	Village of Valemount COVID19 Operating Procedures	Relates to policy No: 77
	Authority: Chief Administrative Officer (CAO)	Classification: Administration/Operations
	Date Adopted: June 11, 2020	Motion No: N/A
<p>Historical Changes:</p> <p>06/22/20</p> <ul style="list-style-type: none"> • addition of events held on Village owned land and buildings. <p>11/23/20</p> <ul style="list-style-type: none"> • 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 		

PURPOSE

This Operating Procedure document is to outline operating procedures that will reduce risks of spreading COVID-19 Pandemic. These procedures may be utilized during periods of increased levels of cold and flu infections in the general public. 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	<p>> 70% alcohol</p> <p>Dimethyl Benzyl Ammonium Chloride</p> <p>Dimethyl EthylBenzyl Ammonium Chloride</p>
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
Tissues	n/a
Disposable Gloves (for cleaning)	Latex or nitrile based
Facial Masks (disposable or washable)	Surgical masks or cotton cloth material (hand-sewn) – optional unless require because physical distance cannot be maintained
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 should self-monitor for symptoms associated with COVID-19 by using the BC Health COVID-19 Symptom Self-Assessment Tool located here: https://bc.thrive.health/ and answer the prompted questions, which include:</p> <ol style="list-style-type: none"> 1. Are you experiencing symptoms consistent with COVID-19 (refer to the link above for the most up to date list of symptoms)? 2. In the past fourteen (14) days have you been outside of Canada? 3. In the past fourteen (14) days have you been in close contact with anyone who is symptomatic or has been diagnosed with COVID-19? <p>If you answer 'yes' to any of the above questions, employees must stay home or if at work, go home immediately and contact their manager for advice. Please refer to COVID19 Illness in the Workplace Administrative Policy No. 78.</p> <p>Staff must confirm to the following person each morning:</p> <p>Office Staff > CAO via Private Message over Microsoft Teams;</p> <p>Public Works Staff > SPW on provided form,</p> <p>That the Staff member meets the COVID-19 screening criteria as developed by WorkSafeBC to be considered fit to come to work.</p> <p><i>(Note: As symptoms and information on the pandemic 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>
PHYSICAL DISTANCING	<p>During all activities, maintain physical distancing from others, including co-workers and members of the public by:</p>

	<ol style="list-style-type: none"> 1. Remaining two (2)-metres or six (6)-feet apart; 2. Markers will be placed on the floor indicating: <ol style="list-style-type: none"> a) where members of the public are to stand to wait to be served by front counters employees; b) Lines indicating how close the public can get to front counter employees while adhering to physical distancing requirements. 3. Not engaging in any physical contact, such as handshaking. 4. Employees are encouraged, when possible, to work from home as per Village of Valemount Work from Home COVID19 Administrative Policy 76 5. When physical distancing cannot be maintained, frequent hand washing and physical barriers or PPE must be employed. 6. Employees are encouraged to remind those not respecting physical distancing to please do so.
PERSONAL HYGIENE	<p><u>Hand washing</u></p> <p>Employees must 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) If soap and water are not available, 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 <p><u>Other Measures</u></p> <ol style="list-style-type: none"> c) Employees should refrain from touching their face at all times.

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 should follow these steps at least twice daily (i.e. start and end of day) or more often when visibly soiled throughout the day:

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

Disinfect high-touch areas every time you enter and leave a commonly shared municipal owned vehicle using these steps, (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. The sharing of tools and stationary between people is discouraged.
2. If it is necessary to share tools or stationary, hands should be washed or sanitized prior to and after use.
3. Sanitation of tools and stationary is encouraged after each use.
4. 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. Each morning public facing employees will set out or ensure the following signage is in place:<ol style="list-style-type: none">a) Post clear signs outside the main doors indicating distancing requirements.2. Signs will be posted as guidance to employees and the public to convey:<ol style="list-style-type: none">a) Room occupancy;b) Right of way in narrow corridors and stairways;c) Specific COVID19 mitigating practices (i.e. Physical distancing, hand hygiene, etc.)
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BUSINESS MEETING PROTOCOLS	<p>Employees should conduct business virtually as much as possible (i.e. conference calls, video conferences, email, telephone) with customers/clients and co-workers.</p> <ol style="list-style-type: none"> 1. Besides front counter customers, limit business-related visitors to essential visits only. 2. If an in person visit is necessary, the visit must be scheduled and the employee scheduling the visit must ask the potential visitor the “Self Monitoring” questions. Such visits must be approved by the CAO. 3. All attendees of meeting must be recorded on a tracking form stored on the village server. Information must include, date, attendees’ names, contact information, and an indication COVID 4. When booking appointments, employees are encouraged to remind customers to reschedule if they become sick or are placed on self-isolation. 5. Meetings shall be scheduled with consideration as to keep people from arriving and having to wait within the office for any period of time other than the time necessary to conduct business. 6. In person meetings shall take place in the Council Chambers only and the employee must adhere with all Council Chamber specific procedures. 7. Only the people absolutely necessary for the meeting are permitted to attend any in person meeting.
STRESS, ANXIETY AND MENTAL HEALTH AWARENESS	<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)
DOCUMENT HANDLING	<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.
Person Protective Equipment	<p><u>Face Masks</u></p> <p>Face masks are mandatory, in all common areas within work buildings. Staff are responsible for proper disposal or frequent cleaning of them, dependent on which type they choose to utilize. Information for the care and disposal of facial masks can be found on the BC Centre for Disease Control website.</p> <ol style="list-style-type: none"> a) Fabric masks should be laundered after each day and dried on the highest temperature setting possible. They must be thoroughly dried before re-use. b) Disposable masks should be disposed of after each day of use in accordance to the link above. <p><i>* If a employee member is required to wear a protective mask (N95 or greater), they must be fit tested in accordance with WorkSafeBC and tested annually in accordance with Occupational Health and Safety Regulation 8.4(2.1)</i></p>

