



FRASER VALLEY REGIONAL DISTRICT POLICIES AND PROCEDURES

POLICY: COVID-19 Exposure Control and Transmission Prevention Policy

Date Issued: June 25 2020

Date Amended:

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POLICY FRAMEWORK

WHEREAS the COVID-19 pandemic has had an unprecedented impact on public health and safety across the globe;

AND WHEREAS the Fraser Valley Regional District responded by taking immediate steps to put control and mitigation measures in place in order to reduce the risk of exposure and transmission of the SARS-CoV-2 virus in its workplaces;

AND WHEREAS a person infected with SARS-CoV-2 can infect other people with whom the infected person is in direct contact, through droplets in the air, or from fluid containing SARS-CoV-2 left on surfaces;

AND WHEREAS people working in close contact with one another in a workplace can promote the transmission of SARS-CoV-2 and increase the number of people who develop COVID-19;

NOW THEREFORE, in accordance with the Order of the Provincial Health Officer dated May 14, 2020 and the *Workers Compensation Act* of British Columbia, the Fraser Valley Regional District will establish *Workplace COVID-19 Safety Plans* for all its workplaces in order to reduce the risk of exposure and transmission of the SARS-CoV-2 virus in its workplaces.

PURPOSE AND OBJECTIVE

The purpose of the *COVID-19 Exposure Control and Transmission Prevention Policy* is to demonstrate the Fraser Valley Regional District's on-going commitment to take all necessary measures in order to reduce the risk of exposure and transmission of the SARS-CoV-2 virus in Fraser Valley Regional District workplaces.

The objective of the *COVID-19 Exposure Control and Transmission Prevention Policy* is to provide direction to Fraser Valley Regional District Board Members, Board Appointees, Employees, Volunteers, and Contractors with respect to the COVID-19 protocols and procedures that must be adhered to in Fraser Valley Regional District workplaces in order to reduce the risk of exposure and transmission of the SARS-CoV-2 virus in Fraser Valley Regional District workplaces.

PRINCIPLES

The following principles underlay the *COVID-19 Exposure Control and Transmission Prevention Policy* and recognize that:

1. The physical and mental health, safety and well-being of all Fraser Valley Regional District Employees is a top priority;
2. Public health and safety is a top priority with respect to persons attending Fraser Valley Regional District workplaces;
3. The Fraser Valley Regional District must and will comply with Orders of the Provincial Health Officer and WorkSafeBC;
4. Fraser Valley Regional District Employees must and will have a clear understanding around the health and safety controls and measures that have been or will be put in place to reduce the risk of SARS-CoV-2 virus exposure and transmission in Fraser Valley Regional District workplaces;
5. Reducing the risk of exposure and transmission of the SARS-CoV-2 virus is a shared responsibility and that persons to whom this policy applies must and will abide by the COVID-19 protocols and procedures set out in the *COVID-19 Exposure Control and Transmission Prevention Policy*, as applicable;
6. Every Fraser Valley Regional District workplace is unique and that some workplaces may require that specialized mitigation measures, controls and policies be put in place to reduce the risk of exposure and transmission of the SARS-CoV-2 in a specific workplace;
7. Every person's actions contribute to saving lives and that physical distancing guidelines from public health officials must be respected and adhered to in Fraser Valley Regional District workplaces;
8. Fraser Valley Regional District Employees are not permitted to attend the workplace when they are sick with COVID-19, or if they exhibit or present COVID-19 symptoms;
9. Fraser Valley Regional District Employees, or other persons attending a Fraser Valley Regional District workplace, will not be allowed to attend the workplace where their attendance may pose a risk of exposure or transmission of the SARS-CoV-2 virus;
10. The Fraser Valley Regional District commits to ongoing monitoring and COVID-19 risk assessments in its workplaces, and will adapt and update its *Workplace COVID-19 Safety Plans* as required;
11. The COVID-19 global pandemic has been, and may continue to be a cause of stress, anxiety and uncertainty for many people, and that these factors have had a negative impact on the mental health of some people which may be reflected in the workplace; and

12. This policy is informed by:

- ✓ Orders of the Provincial Health Officer
- ✓ BC Ministry of Health
- ✓ WorkSafeBC
- ✓ *BC's Restart Plan*
- ✓ BC Centre for Disease Control
- ✓ Public Health Agency of Canada
- ✓ Enactments, directives and guidelines of the Government of Canada and the Province of British Columbia
- ✓ Municipal Insurance Association of BC
- ✓ BC Municipal Safety Association

APPLICABILITY

The *COVID-19 Exposure Control and Transmission Prevention Policy* applies to all Fraser Valley Regional District and Fraser Valley Regional Hospital District Board Members and Appointees, Employees, Volunteers, Contractors, all other persons acting on behalf of the Fraser Valley Regional District, and all persons attending at a Fraser Valley Regional District Workplace where applicable.

