



SAFETY PROGRAM MANUAL

DEPARTMENT	Occupational Health & Safety		
TITLE	PUBLIC WORKS PANDEMIC SAFETY PLAN		
PURPOSE	To Mitigate Risk to Staff During a Pandemic (COVID-19)		
Approved/ Revised	MAY 2020	Revised	DECEMBER 2020

General Statement

The City of Trail is committed to providing a workplace where safety is at the forefront. Therefore, it is important for City staff to understand the risks, and how to mitigate the risks of coming into contact with the virus during a pandemic (COVID-19). The safety plan is in place to protect our employees, or public who enter the facility and to comply with all relevant WorkSafeBC Occupation Health and Safety Regulations. All employees must follow the procedures outlined in this plan to prevent or reduce exposure.

The City of Trail will work to find ways to control or eliminate the exposure risks by implementing proper controls as detailed below. The City will follow all direction and controls as specified by the BCCDC, Ministry of Health, and the Provincial Health Officer.

Scope

This policy applies to all City employees, and management staff within the Public Works Department. The pandemic safety plan should be used as needed to provide clear direction on the required steps to support prevention and City of trail employee health.

Definitions & Acronyms

Pandemic: A pandemic is an epidemic occurring on a scale that crosses international boundaries, usually affecting people on a worldwide scale. A disease or condition is not a pandemic merely because it is widespread or kills many people; it must also be infectious.

Epidemic: a widespread occurrence of an infectious disease in a community at a particular time.

BCCDC: British Columbia Center for Disease Control

BCMSA: British Columbia Municipal Safety Association

IHA: Interior Health Authority

PHO: Provincial Health Officer

WHO: World Health Organization

WSBC: Work Safe BC

RESPONSIBILITIES

Everyone – Employers, Supervisors, Contractors, and Workers; Has the responsibility for health and safety in the workplace

Employer Responsibilities:

- Ensure that every worker performs a daily health check before entering the workplace.
- Require the mandatory use of face masks in all public facilities, and when social distancing protocols cannot be adhered to.
- Provide signage on the mandatory mask policy and inform customers about the requirement.
- Ensure workers are provided with information on how to discuss mandatory mask usage with customers, including what to do if they refuse or become abusive.
- Review their violence prevention policy to ensure that it addresses safety issues that may arise.
- Provide a safe and healthy workplace.
- Maintain facilities and equipment to ensure that COVID-19 related hazards & risks are controlled or eliminated.
- Initiate, maintain and publicize occupational health & safety policies and programs as they relate to COVID-19.
- Provide personal protective equipment where required.
- Provide adequate first aid facilities and services to the level required during a pandemic.
- Ensure Supervisors are educated and trained to an acceptable level of competency.
- Conduct a periodic review of the plan's effectiveness.
- Provide a copy of the Public Works Pandemic Safety Plan to all Directors, Supervisors, and Employees.
- Maintains daily health check records and update safety plan as necessary.

Supervisor Responsibilities:

- Ensure their workers have completed the daily health check.
- Ensure their workers are aware of, and abiding by City of Trail "Pandemic Mask Use Policy", Council Policy No. GG005.11.
- Follow COVID-19 safe work procedures and set an example for the employees.
- Provide proper awareness and information from trusted sources including but not limited to; The City of Trail website, Interior Health, BCCDC, and the PHO.
- Ensure all workers receive adequate instruction and training in COVID-19 safe work procedures.
- Provide COVID-19 crew talks to their employees.
- Ensure workers are following safe work procedures.

- Consult and cooperate with the Joint Occupational Health & Safety Committee.

Employee Responsibilities:

- Complete the daily health check and inform the employer you have done so, using the health check method at the workplace.
- Abide by the protocols and policies in their employer’s COVID-19 Safety Plan.
- Abide by the City of Trail “Pandemic Mask Use Policy”, Council Policy No. GG005.11.
- Wear a face mask in all indoor public facilities, and in any instance where social distancing measures cannot be maintained or other engineering controls are not in place.
- Use or wear PPE as required by the City or PHO COVID-19 procedures.
- Properly maintain PPE provided by the employer.
- If you become sick with symptoms compatible with COVID-19, stay home and notify Supervisor. Call 811 for assessment and follow their instructions.

RISK ASSESSMENT

RISK LEVEL	Low Risk Workers who typically have no contact with people exposed to COVID-19	Moderate Risk Workers who may be exposed to COVID-19 infected people from time to time in relatively large, well-ventilated workspaces
Hand Hygiene	Yes - Required	Yes - Required
Non-Medical Masks	Yes - Required	Yes - Required
Disposable Gloves	Not Required	Not Required – unless handling contaminated objects
Eye Protection	Not required	Not Required – Unless providing first-aid services
Respirators	Not Required	Not Required – Unless exposed to coughing and sneezing or providing first-aid services