	<p>Masks are not required while sitting alone in a staff member's office or designated workspace.</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 the coronavirus as workers may unintentionally touch something or someone contaminated with the coronavirus with their gloved hand.</p>
Right to Refuse Unsafe Work	<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.worksafebc.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 must wear face masks in all common areas of work buildings. 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; whichever number is the lesser of the two will be posted and followed. 3. The Village shall post directional signs indicating right-of-way at the beginning of hallways or stairways where physical distancing cannot be maintained. 4. Employees are required to adhere to physical distancing measures of 6 ft (2 m) between each other. <ol style="list-style-type: none"> a. If not possible, physical barriers or PPE must be utilized. 5. Employees are discouraged from using any shared stationary or equipment, if absolutely necessary; Employees are required to sanitize hands and the equipment after each use. 6. Common Areas will be limited to no more than one (1) person per 5 m² of floor space.
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COFFEE ROOMS/ KITCHENETTES/ LUNCH ROOM	<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. Anyone using the coffee machine shall remove and properly discard the used coffee pod from the machine. 3. The use of Village dishes and utensils is discouraged; employees are encouraged to use their own dishes and utensils brought from home. 4. If Village owned dishes and utensils are used, they must be cleaned, dried and put away after use and may not be left in the sink or on the counter for any reason, for any length of time. 5. Employees shall ensure anything placed in the refrigerator is disposed of or used prior to it expiring. 6. Sinks and taps should be clear of any dishes, and cleaned after each use. 7. Communal food is discouraged. 8. Doors into these spaces are to remain open at all times, if applicable. 9. Employees shall adhere to the maximum number of people posted near the door of the common area, when the number of people using that space will exceed the maximum allowable people as noted, employees shall: <ol style="list-style-type: none"> a) Stagger breaks so that the occupancy limit is not exceeded; or b) Utilize another space while respecting the number of allowable occupants in that extra space.
COPIER AND STORAGE ROOMS	<ol style="list-style-type: none"> 1. Touched surfaces of copiers, printers, shredders and other office equipment shall be wiped with a disinfectant after each use. 2. Documents belonging to another person should be left where they are found. 3. Doors are to remain open at all times if applicable.
COUNCIL CHAMBERS	<ol style="list-style-type: none"> 1. Meetings that must be conducted in person shall be held in the Council Chambers. 2. Notwithstanding Council meetings, no more than four (4) employees shall meet together in the Council Chambers at the same time; electronic means must be utilized when that number is exceeded. 3. Employees shall sanitize their hands before and after using the computer

	<p>or A/V equipment and disinfect that equipment after each use.</p> <ol style="list-style-type: none"> 4. The following high touch surfaces must be disinfected after each use: <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 d. Alarm panel e. Tables and hard surfaces of chairs when used 5. Visitors meeting with employees in the Council Chamber must enter and exit via the Council Chamber doors that lead to the out of doors and subject to the protocols found under <u>Business Meeting Protocols</u>. 6. For clarity: All meetings other than Council Meetings are to be conducted virtually and exceptions must be approved by the CAO.
INDIVIDUAL OFFICE SPACES	<ol style="list-style-type: none"> 1. Employees are encouraged to communicate using electronic means rather than in person. 2. A maximum of two people are allowed in any individual office that is or is greater than 7.2 square meters in area; 3. Individual office spaces should be disinfected regularly by the employee in addition to the janitorial service offered daily. 4. 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.)	<ol style="list-style-type: none"> 1. Vehicles should be used for essential 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. Only one person per vehicle is recommended. 6. If more than one person must be in a vehicle at the same time, and physical distancing cannot be maintained, the occupants of that vehicle must wear PPE or a physical barrier deployed. 7. Employees shall wash their hands before and after using a vehicle.

PUBLIC WASHROOMS	<ol style="list-style-type: none"> 1. Washrooms are not available to the public located in the Village Office, Visitor Information Centre, or Public Works buildings. 2. Public washrooms, where available, will be cleaned and stocked at the end of each day and periodically while they are open. 3. Signs shall be posted advising people of: <ol style="list-style-type: none"> a) the risk of using Public Washrooms b) maximum occupancy of that space c) how to clean and sanitize hands
TRAILS AND PARKS	<ol style="list-style-type: none"> 1. Signs will be erected to inform the public: <ol style="list-style-type: none"> a) Maximum occupancy of any enclosed public space b) Encouragement to maintain physical distancing c) Warnings that areas may not be disinfected regularly

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 necessary.	<ol style="list-style-type: none"> 1. Decide if a meeting can be conducted remotely using electronic means. 2. If not, determine if you can attend the site alone: <ol style="list-style-type: none"> a) If so, do so and follow up with questions or comments via telephone. b) If not, ask the following of the person(s) who will be present: <ol style="list-style-type: none"> i) Are you experiencing cold or flu-like symptoms ? ii) Have you returned from out of the country within past 14 days? iii) Have you been exposed to COVID19 in the past 14 days? c) If the answer is yes to any of the above, employees should not attend the in person site visit. d) If the answer is no to all three questions, follow up with the next two questions: <ol style="list-style-type: none"> i) Are the others attending willing to adhere to physical distancing?
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	<p>ii) Can additional people, children or pets not required for the onsite inspection be kept apart from the visiting employee?</p> <p>3. Provided the answer to the above two questions is in the affirmative, the on site visit may proceed.</p>
USE OF VILLAGE OWNED LAND OR FACILITIES	<p>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 their COVID19 Mitigation Plan.</p> <p>i. A COVID19 Mitigation Plan must include what controls and procedures will be employed to mitigate the potential spread of COVID19 between the attendees.</p> <p>ii. The above controls and procedures must, as a minimum, meet the current guidelines and recommendation provided by the BC Public Health Officer.</p> <p>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.</p> <p>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.</p> <p>v. Any organized event request that does not provide the above information shall be denied.</p>

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 COVID19 Operating Procedures
Procedure Owner:	Wayne Robinson
Endorsed by:	CAO
Date Approved:	June 11, 2020
Review Date:	
Revision Date:	
Amendments:	V:1.1 June 22, 2020; V:1.2 November 23, 2020
Related Policies, Procedures, Schedules:	<ul style="list-style-type: none"> • Village of Valemount COVID19 Work From Home Policy No. 76 • Village of Valemount COVID19 Operating Policy No. 77 • Village of Valemount COVID19 Illness in the Workplace Policy No. 78

Contact Person:

Contact Person: Wayne Robinson
Position: Chief Administrative Officer

Phone: 250-566-4435

Email: cao@valemount.ca

Appendix A: Risk assessment for pandemic influenza

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6. Using this guideline as a reference, the employer can determine the risk level to workers, depending on their potential exposure in the workplace.

