

SAFETY PLAN: COVID-19 VIRUS PANDEMIC

TRAIL PARKS & RECREATION and CULTURAL SERVICES

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PLAN APPROVAL

City of Trail Joint Occupational Health & Safety Committee

| | |
|---------------------------|----------------------|
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**TRAIL
MUSEUM
& ARCHIVES**

our reflections. our connections.



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1.0 SCOPE

This Safety Plan applies to Trail Parks & Recreation staff (Trail Memorial Centre/Trail Aquatic & Leisure Centre/Trail Museum & Archives) who could be exposed to the COVID-19 virus while performing assigned work. Each site will develop site specific COVID 19 Safety Plans. Information in this document will be deemed common across all sites and will form part of staff training related to COVID 19. References to these documents will be made in section 11 as they become completed and services are reinstated.

COVID 19 is a new coronavirus that causes diseases ranging from the common cold to more severe respiratory illnesses. COVID-19 has been declared a global pandemic and public health emergency. Older people (over the age of 60) and those with a weakened immune system or underlying medical conditions are considered at higher risk of severe illness.

SYMPTOMS

Symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They include coughing, sneezing, fever greater than 38 degrees Celsius, sore throat, difficulty breathing, vomiting and diarrhea. People infected with COVID-19 may experience little or no symptoms with illness ranging from mild to severe.

TRANSMISSION

Public Health experts advise that the disease is spread through droplet transmission when large infected droplets contact surfaces of the eye, nose or mouth. The BC Centre for Disease Control advises that most people become ill from being in close contact with someone who showed symptoms such as coughing and sneezing, therefore transmitting the virus through droplets. When droplets fall on surfaces or objects, people can catch COVID-19 by touching contaminated surfaces or objects, then touching their eyes, nose or mouth.

The incubation period is one to 14 days. COVID-19 is contagious for 10 days after the initial onset of symptoms.

Exposure to the virus may occur in a variety of ways, including the following:

- Shaking hands with an infected person or touching a surface contaminated with the virus, followed by touching one's eyes, nose, or mouth.
- Infectious droplets from a coughing or sneezing person landing in the eye or onto the moist inner surfaces of the nose or mouth.
- Breathing infectious airborne droplets or particles (from coughing, sneezing, or aerosol-generating medical procedures on infected patients).
- Sharing food items or utensils with an infected person.

2.0 STATEMENT OF PURPOSE

The City of Trail is committed to ensuring a safe and healthy workplace for all staff. A combination of preventative measure will be used to minimize worker exposure to the COVID-19 virus, including the most effective and appropriate controls available. Work procedures will protect not only our respective workforces, but also the public who enter our facility. All employees must adhere to procedures outlined in this plan to prevent or reduce exposure to the COVID-19 virus.

The purpose of this ECP is to protect employees from harmful exposures to the COVID-19 virus, to reduce the risk of infection in the event on an exposure, and to comply with WorkSafeBC Occupational Health & Safety Regulation 5.54 and 6.3, *Exposure Control Plan*.

The City of Trail will strive to identify ways to eliminate and/or control exposure to the COVID-19 virus by developing and implementing proper risk controls, establishing safe work practices, raising awareness, and provided education and training for employees. The City of Trail will follow direction and controls as specified by the British Columbic Centre for Disease Control, the Ministry of Health, and the Provincial Health Officer as they pertain to procedures, PPE, and service restoration.

3.0 ACRONYMS

| | |
|-------|---|
| BCCDC | British Columbia Centre for Disease Control |
| ECP | Exposure Control Plan |
| PHO | Provincial Health Officer |
| PHAC | Public Health Agency of Canada |
| PPE | Personal Protective Equipment |
| SWP | Safe Work Practices |
| WHO | World Health Authority |

4.0 RESPONSIBILITIES

NOTE: These responsibilities may change.

The City of Trail:

- ensure that all safety materials (i.e. gloves, alcohol-based hand sanitizers, washing facilities, etc.) and other resources (i.e. employee training materials required to implement and maintain the plan) are available and accessible when and where they are required.