The *COVID-19 Exposure Control and Transmission Prevention Policy* applies to all Fraser Valley Regional District Workplaces ["Workplaces"] set out on the attached Schedule 1.

DEFINITIONS

BC CDC means the British Columbia Centre for Disease Control, the agency responsible for providing health promotion and prevention services, analytical and policy support to government and health authorities, and diagnostic and treatment services to reduce communicable and chronic disease, preventable injury and environmental health risks.

Board Members and Board Appointees means those persons elected or duly appointed to the Fraser Valley Regional District Board of Directors and Fraser Valley Regional Hospital District Board of Directors, Committee or Commission Members, and their respective appointees.

Collective Agreement means the Collective Agreements in place between the Fraser Valley Regional District and the Canadian Union of Public Employees [CUPE] Local 458 and [CUPE] Local 458 Recreation Group.

Contractor means any person engaged by the Fraser Valley Regional District to deliver services or to provide goods to the Fraser Valley Regional District, whether or not a formal written agreement for the provision of goods or services is in place.

Employee means any person duly employed by the Fraser Valley Regional District;

Employer means the Fraser Valley Regional District;

High Touch Surfaces means any surface or area which is frequently touched by more than one person, including but not limited to: shared equipment, shared switchboards and telephones, barriers, handrails and banisters, elevator control panels, light switches, doorknobs, washrooms, kitchens, public service counters and other countertops, photocopiers, meeting room tables, chairs and IT equipment, cash and credit cards, and vehicle dashboards, seatbelts, headrests, door handles, gear shift levers, steering wheels and handholds

Occupancy means the maximum number of people that is allowed in a Workplace or designated area within a Workplace, including vehicles.

Physical Distancing means measures taken to limit close contact with others in a workplace in order to reduce the risk of exposure and transmission of the SARS-CoV-2 virus. Where possible, all persons shall maintain 2 meters of physical distance between themselves.

Personal Protective Equipment means specialized clothing or equipment worn to protect against infectious materials.

SARS-CoV-2 virus means the virus the causes COVID-19

Symptoms of COVID-19 means those symptoms that have been identified by the Provincial Health Officer of British Columbia or the BC Centre for Disease [<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>] and can range from mild to severe and can appear up to 14 days after being exposed to the SARS-CoV-2 virus.

Volunteer means any person who is volunteering their services on behalf of the Fraser Valley Regional District and who has been duly recognized by the Fraser Valley Regional District to act in a volunteer capacity for a particular purpose, including, but not limited to Volunteer Fire Fighters and Emergency Services volunteers.

COVID-19 PROCEDURES AND PROTOCOLS

1. PROHIBITIONS FROM ATTENDANCE OR ADMITTANCE TO THE WORKPLACE

1.1 Self-screening and monitoring

- 1.1.1 Employees must be socially responsible and must self-screen and monitor themselves daily in a conscience effort to help mitigate the inadvertent introduction of the SARS-CoV-2 virus into the workplace.
- 1.1.2 On a daily basis, and before attending the workplace, Employees are responsible for undertaking a self-screening assessment on their own to ensure that they do not exhibit COVID-19 symptoms.
- 1.1.3 Employees are responsible for self-monitoring of COVID-19 symptoms throughout the day.
- 1.1.4 Employees who have COVID-19 symptoms are not permitted to attend the workplace for any reason whatsoever and must remain at home if they are sick.

1.2 Employees with symptoms of COVID-19

- 1.2.1 **Must** contact their doctor for direction, take the on-line COVID-19 Assessment online [[BC COVID-19 Symptom Self-Assessment Tool](#)] and call 8-1-1 and must seek and follow direction from public health officials.
- 1.2.2 **Must not** attend the workplace and should self-isolate at their place of residence at the direction of public health officials.
- 1.2.3 **Must** advise their supervisor immediately in confidence.
- 1.2.4 **Must** follow the directives of public health officials.
- 1.2.5 May only return to the workplace when cleared to do so by Human Resources based upon clearance from public health officials.

1.3 Employees who have traveled outside of Canada

- 1.3.1 **Must** contact their doctor for direction, take the on-line COVID-19 Assessment [[BC COVID-19 Symptom Self-Assessment Tool](#)], and call 8-1-1 and must seek and follow direction from public health officials.
- 1.3.2 **Must** advise their supervisor immediately in confidence.
- 1.3.3 **Must** remain away from the workplace for the timeframe prescribed by public health officials.
- 1.3.4 May only return to the workplace when cleared to do so by Human Resources based upon clearance from public health officials.
- 1.3.5 **Must** follow the directives of public health officials.

1.4 Employees who live in the same household with a person who has a confirmed or clinical case of COVID-19 and that person is self-isolating

- 1.4.1 **Must** advise their supervisor immediately in confidence.
- 1.4.2 **Must** remain away from the workplace for the timeframe prescribed by public health officials.
- 1.4.3 May only return to the workplace when cleared to do so by Human Resources based upon clearance from public health officials.
- 1.4.4 **Must** follow the directives of public health officials.