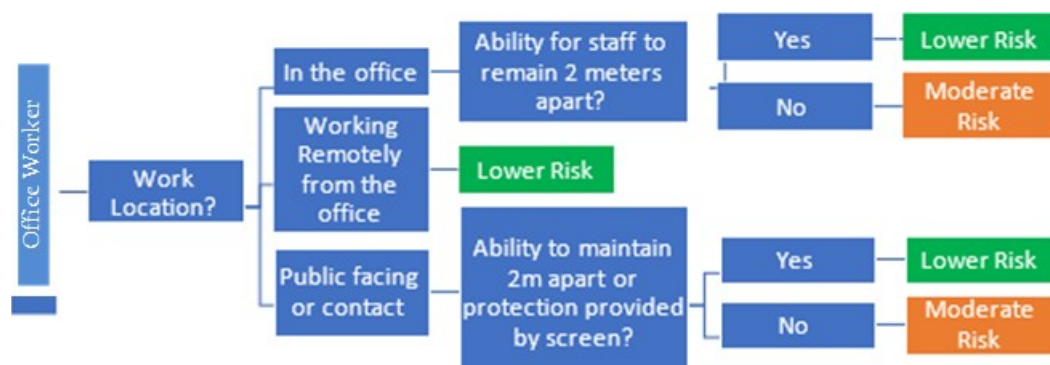
	Low Risk Workers who typically have no contact with people infected.	Moderate risk Workers who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces	High risk Workers who may have contact with infected patients or with infected people in small, poorly ventilated workspaces
Hand Hygiene	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
Disposable gloves	Not required	Not required, unless handling contaminated objects on a regular basis	Yes , in some cases, such as when working directly with infected patients.
Aprons, gowns, or similar body protection	Not required	Not required	Yes , in some cases, such as when working directly with infected patients.
Eye protection – goggles or face shield	Not required	Not required	Yes , in some cases, such as when working directly infected patients.
Airway protection – respirators	Not required	Not required	Yes (minimum N95 respirator or equivalent).

Appendix B: Risk Assessment for Office and Field Workers

POSITION	LEVEL OF RISK	CONTROL PROCEDURES
Front Counter Employees Positions - Village Office and Visitor Information Centre	Low to Moderate	Regular and effective hand hygiene
Parks & Recreation facilities Front Counter Clerks, Program Leaders, Instructors	Low to Moderate	Regular and effective hand hygiene
First Aid Attendants	Moderate	Regular and effective hand hygiene and PPE (depending on injury)
Lifeguard	Moderate	Regular and effective hand hygiene
Supervisors	Low	Regular and effective hand hygiene
General Employees	Low	Regular and effective hand hygiene

OFFICE EMPLOYEES

Risk levels posed to office employees are dependent on the level of community transmission, where the workers are located (office or home), whether it is a front facing customer service office usually open to the public or a private office, and the size of employees in the office area. Figure 1 below identified risk levels based on different work type, location and capacity to allow for minimum of 2 meters distance apart.



Appendix B Page 2




FIELD EMPLOYEES






Risk levels posed to field employees are dependent on the level of community transmission, the work being performed, where the worker is located and the size of the work crew. Figure 2 below identified risk levels based on different types of work type, location, and capacity to allow for a minimum of 2 meters distance apart. Note that in addition to work location, an increased exposure to members of the public (by by-law or inspection employees, for instance) could increase the risk level, and an in-field risk assessment must be performed.

Fig. 2 Field Employees Risk Assessment



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	Required in all common areas and if not able to maintain physical distancing	✗	✗	✓ Optional – if not able to maintain physical distancing	✗
Close Proximity to Public	Required in all common areas and if not able to maintain physical distancing	✗	✗	✓ Optional – if not able to maintain physical distancing	✗
Close Proximity to Potential Inate Individual – Spitting/Coughing	✓	✗	✓ Optional	✓	✓ Optional
Close Proximity to Sick Persons	✓	✓	✓	✓	✓
Caring for a Sick person	✓	✓	✓	✓	✓
Providing CPR/Procedure Producing Aerosolized Droplets on a Sick Person. Non medical mask must be place on patient.	✗	✓	✓	✓	✓
Entering Private Residence	Required in all common areas and if not able to maintain physical distancing	✗	✓ Optional – Hand Hygiene mandatory	✓ Optional – if not able to maintain physical distancing	✓ Optional
Cleaning Biohazard/ Splashing	✗	✓	✓	✓	✓
Cleaning Biohazard/ Non-splashing	✗	✗	✓	✗	✗
Handling Mail/ Packages/ Internal Paperwork	✗	✗	✓ Optional – Hand Hygiene preferred	✗	✗
Customer Service Counters	Required in all common areas and if not able to maintain physical Distancing or if no barriers exist	✗	✓ Optional if exchanging documents/ other materials with customers	✓ Optional – if not able to maintain physical distancing or physical barriers are not in place	✗

Appendix D: COVID-19 Screening Tool

COVID-19 Screening Tool

Name (Print) _____

Department _____

In-Person

Yes ☐ No ☐

Telephone call

Yes ☐ No ☐

Date _____

Time _____

If you have traveled outside of Canada (including the United States) within the past 14 days you are not permitted to enter the facility.

Are you experiencing any of the following symptoms with unknown cause?

- Fever
- Cough
- Shortness of breath
- Difficulty breathing
- Chills

<input type="checkbox"/>	yes	<input type="checkbox"/>	no
<input type="checkbox"/>	yes	<input type="checkbox"/>	no
<input type="checkbox"/>	yes	<input type="checkbox"/>	no
<input type="checkbox"/>	yes	<input type="checkbox"/>	no
<input type="checkbox"/>	yes	<input type="checkbox"/>	no

Have you had contact with any person with these symptoms, or under investigation for COVID-19 in the last 14 days?

