essential employee travel.
- Ensure that supervisors and workers are educated and trained on COVID-19 control measures to an acceptable level of competency.
- 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 frequent (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.
- Maintain records of training, inspections, and actions to reduce risks.
- Ensure that a copy of the COVID-19 Safety Plan is available to ALL employees.
- Close facilities or reduce services if warranted to maintain compliance with public health and Provincial directives.
- Ensure employees know their rights and responsibilities and what to do when they have COVID-19 symptoms (See APPENDIX E - Procedures for Probable or Confirmed COVID-19 Case at the Workplace, and APPENDIX F - Procedures for Precautionary COVID-19 Absences From Work)

Managers and Supervisors:

- Ensure that a COVID-19 risk assessment has been conducted for working group to determine the level of risk to employees in their work section. This risk assessment looks at all elements of the work including proximity to others, ability for workers to maintain social/physical



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distancing, ability to limit worker participation in in-person gatherings, maintaining cleanliness of tools, workspaces, and provision of necessary personal protective equipment.

- Ensure crew talks are administered to discuss COVID and operational risks / considerations / controls.
- Consider ways that employees can practice physical distancing, such as increasing distance between desks and workstations.
- Increase distance between desks, tables and workstations.
- Keep a distance of 2 metres between you, your coworkers, and the public.
- Ensure any public contacts closer than 2 metres only occur when wearing appropriate PPE or screening is in place.
- 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).
- Ensure that employees use proper personal protective equipment as is appropriate for each situation (see Risk Assessment COVID-19 section).
- Direct work in a manner that eliminates or minimizes the risk to employees.
- Send employees home if they are ill.
- Keep your environment clean. Use appropriate products to clean and disinfect items like your desk, work surfaces, phones, keyboards and electronics, keypads, customer service counters, especially when visibly dirty.

Employees:

- Complete the Employee Health Check Questionnaire each day before attending the workplace. Do not attend the workplace if you answer yes to any of the questions. Sign and date the employee health check confirmation when you enter the workplace at the beginning of each shift.
- Know the hazards related to COVID-19 in the workplace.
- 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, 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.
- Limit any contacts closer than 2 meters to the shortest time possible.
- Must use a non-medical mask or face covering when 2 meters can not be maintained between employees or clients unless there is a plexiglass guard between the individuals. Office employees must wear a non-medical mask or face covering when ever they are not at their work station.
- Use required personal protective equipment.
- Report any unsafe conditions or acts to their supervisor or manager.
- Know how and when to report exposure incidents.
- Leave work if suffering from symptoms of COVID-19 and follow procedures outlined in this Plan.



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- Take steps to minimize exposure to COVID-19 while away from work.
- More than one employee may not travel in District of Ucluelet vehicles at any one time. If this cannot be avoided, employees must wear masks and any other appropriate PPE.

Employee Training

Employees 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.
- Cleaning protocols and responsibilities.

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. The District will ensure alignments with all Provincial and Local Health recommendations and orders.

Review Sections 1-5

- Sections 1 – 5 Reviewed January 29, 2021
- Plan discussed with OH&S committee on February 3, 2021



6. PROCEDURES

Please see attached documents:

- 1) Appendix A - Effective Controls for COVID-19 (Reviewed January 26, 2021)
- 2) Appendix B - Cleaning Services During the COVID-19 PANDEMIC (Reviewed January 29, 2021)
- 3) Appendix C - Safe Use of Cleaning and Disinfectant Products (Reviewed January 29, 2021)
- 4) Appendix D – BCCDC COVID-19 Symptom Monitoring Information (Reviewed January 29, 2021)
- 5) Appendix E - Procedures for Probable or Confirmed COVID-19 Case at the Workplace (Reviewed January 29, 2021)
- 6) Appendix F - Procedures for Precautionary COVID-19 Absences from Work (Reviewed January 29, 2021)
- 7) Appendix G - Employee Start of Isolation Period Notification Form (Reviewed January 29, 2021)
- 8) Appendix H - Employee End of Isolation Period Notification Form (Reviewed January 29, 2021)
- 9) Appendix I – Employee Health Check Questionnaire and Confirmation Sheet (Reviewed January 29, 2021)
- 10) Appendix J – District Office Site Specific Plan (Reviewed January 29, 2021)
- 11) Appendix K – Ucluelet Community Centre Office Site Specific Plan (Reviewed January 26, 2021)
- 12) Appendix L – Communications Plan (Reviewed January 29, 2021)
- 13) Appendix M – COVID-19 Impact Mitigation Guide for Fire Department Operations
- 14) Appendix N – Measures Specific to Outdoor Workers (February 3, 2021)
- 15) Appendix O – Ucluelet Community Centre COVID-19 Safety Plan (Reviewed January 26, 2021)

ISSUED BY: CAO



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 to Staff:

Staff must wash hands immediately:

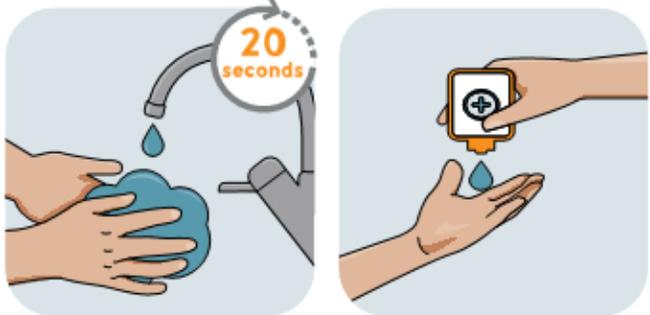
- Upon arrival at the workplace.
- After handling cash.
- Before and after breaks.
- Before and after handling high touch equipment.
- Before leaving a work area.
- After handling materials that may be contaminated.
- Before eating, drinking, smoking, handling contact lenses, or applying makeup.
- After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

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

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Figure 1. Handwashing Etiquette

Respiratory Etiquette

Employees 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 to Staff:

Respiratory etiquette includes the following components:

- 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



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COVID-19 SAFETY PLAN

- Turn your head away from others when coughing or sneezing
- Wash hands regularly
- Wear mask when not seated at work station, or when 2 metre distance cannot be maintained

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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Respiratory Etiquette

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 to Staff:

- 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. Office



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employees must wear a non-medical mask or face covering at any time they are not at their workstation.

Occupancy Limits have been established in all set room sizes based on physical distancing requirements.

Disinfecting and Cleaning

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

Appendix B lists cleaning services during the COVID-19 and Appendix B addresses the safe use of cleaning and disinfectant products.

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. Employees are required to wash or sanitize hands before and after use of another employees equipment.
- Employees who are required to use approved disinfectants will be trained in their use. SDS will be readily available to ensure that WHMIS & Hazard Communication protocols are adhered to.
- 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:

- If members of the public are are permitted to enter the District of Ucluelet facilities, they must adhere to all posted COVID regulations. Including but not limited to maintaining two meters between themselves, staff and other members of the public, booking meeting in rare circumstance where in person meetings are required, and not entering the facility if they are experiencing any of the symptoms of COVID-19.
- Essential contractors (deliveries, couriers, etc.) will maintain social distancing protocols. Delivery contractors must be instructed to drop off deliveries outside the office at the main entrance and contactless delivery must be requested. 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 have be supplied to District staff and must be utilized when employees cannot maintain 2 meters physical distance from one another. Office employees must wear a non-medical mask or face covering at any time they are not at their workstation.



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COVID-19 SAFETY PLAN

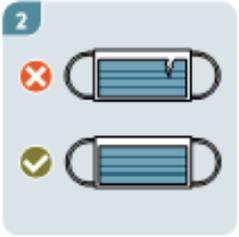
Masks will be cleaned regularly by District Staff.

District-provided respirators/masks are to be used by first responders and any other employees deemed moderate or high risk (see table 1 “Risk level and PPE”).



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.



Flexible Work Arrangements

The District of Ucluelet has identify opportunities for work to be performed remotely - where operationally feasible and considering the nature of the work, the ability to maintain public service and the availability of equipment and technology. Employees that are working remotely must follow Working Remotely Policy No. 7-2510-1 (found in 0340-50 POLICY "Work Remotely 7-2510-1).

Instructions to Staff:

Check with your Manager to determine if social distancing can be improved or is required by:

- Working remotely
- Teleconferencing
- Holding Virtual Meetings

Hygiene Facilities

The District of Ucluelet has provided multiple locations throughout all facilities and in vehicles or onsite equipment to allow for hand washing and sanitization using Alcohol-Based Hand Sanitizer (ABHS).

Health Monitoring

The District of Ucluelet will do everything possible to monitor for cases of COVID-19 in the employee population and community. Including:

- Employees must complete the Employee Health Check Questionnaire in Appendix I before entering the workplace at the beginning of their shift. If an employee answers yes to any of the questions, they must not attend the workplace and must contact their supervisor. Each day, upon entering the workplace, the employee must confirm that they have answered no to all of the Health Check questions by completing the Employee Health Check Confirmation Sheet in Appendix I.
- An employee who is a probable case or is experiencing any of the symptoms of COVID-19 for which the employee does not have a prior alternate diagnosis must contact 8-1-1. The person must immediately notify their supervisor and await further instruction before entering the workplace.
- Self-Monitoring information is provided in Appendix D for anyone who has been in contact with a positive COVID-19 case.
- Procedures for Suspected, Probable or Confirmed COVID-19 Cases in the Workplace are found in Appendix E.



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.

Unoccupied Buildings:

1. Thorough wipe down of all high-touch surfaces, i.e. door handles, hand railings, etc.
2. Clean walls in offices, hallways and public spaces as scheduled

Location / Frequency:

Municipal Hall, Fire Hall

- High-touch surface and shared areas disinfected five days per week (except when there is a stat), entire areas cleaned and disinfected as scheduled.

Public Works Yard

- Shared and individual work areas cleaned and disinfected as per established schedule after hours.

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 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.



The Corporation of the District of Ucluelet
COVID-19 SAFETY PLAN

- 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.



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.

