	Village of Valemount Communicable Disease Prevention Operating Procedures	Relates to policy No: 77 Replaces: COVID19 Operating Procedures
	Authority: Chief Administrative Officer (CAO)	Classification: Administration/Operations
	Date Adopted: July 2, 2021	Motion No: N/A

Historical Changes:

06/22/20

- addition of events held on Village owned land and buildings.

11/23/20

- Self Monitoring: requirement to report daily
- Business meeting protocols: updated
- Personal Protective Equipment: Masks mandatory in common areas
- Council Chambers: updated
- Appendix O: Mandatory Mask Sign

05/21/21

- Restriction on number of staff able to meet in Council Chambers was relaxed from 4 to 8 at any given time.

07/02/21

- Relaxation of procedures due to BC entering into stage 3 of the BC Restart Plan – this now serves as the Communicable Disease Prevention Plan.

PURPOSE

This Operating Procedure document is to outline operating procedures that will reduce risks of spreading Communicable Diseases. The Village of Valemount will continue to take direction on initiatives from the Province of BC and at the direction of the Provincial Health Officer and through Northern Health Authority.

HAZARDS

During the pandemic response scenario, there is a risk of transmission whenever people come into contact with one another, share close physical space, and touch common surfaces. Pandemic-related hazards include:

1. **Physical:** touching surfaces that are potentially contaminated with virus particles
2. **Biological:** inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace with easily transmissible viral particles
3. **Chemical:** exposure to disinfectants/nitrile or latex gloves/environmental sensitivities
4. **Psycho-social:** mental distress/anxiety

EQUIPMENT AND MATERIAL

Type	Criteria/Recommendation
Disposable Antiseptic or Disinfectant Wipes	> 70% alcohol Dimethyl Benzyl Ammonium Chloride Dimethyl EthylBenzyl Ammonium Chloride
Hand Sanitizer or Hand Rub	Alcohol-based hand rub (ABHR) approved by Health Canada or the Province of BC
Microfiber Cloth	n/a
Cleaning solution specific for computer screens	70% isopropyl alcohol / 30% water solution
Physical Barriers	Transparent barriers places where the pubic interfaces with staff
Disposable Gloves (for cleaning)	Latex or nitrile based
Facial Masks (disposable or washable)	Surgical marks or cotton cloth material (hand-sewn) – optional unless required due to public health orders
Disposable Gloves**	Latex or nitrile based

***only for those that require them for particular work duties*

PROCEDURES

The Operating Procedure ensures that proper steps take place before, during, and after an employee’s shift during a pandemic response. Procedures include requirements for orientation and screening prior to working, actions while at work (hygiene, physical distancing, cleaning, and monitoring) and follow up after work has concluded each day.

MITIGATION STEP	TASK INSTRUCTIONS
SELF-MONITORING	<p>Before entering into a workplace or vehicle, and throughout the day, employees must self-monitor for symptoms associated with COVID-19 by reviewing the self assessment sign placed at the entrance of the building:</p> <ol style="list-style-type: none"> 1. If a staff member is feeling the symptoms from a communicable disease as stated on the sign, they are not to enter the workplace. 2. Staff with members of their household who are presenting symptoms of a communicable disease should refer to the steps found in the Illness in the Workplace Policy No. 78, 2021. <p>Staff must confirm to the following person each morning: Office Staff > CAO via Private Message over Microsoft Teams; Public Works Staff > SPW on provided form, That the Staff member is able which means they have no, or has not knowingly been exposure to any communicable disease. By stating, “I am fit to work.”</p>