<input type="checkbox"/>	yes	<input type="checkbox"/>	no
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Office use only

In-person, the person being screened was:

- Unfit for work and sent home
- Sent to/back to work
- Advised to call 8-1-1 for guidance

<input type="checkbox"/>	yes	<input type="checkbox"/>	no
<input type="checkbox"/>	yes	<input type="checkbox"/>	no
<input type="checkbox"/>	yes	<input type="checkbox"/>	no

On the telephone, the person being screened was:

- Instructed to stay at home
- Advised to call 8-1-1 for guidance
- Advised they can come to work

<input type="checkbox"/>	yes	<input type="checkbox"/>	no
<input type="checkbox"/>	yes	<input type="checkbox"/>	no
<input type="checkbox"/>	yes	<input type="checkbox"/>	no

Comments:


Screening completed by:

Print name

Signature


Position

Appendix E: Hand Hygiene



Coronavirus COVID-19


BC Centre for Disease Control | BC Ministry of Health



Hand Hygiene


SOAP OR ALCOHOL-BASED HAND RUB: Which is best?


Either will clean your hands: use soap and water if hands are visibly soiled.





Remove hand and wrist jewellery


HOW TO HAND WASH


- 

Wet hands with warm (not hot or cold) running water
- 

Apply liquid or foam soap
- 


Lather soap covering all surfaces of hands for 20-30 seconds
- 


Rinse thoroughly under running water
- 


Pat hands dry thoroughly with paper towel
- 

Use paper towel to turn off the tap


HOW TO USE HAND RUB

- 


Ensure hands are visibly clean (If soiled, follow hand washing steps)
- 

Apply about a loonie-sized amount to your hands
- 

Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)




Ministry of Health



BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

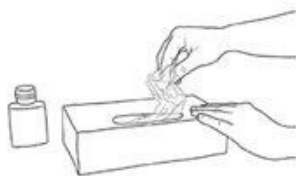


Appendix F: Glove Donning and Removal

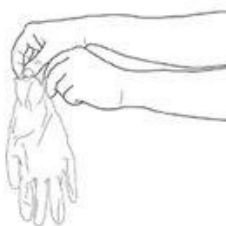
Technique for donning and removing non-sterile examination gloves

When the hand hygiene indication occurs before a contact requiring glove use, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water.

I. HOW TO DON GLOVES:



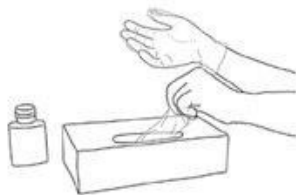
1. Take out a glove from its original box



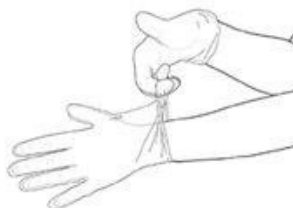
2. Touch only a restricted surface of the glove corresponding to the wrist (at the top edge of the cuff)



3. Don the first glove



4. Take the second glove with the bare hand and touch only a restricted surface of glove corresponding to the wrist

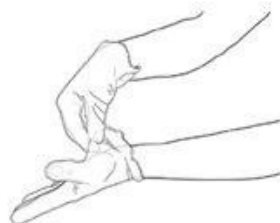


5. To avoid touching the skin of the forearm with the gloved hand, turn the external surface of the glove to be donned on the folded fingers of the gloved hand, thus permitting to glove the second hand

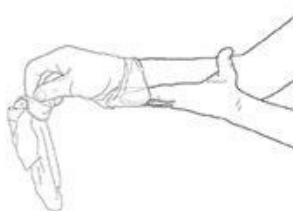


6. Once gloved, hands should not touch anything else that is not defined by indications and conditions for glove use

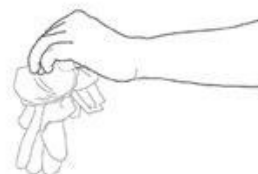
II. HOW TO REMOVE GLOVES:



1. Pinch one glove at the wrist level to remove it, without touching the skin of the forearm, and peel away from the hand, thus allowing the glove to turn inside out



2. Hold the removed glove in the gloved hand and slide the fingers of the ungloved hand inside between the glove and the wrist. Remove the second glove by rolling it down the hand and fold into the first glove




3. Discard the removed gloves

4. Then, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water

Appendix G: WorkSafeBC Poster: Cover Coughs and Sneezes


Help prevent the spread of COVID-19

Cover coughs and sneezes




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

Or




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.

Or



Clean hands with alcohol-based hand sanitizer.

[worksafebc.com](https://www.worksafebc.com)

WORK SAFE BC

Appendix H: WorkSafeBC Poster: Occupancy Limits

Help prevent the spread of COVID-19

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.

Address/room/space:

Occupancy limit: **people**

[worksafebc.com](https://www.worksafebc.com)

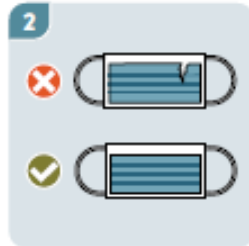
WORK SAFE BC

Appendix I: WorkSafeBC Poster: How to use a mask

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."

Appendix J: Other Village Signs Posted

Village Office and VIC Exterior Sign

NOTICE TO VISITORS

Help reduce the spread of COVID-19

To protect all visitors and staff we ask that you:

- Utilize available hand sanitizer upon entering



- Do not enter if you are unwell or have traveled outside of Canada within 14 days



- Social distance and keep six feet away from staff and other visitors where possible



- Avoid paying fees or charges in cash if other options exist



Only two members of the public will be admitted at a time.

Reduce non-essential visits by contacting us at 250.566.4435 or valemount.ca



VILLAGE OF
VALEMOUNT

Let the mountains move you

Village Owned and Operated Buildings

NOTICE TO PUBLIC

Help reduce the spread of COVID-19

To protect everyone we ask that you:

- Use hand sanitizer upon entering



- Maintain a physical distance of six feet (2m) from other people



- Do not enter if you are unwell or have traveled outside of Canada within 14 days



VILLAGE OF
VALEMOUNT

Let the mountains move you

Public Washrooms

NOTICE TO VISITORS

Help reduce the spread of COVID-19



- Consider bathroom use in urgent situations only
- Frequent sanitization is not guaranteed



VILLAGE OF
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Let the mountains move you

Skate Park

SKATE PARK OPEN

Help reduce the spread of COVID-19

- Maintain a physical distance of six feet (2m) from other people.



- Users are encouraged to wash or sanitize hands before & after touching surfaces. Equipment is not regularly sanitized.



- Skate Park is not supervised. Use with caution.



VILLAGE OF
VALEMOUNT

Let the mountains move you

Parks and Trails

SOCIAL DISTANCING

Help reduce the spread of COVID-19

- Avoid crowded areas in the park & on trails
- Keep six feet away from other visitors



For more information, please contact us at
250.566.4435 or valemount.ca



Playground Equipment

PLAYGROUND OPEN

Help reduce the spread of COVID-19

- Maintain a physical distance of six feet (2m) from other people.



