



## COVID-19 SAFETY PLAN - CHILLIWACK

This Covid-19 Safety Plan (hereafter the “Plan”) sets out the protocols for the Chilliwack Corporate Office and its associated operations with respect to risk reduction and prevention measures related to workplace exposure and transmission of a communicable disease, including, but not limited to COVID-19, seasonal influenza, norovirus and other communicable diseases.

Previous COVID-19 Safety Plans and policy directives are no longer in effect.

This Plan does not apply to Hope and District Recreation, Culture and Airpark Services.

The Plan is predicated on the implementation of *BC’s Restart Plan* and is subject to change in keeping with current Orders of the Provincial Health Officer; public health directives; and other ministerial Orders, directives and guidelines.

### **OBJECTIVE**

- To demonstrate the Fraser Valley Regional District’s on-going commitment to worker health and safety by taking measures to reduce the risk of exposure and transmission of Covid-19 and other communicable diseases in the workplace.

### **BACKGROUND**

On March 17, 2020 the Provincial Health Officer for British Columbia declared a public health emergency relating to the transmission of the infectious agent known as SARS-CoV-2 which was responsible for cases and outbreaks of a serious communicable disease known as COVID-19 among the population of the Province of British Columbia.

On March 18, 2020, a provincial state of emergency was declared in British Columbia to support the province-wide response to the COVID-19 global pandemic. Over the next two years, many provincial health orders were issued, including the creation of workplace COVID-19 safety plans. Public health restrictions were added and lifted throughout the course of the pandemic, requiring organizations to update their safety plans to match these fluctuating requirements on a regular basis.

## CORE SAFETY MEASURES

The fundamental components of communicable disease prevention include core measures to maintain and enhanced measures to be implemented as advised by public health during periods of elevated risk. The Plan will be updated with enhanced measures as needed.

### DAILY HEALTH SELF-ASSESSMENT

- Self-screen on a daily basis for symptoms of Covid-19: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>
- If you are ill or have new or worsening symptoms of communicable disease, **please stay home.**
- Employees experiencing symptoms of Covid-19 should notify their supervisor of their absence. Employees should follow sick leave provisions in their employment or collective agreements.
- Employees experiencing symptoms should refer to their medical practitioner for guidance.

### PROMOTING HANDWASHING AND HYGIENE PRACTICES

- Wash your hands regularly or use hand sanitizers if a washroom or sink is not readily available.
- Cover your mouth and nose when you sneeze or cough.
- Employees who handle cash or credit cards are encouraged to wear gloves.
- Reference Appendix 1 for further guidance on handwashing, hygiene and respiratory controls.

### ROUTINE CLEANING

- The FVRD is committed to maintaining a clean environment through routine cleaning practices and implementing enhanced cleaning practices if directed by public health during any periods of elevated risk.
- If a meeting room, countertop, or commonly shared spaces are used, they should be cleaned and disinfected with the supplies provided after use.
- Employees should clean and disinfect personal workspaces and equipment on a regular basis.

## **BUILDING VENTILATION (HVAC SYSTEMS)**

- Heating, ventilation and air conditioning systems (HVAC) are operated and maintained in accordance with WorkSafeBC requirements and *Workers Compensation Act*, Occupational Health and Safety Regulation.

## **VACCINATION**

- Proof of vaccination is not required in FVRD workplaces. Information regarding BC's vaccination program can be found at <https://www2.gov.bc.ca/gov/content/covid-19/vaccine/register>

## **ENVIRONMENTAL CONTROLS**

- Face coverings (masks) are optional in the workplace. Those persons in the workplace who choose to exceed face covering recommendations shall not be stigmatized.
- Physical distancing between all persons in the workplace is recommended and encouraged. Conduct business virtually if necessary.
- Plexiglas barriers will be placed in areas where physical distancing is not possible or as requested by Employees.
- Occupancy levels in meeting rooms, offices, and other common areas will be guided by physical distancing and any masking recommendations ordered by the Provincial Health Officer.
- Employee gym booking protocols will remain in effect.
- Sharing of food, beverages, and utensils is not encouraged. Pre-packaged commercially prepared food may be shared. Generally, employees should bring their own food, beverages, and utensils to the workplace.
- Kitchen appliances may be used, e.g. toaster, oven, stovetop, micro-wave with the expectation that they are cleaned after use.
- The FVRD offers multiple ways to conduct business virtually. Members of the public are encouraged to visit [www.myfvrd.ca](http://www.myfvrd.ca) to access online services.

