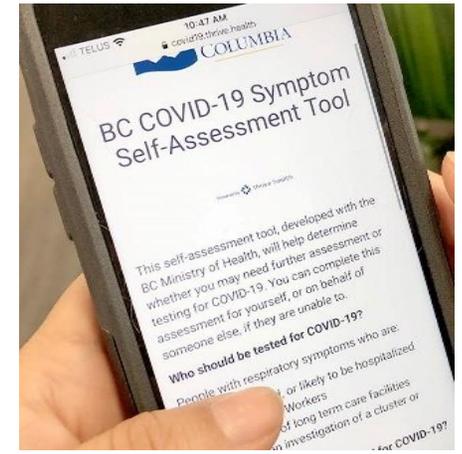


# COVID-19 Workplace Safety Plan

Updated as of January 14, 2021

All public health adapted recommendations are current to this date.  
The most current version of this document can be found on [Jostle](#)





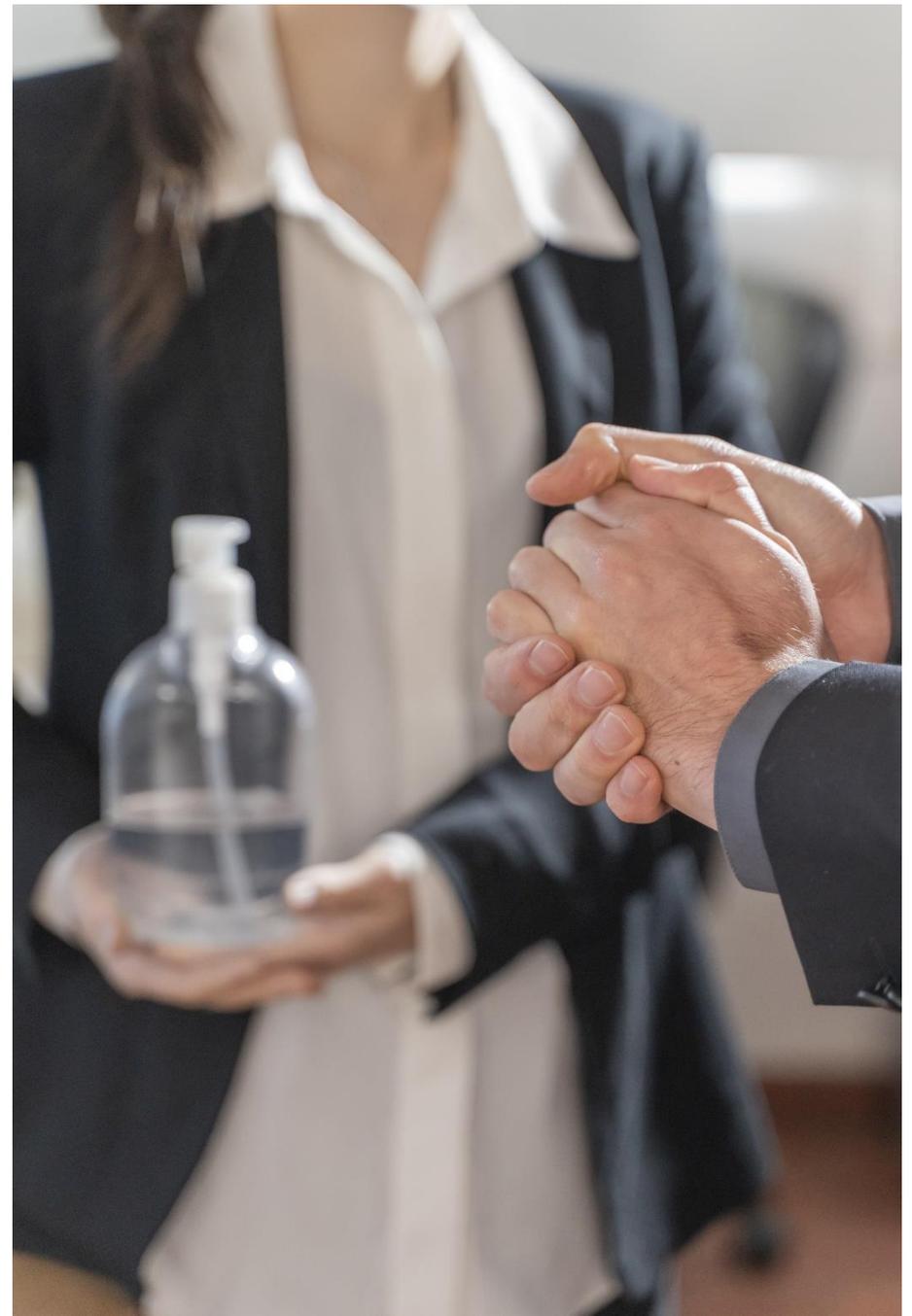
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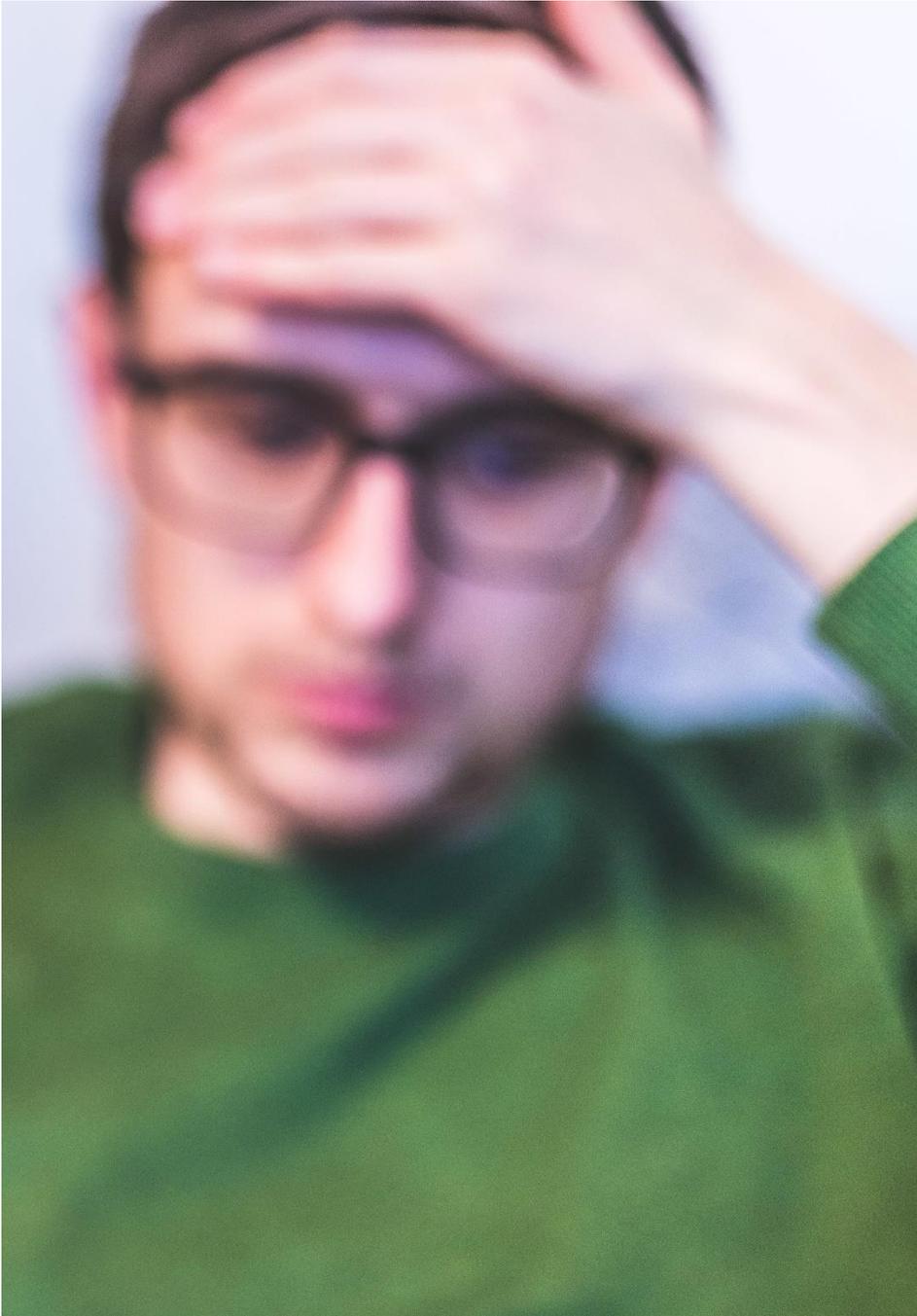
This document was created in response to the COVID-19 pandemic that started in early 2020. It is updated frequently as the situation changes and evolves, with the recommendations from B.C. provincial public health officers, and guidance from the BC Centre for Disease Control and the World Health Organization (WHO). Hopefully, the precautions and knowledge that come out of this pandemic will help to prevent future ones. In the case that another pandemic should affect the world, you can use this document to assist in future back-to-work plans.

Workplaces are naturally a place of increased risk of infection and transmission of viruses, both novel and common. We're close together, touching surfaces, talking at the water cooler, etc. It's important to assess your workplace to see what kinds of risks are posed that could potentially enhance the rate of transmission, and to find solutions to decrease your risk.

**Even after the worst is over, public health experts agree that COVID-19 is likely here to stay until a vaccine is developed. Keeping teams healthy and safe is our priority.**

This is our attempt to mitigate illness-related risk in our workplace. If you have any questions or concerns about coming back to work with these guidelines in place, please contact your manager or supervisor.