- Users are encouraged to wash or sanitize hands before & after touching surfaces. Equipment is not regularly sanitized.



- Playground is not supervised.
Use with caution.



VILLAGE OF
VALEMOUNT

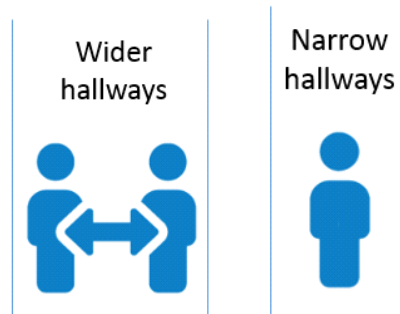
Let the mountains move you

Appendix K: Best Practice – Physical Distancing in an Office Environment

Physical distancing requires us to make changes to our everyday routines and to minimize close contact with others. This means keeping approximately 2 metres distance between ourselves and others (Source: WorkSafeBC).

Hallways, walkways and stairways

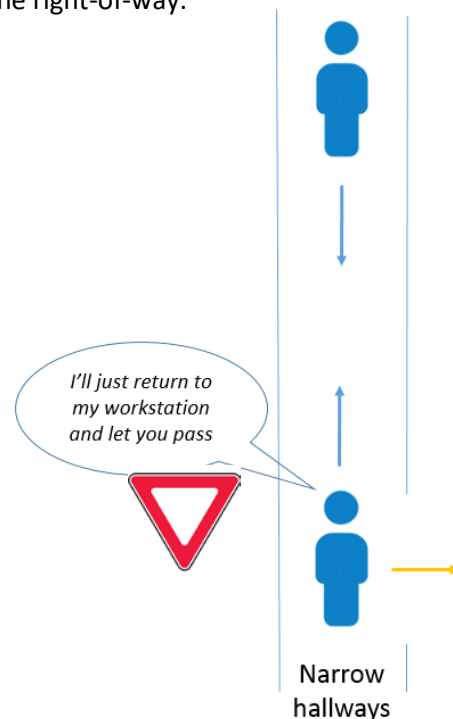
- Wider hallways allow two individuals to pass each other while maintaining physical distance. As noted above, we are to maintain approximately 2 meters distance between ourselves and others. This means that wider hallways can still accommodate two individuals even if there is not a full two meters separation, as long as individuals do not congregate. To avoid congregation and congestion in hallways, conversations should be moved to open areas (e.g. lobby, meeting room, outdoors). If this is not possible, the two individuals should move to the same side of the hallway, maintain physical distancing, and open the other side of the hallway or walkway for others to use.



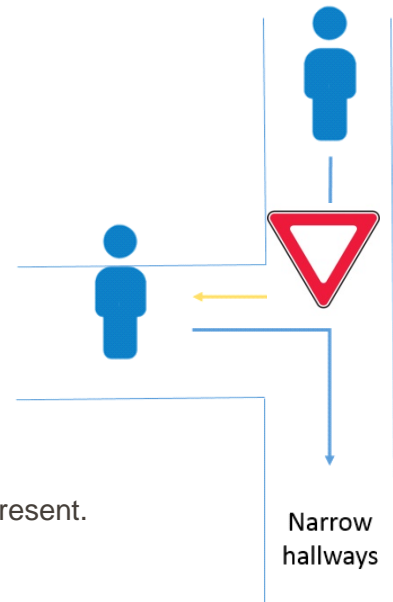
- Narrow hallways or walkways do not have sufficient space for two individuals to pass each other while maintaining physical distancing. If necessary, these narrow passages will have a yield sign posted, at the beginning of the passage. Yield indicates the other person has the right-of-way.



- Staff exiting workstations or offices are encouraged to pause, look both ways and then proceed into hallways or walkway.
- In narrow hallways, where the path of two individuals cross, staff are encouraged to converse with their colleague to successfully navigate the hallway. This may mean one person backtracks to where they started or into an open area, providing the other person with the ability to pass.



- If the path of two individuals cross at an “intersection” or corner, staff are asked to pause and wait for the other person to clear the area, prior to proceeding. In some situations, yield signs on the wall can provide helpful visual cues.
- When using walkways adjacent to workstations, try to walk in a manner that provides the greatest physical distancing possible.
- A similar approach as outlined above for hallways and walkways is recommended for narrow stairways, however staff are expected to stop, and listen for another person in the stairways before proceeding. Staff must yield if a sign is present.
- Staff are encouraged to work together rather than establishing a designated direction of travel in narrow hallways, walkways and stairways.
- When facilities re-open to citizens, there may be a need to establish a designated direction of travel considering that these individuals infrequently move through the facility.



Transaction counters and service points

- Depending on the service provided, some transaction counters and service points can operate with physical distancing and no other risk control measures. Black floor tape and markings can provide helpful visual cues. If use of the transaction counter is required, the staff members may be able to maintain physical distancing by moving back, allowing the person to use the transaction counter. Verbal cues can be used to inform the person when they should approach the transaction counter.



Remember that physical distancing means keeping approximately 2 meters distance between ourselves and others and that outstretched arms provide approximately this distance. This means that staff can pass lightweight items (such as paper) to others using an outstretched arm as long as the item is received with an outstretched arm. For heavier items, staff are encouraged to place the item down, step back and verbally cue the other person to pick up the item.

- Some transaction counters and service points may require additional risk control measures such as transparent barriers or counter extensions. Barrier should be at least 207 cm (81.5”) in height is sufficient as it represents the nose height of the 95th percentile male plus the 30 cm (12”) breathing zone.
- Barriers need to be wide enough to account for the normal movement of both people.

Other considerations:

- Staff are reminded to wash their hands often with soap and water for at least 20 seconds. If soap and water is not available, alcohol based hand sanitizer can be used to clean hands as long as they are not visibly soiled.
- Staff are reminded to not touch their face, eyes, nose or mouth.
- Surfaces (including high touch surfaces) are cleaned and disinfected using a product approved by Health Canada or the BCCDC at the frequency determined by the Risk Assessment for Cleaning approved by the Emergency Operations Centre.
- Building ventilation should be considered so as to determine the best practices to support staff health and safety.
- Signage/visual cues and continued communication are needed to support physical distancing.