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 – BCCDC COVID-19 Symptom Monitoring Information

Self-monitoring means paying close attention to how you feel. Record your temperature and watch for any symptoms of COVID-19 or COVID-like symptoms. You may also need to help children or close contacts who are older or chronically ill and are self-monitoring.

To learn more about self-monitoring, see: (press [Ctrl] + Click to access)

- [BC Centre for Disease Control How to self-monitor \(PDF\) \(http://www.bccdc.ca/Health-Info-Site/Documents/Self-monitoring.pdf\)](http://www.bccdc.ca/Health-Info-Site/Documents/Self-monitoring.pdf)
- [BC Centre for Disease Control: Daily Self-Monitoring Form for COVID-19 \(PDF\) \(http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Epid/CD%20Manual/Chapter%201%20-%20CDC/COVID19-Contact-monitoring-form.pdf\)](http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Epid/CD%20Manual/Chapter%201%20-%20CDC/COVID19-Contact-monitoring-form.pdf)



Appendix E - Procedures for Suspected, Probable or Confirmed COVID-19 Case at the Workplace

The following procedures have been developed using the Health Canada “Public health management of cases and contact associated with novel coronavirus disease 2019 (COVID-19)” guidance⁴.

Island Health provides overall coordination for probable and confirmed cases of COVID-19. If the process advice provided by Island Health to the District of Ucluelet is different than the process outlined below, the District will follow the guidance of Island Health as it pertains to public health matters so as to ensure that we are supporting our employees and the larger community.

Confidentiality Note: *Unless directed otherwise by Island Health, all persons who are aware of a case in the workplace must take reasonable steps to protect the confidentiality of the individual’s medical information.*

The procedure begins once:

- a. Employee believes they are a suspected case (ie. they are experiencing the Symptoms of COVID-19), or
- b. Employee is a probable case; or
- c. Employee advised by a health care provider that they are a probable or confirmed case; or
- d. Manager receives information regarding a non-employee who was present at a District of Ucluelet worksite (e.g. contractor) and who is a suspected (they are experiencing the Symptoms of COVID-19), probable or confirmed case.

An employee or non-employee (contractor) must not attend work or must be sent home from work immediately, if they are a suspected, probable or confirmed case of COVID-19. Likewise, an employee or non-employee (contractor) must not attend work if any of the circumstances listed in Table 2. Employee COVID-19 Isolation / Screening Process apply to them (EG. travel outside of Canada, care for confirmed or probable case of COVID-19 without appropriate PPE, live with probable or confirmed case of COVID-19, or came into close contact with probable or confirmed case of COVID 19).

Within the first 24 hours:

1. The Supervisor (where applicable) or Manager and the Employee review Appendix F – Procedures for Precautionary Covid-19 Absences From Work. (Virtually or via external communication while Employee who is absent from the workplace).
2. The Supervisor (where applicable) or Manager gathers the following information:
 - Contact information for the employee or non-employee (contractor).
 - Fill out Appendix G - Covid-19 Employee Start of Isolation Period Notification Form, if applicable.
 - The last day the employee or non-employee (contractor) was in a District worksite.
 - Any specific instructions that the employee received from Island Health.

⁴ <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/interim-guidance-cases-contacts.html>



The Corporation of the District of Ucluelet
COVID-19 SAFETY PLAN

- Manager asks employee to follow all medical recommendations and states the requirement to communicate with Management or provide medical clearance prior to returning to work.
- 3. The Supervisor (where applicable), immediately informs their Manager or Manager (where applicable) informs the CAO of the suspected, probable or confirmed case.
- 4. The Supervisor or Manager follows the following steps where applicable:
 - For a probable/confirmed case, identify any District spaces visited two days (or as per Island Health direction) prior to the onset of symptoms until the last day at work and arrange appropriate workplace deep cleaning treatment with Janitorial staff.
 - Continue to offer assistance to ensure employees are aware of self-monitoring requirements.
 - Where an employee is self-monitoring, consider whether it is practical for the employee to work from home in accordance with the District's Work Remotely Policy, and discuss the next steps with the employee.

Return to Work

A worker with a suspected (who is experiencing the Symptoms of COVID-19), probable or confirmed case of COVID-19 must not attend the workplace for any reason until either:

- Medical advice has confirmed that they are not considered a probable case and can return to work (IE. They are advised not to obtain a COVID-19 test by an authorized medical professional. The time/info related to phone call recorded by Supervisor/Manager); or
- An authorised medical clinic COVID-19 test has confirmed they do not have COVID-19.

An employee who has confirmed that they are not considered a probable case, or whose isolation period has ended, must contact their supervisor or manager to advise of the circumstances, before returning to the workplace, so that arrangements can be made for their return. The Employee and Manager must fill out and maintain Appendix H – Employee end of Isolation Period Notification Form.

If the employee is hospitalized or otherwise under the care of a medical professional, they should not return to work until the medical professionals determine that it is appropriate.

Employees are reminded that they may not come to work if sick, regardless of a receiving a negative COVID-19 test.