The Joint Occupational Health & Safety Committee will:

- ensure the ECP is reviewed annually and updated when necessary;
- contribute to the development of supporting and reference resources (i.e. safety talks, FAQs, posters, SWPs);
- assist with the risk assessment process and consult on risk controls, as needed;
- ensure a system for documenting instruction and training is developed.

Managers will:

- assess the risk(s) related to the COVID-19 virus for the positions under their management;
- ensure that awareness and information resources are shared with employees;

- provide training, SWPs, PPE and other safety equipment and document all training sessions.

Supervisors will:

- Assess the risk(s) related to the COVID-19 virus for the positions under their supervision;
- Share awareness and information resources with employees ;
- Provide or arrange for training, SWPs, PPE and other equipment necessary;
- Ensure employees have been trained on the selection, care, maintenance and use of any PPE, including fit testing for those employees who may be issued a respirator;
- Direct work in a manner that eliminates and if not possible, minimizes the risk to employees;
- Ensure employees follow SWPs, use PPE;
- Share information regarding workers concerns with OH&S Committee;
- Must take any work refusals over COVID-19 seriously.

Employees will:

- Understand how exposure can occur and when and how to report potential exposure incidents.
- Become familiar with all provided information resources, ask questions, and follow-up with managers to ensure understanding and adherence.
- Actively participate in training and instruction of the ECP, new SWPs, and necessary PPE.
- Sign off on SWPs, follow them, and communicate with JOH&S representative when necessary.
- Rely on information from trusted sources, like the City of Trail, Interior Health, BCCDC, PHAC, and WHO.
- Should you present with any symptoms of illness, contact 8-1-1 and follow the directions of Interior Health or the PHO.

5.0 RISK IDENTIFICATION AND ASSESSMENT

5.1 COVID-19 Virus Definition

The COVID-19 virus is transmitted via larger liquid **droplets** when a person coughs or sneezes. The virus can enter through these droplets through the eyes, nose or throat if an employee is in close contact with a person who carries the COVID-19 virus. The virus is not known to be airborne (e.g. transmitted through the particles floating in the air) and it is not something that comes in through the skin. The COVID-19 virus can be spread by touch if a person has used their hands to cover their mouth or nose when they cough or sneeze.

Droplet Contact: Some diseases can be transferred by large infected droplets contacting surfaces of the eye, nose, or mouth. For example, large droplets that may be visible to the naked eye are generated when a person sneezes or coughs. These droplets typically spread only one to two metres and are too large to float in the air (i.e. airborne) and quickly fall to the ground. Influenza and SARS are two examples of diseases capable of being transmitted from droplet contact. **Currently, health experts believe that the COVID-19 virus can also be transmitted in this way.**

Airborne transmission: This occurs when much smaller evaporated droplets or dust particles containing the microorganism float in the air for long periods of time. Transmission occurs when others breathe the microorganism into their throat or lungs. **Currently, health experts believe that the COVID-19 virus cannot be transmitted through airborne transmission.**

5.2 Risk Assessment

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6. With this guideline as a reference, please see detailed risk assessment charts for various jobs/positions within the Parks & Recreation and Cultural Services department. These assessments form part of the site/service specific Safety Plans within the Department.