Questions regarding current workstation configurations should be referred to the Manager or Director for initial response. For additional information and assistance related to this Corporate Standard, please contact Occupational Health and Safety and/or Facilities.

This corporate standard has been created in the absence of other guidance from WorkSafeBC, BC Centre for Disease Control, Provincial Health Officer or Local Health Authority. If a similar document is published by an agency noted above, this document will be updated accordingly.

Appendix L: COVID-19 Department Risk Assessment and Safety Plan Template

COVID-19 Exposure Safe Work Plan for XXXXXXXX

Background:

As the [insert here] is preparing to resume operations we must develop plans to reopen safely, which includes assessing the risk of COVID-19 transmission in the workplace, and developing measures to reduce these risks.

Purpose and Scope:

This Safety Plan has been developed to ensure the safe performance of cleaning when there is an infectious outbreak such as COVID-19 or other similar viruses. The procedures below will serve to eliminate, reduce and or control the hazards likely to be encountered by workers performing the related tasks.

COVID-19 Safety Plan:

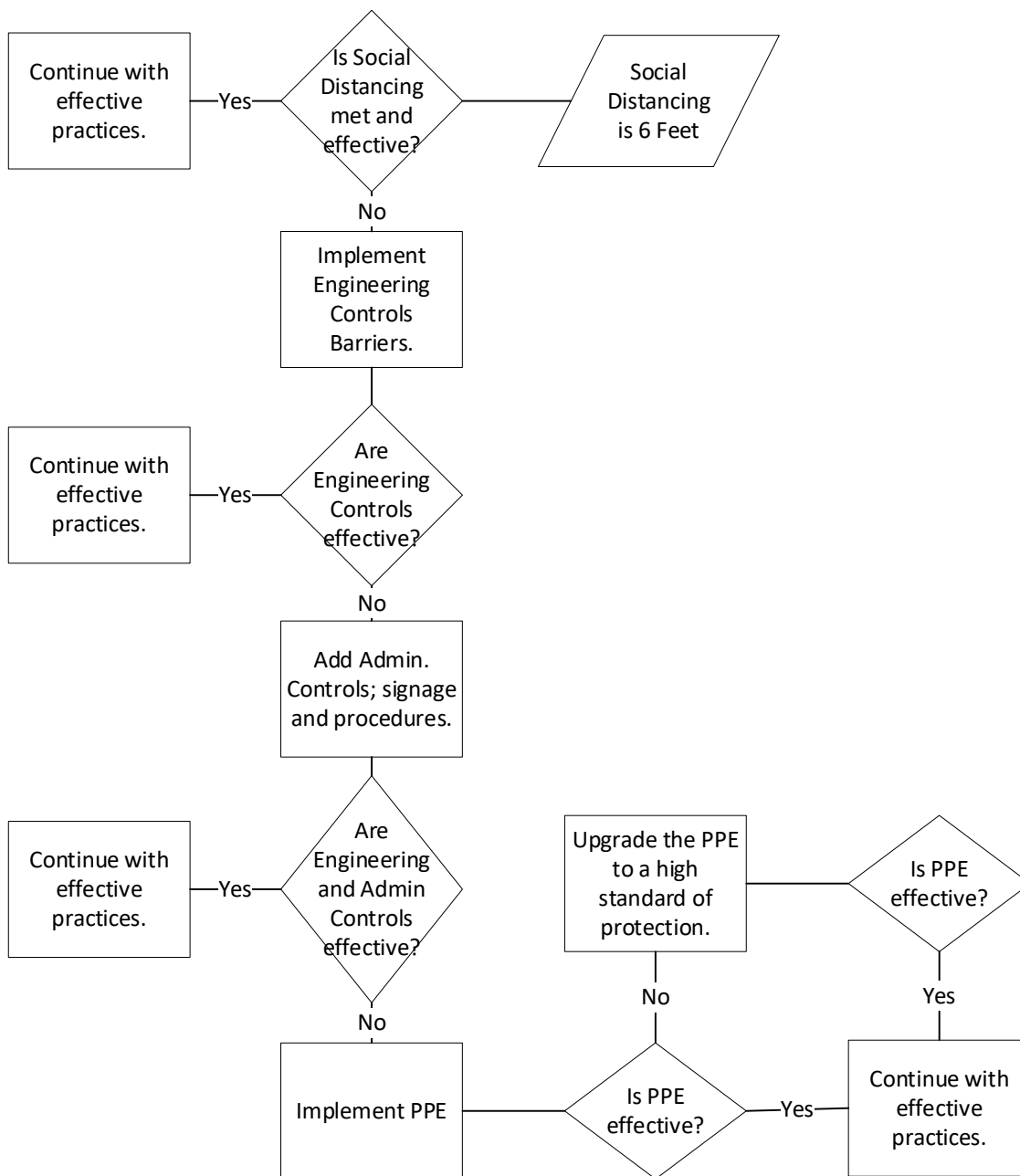
1. Assess Risk

The COVID 19 virus causes infections of the nose, throat and lungs. The virus is most commonly transmitted by an infected person through:

- Respiratory droplets generated when they cough or sneeze
- Close personal contact, such as touching or shaking hands
- Touching objects or surfaces with the virus on it, then touching your mouth, nose or eyes

Risk Assessments conducted by [insert here] identify areas where there may be risks to the COVID-19 virus. A risk assessment supports the development of Safe Work Procedures, which mitigate the risk level of the potential exposure.

The principles used to conduct the risk assessment were based upon the Occupational Health and Safety Hierarchies; Elimination by Physical Distancing, Engineering Controls, Administration Controls or Personal Protective Equipment. All people interactions were reviewed for their risk level and their effective controls to reduce the risk; these actions would involve conducting City business with employees-to-employees, employees to public, and employees in commercial or residential settings. Each work task was assigned a risk level without controls in place, and subsequently the effective controls to mitigate the risk.



COVID-19 Exposure – Standard Risk Assessment Flow Chart

Steps

1. Is it possible to Eliminate the exposure of COVID-19?
2. Are Engineering Controls effective? Example are Physical Barriers to prevent exposure.
3. Are Administrative Controls effective? Examples signage and procedures.
4. Are Personal Protective Equipment effective? Is the equipment correct for the tasks.