Appendix F - Procedures for Precautionary COVID-19 Absences from Work

An employee who is a probable case or experiencing any of the symptoms of COVID-19 (as suspected case) for which the employee does not have a prior alternate diagnosis (referred to as a suspected case) must contact 8-1-1 by phone.

An employee who is a probable case or experiencing any of the symptoms of COVID-19 (a suspected case) **must not attend the workplace for any reason until:**

- Medical advice has confirmed that they are not considered a probable case and can return to work (IE. They are advised not to obtain a COVID-19 test by an authorized medical professional. The time/info related to phone call recorded by supervisor/manager); or
- An authorised medical clinic COVID-19 test has confirmed they do not have COVID-19.

If an employee is hospitalized or otherwise under the care of a medical professional, they should not return to work until the medical professionals determine that it is appropriate.

An employee who will be absent from work due to an isolation period under this plan, must contact their supervisor or manager as soon as possible, normally not later than the employee’s shift start time of the first workday that will be missed, to advise of the circumstances giving rise to the absence.

Managers will determine if it is practical for the employee to work from home during an isolation period under this plan, and discuss the next steps with the employee. The employee shall make themselves available to work normal working hours when in isolation if their health allows.

An employee who has no symptoms of infection, to whom a circumstance below applies, must communicate with their manager to fill out Appendix G – Employee Start of Isolation Period Form, and not attend the workplace for any reason for the duration of the applicable isolation period or until medical advice confirms that it is safe for the employee to return to work.

Table 2. Employee COVID-19 Isolation / Screening Process

Circumstance	Isolation Period / Action
<ul style="list-style-type: none"> • The employee has travelled outside of Canada within the last 14 calendar days 	<ul style="list-style-type: none"> • 14 calendar days from the date of their return to Canada
<ul style="list-style-type: none"> • The employee provided care (without the use of appropriate personal protective equipment) to a person with a probable or confirmed case of COVID-19 	<ul style="list-style-type: none"> • The employee must contact 8-1-1 to determine what action should be taken and if they should self isolate for a 14 day period.
<ul style="list-style-type: none"> • The employee lives in the same household as a person with a probable or confirmed case of COVID-19 	<ul style="list-style-type: none"> • The employee must contact 8-1-1 to determine what action should be taken and if they should self isolate for a 14 day period.
<ul style="list-style-type: none"> • The employee had close contact with a person, with a probable or confirmed case of COVID-19 	<ul style="list-style-type: none"> • The employee must contact 8-1-1 to determine what action should be taken



	and if they should self isolate for a 14 day period.
--	--

If an employee lives with, had close contact with or provided care to a person who was advised that they are no longer a probable case of COVID-19 by a medical professional or received a negative test result, the employee may return to work, provided they are not experiencing any symptoms of COVID-19.

Employees subject to an isolation period pursuant to this plan must self-monitor their existing symptoms of infection, or self-monitor for the development of any symptoms of infection, whichever is applicable, in accordance with the guidelines of the BC Centre for Disease Control (which form part of this plan as Appendix C).

Employees Who Develop Symptoms During Isolation

To be clear, if an employee who previously did not have symptoms of infection, but who was subject to an isolation period outlined in Table 2, develops symptoms of infection, the isolation period for employees with symptoms of infection starts on the date that they first develop symptoms.

An employee whose isolation period has ended or who receives medical advice that it is safe for them to return to work, must contact their supervisor or manager to advise of the circumstances, before returning to the workplace, so that arrangements can be made for their return. Appendix G – Employee End of Isolation Period Notification Form must be filled out.

The District may, on an individual basis, exempt from an isolation period related to travel outside of Canada, an essential service worker who is not experiencing symptoms of infection. If the District does so, it will at that time provide protocols with which the employee must comply.

BENEFITS

Employees who are subject to an isolation period pursuant to this plan or are required to stay home due to COVID-19 symptoms may be eligible for sick leave benefits under a collective agreement, the Employment Insurance Sick Benefit (see: <https://www.canada.ca/en/services/benefits/ei/ei-sickness/apply.html>) or the Canadian Recovery Sickness Benefit (see: <https://www.canada.ca/en/revenue-agency/services/benefits/recovery-sickness-benefit.html>)



Appendix G – COVID-19 Employee Start of Isolation Period Notification Form

CORONAVIRUS (COVID-19) EMPLOYEE ISOLATION PERIOD NOTIFICATION FORM

Date: _____
(Month/Day/Year)

Employee Name/Position: _____

Select the circumstance causing the need for an isolation period:

- Employee is experiencing symptoms of COVID-19 (**A suspected case**)
- Employee travelled outside of Canada within the last 14 calendar days
- Employee provided care (without the use of appropriate personal protective equipment) to a person with a **probable** or **confirmed** case of COVID-19, while the person had symptoms of COVID-19
- Employee live in the same household as a person with a **probable** or **confirmed** case of COVID-19, while the person had symptoms of COVID-19
- Employee had close contact with a person with a **probable** or **confirmed** case of COVID-19, while the person had symptoms of COVID-19
- Employee reports other reasons related to COVID-19 identified by HealthLink BC (8-1-1) or a medical officer. Please specify:

Start date of isolation period: _____
(Month/Day/Year)

Anticipated end date of isolation period: _____
(Month/Day/Year)

Manager's Signature (or his or her Delegate)

**COVID-19 Symptoms alone do not meet the definition of probable or confirmed case. See definitions.*



Appendix H – Employee End of Isolation Period Notification Form

CORONAVIRUS (COVID-19) EMPLOYEE RETURN TO WORK NOTIFICATION FORM

Date: _____

(Month/Day/Year)

Employee Name/Position: _____

I confirm that:

(Select all that apply)

- I have read the COVID-19 Safety Plan (the “Policy”).
- I have completed all isolation periods applicable to me under the Policy.
- I have been tested for COVID-19 and received notification that the test was negative or medical advice via 8-1-1 has confirmed that I am not considered a probable case and can return to work.

Employee Signature

Manager Signature (or his or her Delegate)



APPENDIX I –HEALTH CHECK QUESTIONNAIRE

REVIEW THESE QUESTIONS EACH DAY BEFORE ENTERING THE WORKPLACE.

1. Are you displaying any of the following new or worsening symptoms?

- | | |
|--|--|
| <input type="checkbox"/> Fever or Chills | <input type="checkbox"/> Extreme Fatigue or Tiredness |
| <input type="checkbox"/> Cough | <input type="checkbox"/> Headache |
| <input type="checkbox"/> Loss of Sense of Smell or Taste | <input type="checkbox"/> Body Aches |
| <input type="checkbox"/> Difficulty Breathing | <input type="checkbox"/> Nausea or Vomiting |
| <input type="checkbox"/> Sore Throat | <input type="checkbox"/> Diarrhea |
| <input type="checkbox"/> Loss of Appetite | <input type="checkbox"/> Other COVID-19 symptoms as identified by the BC CDC |

2. Have you traveled outside of Canada within the last 14 days?

3. Have you been identified by Public Health as a close contact of someone with COVID-19?

4. Have you been told to Isolate by Public Health?

5. Do you live with, have close contact with, or care for someone that is a probable or confirmed case of COVID-19?

If yes to any of the above DO NOT ENTER THE WORKPLACE, call (250) 726-7744 or your Manager/Supervisor.



Appendix J – District Office Site Specific Plan

Employees working at the District Office 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:

- Workstation 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.
 - Washrooms will be cleaned at least 5 days a week.
 - All high touch surfaces will be cleaned by janitorial staff in accordance with the cleaning schedule.
- Staff meetings
 - Employees should continue 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 members should enter through the typical staff door and upstairs staff should exit the building via the back door and ramp.
 - Staff members must circulate in accordance with the arrows on the first floor.
 - Staff must maintain 2 meter distance in hallways and should wait for other staff to clear areas where 2 meter distance cannot be maintained such as the space at the bottom of the stairs to the second floor.
 - Two people are permitted in the upstairs kitchen at the District Office at a time and one person is permitted in the downstairs kitchen at District office at a time.
 - The downstairs kitchen may not be used as a kitchen at this time. Staff may use the upstairs kitchen to store.
 - Six people are permitted in the Lyche Boardroom at any one time.
 - Three people are permitted in the Harbour Room at any one time.
- Lunch and eating at work
 - Workers are encouraged to take lunches at their desks or outside rather than in the kitchens and board rooms. Workers must not congregated or gather during their breaks.
 - 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/shared equipment, such as Printer 1, workers will sanitize or wash their hands and sanitize the equipment. After using communal equipment employees will sanitize their hands and the equipment.



The Corporation of the District of Ucluelet COVID-19 SAFETY PLAN

- Employees that are using the shared keyboard at the front desk will do so in shifts – with one employee working attending at the shared keyboard for a set period of time, after which the workstation will be disinfected. Employees must sanitize or wash their hands before and after using this shared keyboard and mouse. The equipment must also be sanitized.
- Vehicles
 - If shared vehicle use is required, vehicles should be disinfected before and after use and masks or face coverings must be worn.
 - High Touch Areas within vehicles must be sanitized at the end of each employees shift or when the vehicle will be used by a different employee.

Interactions with the Public

At this time the District of Ucluelet office is not open to the public.

Staff will take the following steps to limit customer interactions:

- Staff will record the date of the visit as well as the visitors name and contact information for the purpose of contact tracing.
- Office employees must wear a non-medical mask or face covering at any time they are not at their workstation or interacting with customers.
- High touch surfaces
 - Staff must sanitize surfaces used by customers, such as the interact machine and front counter space before and after use.
 - The plexiglass at the front desk will be cleaned every day that the office is open.
- Entrance to the facility
 - Customers/visitors will be required to wear non-medical masks or face coverings.
 - Limits the number members of public in the front office area to 1.
 - Members of the public who are experiencing COVID-19 symptoms, live with, cared for or came into close contact 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 desk area
 - Plexiglass has been installed at the front desk.
 - Hand sanitizer and masks will be supplied to front desk workers.
 - Signage will be installed at the sidewalk that requires customers to stand 2 meters apart from one another outside the office.
 - All non-essential paperwork will be removed from the front desk area.
 - Sign has been installed on the front counter which indicates that proposed bylaws and agendas are available online and copies are available upon request.
 - A garbage has been installed at the front desk area for the disposal of sanitary wipes and other PPE.
- Meeting with customers:
 - Meetings should occur by appointment only.