## Symptom screening

The symptoms of COVID-19 infection can vary from person to person, and age group to age group.

Some of the more commonly reported symptoms include:

- New or worsening cough
- Shortness of breath or difficulty breathing
- Temperature equal to or over 38°C
- Feeling feverish
- Chills
- Fatigue or weakness
- Muscle or body aches
- New loss of smell or taste
- Headache
- Gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
- Feeling very unwell

If you have any of these symptoms you must do the following:

1. Notify your supervisor
2. Call 8-1-1 line to speak with a nurse if you are experiencing mild symptoms or have questions OR do the BC COVID-19 Self-Assessment Tool: <https://bc.thrive.health/>



## COVID-19 testing

We recommend that if you have any symptoms that are concerning for COVID-19, you contact 8-11 or use the [BC Self-Assessment Tool](#).

Public Health requires while waiting for your test results you will need to self-isolate.

### **BCCDC guide to self-isolation:**

<http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation.pdf>

## COVID-19 negative test

We know that currently the sensitivity of the COVID-19 test is not 100%. What this means is that it cannot detect all COVID-19 cases, so there is a possibility that the test is a false negative. We will continue to follow public health recommendations on returning to work to ensure everyone's health and safety.

## COVID-19 positive test

### **What happens if an employee tests positive for COVID-19?**

For anyone who tests positive for COVID-19, we ask that prior to returning to work they have their family doctor provide a medical note confirming that they are safe to return to work.



### **Who is affected if an employee or contractor tests positive for COVID-19?**

Anyone who has been in direct contact with the individual confirmed positive is considered exposed. Direct contact means that you have spent more than five minutes within six feet (two metres) of that individual.

Anyone considered to have been in direct contact with an individual who has tested positive for COVID-19 will be asked to wear a mask or a secure face covering at work for 10 days. If you develop any symptoms during that time, please advise your manager and do not come to work. You should get tested for COVID-19 and self-isolate at home.

After 10 days, if no symptoms develop, you can stop wearing a mask/ face covering.

### **What if I have a household contact who has tested positive for COVID-19?**

Anyone with a household contact who has tested positive for COVID-19 should self-isolate for 14 days as per public health guidelines. If you develop symptoms during this time, you should get tested for COVID-19 and then isolate for a minimum of 10 days until symptoms resolve.



## Health concerns

In general, if anyone has particular health concerns that make them particularly vulnerable or worried in regards to COVID-19, please bring them up with your manager. It remains important to us that, if you feel uncomfortable working in the office, we will make efforts to address your concerns and will work towards a solution.

### **What if I am pregnant?**

At this time, as according to public health guidelines, there is no evidence that women who are pregnant or their fetuses are at greater risk due to COVID-19. Please ensure that you practice good hand hygiene and remain physically distanced when at work.

### **What if I am immunocompromised or fall under the “at increased risk” category?**

At this time, given the ability to physically distance, we feel that it is safe for some staff to return to work. Please ensure that you practice good hand hygiene at work and physical distance. If you have further concerns or would like to discuss different work options, please speak with your manager to see how this may be accommodated.

## COVID-19 Exposure in the Workplace

If you test positive for COVID-19, you must advise your direct supervisor immediately. Each situation will have to be dealt with on a case-by-case basis, should this occur.

Upon notification that we have had a COVID exposure in the workplace, a risk assessment will be initiated by Human Resources in consultation with employees and management to determine appropriate steps to be taken. We will also be adhering to all direction being provided by Public Health.

The outcome of the risk assessment and the direction from Public Health will determine any areas of exposure, the extent of any intensive cleaning required and whether any temporary closures are necessary,

The current workplace safety protocols are in place to mitigate the impact of any potential exposure. This is why maintaining distance, excellent hand hygiene and face covering is so essential.

**More information is available about Risk Assessment on [Jostle](#).**

## Safe Work Procedures

A number of Safe Work Procedures have been developed specific to COVID-19 for the workplace.

### **General SWPs**

[Cleaning Workstations](#)

[Handwashing](#)

[Physical Distancing](#)

[Removal of Gloves](#)

[Use of Masks and Face Shields](#)

[Use of Neutral Disinfectant](#)

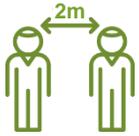
[Vehicle Cleaning](#)

### **Library SWPs**

[Audiobooks](#)

[Library Book Drop and Deliveries](#)

[SRC Outdoor Program](#)



## Physical distancing while at work

Physical distancing does not end when you enter your workplace, and remains essential and effective in reducing infectious disease transmission. In order to operate under physical distancing, people must be at least two metres away from each other at all times. This means that some behaviours are currently suspended. Unfortunately, we'll need to refrain from engaging in the following activities while at work:

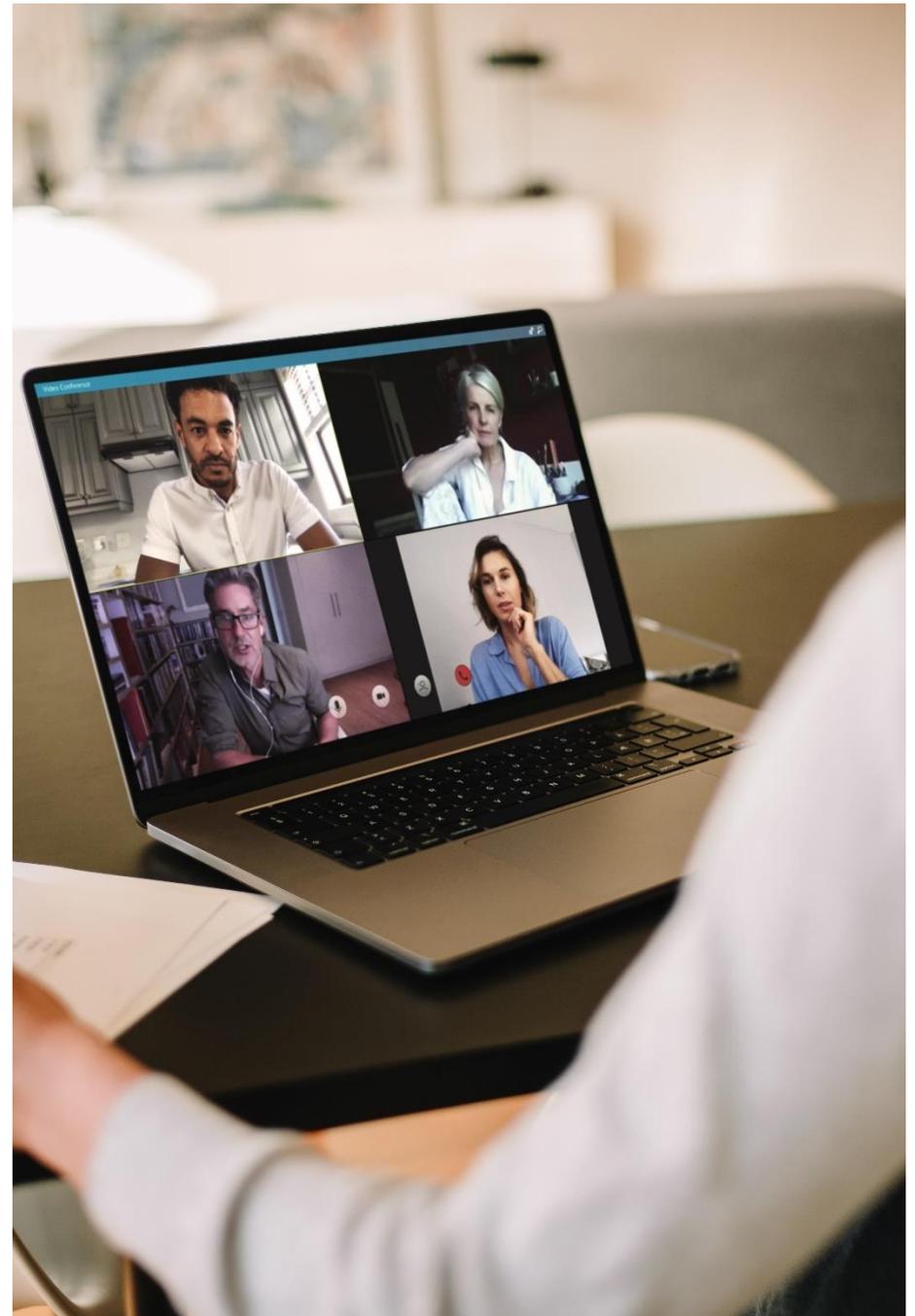
- Handshaking
- Hugging
- Walking close together
- Catching up with a co-worker next to their desk

All who enter our facilities are required to abide by these guidelines and posted safety reminders to maintain the safety of our workspaces. Please keep in mind that our workplace does have individuals who are at higher-risk of having a serious COVID-19 infection; just because someone looks healthy, does not mean they are not compromised.

It is important to remember that we are all in this together, and our individual actions create a safe space for all.

Should you need to exit or enter a room where others are, please keep your distance and walk, if possible, around the perimeter of the room to get to the other side.

**You can find the Physical Distancing Safe Work Procedure on [Jostle](#).**



## Working from Home

Working from home during the COVID-19 pandemic may be an option in order to meet the current emergency directives, including the requirements for social distancing and self-isolation as may be necessary, and in consideration of individual worksites and employee circumstances, and to support the organization functioning effectively. Critical skills within the organization have identified.

An assessment has been completed for the organization identifying positions that can work from home, and those where this may not be possible, such as in some of our essential services such as water utilities.