1.5 Employees who present with COVID-19 Symptoms while at the workplace

- 1.5.1 **Must** advise their supervisor immediately in confidence.
- 1.5.2 **Must** advise their supervisor as to anyone with whom they have been working closely with, in which areas of the workplace they have been, and which equipment they have used.
- 1.5.3 Supervisors will be responsible for ensuring that the affected Employee's workstation, tools and equipment are cleaned and disinfected.
- 1.5.4 Supervisors **must** send the affected Employee home immediately for the timeframe prescribed by public health officials.
- 1.5.5 The Supervisor **must** identify any close contacts that the affected Employee has had contact with, and the Employer will make a determination as to whether any other Employees need to be sent home.
- 1.5.6 If any Employee is sent home in accordance with Section 1.5.4, they must follow the process outlined in Sections 1.2.1, 1.2.4 and 1.2.5.
- 1.5.7 The affected Employee **must** contact their doctor for direction, take the on-line COVID-19 Assessment [[BC COVID-19 Symptom Self-Assessment Tool](#)], and call 8-1-1 and **must** seek and follow direction from public health officials.
- 1.5.8 May only return to the workplace when cleared to do so by Human Resources based upon clearance from public health officials.

1.6 Other Persons in Attendance at the Workplace

- 1.6.1 As set out on the *COVID-19 Screening and Contact Tracing Form* attached as Schedule 2, persons attending at designated workplaces may be screened to determine if they have COVID-19 Symptoms and for purposes of contact tracing where necessary.
- 1.6.2 No person will be admitted to a workplace where they:
 - Exhibit or present with COVID-19 Symptoms;
 - Acknowledge that they have traveled outside of Canada without self-isolating for 14 days; or
 - Acknowledge that they live in the same household as a confirmed or clinical COVID-19 case who is self-isolating.

1.6.3 Confirmed case of COVID-19 in the workplace or resurgence of COVID-19

- 1.6.3.1 Where there is a confirmed case of COVID-19 in the workplace or a resurgence of COVID-19 in British Columbia, Canada, or globally, the Employer will take the direction of public health officials.

2. PHYSICAL DISTANCING PROTOCOLS

- 2.1 Wherever possible, all persons attending a workplace **must** practice physical distancing and **must** keep two meters away from one another.
- 2.2 Where physical distancing is not possible in a workplace, other controls or measures may be implemented where practicable.
- 2.3 Other physical distancing measures will be employed where necessary further to ongoing risk assessments in the workplace.
- 2.4 Non-essential interactions in the workplace **must** be minimized between all persons in attendance at the workplace.
- 2.5 Employees working from the Fraser Valley Regional District Corporate Offices should remain on their designated and primary work floor and not visit other work floors, or use washrooms or kitchens on other floors unless absolutely necessary.
- 2.6 Where possible, virtual meetings should replace all face to face meetings, including, but not limited to inter-office or inter-departmental meetings between Employees; and meetings with members of the public or other persons.
- 2.7 Virtual meetings may include a hybrid model whereby some Employees or third persons may be in the workplace and other Employees or third parties may be off-site.
- 2.8 Waiting areas, lobbies, foyers, meeting rooms, offices, and other spaces must be arranged or reconfigured to ensure that physical distancing is maintained at all times.
- 2.9 Directional signage will be in place to control foot traffic in the workplace as a means of limiting close contact between people for physical distancing purposes.
- 2.10 Non-essential business travel is not permitted in order to ensure that Employees do not unnecessarily come into close contact with other people.
- 2.11 Wherever possible, physical distancing must be maintained in all workplace parking lots, and Employees and other persons must allow for one space between parking stalls when parking their vehicles.

- 2.12 The use of dollies, carts, or other equipment or aides will be employed for work tasks that would typically be done by more than one person.
- 2.13 Supervisors may implement break-management protocols in order to minimize personal contact between Employees in the workplace.
- 2.14 The delivery of on-line services will be enhanced and encouraged through communication to members of the public and other persons in order to promote physical distancing in the workplace.

3. ACCESS CONTROLS

- 3.1 Physical distancing demarcations will be put in place wherever people may congregate for purposes of gaining entry to a workplace.
- 3.2 No person may access a locked down workplace without first sanitizing their hands prior to entering the facility.
- 3.3 Employees must gain access to workplaces in a controlled manner so as not to congregate or gather at entrance-ways and physical distancing must be maintained at all times.
- 3.4 Employees working out of the Fraser Valley Regional District Corporate Offices must use their electronic door fob to gain entry and must not permit entry into the building by other third parties at the same time.
- 3.5 Employees may only access the building one Employee at a time and must stand behind physical distancing demarcations awaiting their turn to enter the workplace.
- 3.6 Where appropriate, designated workplaces will be locked-down allowing for controlled access only by members of the public or other persons.
- 3.7 Where appropriate, public access to workplaces will be staggered, pre-arranged and by appointment only.
- 3.8 Visitors to designated workplaces will be screened for COVID-19 and a record will be kept as to anyone who is allowed access to the workplace.
- 3.9 Employees must enter the workplace while maintaining physical distance.
- 3.10 Persons making deliveries to a workplace must maintain physical distance and will only be allowed access to locked-down workplaces after completing a Screening and Contact Tracing Form.