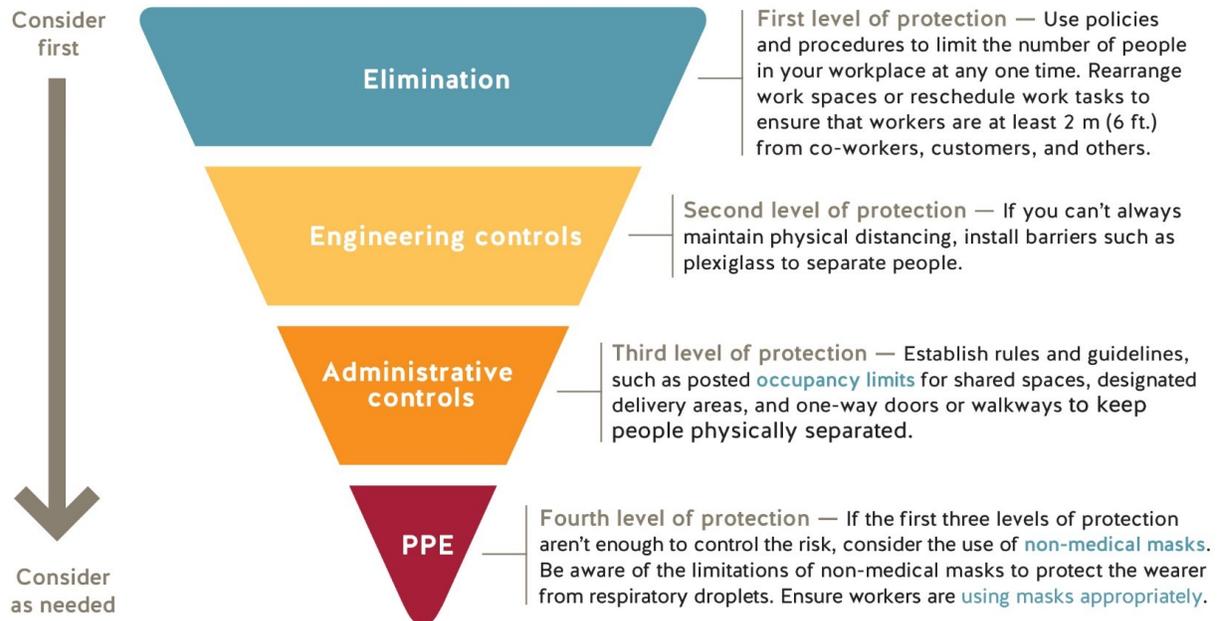
WorkSafeBC's risk assessment table for pandemic influenza (Reg G6.34-6)

| | <u>LOW RISK</u> | <u>MODERATE RISK</u> | <u>HIGH RISK</u> |
|--|--|--|--|
| | Workers who typically have no contact with people infected. | Workers who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces | 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). |

Each work site or work group is required to have a risk assessment completed prior to resuming operations. These will form part of the site specific COVID 19 Safety Plans with each major service area.

6.0 RISK CONTROL

The Regulation requires the City of Trail to implement infectious disease controls in the following order of preference, based on advice from regional, provincial and federal health professionals. Controls used to mitigate the risks of exposure are:



Elimination of face-to-face contact is the best control possible. Controls would include relying on phone, email or regular mail to answer public questions. If practicable, installation of plexi-glass barriers at locations at risk may occur.

Engineering controls would be such examples of working from inside an enclosure when receiving payments. Additional examples may include physical barriers, which limit personal human contacts.

Administrative controls include hand washing and cough/sneeze etiquette. Cover your mouth and nose with a sleeve or tissue when coughing or sneezing. Allow a limited number of patrons in the building at any given time and per square footage. A reasonable personal distance space to reduce human-to-human transmission. An increase in cleaning frequencies for shared work surfaces, handrails, doorknobs, staffroom and washrooms. Floor markers in stacks and galleries to direct a flow of traffic. New SWPs are examples of administrative controls.

Personal Protective Equipment is the last resort of mitigation such, as wearing of masks, respirators, coveralls/turnout gear, gloves, goggles and/or face-shields. The use of PPE is required in high-risk situations, such as dealing with infectious patients.

7.0 SAFE WORK PRACTICES (SWPs)

7.1 General Personal Hygiene (applicable to all)

- Hand Hygiene (See Appendix B for the BCCDC's Handwashing Poster, posted in all washrooms/staffrooms)

Hand washing, proper coughing and sneezing etiquette, and not touching your face are the key to the prevention of transmission and therefore minimize the likelihood of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose and mouth – or to other surfaces that are touched. Wash your hands “well” and “often” with soap and water for at least 20 seconds (the time it takes to hum the “Happy Birthday” song twice). If soap and water is not available, use an alcohol-based hand sanitizer to clean your hands.