The Corporation of the District of Ucluelet COVID-19 SAFETY PLAN

- Customer contact information and the date of the meeting must be recorded by staff for the purpose of contact tracing.
- Customers should be reminded when booking the appointments to reschedule if they experience any COVID-19 symptoms, travelled outside of Canada or lived with or cared for or came into close contact 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.
- If indoor in-person meetings are necessary, meet in the Harbour Room
 - Visitors and Staff are required to wear masks or face coverings.
 - Book meetings in the Harbour Room calendar and sanitize high touch surfaces such as the table before and after the meeting.
 - Encourage customers to attend appointments alone.
 - Staff enter and exit from door behind the counter, customers to enter and exit from the door in front of the counter.
 - Leave doors and windows open, if appropriate.
 - Maintain 2-meter physical distance at all time.
- Essential contractors (deliveries, couriers, etc.) will maintain social distancing protocols, remembering they are not permitted to enter the office. They must wear masks or face coverings.

Council Meetings

- Members of the public
 - Council meetings and public hearings are currently being held without members of the public present in-person pursuant to ministerial order M192.
 - If and when members of the public are permitted to attend in-person, contact tracing details will be recorded (name, and contact information), members of the public must maintain 2 metre physical distances inside and outside of chambers. And the occupancy limit of chambers has been set and must be followed.
- Council Members:
 - At this time, only the Mayor attends Council meetings in-person.
 - All other Council members attend electronically.
 - If and when Council members begin to attend in person, they will be maintain 2 metre distances from others at all times.
 - Council members will wear non-medical masks at any time they are not at their work station or cannot maintain 2 metre physical distances from others.
- Staff:
 - At this time only the Manager of Corporate Services and the Corporate / Planning Clerk Attend Council meetings in-person.
 - Staff wear non-medical masks at any time they are not at their workstation or cannot maintain 2 metre physical distances from others.
- Council Chambers will be cleaned before and after all Council meetings.



Appendix K – 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 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.
- Vehicles
 - If shared vehicle use is required, vehicles should be disinfected before and after use and masks may be worn.
 - High Touch Areas within vehicles must be sanitized at the end of each employees shift or when the vehicle will be used by a different employee.



Interactions with the Public

The public is now permitted to enter the Ucluelet Community Centre. The following steps are being taken to limit customer interactions:

- Hours of operations
 - The office will be dictated by programming requirements.
- 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.
- In person meetings with customers / instructors
 - Meetings should occur by appointment only.
 - Customers and instructors 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.
 - 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. They must wear masks or face coverings.



Appendix L – Communication Plan

Signage

Occupancy limit signage, respiratory hygiene signage, and hand washing signage will be posted through the workplace. 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.

Communication Plan

Corporate Services will review the policy with managers. Managers or designate will review the policy with their staff members if they do not work at the Town Office.

OHS

The plan, including any amendments, will be reviewed at the OHS Committee Meetings. Feedback will be sought and considered.



COVID-19 Impact Mitigation Guide for Fire Department Operations

Version 4
2021-02-01





Revisions

Version 1	2020-06-02
Version 2	2020-11-16
Version 3	2020-12-01
Version 4	2021-02-02

Contents

Document Purpose and Format	45
Disclaimer	40
COVID19 Impact Mitigation Strategy – The Five Pillars	41
1. Self Assess for Symptoms and Return When Healthy.....	41
2. Physical (Social) Distancing	41
3. Hand Hygiene	41
4. Face Touching Avoidance (e.g. touching eyes, mouth, nose, etc.).....	41
5. Enhanced Cleaning	41
The Fire Department as Part of a Broader Ecosystem	42
General Recommendations for Fire Department Operations	5
Preventing Illness	42
Fire Hall Recommendations	43
Training Activities	43
Fire Prevention Activities	44
Other Activities.....	Error! Bookmark not defined.
Communicate Your COVID19 Mitigation Measures	45



Document Purpose and Format

This COVID19 impact mitigation guide has been assembled based on input received from:

- British Columbia Centre for Disease Control
- British Columbia Provincial Health Authority;
- WorkSafeBC;
- Fire Chiefs Association of BC; and
- Iridia Medical.

The purpose of this document is to provide guidance to the Ucluelet Fire Rescue members (UFR) as it relates to the following:

- The resumption of full fire department activities in a staged, and responsible manner that aligns with expectations from public health;
- The provision of the services considering necessary COVID19 precautions;
- Providing a safe environment for members.

The document is divided into functional sections as follows:

- An outline of the basic COVID19 Impact Mitigation Strategy, and its five component pillars;
- An overview of general recommendations for the UFR in keeping with the basic strategy;
- Specific fire-related commentary and feedback for infusion into the planning and preparation efforts.