4. OCCUPANCY CONTROLS

- 4.1 Occupancy Limits will be established in all workplaces to ensure that physical distancing can be maintained and in order to reduce the risk of exposure and transmission of the SARS-CoV-2 virus in the workplace. Occupancy Limits will be reassessed and may be re-established over time.
- 4.2 The targeted occupancy limit at the Fraser Valley Regional District Corporate Offices has been established at 50% occupancy per floor with a requirement that all persons must maintain physical distance as defined. It is understood that strict adherence to 50% occupancy may not always be feasible and that occupancy levels may fluctuate slightly from time to time but that physical distancing or other physical distancing controls will be maintained at all times.
- 4.3 At the Employer's discretion, and as authorized in accordance with the *Fraser Valley Regional District Flexible Temporary Work Arrangement Policy and Procedure*, Fraser Valley Regional District Employees may be scheduled to work off-site in order to minimize the number of people at the workplace.
- 4.4 In workplaces where visitors must have a pre-arrangement appointment, occupancy levels will be monitored and coordinated prior to booking the appointment to ensure that physical distancing can be maintained.
- 4.5 Occupancy Limits will be posted in Boardrooms, Meeting Rooms and other areas where people may congregate and gather in the workplace.
- 4.6 Posted occupancy limits will be strictly enforced.
- 4.7 The Employer retains the right to close off any area of a workplace in order to maintain physical distancing and established occupancy levels.

5. CLEANING AND DISINFECTING PROTOCOLS

- 5.1 Given that the SARS-CoV-2 virus may remain viable for hours or days on surfaces made from a variety of materials, thorough cleaning and disinfection of high-touch surfaces and other surfaces in the workplace is required in order to reduce the risk of exposure and transmission of the SARS-CoV-2 virus.
- 5.2 Contractors who are engaged to provide janitorial services at a workplace must abide by the *Cleaning and Disinfecting for Public Setting Guidelines* established by the BC Ministry of Health and the BC Centre for Disease Control as set out the attached Schedule 3.
- 5.3 High-touch areas and barriers will be cleaned and disinfected by contracted janitorial personnel on a regular and scheduled basis.
- 5.4 Employees are expected to clean and disinfect their personal workspaces in accordance with guidelines set out on the attached Schedule 3. Cleaning and disinfecting supplies will be provided by the Employer.

- 5.5 Where possible, anything delivered to a workplace must be cleaned and disinfected prior to use. Employees handling deliveries must wear gloves.
- 5.6 Shared tools and equipment must be cleaned and disinfected after each use.
- 5.7 Shared chairs and other furnishings will be cleaned and disinfected on a regular basis by janitorial staff.

6. HYGIENE, HANDWASHING, AND RESPIRATORY PROTOCOLS

6.1 Hygiene Protocols

- 6.1.1 Avoid touching one's face, especially one's eyes, nose and mouth.
- 6.1.2 Wash hands frequently in accordance with established Handwashing Protocols, especially after touching one's face.
- 6.1.3 Handshaking, hugging and other forms of physical contact between people is not permissible in the workplace.
- 6.1.4 Avoid contact with high-touch surfaces.
- 6.1.5 Dispose of used sanitizing wipes and other personal protective equipment only in containers provided for this purpose.
- 6.1.6 Doorways will be left open where not in contravention of Fire Department regulations in order to avoid contact with doorknobs and doors.
- 6.1.7 Toilet lids, if present, must be closed before flushing.

6.2 Handwashing Protocols

- 6.2.1 Must wash hands when entering the workplace and often throughout the day with soap and water or alcohol-based hand rub.
- 6.2.2 Wash hands after touching one's eyes, nose and mouth.
- 6.2.3 Wash hands using the method set out on the attached Schedule 4 – Ministry of Health and BC Centre for Disease Control Hand Hygiene Poster. Reference BC CDC at <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/hand-washing>
- 6.2.4 Wash hands after using the washroom.
- 6.2.5 Wash hands after using shared equipment or tools.

6.2.6 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.

6.3 Respiratory Protocols

6.3.1 Turn your face away and cover coughs and sneezes using the method set out on the attached Schedule 5 – WorkSafeBC Help Prevent the Spread of COVID-19 Poster.