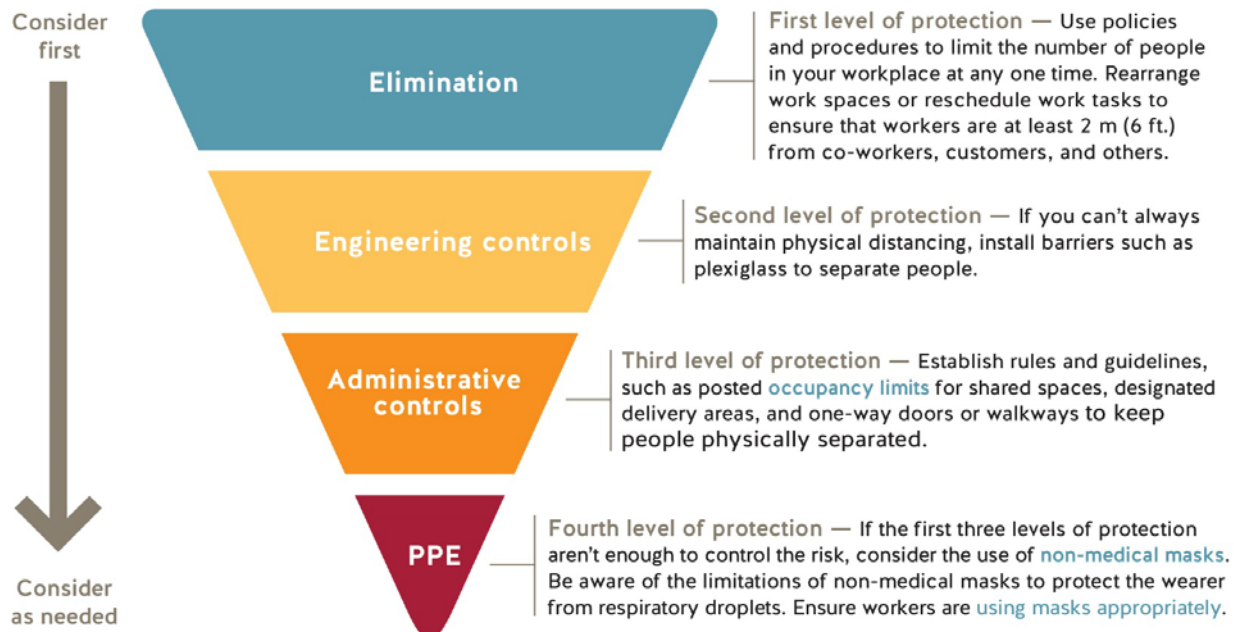
*If "Yes" continue with effective practices.

*If "No" continue with effective practices.

Appendix M: #2 COVID-19 Department Risk Assessment and Safety Plan Template

As required by WorksafeBC and in accordance with orders issued by the office of the provincial health officer, the Village of Valemount will develop a COVID-19 Safety Plan as it resumes operations following work interruptions related to COVID-19. Each department will complete the attached document in order to develop this plan and ensure safe operations for workers and the public. The risk assessment and safety plan will identify the risks related to COVID-19 and outline the protocols (or controls) that will be put in place to address those risks.

The hierarchy of protocols that should be followed is displayed in the following graphic (WorksafeBC, COVID-19 Safety Plan document, 05/17/20):



Additional examples of protocols include:

- Ensuring physical distancing by:
 - Limiting the number of people in work areas / break rooms /common areas / etc. (employees and public)
 - Staggered work schedules: start/end and break times
 - Control of traffic flow (employees and public)
 - Re-arranging workstations, tables in break rooms, etc.
 - Re-organizing work tasks
 - Use of signage
 - Use of alternate entries to buildings or workspaces
 - Single-person travel in vehicles
 - Working from home arrangements
 - Holding meetings by appointment only
 - Reducing in-person meetings
- Use of physical barriers or partitions (include cleaning of barriers in cleaning protocols)
- Use of PPE
- Hand washing facilities and sanitizing supplies
- Cleaning and sanitizing protocols

Department:	
Date:	
Completed by:	;

Identify the potential risks related to COVID-19 that are present for your department and the protocols that will be put in place to minimize these risks.

Potential Risk: Exposure through being in close proximity to other employees		Protocols to be implemented (if required):
Identify locations where employees gather (break rooms, meeting rooms, etc.):	1) _____ 2) _____ 3) _____ 4) _____	<ul style="list-style-type: none"> • • • • • • • • • •
Identify job tasks and processes where workers are close to one another:	1) _____ 2) _____ 3) _____ 4) _____	<ul style="list-style-type: none"> • • • • • • • • • •

Potential Risk: Exposure through contact with tools, machinery and equipment		Protocols to be implemented (if required):
Identify tools, machinery and equipment that workers share while working:	1) _____ 2) _____ 3) _____ 4) _____	• • • • • • • • • • • •
Potential Risk: Exposure through interaction with / being in close proximity to members of the public		Protocols to be implemented (if required):
Identify job tasks and processes where workers are in close proximity to members of the public:	1) _____ 2) _____ 3) _____ 4) _____	• • • • • • • • • • • •

<p>Identify what materials may be exchanged during these job tasks and processes:</p>	<p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p>4) _____</p>	<ul style="list-style-type: none"> • • • • • • • • • •
<p>Potential Risk: Exposure through contact with “high-touch” surfaces</p>		<p>Protocols to be implemented (if required):</p>
<p>Identify surfaces that people touch often (doorknobs, elevator buttons, light switches, etc):</p>	<p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p>4) _____</p>	<ul style="list-style-type: none"> • • • • • • • • • •

Other Potential Risks:		Protocols to be implemented (if required):

	1) _____ _____ _____	• • •
	2) _____ _____ _____	• • •
	3) _____ _____ _____	• • •
	4) _____ _____ _____	• • •

Additional Comments

Department Manager Signature: _____ Date: _____

☐ Original sent to:

Appendix N: Returning to Safe Operations – Due Diligence Document



Return to Safe Operations Due Diligence Document

Below is information copied from the following WorkSafeBC webpage with additional information completed by (insert your organization here)

Municipalities and COVID-19 safety – from WorkSafeBC website on May 13, 2020

WorkSafeBC is working with workers, employers, and industry associations to ensure municipal worksites remain healthy and safe during the COVID-19 outbreak.