**You can find the Working from Home Policy on [Jostle](#).**

Prior to working from home, please discuss with your supervisor your goals, projects and objectives and use them as a guide to your daily activities.

**You can find the COVID-19 Working from Home Agreement on [Jostle](#).**





## Use of common spaces

Common spaces will need to be used with caution, and only when absolutely necessary. Mainly, you'll want to avoid touching surfaces unnecessarily, disinfect surface and things after use, and keep at a safe distance from others. If you see someone entering or exiting a room, give them space to do so. When moving from one common space to use another, wash your hands in between.

Adhere to the following protocols for the common spaces in our building as best as you can:

### Washroom guidance:

- Maximum occupancy limits are posted for shared washrooms. If the washroom is at maximum capacity, wait outside of the washroom at a distance and wait for it to become available.

### Lunchrooms:

- Open to seating for one person per table.
- If you are able to eat at your workstation, please do so.
- Do not share a table or couch, ensure to abide by physical distancing, hand wash before/after eating, bring own utensils, sanitize table before and after and remove mask only to eat.

### Meeting room guidance:

- Masks are mandatory for all meeting rooms over 4 people.
- Adhere to meeting room occupancy limits
- Wipe down all surfaces after use (including armrests on chairs!).



## Cleaning and disinfecting

Our cleaning and disinfection protocol are based on health care standards and materials. Using these specific products will help keep our building as safe as possible. Overall, the frequency of cleaning has been increased across the organization.

We will be using various different cleaning solutions, for different purposes. To discuss which specific cleaning solution you are to use in your workspace, contact your manager.

### Overview of Workspace disinfection protocol:

- Every morning before you use your workspace, you should disinfect your space.
- At the end of your workday, wipe down your station with a paper towel to clear debris, and then disinfect.

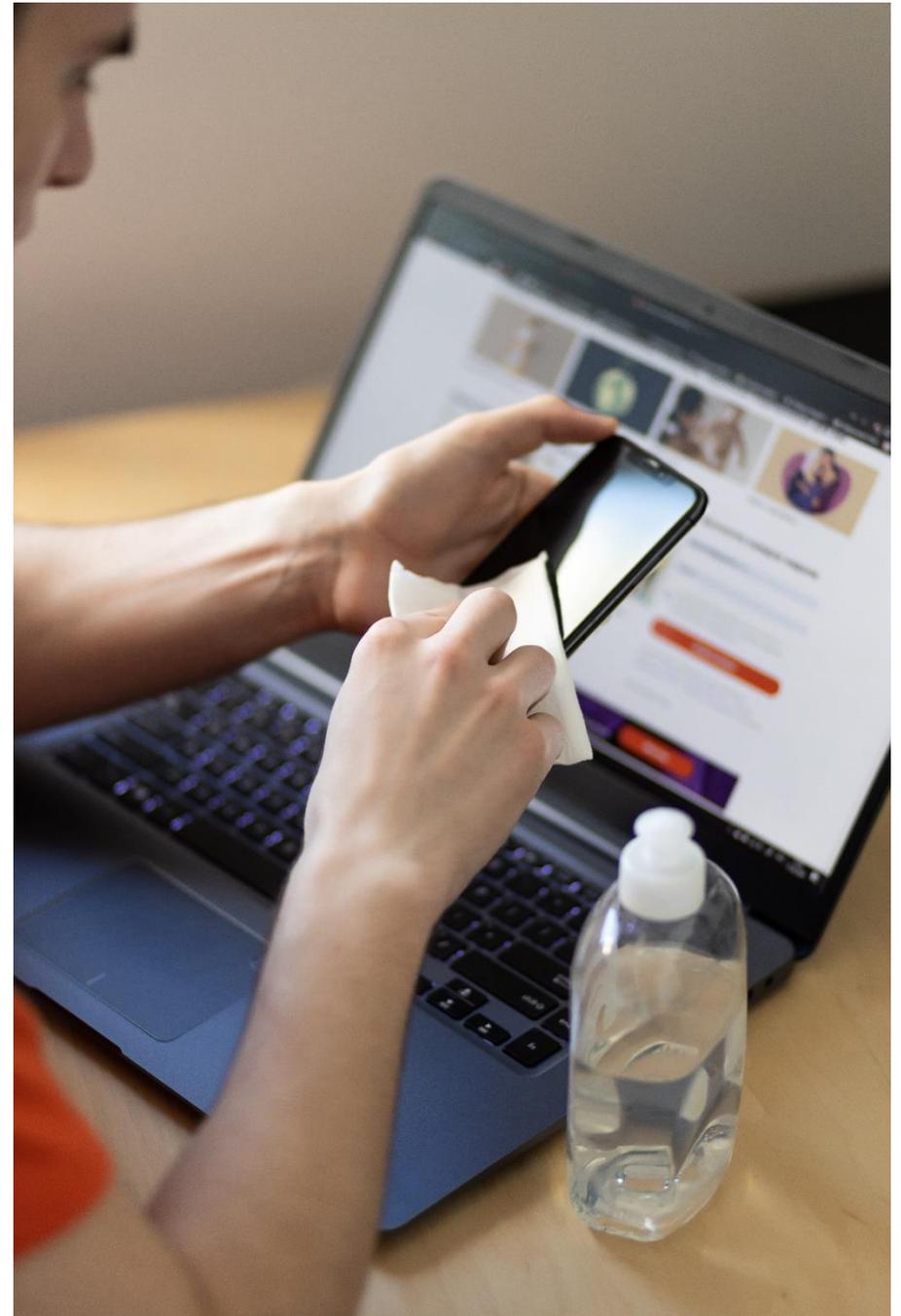
We need to ensure that we increase the cleaning of high-touch surfaces, therefore, common areas that are frequently used need to be cleaned more than usual.