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

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

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

6.3.5 Wash your hands after emptying wastebaskets.

7. FOOD, BEVERAGES AND UTENSILS

7.1 Food, beverages and utensils must not be shared between Employees or any other person in the workplace.

7.2 Food, beverages and utensils must not be offered to anyone in the workplace.

7.3 Employees must bring their own food, beverages and utensils to work with them and use only their own utensils.

7.4 All previously shared kitchen implements, including but not limited to utensils, pots and pans, dishes, cutlery, coffee-makers, kettles must be removed from use in the workplace.

8. FINANCIAL TRANSACTIONS – CASH AND CREDIT CRD HANDLING

8.1 Employees who handle cash or credit cards must wear gloves in accordance with personal protective equipment protocols.

8.2 Employees who handle cash or credit cards must wash their hands after handling cash in accordance with established hand-washing protocols.

8.3 Where possible, Employees who are responsible for processing financial transactions should have customers scan or tap credit cards where possible.

8.4 Where possible, Employees who are responsible for processing financial transactions should have customers hold up their required Identification, if possible.

9. MAIL AND DOCUMENT HANDLING

- 9.1 Employees who handle mail and documents must wash their hands in accordance with established hand-washing protocols.

10. VEHICLE USE

- 10.1 Not more than 1 person per vehicle will be allowed for Employees requiring the use of vehicles provided by the Employer for business purposes.
- 10.2 Employees using Employer provided vehicles must abide by the cleaning and disinfecting protocols set out in Schedule 6.

11. PERSONAL PROTECTIVE EQUIPMENT

- 11.1 Where other control measures are not sufficient, Personal Protective Equipment will be considered and provided to Employees with the understanding that the use of gloves and non-medical masks have limitations.
- 11.2 Personal Protective equipment should serve as a last resort and should not replace other measures and controls to reduce the risk of exposure and transmission of the SARS-CoV-2 virus.
- 11.3 In accordance with Schedule 7, Employees will be provided with instructions on how to use non-medical masks and gloves where they have been provided.
- 11.4 Employees may exercise discretion and wear non-medical masks and gloves at in the workplace on the condition that protocols are adhered with respect to the wearing and disposal of same.
- 11.5 Wearing a mask should be combined with other important preventative measures such as frequent hand washing and physical distancing. Using a mask alone is not enough to prevent the spread of the SARS-CoV-2 virus [reference BC CDC Guidelines at <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks>]
- 11.6 Personal Protective Equipment will be available to all Occupational First Aide Attendants, in all vehicles, in all First Aide Rooms, and in all First Aid Kits in accordance with WorkSafeBC regulations and guidelines.

12. SIGNAGE

- 12.1 COVID-19 signage will be posted in prominent places in the workplace and must not be removed or defaced.

13. WORKING FROM HOME

- 13.1 Working from home is an extension of the workplace and the *Workers Compensation Act* and *Occupational Health and Safety Regulation* of British Columbia applies to Employees who are working from home.
- 13.2 Employees who are working from home must self-assess their home workspace and report any potential health and safety issues to their Supervisor.
- 13.3 Supervisors have a responsibility to ensure that Employees who are working from home have a plan in place should the Employee need to evacuate their home to a safe location in the event of an emergency.
- 13.4 Employees who are working from home will be expected to abide by established communication protocols and procedures for checking-in and check-out with their Supervisor and in the event of an emergency.
- 13.5 Established policies and protocols with respect to working alone or in isolation will apply to Employees working from home, where applicable.

14. VIOLENCE, HARASSMENT AND DISCRIMINATION IN THE WORKPLACE

- 14.1 No one in the workplace should be subjected to violence, harassment, bullying and/or discrimination in the workplace as a result of COVID-19, or otherwise.
- 14.2 Employees must not be stigmatized if they exercise their discretion to use personal protective equipment in the workplace.
- 14.3 Anyone who is subjected to violence, harassment, bullying and/or discrimination in the workplace as a result of COVID-19, or otherwise, should immediately report the incident to their supervisor or to Human Resources and refer to the *Fraser Valley Regional District Violence in the Workplace Policy and Procedure* and the *Fraser Valley Regional District Discrimination, Bullying and Harassment Policy*.

15. MENTAL HEALTH

- 15.1 Employees are encouraged to practice self-care at all times.
- 15.2 Employees who may be experiencing mental health issues as a result of COVID-19, or otherwise, are encouraged to take seek medical intervention, assistance or counseling services as soon as possible.
- 15.3 Employees are encouraged to take advantage of the confidential services provided by the Fraser Valley Regional District's *HumanaCare Employee Assistance Program* [\[https://humanacare.com/\]](https://humanacare.com/).
- 15.4 Employees are encouraged to be mindful of their physical and mental health in response to COVID-19 and may also wish to take advantage of the services offered on the attached Schedule 8.
- 15.5 Employees who are experiencing mental health issues as a result of COVID-19, or otherwise, may also reach out in confidence to their Supervisor or to Human Resources at their discretion.