	<p><i>(Note: As symptoms and information on current health orders or advisories change, other questions may arise in the survey. Follow the advice provided after the survey has concluded and if advised to stay home, notify your manager immediately.)</i></p>
<p>PHYSICAL DISTANCING</p>	<p>While the province is in Stage 3 or Stage 4 of the Restart Plan, and there is no heightened threat of communicable disease exposure (including COVID19) as per the local Health Authority, the following procedures apply:</p> <ol style="list-style-type: none"> 1. Physical Barriers will be maintained between areas where the public and staff interface in the office setting. 2. Otherwise, physical distancing is not required.
<p>PERSONAL HYGIENE</p>	<p><u>Hand washing</u></p> <p>Employees are encouraged to wash their hands upon arrival at the workplace and each time they re-enter the workplace. Employees should consider throughout the day either:</p> <ol style="list-style-type: none"> a) Washing hands often with soap and water for at least 20 seconds; OR b) using, alcohol-based hand sanitizer or rubs (ABHR) can be used to clean hands. <p><u>Respiratory</u></p> <p>Employees should either:</p> <ol style="list-style-type: none"> a) Turn their head away from others and cover their mouths with a sleeve (i.e. cough into elbow); OR b) Use a tissue when coughing or sneezing, and immediately after, discard tissue(s) into a garbage receptacle and wash hands

CLEANING AND DISINFECTING

Note:

It is important to make the distinction between cleaning and disinfecting:

Cleaning refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting refers to using chemicals, for example, Health Canada-registered disinfectants, to kill germs on surfaces.

Deep Cleaning

By disinfecting (kill germs) on a surface *after* cleaning (removal of germs), it can further lower the risk of spreading infection.

Workspaces and Equipment

Employees are encouraged to wipe down their work space after each day or at a minimum of once a week. Shared work spaces should be cleaned and wiped after every use.

1. Wash your hands and then using hand sanitizer, disinfect your hands (and put on gloves if you choose to).
2. If surfaces are visibly dirty, they should be cleaned using a detergent or soap and water prior to disinfection (aka “deep clean”).
3. Use a disposable antiseptic wipe to disinfect **hard non-porous** surfaces by wiping the surfaces. These include, but are not limited to:
 - keyboard, mouse
 - phone, headset
 - desktop surfaces
 - chair seats and armrests
 - cabinet door, drawers
 - doorknobs, handles
 - light switches
 - photocopiers, cash registers and other shared equipment or surfaces
 - Alarm panels
4. Carefully dispose of the wipe into a garbage receptacle immediately after use (and remove gloves and dispose of also if you have chosen to wear them).
5. Wash your hands with soap and water or an alcohol-based hand sanitizer.



Soft (Porous) Surfaces

1. For soft (porous) surfaces such as carpeted floor, fabric chairs, and drapes, remove visible contamination when present and clean with appropriate cleaners appropriate for use for the particular material of which it is made.
2. After cleaning, dispose of items (such as cleaning cloth) as appropriate in accordance with the manufacturer’s instructions.

Note: Never use a soiled or dirty cloth to clean any surface.

Vehicles

Should be cleaned once a week, (remembering to wear gloves if you choose to following Step 1):

1. Using hand sanitizer, disinfect your hands.
2. Using a disposable disinfectant wipe open the vehicle door.
3. Using the same disposable disinfectant wipe, clean the following non-porous surfaces:
 - Steering wheel
 - Seatbelt clasp
 - Door handles
 - Visor
 - Switches and knobs
 - Seat base and back
 - Other areas that are commonly touched
11. Carefully dispose of the wipe immediately after use (and remove gloves and dispose of also, if you have chosen to wear them).
12. Clean your hands with hand sanitizer.



Tools, Equipment and Stationary

1. If it is necessary to share tools or stationary, hands should be washed or sanitized prior to and after use.
2. Sanitation of tools and stationary is encouraged after each use.
3. In the case of Public Works, PPE such as latex gloves may be appropriate and gloves disposed of properly after using the tool(s).