*Please don't forget to disinfect your cell phones when you come into the office!*

### Common area disinfection protocol:

- Clean your hands prior to the use of any of these areas during the disinfection process.
- At the end of day, wipe down surfaces with a paper towel to clear debris, then disinfect.

You can find more cleaning and disinfecting Safe Work Procedures on [Jostle](#).





## Personal Prevention



## Hand hygiene

One of the best things you can do to prevent infection and protect each other is to wash your hand regularly and avoid touching your face.

To help reduce your risk of infection, wash your hands often with soap and water for at least 20 seconds. Using soap and water is the single most effective way of reducing the spread of infection because soap actively destroys the surface of the virus.

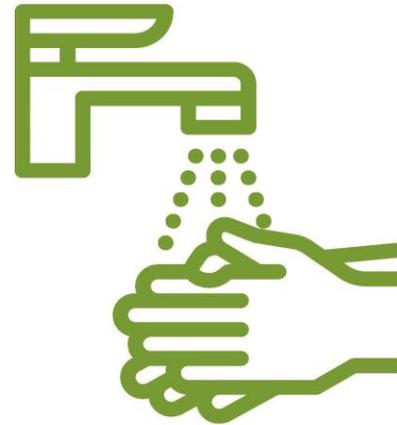
If soap and water are not available, alcohol based hand rubs can be used to clean your hand as long as they are not visibility soiled. If they are visibly soiled, use a wipe and then the alcohol based hand rub to effectively clean them.

**Note:** Health Canada has recently recalled some hand sanitizer products; check your products against the [recall list](#).

You can find the **Hand Washing Safe Work Procedure** on the [Jostle](#).

As a precautionary measure to prevent the spread of COVID-19

# WASH YOUR HANDS



- Wash your hands often with soap and water or use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Staff and visitors are reminded to use credible, evidence-based sources of information about this new coronavirus.

The BC Centre for Disease Control website is updated regularly as new information becomes available to help keep residents informed about COVID-19.

Visit [covid-19.bccdc.ca](https://covid-19.bccdc.ca) or call 8-1-1



THOMPSON-NICOLA  
REGIONAL DISTRICT

## Hand sanitizing stations

The buildings have multiple hand sanitizing stations available for use, so you won't have to supply your own, unless you want to. Some examples of when to use hand sanitizer rather than hand washing with soap include the following:

- Use sanitizer when you are coming and going between rooms for instance, or after touching things in a common space.
- Wash or sanitize hands before putting on gloves to do cleaning.
- If hands are visibly soiled or have been covered in fluid, they must be washed; hand sanitizer is not suitable in this instance.

With all the handwashing you'll be doing, your skin is bound to get dry. Don't forget to regularly moisturize with your favourite non-scented lotion to prevent any skin rashes.



## Face touching

Let's be honest, face touching happens. We just can't help but touch our pretty faces for all sorts of reasons, like maybe you have an itch, maybe you want to put on that super cute cherry lip balm, or maybe you are thinking and you like to rest your thinking hand on your nose.

Our only advice: **PLEASE DON'T TOUCH YOUR FACE**. If you have to, if you must, please sanitize your hands before you touch your face. But seriously, don't touch it.



## Personal protective equipment (PPE)

First and foremost, if you have any symptoms of concern, you just should not be at work—it's that simple. If you develop symptoms while at work, you'll need to immediately notify your manager and leave the premises. See the Symptoms section.

Being diligent about not touching your face with your hands is key, as is coughing or sneezing into your arm or other material. Beyond that, PPE is helpful when used correctly. The tricky thing is that it's a bit difficult to use correctly.

PPE is a catchall term for material that you wear to protect yourself from infection or injury. Masks are mostly used to ensure we are protecting each other from ourselves. Gloves are mostly to protect ourselves from contaminated surfaces.

## Physical Barriers

For added protection, physical barriers (for example: plexiglass at Reception) have been installed where maintaining a two-metre distance is difficult. These barriers must remain in place for the safety of both employees and members of the public. If you identify an area that would benefit from installation of a physical barrier, please contact the HR and Safety Advisor.