16.EMPLOYEE RIGHTS AND RESPONSIBILITIES

- 16.1 Employees have a responsibility to be socially responsible and to abide by all COVID-19 protocols and procedures that are put in place in the workplace.
- 16.2 Employees will not be allowed to attend the workplace where their attendance may pose a risk of exposure or transmission of the SARS-CoV-2 virus in the workplace.
- 16.3 Employees have a responsibility to report any health and safety concerns either to their Supervisor, or to the Joint Occupational Health and Safety Committee.

17.TRAINING

- 17.1 Employees will be provided with training and refresher training with respect to the application of the *Fraser Valley Regional District Exposure Control and Transmission Prevention Policy* in the workplace.
- 17.2 Instructions will be provided to all Occupational First Aide Attendants in accordance with WorkSafeBC requirements.
- 17.3 Instructions will be provided to all contractors and volunteers to whom the *Fraser Valley Regional District Exposure Control and Transmission Prevention Policy* applies.

18. MONITORING AND RISK ASSESSMENT

- 18.1 The Employer will assess the risk of exposure and transmission of the SARS-CoV-2 virus in the workplace on an on-going basis.
- 18.2 Risk Assessment will be undertaken by the Employer in collaboration with established Joint Occupational Health and Safety Committees.
- 18.3 The Employer will implement all appropriate mitigation and control measures further to on-going monitoring and risk assessment in the workplace and will update relevant *COVID-19 Safety Plans* accordingly.

19. COMMUNICATION

- 19.1 Given the constantly evolving and changing nature of the COVID-19 pandemic, all Employees, members of the public and other stakeholders of the Fraser Valley Regional District will be made aware of the Fraser Valley Regional District's response to COVID-19 through appropriate messaging and communication.

20. MODIFICATION AND REVOCATION

- 20.1 The *Fraser Valley Regional District COVID-19 Exposure Control and Transmission Prevention Policy* has been put in place in response to COVID-19 in an effort to reduce the risk of exposure and transmission of the SARS-CoV-2 virus.
- 20.2 The *Fraser Valley Regional District COVID-19 Exposure Control and Transmission Prevention Policy* may be modified or revoked by the Fraser Valley Regional District Board of Directors at any time.

Schedule 1 - Fraser Valley Regional District Workplaces/Facilities

WORKPLACE /FACILITIES
Almer Carlson Pool
Boston Bar Bowling Alley
CARE Centre
Chaumox Landfill
FVRD Corporate Offices – Chilliwack
FVRD Deroche Office
FVRD Regional Airpark - Hope
Harrison Hot Springs Boat Launch
Harrison Mills Transfer Station
Hemlock Valley Transfer Station
Hope and District Recreation Centre
Island 22 Dog Park
Regional Park – Cascade Falls
Regional Park – Cheam Lake Wetlands
Regional Park – Dewdney
Regional Park – East Sector Lands
Regional Park - Hillkeep
Regional Park – Island 22

Regional Park - Neilson
Regional Park – Sumas Mountain
Regional Park - Thacker
Regional Park - Thompson
Sunshine Valley Transfer Station
Sylvester Road Transfer Station
Vedder River Campground
Village of Harrison Hot Springs Boat Launch
Volunteer Fire Department – Boston Bar-North Bend
Volunteer Fire Department – Chilliwack River Valley
Volunteer Fire Department – Columbia Valley
Volunteer Fire Department – Hemlock Valley
Volunteer Fire Department – North Fraser Hall No. 1
Volunteer Fire Department – North Fraser Hall No. 2
Volunteer Fire Department – North Fraser Hall No. 3
Volunteer Fire Department – Popkum
Volunteer Fire Department – Yale Fire Hall No. 1
Volunteer Fire Department – Yale Fire Hall No. 2
Yale Community Centre

Schedule 2

COVID-19 Screening and Contact Tracing Form

COVID-19 SCREENING AND CONTRACT TRACING FORM

Purpose of this form

This Screening and Contact Tracing information is being collected from you in the event that someone in this facility is diagnosed with COVID-19 or is otherwise self-isolating due to COVID-19. If it is determined that you may have had contact with a person in this facility who has been diagnosed with COVID-19 or is otherwise self-isolating due to COVID-19, you will be contacted by phone in order that you might seek public health intervention.

Public Access Restricted – Screening Information

If you answer yes to any of the following questions, you will be denied access to this facility in the interests of public health and safety.

- I am sick with COVID-19 Symptoms, which include but are not limited to fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, gastrointestinal symptoms, and loss of appetite;
- I have traveled outside of Canada in the last 14 days;
- I live in the same household as someone with a confirmed or clinical case of COVID-19 and that person is self-isolating;

How can we get in touch with you, if needed?