SIGNAGE	<ol style="list-style-type: none">1. Signs will be posted stating the following (wording may vary, although the message remains standard)<ol style="list-style-type: none">a) Wearing of masks is optionalb) Please sanitize your hands upon entryc) A list of symptoms, if present, require the person to not enter the workplace.2. Signs will be posted as guidance to employees and the public to convey:<ol style="list-style-type: none">a) Room occupancy;b) Specific COVID19 mitigating practices (i.e. Physical distancing, hand hygiene, etc.) when required.
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<p>BUSINESS MEETING PROTOCOLS</p>	<p>Employees may continue to conduct business virtually (i.e. conference calls, video conferences, email, telephone) with customers/clients/public.</p> <ol style="list-style-type: none"> 1. In person meetings may be held providing the posted room occupancy is not exceeded. 2. Anyone who is ill or presenting flu or cold like symptoms is not permitted to take part in in-person meetings. 3. When booking appointments, employees are encouraged to remind attendees to not attend in-person if they are ill or present symptoms. 4. In person meetings may take place in any office space.
<p>STRESS, ANXIETY AND MENTAL HEALTH AWARENESS</p>	<p>Anyone who feels they are experiencing negative mental health implications should seek assistance as soon as possible:</p> <ol style="list-style-type: none"> a) Contact the BC Mental Health hotline at 301-6789 (no area code)
<p>DOCUMENT HANDLING</p>	<ol style="list-style-type: none"> 1. Wash or disinfect their hands before and after contact. 2. Gloves can be used at the employee’s discretion. Gloves should be disposed of properly after use and hands washed or sanitized after removing gloves.
<p>Person Protective Equipment</p>	<p><u>Face Masks</u></p> <p>Face masks are recommended for anyone who is not fully immunized.</p> <p>No one can be required to wear a mask is they choose not to.</p> <p>No one will be prohibited from wearing a mask if they choose to do so.</p> <p><u>Disposable Gloves</u></p> <p>These are not required unless an employee is conducting first aid or carrying out duties that regularly require the use of them. Gloves are not to be used as replacement for proper and frequent hand hygiene. Wearing gloves may contribute to the spread of communicable diseases as workers may unintentionally touch something or someone contaminated with the coronavirus with their gloved hand.</p>
<p>Right to Refuse Unsafe Work</p>	<ol style="list-style-type: none"> 1. As per WorksSafe BC regulations, all employees have the right to refuse work that is unsafe. 2. Staff shall review the information provided on the WorkSafe BC website to understand the steps they must take if they have cause to believe that carrying out a work process would create an undue hazard to the health and safety of any person. https://www.worksafefbc.com/en/resources/health-safety/toolbox-meeting-guides/the-right-to-refuse-unsafe-work

Area Specific Procedures

Described below are areas that warrant specific procedures to be followed to achieve the highest

level of safety from COVID19 in the work place.

<p>COMMON AREAS</p> <p>Common areas are spaces that are used or occupied by several employees from time to time, located in a Village owned building.</p> <p>This may include Public Works facilities, Village Office, Visitor Information Centre, etc.</p> <p>Below are examples of common areas with specific protocols.</p>	<ol style="list-style-type: none"> 1. All Staff may wear masks in common areas if they choose to do so. 2. A sign shall be placed near the entrance to each common area indicating the maximum occupancy of people allowable in that space as per the BC Building Code or any current Provincial Health Officer directives that are in place. 3. Common Area occupancy will be limited to the posted occupancy limit.
<p>COFFEE ROOMS/ KITCHENETTES/ LUNCH ROOM</p>	<ol style="list-style-type: none"> 1. Employees are encouraged to wash hands prior to and after touching any surface and to wipe down any appliance with the appropriate means as described in this document. 2. The use of Village dishes and utensils is allowed; however, users are required to wash any dishes and utensils immediately after use. 3. Employees shall ensure anything placed in the refrigerator is disposed of or used prior to it expiring. 4. Sinks and taps should be clear of any dishes, and cleaned after each use.
<p>COPIER AND STORAGE ROOMS</p>	<ol style="list-style-type: none"> 1. Touched surfaces of copiers, printers, shredders and other office equipment should be wiped after each use.
<p>COUNCIL CHAMBERS</p>	<ol style="list-style-type: none"> 1. People should sanitize their hands before and after using the computer or A/V equipment and disinfect that equipment after each use. 2. The following high touch surfaces should be cleaned after each use or once a week at a minimum: <ol style="list-style-type: none"> a. Door handles leading into the office area b. Door handles and locks on the door leading to the exterior of the building c. Light switches

