	<b>COVID-19 Pandemic Operating Policy</b>	Policy No: 77
	Authority: Chief Administrative Officer (CAO)	Classification: Administration/Operations
	Date Adopted: July 14, 2020	Res # 259/20
<b>Historical Changes:</b> November 20, 2020 Section 2. Self Assessment Reporting Required Section 3. Common areas, staff must wear masks Section 7. Masks are required for use in common areas of the workplace Ratified by Council November 24, 2020 Res# 406/20		

**Special Background:**

The Village of Valemount (Village) has developed an Operating Policy now that the COVID 19 pandemic curve is flattening. This Plan represents the minimum standards that employers must meet based on the information from the Provincial Health Officer (PHO), the Ministry of Health, the Province of BC and WorkSafe BC. The Village will continue to take direction from the advice of the PHO and the Provincial Government. How the Village interacts with the public will change.

To develop this operational policy, a hazard analysis was completed based on the “Hierarchy of Controls for COVID-19” as recommended by the PHO.

This framework addresses (in order of importance):

1. Physical Distancing
2. Engineering Controls
3. Administrative Controls,
4. Personal Protective Equipment (PPE) to reduce transmission.

The application of these control measures will assist in mitigating potential hazards to maintain a safe workplace.

**Hazard Analysis:**

HAZARDS	CONTROL	MITIGATION
<p>During the pandemic response, there is a risk of transmission whenever people come into contact with one another, share close physical space, and touch common surfaces.</p> <ul style="list-style-type: none"><li>• <u>Physical</u>: touching surfaces that are potentially contaminated with coronavirus particles</li><li>• <u>Biological</u>: inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace or common area with easily transmissible viral particles</li></ul>	<p>Physical</p>	<ul style="list-style-type: none"><li>• Signage should be installed regarding physical distancing including visual cues (“step” stickers) for areas where customers are required to queue and where staff may congregate.</li><li>• Common areas are arranged to allow for physical distancing.</li><li>• Alternative solutions to conducting business have been established using electronic means.</li><li>• Cleaning/disinfecting procedures for workspace, shared workspaces and common areas including vehicles to reduce surfaces that may potentially be contaminated with coronavirus particles, are in place and posted</li></ul>

HAZARDS	CONTROL	MITIGATION
<p><u>Biological</u>: inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace or common area with easily transmissible viral particles by an employee who is carrying or showing symptoms of COVID-19.</p>	<p>Engineering (i.e. Renovations)</p>	<ul style="list-style-type: none"> <li>• Physical barriers will be installed where physical distancing cannot be maintained</li> <li>• Workspaces that are shared between two (2) or more employees will be re-arranged to accommodate physical distancing or may require further steps of action to ensure physical distancing</li> <li>• The general public has been provided alternative means of making payments with minimal or no contact with staff</li> <li>• Hand sanitizer station near entrance doors, pay station and other high touch locations for customers and employees</li> </ul>
<p>Pandemic-related hazards include:</p> <ul style="list-style-type: none"> <li>• <u>Physical</u>: touching surfaces that are potentially contaminated with coronavirus particles</li> <li>• <u>Biological</u>: inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace or common area with easily transmissible viral particles</li> <li>• <u>Chemical</u>: exposure to disinfectants/nitrile or latex gloves/environmental sensitivities</li> <li>• <u>Psycho-social</u>: mental distress/anxiety</li> </ul>	<p>Administrative</p>	<p>Provide a Policy and/or a Procedure which address the following:</p> <ul style="list-style-type: none"> <li>• Self-monitoring (sick days)</li> <li>• Guidance on document handling</li> <li>• Cleaning/disinfecting procedures</li> <li>• Signage</li> <li>• Business Meeting Protocols (for both off-site and on-site)</li> <li>• Stress, anxiety and mental health awareness</li> <li>• Proper hygiene practices</li> </ul>
<p>Biological and Chemical (as above)</p>	<p>Personal Protective Equipment (PPE)*</p>	<p>Note: information regarding use of PPE will be addressed by administrative policy and procedure</p>