## Masks

Masks are mandatory and are expected to be worn by all staff and patrons in the TNRD buildings.

Remember, you wear a mask to protect yourself and others.

There are a few different types of masks, and they all have different levels of protection. The most important thing to remember is that one-use means it is contaminated after one use. You cannot reuse your mask that day even if it says “reusable”.

Proper material, structure and fit:

When your mask is well-fitting and well-designed, it can help prevent the spread of COVID-19.

A mask or face covering can be homemade or purchased, and should:

- Be made of at least three layers. Two layers should be tightly woven material, such as cotton or linen and the third (middle) layer should be a filter-type fabric, such as non-woven polypropylene fabric
- Be large enough to completely and comfortably cover the nose, mouth and chin without gaping
- Allow for easy breathing
- Fit securely to the head with ties or ear loops
- Be comfortable and not require frequent adjustments
- Be changed as soon as possible if damp or dirty
- Maintain its shape after washing and drying

You can reference the [Use of Mask Safe Work Procedure on Jostle](#).



## Appropriate Use and Storage

You must be extra careful when putting on and taking off PPE. If you don't do it correctly or do it carelessly, you are actually increasing your risk of transmission.

### Putting on masks

- Wash hands or use hand sanitizer before putting on your mask.
- Place the mask over your ears and stretch out the middle to cover both your nose and mouth.
- Once the mask is on, you cannot touch your face again without washing your hands.

### Taking off masks

- **WASH HANDS or USE HAND SANITIZER FIRST**, as you will be touching your face.
- Next, you can remove your mask. Please grab it by the ear loop and remove it from your face. Store it in a clean paper or cloth bag until you put it on again.
- Soiled masks or face coverings should be placed in a secure, waterproof bag or container until they can be washed in the laundry.

You can download and print the mandatory mask poster on [Jostle](#).

## Mask Exemptions

Mandatory Masks are exempt for the following people:

- People with health conditions or with physical, cognitive or mental impairments who cannot wear one.
- People who cannot remove a mask on their own.
- Children under the age of 12.

## Board Meetings and Public Meetings

When setting up and planning for Board and Public meetings, the TNRD will follow the guidelines available from the Government of Canada, the BC Centre for Disease Control and WorkSafeBC.

**Anyone who meets the criteria below is not permitted to attend any Board or Public Meetings:**

- Anyone who has had symptoms of [COVID-19](#).
- Anyone who has travelled outside of Canada within the last 14 days.
- Anyone who has been identified by Public Health as a close contact of someone with COVID-19.
- Anyone who has been told to isolate by Public Health.

**Prior to hosting a Board or Public meeting the following will be considered by the TNRD:**

- The use of masks by all Board members, staff and attending public is mandatory
- Ensure that the maximum capacity of any meeting space is not exceeded to maintain physical distancing of 2 metres (6 feet).
- Seating arrangements will be done to permit physical distancing.
- Adequate hand washing facilities and/or hand sanitizer will be available for use.
- Cleaning products to sanitize and wipe down high-use areas will be made available.
- Procedures for contact tracing will be in place, as appropriate.
- Electronic meeting options will be considered whenever possible.

**Signage is also available for printing and posting at the meeting on [Jostle](#).**

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# Keep our workplace safe from COVID-19

Please do not enter this workplace if you:

- Have travelled outside of Canada within the last 14 days
- Have been identified by Public Health as a close contact of someone with COVID-19
- Have been told to isolate by Public Health
- Are displaying any of the following new or worsening symptoms:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing
- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

**If you are displaying symptoms consistent with COVID-19, refer to HealthLink BC at 811.**

worksafebc.com

**WORK SAFE BC**

11/20

## Daily Worker Health Checks

On November 19<sup>th</sup> 2020 the Provincial Health Officer issued a province-wide [order](#) which includes a requirement for employers in all regions of British Columbia to ensure that every worker conducts a daily health check before entering the workplace.

A worker is defined as all staff, contractors and visiting staff. If a worker refuses to take part in the daily health check, they must not enter the workplace.

### What workers need to do:

- Review the list of symptoms and potential exposure questions (included on the [“Keep our workplace safe from COVID-19” WorkSafeBC poster](#)).
- Complete the daily health check and inform your Supervisor/Manager that you have done so and complete the “Health Check Sign off”.
- If you have any of the symptoms or potential exposures listed on the Entry Poster, do not enter the workplace, return home and complete the [BC COVID-19 Self-Assessment Tool](#) or call 8-1-1.

These daily health checks are intended for workers only, and the general public are not required to complete these health checks. However, the TNRD has policies prohibiting members of the public from entering the workplace if they are experiencing COVID-19 symptoms or meet any of the other restricted criteria.