Disclaimer

While much effort has already been put into COVID19 planning, and more will come in the months ahead, it is important to note that it is not possible to create a zero-risk environment. More specifically, the risk of COVID19 infection cannot be 100% eliminated.

This notwithstanding, with appropriate measures in place the risk of infection can be greatly reduced and the potential of its spreading, greatly minimized.

The information within this document is current at the time of production and will be reviewed and updates as necessary.



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 PRIOR TO ENTERING THE FIREHALL

The first pillar of the mitigation strategy is to prevent illness from arriving at the firehall. Prior to entering the firehall, every person must perform a self health check. If any of the common signs or symptoms of COVID-19 (as described by the BC Centre for Disease Control) are present, you must not enter the firehall. This will not eliminate asymptomatic people but is key to reducing potential arrival of illness.

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. COVID-19 symptoms can range from mild to severe. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days.

Anyone who has had COVID-19 like symptoms, will require clearance from the Fire Chief before they are permitted to enter the firehall.

2. PHYSICAL DISTANCING

Physical distance of at least 2 metres (6 feet) between people must be maintained. 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 hand hygiene, you reduce the possibility of becoming infected via contact with virus droplets on surfaces. Doing so also reduces the potential to spread the virus via common use objects (railings, door handles etc.).

Hand hygiene must occur regularly and will entail using soap and warm water for at least 20 seconds.

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

Another way to minimize the transmission of infection is to encourage avoiding the 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 firehall with focus on high-touch areas.



The Fire Department as Part of a Broader Ecosystem

The mitigation strategy outlined above is simple by design, but it can be tricky to apply. A robust workplace COVID-19 plan will include support, education, and tools for firefighters to use when they are not in the firehall.

By embedding these directly into the workplace plan, it introduces consistency in all areas of firefighters' lives. This is important as COVID19 does not distinguish between spreading at home, at work, or in the community, and neither should your approach to minimizing its spread.

The art of applying the strategy comes in finding effective ways to apply it in a way that appreciates the differences between the home, the community, and the workplace. The focus of this guide is guidance for firefighters while at the firehall.

Procedure for Fire Department Operations

Fire department operations will resume in a phased-in approach, with further incremental recommendations. This will provide an opportunity to gauge the level of compliance in response to the measures introduced. If compliance is at a high level during the initial stages of resuming operations, additional operations can also be considered for resumption.

PREVENTING ILLNESS

- To the extent possible, the number of members onsite will continue to be minimized;
- Screen members:
 - Symptomatic individuals must not attend the firehall or any fire department activity;
 - Self-screen at home prior to attending the firehall and repeat with their peer group once onsite (while practicing physical distancing);
 - Members will be sent home if they have COVID-19-like symptoms identified on arrival at the firehall;
 - While onsite, if any member develops symptoms, they must leave the hall immediately.
- Immediately upon entry to the firehall (and after the self-screening process has taken place), members will sign the “*COVID-19 Screening Form*”, which is located on the wall near each entry door.
- For members who are at home with symptoms, follow up will take place to track status and encourage testing;
- For confirmed positive test results that come to light after a being at the firehall, the following steps will take place:
 - Gathering of case background specifics;
 - Appropriate notifications will be delivered to those who may be affected;
 - Ongoing monitoring and screening will be conducted;



The Corporation of the District of Ucluelet
COVID-19 SAFETY PLAN

- Enhanced cleaning measures will be in place for primary work areas;
- Conducting case follow up including monitoring and liaison with Public Health.
- Protocols will be in keeping with public health recommendations for returning members following illness.

FIRE HALL PROCEDURE

- The firehall remains closed to the public until further notice.
- Face masks will be worn while inside the firehall, inside apparatus, and at incidents.
- Alcohol-based hand sanitizer dispensers/bottles are located near entrance doors to most rooms.
- The Impact Mitigation Guide will be posted in the firehall and made available for members.
- Where possible, design traffic flow will be unidirectional to minimize close contact of members
- For traffic flows where physical distancing is not possible, members are encouraged to give the right of way as others approach.
- For blind corners, extra caution will be used to observe others approaching in the opposite direction.
- Whenever possible, doors are to be kept open to eliminate door handles and doors acting as high touch points.
- Movable objects that can act as infection vectors will be identified and a cleaning procedure or elimination of the object will take place.
- Post proper hand washing technique posters in all bathrooms.
 - Consider also notices about avoid touching of face.
- Turnout Gear Room
 - Wipe down bench/high-touch areas after each use
- Bathrooms
 - Increased frequency of cleaning has been implemented

TRAINING ACTIVITIES

- Members will wear a face covering inside the firehall and outside whenever 2m physical distance is not possible;
- Prior to commencing with training, the Officer in Charge (OIC) or Training Officer (TO) must assess each training session using the COVID-19 Risk Assessment Tool to determine:
 - Risk factors;
 - Risk mitigation;
 - If the training is essential or non-essential;
 - Risk level to personnel in proceeding with training.
- The completion of the risk assessment will inform if the training should proceed, and what steps need to be implemented to mitigate a potential COVID-19 exposure. The



identified risk factors and risk mitigations for each training session will be shared with members prior to the training commencing;