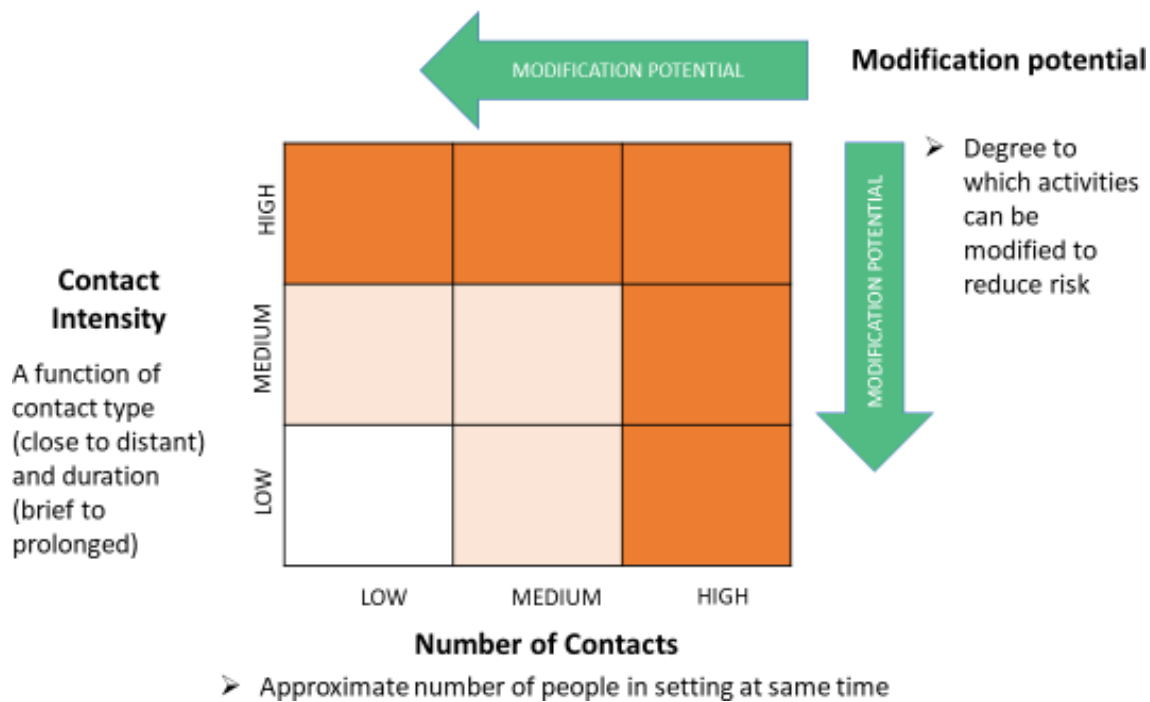
The Village has focused on non-PPE controls being put in place, specifically physical distancing and where not possible or unlikely, physical barriers. Most Village employees will not require PPE for protection against coronavirus unless they are in specific situations such as tending the Visitor Information Centre, or working in teams within Public Works.

A large portion of the policy relies on the implementation of the associated operating procedure which contains more details in respect to the controls listed in the table.

To address COVID-19 health and safety concerns in the workplace, the Chief Administrative Officer (CAO), or Supervisors as directed by the CAO, will be communicating updates in respect to the pandemic response and any changes to necessary steps or actions required.

**Risk Matrix:**

The risk of transmission in organizational settings and public institutions is subject to two variables that we need to modify to reduce transmission risk: contact intensity (how close you are to someone and for how long); number of contacts (how many people are in the same setting at the same time).



Modifying from high to low can be based on a range of actions:

- Physical distancing measures – to reduce density of people
- Engineering controls – physical barriers, increased ventilation
- Administrative controls – rules and guidelines
- Non-medical masks

**Purpose:**

The purpose of this policy is to provide over all guiding principles in order to reduce the risk of COVID19 infections within employees and the public safe during the COVID-19 worldwide pandemic. This Policy may also be utilized during times where there are heightened levels of Cold and Flu infection rates within the general population as recognized by the Northern Health Authority. Further supporting protocols have been established in Village of Valemount COVID19 Operating Procedures.