**You can find a copy of the Worker Health Check and WorkSafeBC poster on [Jostle](#).**

**WorkSafeBC - Worker health checks: November 19 PHO order:**

<https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/health-checks>

**Province-wide Restrictions: November 21, 2020**

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/restrictions>

**TNRD Frequently Asked Questions:**

<https://thompsonnicolaregionaldistrict.jostle.us/jostle-prod/#~:b~:4:-1:-1:10014912:-1:~p~:5:0:10080707>

**Non-medical masks and face coverings:**

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html>

**BCCDC guidance for caregivers and household members of those with COVID-19:**

<http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation-caregivers.pdf>

**BCCDC employers and businesses information:**

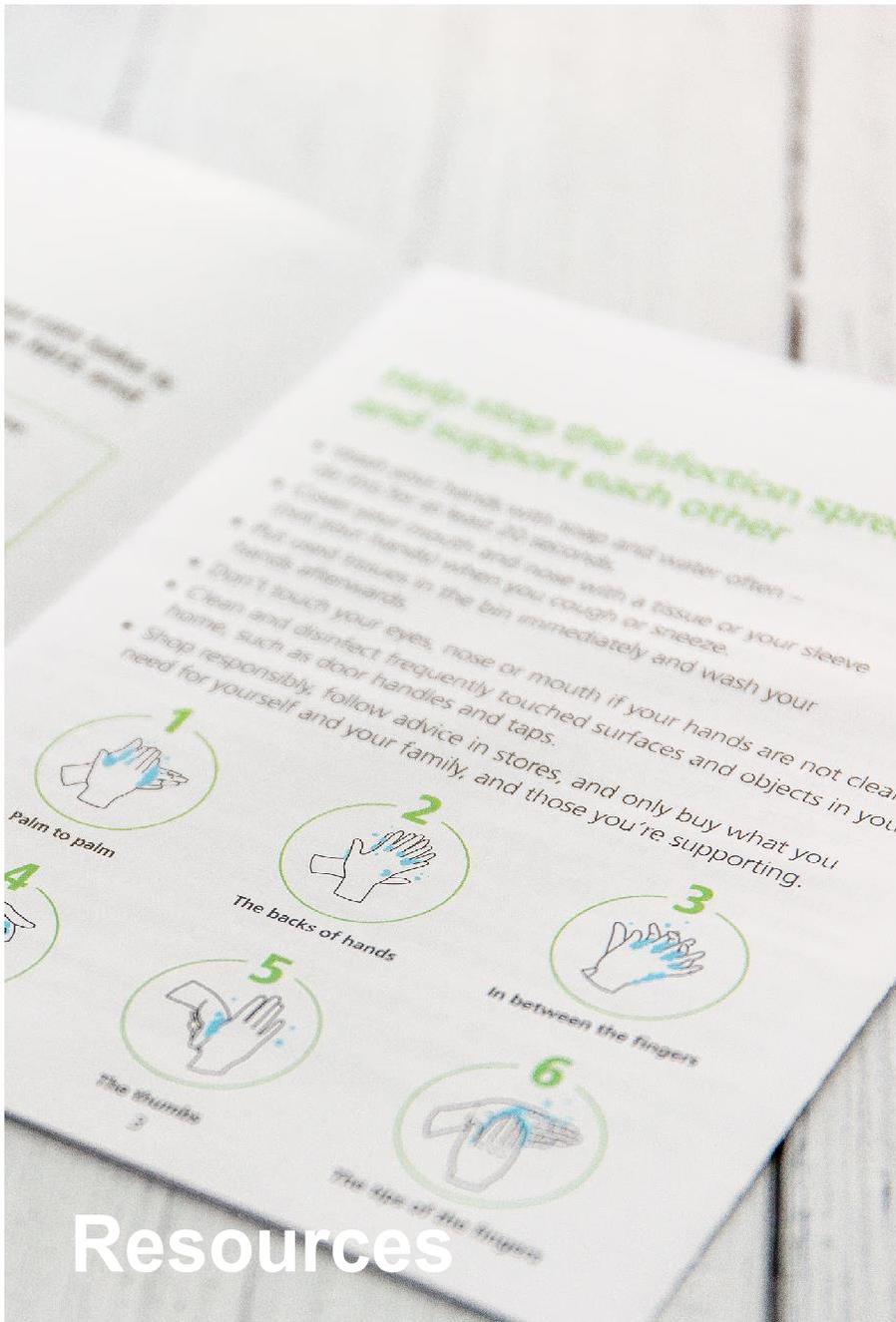
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/employers-businesses>

**WHO getting your workplace ready for COVID-19:**

<https://www.who.int/docs/default-source/coronaviruse/advice-for-workplace-clean-19-03-2020.pdf>

**WHO hands protect against infection:**

[https://www.who.int/gpsc/clean\\_hands\\_protection/en/](https://www.who.int/gpsc/clean_hands_protection/en/)



Resources