Date of Visit

Email

First Name

Last Name

Phone

Postal Code

- Department Visiting
- Planning and Development
 - Engineering
 - Building and Bylaw
 - Emergency Services
 - Environmental Services
 - IT and GIS
 - Parks and Outdoor Recreation
 - Strategic Planning
 - Finance
 - Corporate Administration

Other Facilities:

- CARE Centre
- Vedder River Campground
- Hope and District Recreation Centre
- Deroche Office
- Other:

Authorization to Collect, Use and Disclose Personal Information

The personal information on this form is being collected under the authority of Sections 26 and 27 of the *Freedom of Information and Protection of Privacy Act* of British Columbia. Personal information will be collected, used and disclosed only for purposes of COVID-19 Screening and Contact Tracing for persons wishing to do business at Fraser Valley Regional District offices and facilities. The collection, use and disclosure of personal information for this purpose is in accordance with the Order of the Provincial Health Officer which requires that all Employers must have a *COVID-19 Safety Plan* in place pursuant to the *Workers Compensation Act* of British Columbia for purposes of ensuring that the risk of exposure and transmission of the SARS-CoV-2 virus is minimized.

Questions regarding the collection, use and disclosure of the personal information on this form should be directed to:

Fraser Valley Regional District
 Head - Freedom of Information and Protection of Privacy
 45950 Cheam Avenue
 Chilliwack, BC V2P 1N6
 604-702-5000
 1-800-528-0061
 Email to: FOI@fvrd.ca or privacy@fvrd.ca

Schedule 3 – Ministry of Health Cleaning and Disinfecting For Public Settings



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



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.





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

Non-medical inquiries (ex. travel, physical distancing): **1-888-COVID19 (1888-268-4319) or text 604-630-0900**



Schedule 4 – Ministry of Health 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)