### **Scope:**

This policy applies to all employees, including staff and Council, committee members and volunteers. Collectively they will be referred to as 'Employee' or 'Employees'. This Policy may be utilized, at the discretion of the CAO, after the COVID19 pandemic has ended but during periods of increased infection rates of Cold and Flu's in the general public.

### **Principles:**

#### **1. STAYING INFORMED**

- a. Employees are encouraged to stay up-to-date and informed on the pandemic and follow public health advice, as information may change from time to time. Links can be found in the Related Publications section of this document.

#### **2. SELF MONITORING:**

- a. Pre-mitigation, including reporting and self-screening, will help to identify possible COVID-19 positive employees and proactively remove risks that they could inadvertently introduce coronavirus into the workplace.
- b. Employees with COVID-19 symptoms **must** stay home and not come to work for at least fourteen (14) days, or longer if symptoms have not resolved. As per Healthline BC, after your fourteen (14) day self-isolation, you may return to your regular activities if:
  1. At least fourteen (14) days have passed since any symptoms started; and,
  2. Your fever is gone without the use of fever-reducing medications (i.e. Tylenol, Advil); and,
  3. You are feeling better (there is improvement in symptoms); or,
  4. You were self-monitoring and never developed any symptoms.
- c. Employees **must** also stay at home when sick to avoid spreading illness to others, even if symptoms are not consistent with COVID-19, as you may be non-symptomatic.
- d. Employees must communicate to the CAO (in the case of Office Staff), or the Superintendent of Public Works (in the case of Public Works Employees), that the staff member meets all of the COVID-19 self assessment criteria through WorkSafeBC, that they are suitable to work each day.

#### **3. PHYSICAL DISTANCING:**

- a. Physical distancing reduces the potential of coronavirus being transmitted through air borne droplets. There is a possibility that even non-symptomatic carriers of coronavirus may transmit the virus in this manner; physical distancing should always be observed, even in cases when people do not display symptoms of COVID-19.
  - b. Access to Village workplaces should be limited and alternative methods, such as video or conference calls, be used for conducting business to prevent close personal contact
  - c. Lunchrooms, break rooms, boardroom, reception and common areas will be arranged to follow physical distancing practices. However, employees are required to wear masks whenever in common spaces
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- d. Employees should remain on their primary work floor and not visit other floors in the building unless absolutely necessary.
- e. Whenever possible, employees should travel alone in vehicles to ensure physical distancing.
- f. Should a task require close personal contact, appropriate PPE and additional mitigation measures should be considered and discussed with your supervisor or the CAO.
- g. Only essential business travel should be considered until further notice.
- h. If there are cases where, in a shared workspace, physical distancing cannot be maintained, a more comprehensive risk assessment should be undertaken in collaboration with your supervisor or the CAO. Consideration should be given to the type of task(s), and whether there are alternatives.

#### **4. PERSONAL HYGIENE**

- a. All employees should practice proper “hand hygiene” techniques often, as it is the single-most effective way of reducing the spread of infection.
- b. Proper respiratory etiquette should be followed.
- c. Touching your face, including eyes, nose or mouth should be avoided and hands washed or sanitized before and after such touching.

#### **5. ENHANCED CLEANING/DISINFECTING:**

- a. Janitorial services are provided five days a week in the Village Office (which includes the Visitor information Centre) and once weekly for the Public Works Office (compound); employees should disinfect common areas and other high touch surfaces before every use.
- b. Employees should ensure regularly touched surfaces are disinfected frequently within their own workspace(s).