	<ul style="list-style-type: none"> d. Alarm panel e. Tables and hard surfaces of chairs when used
INDIVIDUAL OFFICE SPACES	<ul style="list-style-type: none"> 1. Employees are encouraged to communicate either in person or by using electronic means. 2. Surfaces should be kept tidy and clear to allow for surfaces to be cleaned regularly.
VILLAGE VEHICLES This includes village owned machines (tractors, backhoe, etc.)	<ul style="list-style-type: none"> 1. Vehicles should be used for authorized travel only. 2. Vehicles must be sanitized after each use. 3. Each Village owned vehicle shall be equipped with wash stations/sanitization supplies. 4. Each vehicle will be inspected for said supplies before use and stocked before use if supplies are missing or at insufficient quantity for that day. 5. Employees shall wash their hands before and after using a vehicle.
PUBLIC WASHROOMS	<ul style="list-style-type: none"> 1. Public washrooms, where available, will be cleaned and stocked at the end of each day and periodically while they are open. 2. Signs shall be posted advising people of: <ul style="list-style-type: none"> a) how to clean and sanitize hands
TRAILS AND PARKS	No Procedures

Specific Procedures for Off-site Work

SITE INSPECTIONS Site inspections are required from time to time for employees for a variety of reasons. Employees should follow the accompanying procedures to determine if a site visit can be avoided and the procedures to take should a site visit be	<ul style="list-style-type: none"> 1. Staff should inquire if there is any communicable illness affecting people in the site they are entering, including symptoms consistent with a cold or flu. 2. If the answer is yes or indicates it is likely, the staff member should either: <ul style="list-style-type: none"> a) Reschedule the visit to a later date when the illness of symptoms have passed; b) If the in-person visit must proceed, the staff member must; wear an N95 mask, maintain physical distancing of 2 meters from all people present; sanitize hand immediately leaving the buildings. c) The above off-site visits should take place either outdoors, or in an area with good ventilation in this circumstance.
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necessary.	d) The staff member must monitor their own health carefully following an in person visit where an illness of suspected illness is present.
USE OF VILLAGE OWNED LAND OR FACILITIES	<ol style="list-style-type: none"> 1. 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 (permitted under the PHO's orders of the time), but not solely including members of their workforce, is required to provide to the Village with a copy of a Communicable Disease Mitigation Plan. <ol style="list-style-type: none"> i. The above controls and procedures must, as a minimum, meet the current guidelines and recommendation provided by the BC Public Health Officer, Northern Health, or WorkSafe BC. ii. 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. iii. 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. iv. Any organized event request that does not provide the above information shall be denied.

Important Information:




The employee assumes responsibility and risk of infection if they do not follow the guidelines provided in this document.






Procedure Name :	Village of Valemount Communicable Disease Prevention Operating Procedures
Procedure Owner:	Wayne Robinson
Endorsed by:	CAO
Date Approved:	July 2, 2021
Review Date:	
Revision Date:	
Amendments:	
Related Policies, Procedures, Schedules:	<ul style="list-style-type: none"> • Village of Valemount COVID19 Work From Home Policy No. 76 • Village of Valemount Illness in the Workplace Policy No. 78

Contact Person:

Contact Person: Wayne Robinson
Position: Chief Administrative Officer
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Appendix C: Personal Protective Equipment

-  Recommended
-  Optional
-  Not required

Hazard Risk Factors	Cloth Face Covering/Non-Medical Mask	Respirator N95 or better (fit tested)	Gloves	Eye Protection: Glasses, Face Shield, Physical Barrier	Apron/Gown/ Disposable Coverall
					
Close Proximity to Co-Workers	✓	✗	✗	✓	✗
Close Proximity to Public	✓	✗	✗	✓	✗
Close Proximity to Potential Irrate Individual – Spitting/Coughing	✓	✗	✓ Optional	✓	✓ Optional
Close Proximity to Sick Persons	✗	✓	✓	✓	✓
Providing CPR/Procedure Producing Aerosolized Droplets on a Sick Person. Non medical mask must be place on patient.	✗	✓	✓	✓	✓
Entering Private Residence	✓	✓ Required if illness or symptoms present	✓ Hand Hygiene mandatory	✗	✗ Optional
Cleaning Biohazard/ Splashing	✗	✓	✓	✓	✓
Cleaning Biohazard/ Non-splashing	✗	✗	✓	✗	✗
Handling Mail/ Packages/ Internal Paperwork	✗	✗	✓	✗	✗
Customer Service Counters	✓	✗	Hand hygiene encouraged.	✓	✗