COVID19_H4_001



BC Centre for Disease Control

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



Help prevent the spread of COVID-19

Cover coughs and sneezes



Or



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

Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



Or

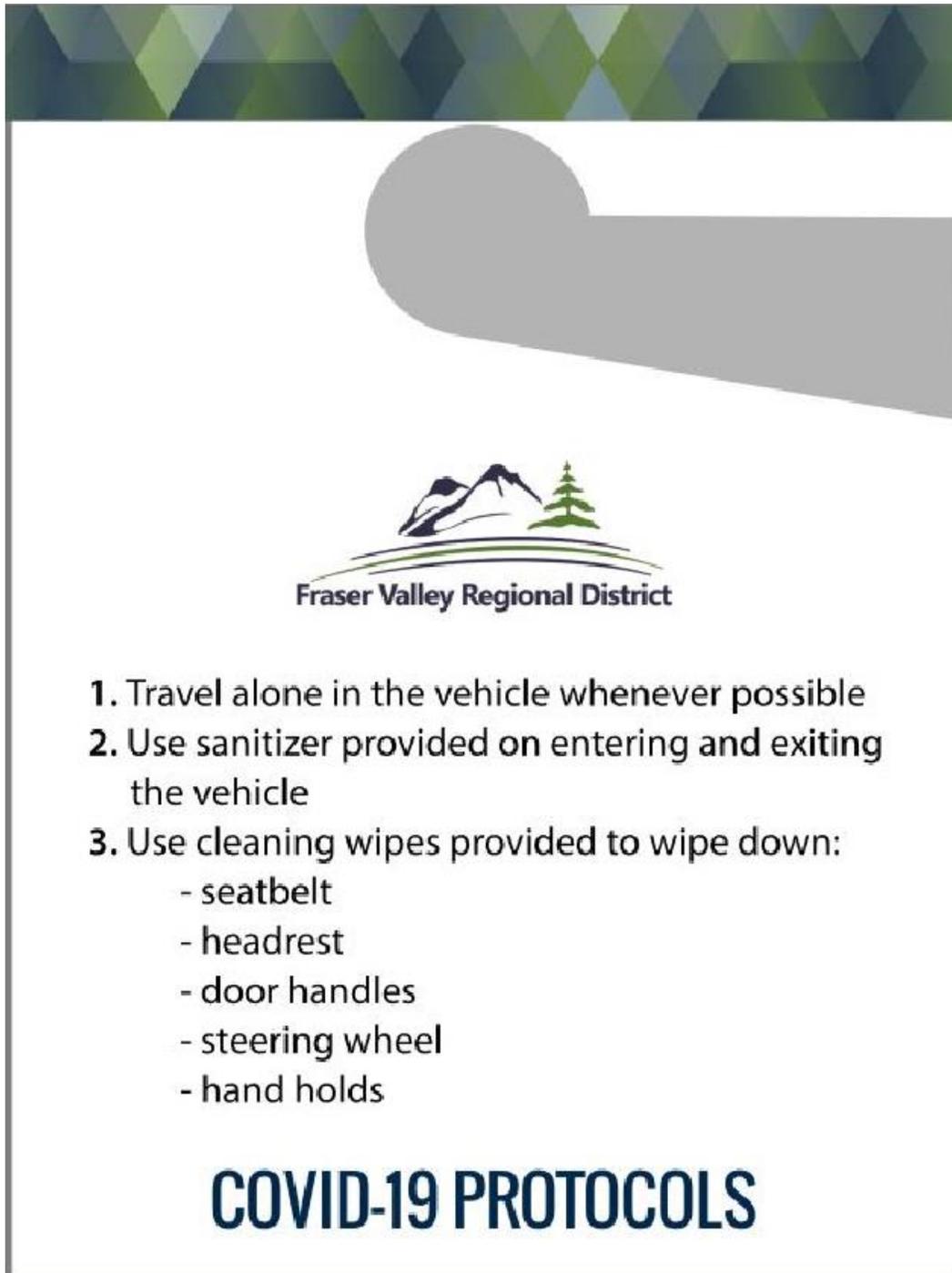


Wash your hands with soap and water for at least 20 seconds.

Clean hands with alcohol-based hand sanitizer.

Schedule 6 – FVRD Fleet Vehicle COVID-19 Protocols

The following information will be displayed in all FVRD Vehicles:



Fraser Valley Regional District

- 1. Travel alone in the vehicle whenever possible**
- 2. Use sanitizer provided on entering and exiting the vehicle**
- 3. Use cleaning wipes provided to wipe down:**
 - seatbelt
 - headrest
 - door handles
 - steering wheel
 - hand holds

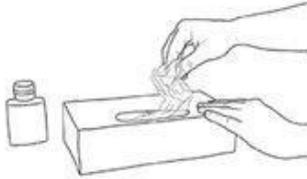
COVID-19 PROTOCOLS

Schedule 7 - Instructions on How to Use Non-Medical Masks and Gloves

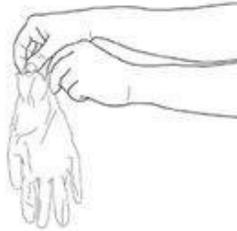
Technique for donning and removing non-sterile examination gloves

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:



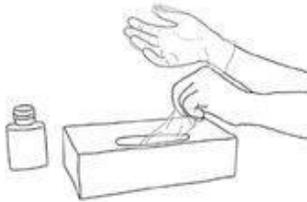
1. Take out a glove from its original box



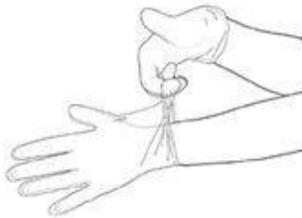
2. Touch only a restricted surface of the glove corresponding to the wrist (at the top edge of the cuff)



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

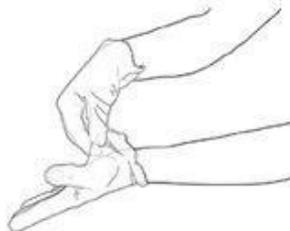


5. To avoid touching the skin of the forearm with the gloved hand, turn the external surface of the glove to be donned on the folded fingers of the gloved hand, thus permitting to glove the second hand

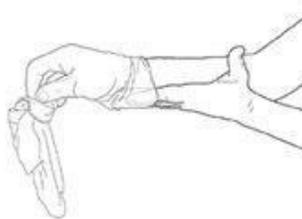


6. Once gloved, hands should not touch anything else that is not defined by indications and conditions for glove use

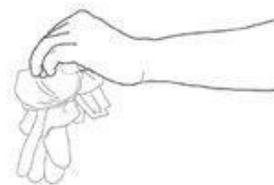
II. HOW TO REMOVE GLOVES:



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



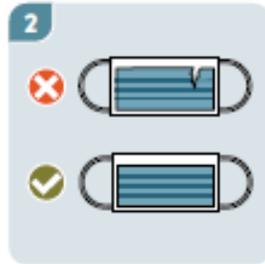
3. Discard the removed gloves

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

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."

Schedule 8 – Mental Health Resources

1. HumanaCare Employee and Family Assistance Program
1-800-661-8193
<https://humanacare.com/>

2. HealthLink BC
8-1-1
<https://www.healthlinkbc.ca/>

3. Canadian Mental Health Association
1-800-555-8222
<https://cmha.ca/>

4. BC 211, United Way Safe Seniors, Strong Communities Program
2-1-1
<https://www.bc211.ca/>

Family and Friend Caregiver Support Line
1-877-520-3267

5. BC Center for Disease Control
1-604-587-3936
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/mental-well-being-during-covid-19>

6. Suicide Prevention
1-800-Suicide or 1-800-784-2433

7. Provincial Government COVID-19 Virtual Mental Health Support Page
<https://www2.gov.bc.ca/gov/content/health/managing-your-health/mental-health-substance-use/virtual-supports-covid-19>