- All group training will be in accordance with Provincial Health Officer directive;
- Training stations will be set up to allow for small group activities;
- Classrooms will be set up in accordance with 2 m physical distance;
- Occupant Load signs based on 2 m physical distance requirements are posted in the meeting rooms;
- All group meetings that cannot meet the 2 m physical distancing requirements will be conducted virtually when appropriate;
- Any catering required for training will be individual orders. Buffet style meals will not be permitted;

FIRE PREVENTION ACTIVITIES

- Prior to commencing with fire prevention activities (Inspections, Plan Review), the Fire Prevention Officer (FPO) or Officer in Charge (OIC) will assess each fire prevention activity using the COVID-19 Risk Assessment Tool to determine:
 - Risk factors;
 - Risk mitigation;
 - If the fire prevention activity is essential or non-essential;
 - Risk level to personnel in proceeding with the fire prevention activity.
- The use of the risk assessment tool will inform if the fire prevention activity should proceed, and what steps need to be implemented to mitigate a potential COVID-19 exposure. The identified risk factors and risk mitigations for each fire prevention activity shall be shared with personnel prior to the activity commencing.
- Maintain 2 m physical distancing during all fire prevention activities.
- Prioritize Inspections using risk-based model as businesses reopen: A - Assembly Occupancies, B - Care & Detention Occupancies, C - Residential Occupancies, D - Personal Service Occupancies, E - Mercantile, F - Industrial Occupancies.
- No public education activities at the fire halls until further notice;
- Plan review to be done online. Any communications with developers/contractors to be done virtually. (e.g.: Fire Dept Checklist, Development Plans, Fire Safety Plans, Construction/Demolition Fire Safety Plans).



COMMUNICATION OF COVID19 MITIGATION MEASURES

The measures put in place as part of the COVID-19 response will only function if everyone is aware of them as well as of the expectations placed upon them as part of this strategy. This document will be updated regularly as new information becomes available.



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Appendix N – Measures Specific to Outdoor Workers

- Practice the 2 meter/6.5' physical distancing at all times. If this does not allow you to complete a job safely then delay the job and address this issue immediately with your supervisor.
- Sanitize vehicles, tools and equipment after each shift.
- Only one person per vehicle, and please do not carpool to work.
- Safety meetings continue to occur and will contain COVID-19 specific topics related to worker safety and identification and remediation of likely job-site sources of exposure to COVID-19.
- Coffee breaks and Lunch breaks are to be staggered amongst the crew throughout the day to minimize gatherings.

Appendix O – UCLUELET COMMUNITY CENTRE COVID-19 SITE SAFETY PLAN

This document provides measures to reduce the transmission of COVID-19 in the Ucluelet Community Centre and to set protocols for protecting staff and patrons attending programming through the District of Ucluelet. This is a living working document that will change as new Provincial Health Orders impacting sport, fitness and events are updated.

Health Protocols

- Maintain a physical distance of two metres at all times in common areas.
- Maintain two and a half metre physical distancing from other participants. when attending low intensity exercising.
- Maintain a three metres physical distancing at all time when participating in sports.
- Do not enter any facility if you are feeling ill, if someone in your household is ill or feeling symptoms of an illness (I.E., sore throat, coughing, sneezing, fever, chills, etc.)
- Please do not enter the building if you have traveled internationally in the last 14 days.

Facility Protocols

- Masks are mandatory in common areas at all times.
- Sanitize your hands when entering and leaving the building.
- Read and follow posted signage.
- Read program information for accessing and exiting classes.
- WIFI use is to be accessed outside.
- No access to drinking fountain, bring your filled water bottle.
- Anyone who does not adhere to safety guidelines will be asked to leave immediately.
- The District of Ucluelet reserves the right to shut down the facility without or with limited notice.

Program Protocols

- Participants must register for individual programs ahead of time.
- Drop-in participants are not permitted and will be turned away.
- Informed Consent and Liability Waivers must be signed and returned prior to attending the first class.
- Arrive no earlier than 5 minutes before your class time.
- Markers on the walls are to be used for hanging personal belongings.
- Floor markers are in place to ensure physical distancing for participants.



The Corporation of the District of Ucluelet
COVID-19 SAFETY PLAN

- Bystanders and spectators are prohibited in any program.
- Masks are mandatory throughout the building – this regulation is program dependent and does not apply to all classes.
- Patrons participating in low intensity indoor exercise must maintain a 2.5 metres distance from all staff and participants.
- Children sports are to maintain a 3 metres distance between staff and participants.
- There is a no loitering policy in effect.
- Upon program completion, patrons must exit the premise immediately.
- No congregating inside or outside any facility owned and operated by the District of Ucluelet.

Facility Rental Protocols

- Bookings must be arranged ahead of time through the Ucluelet Community Centre.
- A COVID-19 Exposure Plan must be submitted before the meeting date and be deemed acceptable at the discretion of the Manager.
- Room capacities and distancing requirements must be adhered to at all times.
- Food and beverages will not be permitted.