“Often” includes:

- Upon arriving and when leaving work
- After coughing or sneezing
- After bathroom use
- When hands are visibly dirty
- Before entering lunch room and touching the coffee pot and cream
- Before, during and after you prepare food
- Before eating any food (including snacks)

“Well” means:

- Wet hands and apply soap
- Rub hands together vigorously for at least 20 seconds ensuring the lather covers all areas – palm to palm, Back of hands, between fingers, back of fingers, thumbs, fingernails (using palm) and wrists
- Rinse hand thoroughly with water
- Dry your hands with paper towel (or a hand dryer), use the paper towel to turn off the tap and open the door, dispose of the paper towel

Additionally:

- Avoid touching your eyes, nose or mouth with unwashed hands
- Use utensils: consider using forks, spoons or toothpicks when eating and serving foods (especially snacks or “finger foods”)

-Cough/Sneeze Etiquette

All staff are expected to follow cough/sneeze etiquettes, which are a combination of preventative measures that minimize the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing to reduce the spread of germs.
- Use tissues to contain secretions, immediately dispose of any tissues you have used into the garbage as soon as possible, and wash your hands afterwards.
- Turn your head away from others when coughing or sneezing.

-Use of surgical masks

Masks should be used by sick people to prevent transmission to others. A mask will help keep a person's droplets in. It may be less effective for a healthy person to wear a mask when in the community. Masks may give a person a false sense of security and are likely to increase the number of times a person will touch their own face (e.g., to adjust the mask). (BC Centre for Disease Control). It is **not** recommended that people who are well wear a mask to protect themselves from respiratory illnesses, including COVID-19. You should only wear a mask if a healthcare professional recommends it. A facemask should be used by people who have COVID-19 and are showing symptoms. This is to protect others from the risk of infection. The use of masks is also crucial for healthcare workers and other people who are taking care of someone infected with COVID-19 in close settings, like at home or in a healthcare facility. (Centre for Disease Control)

-Use of N95 Respirators

The N95 mask is typically worn by workers directly involved in an **aerosol** generating medical procedure, as defined by Health Canada. An N95 mask is a protective barrier worn on the face, covers at least the nose and mouth, and is used to contain large droplets generated during coughing and sneezing. N95s help minimize the spread of potentially infectious material. **N95 masks must be fit tested.**

8.0 Education & Training

The City of Trail has established the following means of sharing information:

- Training of this document and all new COVID-related SWPs specific to each major work site;
- Up to date information on the City of Trail's website;
- Regular managerial emails/communication with employees;
- Posters in communal spaces;
- Awareness, education and training materials included in respective building operations manuals and/or printed for all employees;
- Regular distribution of COVID-related Safety Talks.

As COVID-19 is a public health matter, information noted above is intended for all employees. All employees are required to undertake training in order to actively and mindfully contribute to the health and cleanliness of the TMC, TALC and co-workers. OH&S committee members will regularly communicate with supervisors to coordinate training, assess workspaces as new measures are applied, and participate in modifying SWPs when necessary.

9.0 Health Monitoring

Staff concerned that they may have encountered someone who may be ill (at work or not), are to take the following actions:

1. Report it to your supervisor.
2. Call BC's HealthLink at 8-1-1 to share information regarding potential exposure and determine a course of action, should it be deemed necessary.

If you are feeling stressed or worried, full-time employees have access to the City's EFAP program for counselling services. Contact our Pacific Blue Cross EFAP confidentially at **1-844-**

722-3327. The Red Cross has information about [preparing emotionally for disaster and emergencies](#) for staff who do not have access to our EFAP.

10.0 Record Keeping

Records are kept according to the City of Trail's established protocols. All employees must continue diligently documenting all incidents, including potential COVID exposures.

11.0 Site/Service Specific Plans

As plans become completed, they will be noted in the table below. Site specific plans will include risk assessments of various positions.

| Site/Service | Date Developed | Date reviewed at OH&S |
|--------------------------------|----------------|-----------------------|
| Trail Riverfront Centre | May 2020 | June 17, 2020 |
| Summer Camp Programs | May 2020 | June 17, 2020 |
| Trail Memorial Centre | July 2020 | August 19, 2020 |
| Trail Aquatic & Leisure Centre | July 2020 | August 19, 2020 |
| Parks & Rec Programs | July 2020 | August 19, 2020 |

APPENDIX A: HAND WASHING & PHYSICAL DISTANCING POSTERS



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)





Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



REDUCE THE SPREAD OF COVID-19



PHYSICAL DISTANCING IN PROGRESS

**Maintain a distance of at least
2 arms lengths from others.**



BC Centre for Disease Control

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