## **ENQUIRIES**

Questions with respect to the Plan should be directed to immediate supervisors, department directors, or Human Resources.

## APPENDIX 1

### HYGIENE, HANDWASHING, AND RESPIRATORY PROTOCOLS

#### **Hygiene Protocols**

Avoid touching one's face, especially one's eyes, nose and mouth.

Wash hands frequently in accordance with established Handwashing Protocols, especially after touching one's face.

Handshaking, hugging and other forms of physical contact between people is not permissible in the workplace.

Avoid contact with high-touch surfaces.

Dispose of used sanitizing wipes and other personal protective equipment only in containers provided for this purpose.

Toilet lids, if present, must be closed before flushing.

#### **Handwashing Protocols**

Wash your hands frequently. Wash hands when entering the workplace and often throughout the day with soap and water or alcohol-based hand rub.

Wash hands after touching one's eyes, nose and mouth.

Wash hands after using the washroom.

Wash hands after using shared equipment or tools.

Hand-washing stations will be installed in prominent places throughout the workplace, including but not limited to common area spaces where people may congregate or gather.

#### **Respiratory Protocols**

Turn your face away and cover coughs and sneezes

Cover mouth and nose with a tissue when you cough or sneeze.

Cough or sneeze into your upper sleeve or elbow, not your hand.

Throw used tissues in a lined wastebasket, and wash your hands. For greater certainty, used tissues should not be disposed of in the compost.

Wash your hands after emptying wastebaskets.



# Coronavirus COVID-19

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## 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



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



2 Apply liquid or foam soap



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



4 Rinse thoroughly under running water



5 Pat hands dry thoroughly with paper towel



6 Use paper towel to turn off the tap

### HOW TO USE HAND RUB



1 Ensure hands are visibly clean (if soiled, follow hand washing steps)



2 Apply about a loonie-sized amount to your hands



3 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.

COVID19\_H4\_001



# 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.



Wash your hands with soap and water for at least 20 seconds.

Or

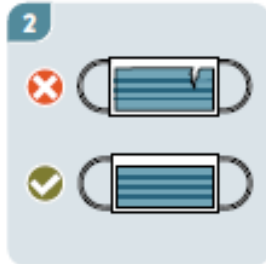


Clean hands with alcohol-based hand sanitizer.

## Help prevent the spread of COVID-19: How to use a mask



1  
Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



2  
Inspect the mask to ensure it's not damaged.



3  
Turn the mask so the coloured side is facing outward.



4  
Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose



5  
Put the loops around each of your ears, or tie the top and bottom straps.



6  
Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



7  
Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



8  
Don't touch the mask while you're wearing it. If you do, wash your hands.



9  
Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

### Removing the mask

1  
Wash your hands with soap and water or use an alcohol-based hand sanitizer.

2  
Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.

3  
Dispose of the mask safely.

4  
Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."



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## CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

**Good cleaning and disinfection are essential to prevent the spread of COVID-19 in BC.**

This document provides advice to public groups, transit, schools, universities, child care and other institutions in BC on cleaning for non-health care settings.

Make sure to wash hands with plain soap and water after cleaning or use an alcohol-based hand sanitizer.



OR



**Cleaning:** the physical removal of visible soiling (e.g. dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloth.

**Disinfection:** the killing of viruses and bacteria. A disinfectant is only applied to objects; never on the human body.

*All visibly soiled surfaces should be cleaned before disinfection.*

Cleaning for the COVID-19 virus is the same as for other common viruses. Cleaning products and disinfectants that are regularly used in households are strong enough to deactivate coronaviruses and prevent their spread.

### Recommendations:

- ▶ General cleaning and disinfecting of surfaces should occur at least once a day.
- ▶ Clean and disinfect highly touched surfaces at least twice a day and when visibly dirty (e.g. door knobs, light switches, cupboard handles, grab bars, hand rails, tables, phones, bathrooms, keyboards).
- ▶ Remove items that cannot be easily cleaned (e.g. plush toys).

### Cleaning .....

For cleaning, water and detergent (e.g. liquid dishwashing soap), or common, commercially available cleaning wipes should be used, along with good physical cleaning practices (i.e. using strong action on surfaces).

### Disinfection .....

For disinfection, common, commercially available disinfectants such as ready-to-use disinfecting wipes and pre-made solutions (no dilution needed) can be used. Use the figure and table below for guidance. Always follow the manufacturer's instructions printed on the bottle.



Ministry of Health



BC Centre for Disease Control

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

Non-medical inquiries 1-888-COVID19 (1888-268-4319)  
(ex. travel, physical distancing): or text 604-630-0300