We are providing information to workers and employers through worksite inspections focusing on the controls that the employer can use to limit exposure, including maintaining distance between workers and ensuring adequate hygiene facilities. We are continuing to engage in inspection, consultation, and education activities within the sector to ensure everyone in the workplace is fulfilling their obligations.

For more information from WorkSafeBC, please see:

- [Preventing exposure to COVID-19 in the workplace](#): a guide that employers may use to assess the risks and controls in their workplace.
- [COVID-19 health and safety information](#): general information for all employers and workers about staying safe at work
- [Frequently asked questions](#): answers to questions from British Columbian workers and employers on how to maintain a healthy and safe workplace

Returning to safe operation The B.C. government has announced a [phased approach for reopening B.C. businesses](#). We are partnering in the initiative by developing specific resources for industries as they prepare to reopen. Learn more by viewing our general guide on [COVID-19 and returning to safe operation](#) and answers to [frequently asked questions](#).

Controlling the risk of COVID-19 exposure

Employers must take all necessary precautions to minimize the risk of COVID-19 transmission and illness to themselves, workers, and others at the workplace.

Employers may consider some of the following advice or best practices to reduce the risk of worker exposure to COVID-19:

Background and general information: (Examples, activation of an EOC, COVID-19 information webpage on E-link, etc).

Who should come into the workplace	
<ul style="list-style-type: none"> Implement a policy requiring anyone with symptoms of COVID-19 such as sore throat, fever, sneezing, or coughing to self-isolate at home for 10 days from onset of symptoms, as well as anyone advised by public health to self-isolate. 	(Examples, Pandemic COVID 19 Response – Employee Leave, employees Pandemic Leave, FAQs etc.)
<ul style="list-style-type: none"> Prioritize the work that needs to occur at the workplace for you to offer your services. 	(Example, a list of essential and critical services)

Physical distancing and other preventative measures	
<ul style="list-style-type: none"> Stagger start times for workers to prevent crowding at locations. 	(Examples, staggered start times, how they report to work – either going to the yard or site, etc.)

<ul style="list-style-type: none"> • Eliminate in-person team meetings or modify them to incorporate technology such as conference calling and online meetings. 	<p>(Examples, conference calling options, in-person meetings taking place in large or open areas with sufficient physical distancing, some employees working from home, etc.)</p>
<ul style="list-style-type: none"> • Modify work processes and practices to encourage physical distancing between them and customers, clients, and other workers. 	<p>(Examples, closing all municipal facilities to the public, service by appointment only, etc.).</p>
<ul style="list-style-type: none"> • Provide instructions to workers on methods for maintaining physical distance from customers, clients, and other workers, such as not greeting others by shaking hands, or removing or modifying proof of delivery signature requirements and money collection requirements. 	<p>(Examples, safety talks, posters, procedures, etc.)</p>

Cleaning and hygiene	
<ul style="list-style-type: none"> Ensure workers are provided with appropriate supplies, such as soap and water, hand sanitizer, disinfectant wipes, nitrile gloves and garbage bags, and sufficient washing facilities. 	(Examples, critical supplies identified and inventories created, etc.)
<ul style="list-style-type: none"> Remind employees of effective personal hygiene practices. Add signage about best practices for personal hygiene for customers who may interact with your workers. 	(Examples, Special Advisory, posters, signage, etc.)
<ul style="list-style-type: none"> Remove shared items where cross-contamination is possible (e.g., shared tools, coffee and water stations and snack bins). 	(Example, using disposable products, etc.)
<ul style="list-style-type: none"> Enhance cleaning and disinfecting practices in high contact areas like door and cabinet handles, keyboards, light switches, steering wheels, and communications devices. 	(Examples, Cleaning risk assessments, cleaning schedules, etc.)

<ul style="list-style-type: none"> Incorporate end-of-shift wipe downs for all shared spaces. 	(Example, establish a system to identify computer workstations that have been cleaned and disinfected, etc.)
Documentation and training	
<ul style="list-style-type: none"> Train your employees on changes you've made to work policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training. 	(Example, establish corporate system.)
<ul style="list-style-type: none"> Ensure that workers can raise safety concerns. This may be through your joint health and safety committee. 	Examples, ensure that employees have a plan to address COVID-19 concerns, set up a communication link etc.)

Worker transportation	
<ul style="list-style-type: none"> • Whenever possible, workers should travel alone in their vehicles in order to practice physical distancing. If that is the case, employers must implement all of the necessary safeguards related to working alone or in isolation, to ensure the safety of these workers. • Measures that may be taken to ensure appropriate distance include having workers sit one to a seat, with riders staggered to allow maximum distance between them; adjusting the number of workers transported per trip; and increasing the total number of trips needed to transport workers to a worksite. These measures may mean using larger vehicles to ensure maximum spacing or using multiple vehicles. • If it is not possible to ensure 2 metres of distance between workers in a vehicle through these measures, the employer must consider other control measures, such as PPE where appropriate. 	(Examples, Changes to fleet use establishing one person per vehicle. assessing risk, need and benefits of installing non-rigid impervious barriers, etc.)
<ul style="list-style-type: none"> • Employers must also implement a process that allows for physical distancing when loading and unloading vehicles. Workers waiting for loading/unloading should maintain physical distancing while remaining safely away from traffic. 	(Example, social distancing plan for unloading/loading vehicles, etc.)
<ul style="list-style-type: none"> • Employers should have hand washing facilities or sanitizing stations available to workers as they enter and exit the vehicle. 	(Example, Alcohol based hand sanitizer be available, etc.)
<ul style="list-style-type: none"> • Employers must ensure that high contact surfaces within the vehicle are routinely cleaned. These include seatbelts, headrests, door handles, steering wheels, and hand holds. 	(Examples, Risk assessment for cleaning vehicles, etc.)

Resolving concerns about unsafe work

<ul style="list-style-type: none">Workers have the right to refuse work if they believe it presents an undue hazard.An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” hazard. For COVID-19, an “undue hazard” would be one where a worker’s job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure.If the matter is not resolved, the worker and the supervisor or employer must contact WorkSafeBC. Once that occurs, a prevention officer will consult with workplace parties to determine whether there is an undue hazard and issue orders if necessary.For more information, see Occupational Health and Safety Guideline G3.12.	.
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Appendix O: Masks Mandatory Sign

Attention

**Face Mask Mandatory
to Enter**