#### **6. SHARED WORKSPACES/EQUIPMENT INCLUDING VEHICLES:**

- a. Employees are discouraged from sharing equipment (i.e. pens, phones, other tools)
  - b. The need to share workspaces and equipment will be minimized.
  - c. When it is necessary to use a common workstation or piece of equipment, such as photocopiers, coffee machine, or cash registers, the surfaces should be disinfected before and after use. If you are in doubt about the cleanliness of an area or item, employees are encouraged to disinfect the area or item before and after use to reduce the risk of contamination.
  - d. In the event of a potential COVID case in a shared workspace, workstation or with a person using shared equipment, the station/equipment should not be used until a deep clean can be performed which is to be delegated by the employee’s supervisor. Employees affected by the deep clean
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will be accommodated to ensure safety during the cleaning period, which will be delegated by your supervisor.

- e. Limit the exchange of papers.
- f. Employees who use municipal vehicles must ensure that high contact surfaces within the vehicle are routinely disinfected.

**7. PERSONAL PROTECTION EQUIPMENT (PPE)**

- a. N95 masks and gloves are not mandatory. N95 masks have been recommended for essential health service workers only. Non-N95 masks are required for use in common areas, the Village will provide one reusable mask for each office employee. The employee is responsible for the cleaning and replacement of that mask. The mask will become the property of the person receiving it.
- b. Public Works staff will be provided re-usable masks for use when required and all PPE as required performing their duties.
- c. Gloves will be provided if required; while gloves may provide protection for your hands, they do not prevent of the transfer of coronavirus to other surfaces. Frequent hand washing is mandatory even when wearing gloves.

**8. STRESS/ANXIETY/MENTAL HEALTH AWARENESS**

- a. Practice self-care: emotional stress, anxiety or concern is natural under the present circumstances.

**9. DOCUMENTATION AND TRAINING**

- a. The Village CAO will ensure Village Office employees are trained on the policies, and procedures related to the COVID-19 pandemic.
- b. Records of that training will be recorded and kept for reference.
- c. The Supervisor of Public Works, or designate, will train Public Works employees on the policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training.
- d. If employees have any concerns, they may discuss them with their supervisor or with the CAO.

**10. WORKING FROM HOME**

- a. All Village Office staff, when possible, is encouraged to work from home and visit the office as needed only.
- b. All employees working from home are required to adhere to the Village of Valemount COVID19 Work from Home Policy No. 76.
- c. All Public Works staff is required to attend work in person.

**11. USE OF VILLAGE OWNED LAND AND FACILITIES**

- a. Any person or organization wishing to host an organized event on Village owned land, or in a Village owned building that will result in a congregation of members of the public, but not solely including members of their workforce, is required to provide to the Village with a copy of their COVID19 Mitigation Plan.
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- i. A COVID19 Mitigation Plan must include what controls and procedures will be employed to mitigate the potential spread of COVID19 between the attendees.
- ii. The above controls and procedures must, as a minimum, meet the current guidelines and recommendation provided by the BC Public Health Officer.
- iii. This Plan must be received not later than five (5) days prior to the event and must be approved prior to that event by the CAO or their designate.
- iv. Section 11 shall not restrict the right of any individual or organization to peacefully demonstrate or protest pursuant to the Canadian Charter of Rights and Freedoms.

**References:**

Policy Number:	Policy No. 77
Policy Owner:	Chief Administrative Officer
Endorsed by:	Council
Final Approval:	July 14, 2020
Date Approved:	July 14, 2020
Review Date:	November 19, 2020
Revision Date:	November 23, 2020
Related Publications:	<ul style="list-style-type: none"> <li>• <a href="#">WorkSafeBC</a></li> <li>• <a href="#">BC Centre for Disease Control</a></li> <li>• <a href="#">Provincial Government of BC</a></li> </ul>
Supporting Internal Documents:	<ul style="list-style-type: none"> <li>• Village of Valemount COVID19 Work From Home Policy No. 76</li> <li>• Village of Valemount COVID19 Operating Procedures</li> <li>• Village of Valemount COVID19 Illness in the Workplace Policy No. 78</li> </ul>

**Contact Information:**

Wayne Robinson  
 Chief Administrative Officer  
 250-566-3171  
[cao@valemount.ca](mailto:cao@valemount.ca)

Wayne Robinson, CAO