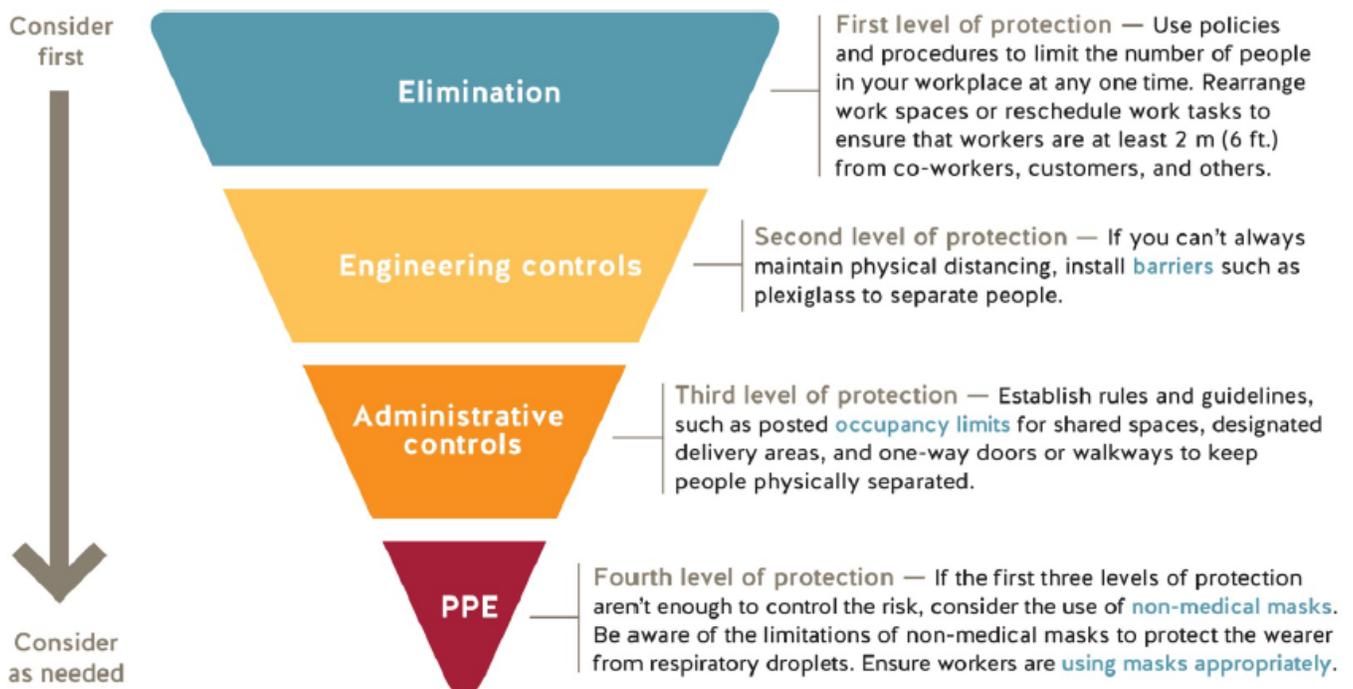
POSITION RISK CHART ASSESSMENT

POSITION	LEVEL OF RISK	CONTROL PROCEDURES
Clerk	Low	Hand Hygiene, Sneeze Guard and Facemask
Warehouse Attendant	Low	Hand Hygiene, Sneeze Guard and Face Mask
First Aid Attendants	Moderate	Hand Hygiene, Face Mask and PPE
Public Works Crew	Low	Hand Hygiene, Sneeze Guards and Facemask
Supervisors	Low	Hand Hygiene and Face Mask

REDUCE THE RISK

Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



City of Trail Measures

First level protection (elimination):

- All workers to complete daily health checks before entering the workplace
- Mandatory use of face masks in all public facilities, or when social distancing protocols cannot be maintained
- In accordance with the December 7, 2020 PHO, face masks must be worn by employees, contractors, and the public in all common areas, hallways, washrooms, or any space where 2m separation cannot be maintained
- Staff to disinfect high touch and common use items with a disinfectant solution such as 10:1 bleach water solution, Spray Nine and single use paper towel, or with remoistened wipes such as Chlorex Disinfectant Wipes
- Staggered shift start times
- Staggered break times
- Workers are to stay in designated work stations

Second level protection (engineering controls):

- Install sneeze guard barriers at PW Clerk and Warehouse Attendant windows, and on shop and lunch room tables.

Third level protection (administrative controls):

- Hand Hygiene
- Installation of pandemic related signage
- Communication of pandemic related news and resources
- Reduce occupancy limits on shared spaces
- One person per vehicle when able
- Increased cleaning regime with janitorial contractor

Counter tops are to be cleaned twice daily, or more often as required.

Fourth level protection (Personal Protective Equipment):

- Face masks provided to all employees and are available through warehouse

PANDEMIC SAFETY PLAN CHECKLIST

Assess the Risks at your workplace	Yes / No	City of Trail Measures Taken
We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Workers, JOHSC members and supervisor are currently working on assessments

We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Crew have been staggered to promote social distancing, limits to room occupancy are posted
We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Limiting vehicle usage to one person. Restricting access too City buildings. Customer staging and spacing markers. Provided PPE is social distancing cannot be maintained
We have identified the tools, machinery, and equipment that workers share while working.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Cleaning protocols. Vehicles and common use items are to be cleaned prior to and post use.
We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Increased cleaning regime with janitorial contractor. High touch areas are to be cleaned during the shift
Implement protocols to reduce the risks	Yes / No	City of Trail Measures Taken
Review industry-specific protocols on worksafebc.com to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Review of the Work Safe BC (municipal sector), PHO Orders and BCMSA websites by DPW and JOHSC staff co-chair.
Frontline workers, supervisors, and the joint health and safety committee (or worker representative).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	All parties have been advised and are following recommended protocols.

		Crew talks, DPW crew addresses
Orders, guidance, and notices issued by the provincial health officer and relevant to your industry.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Following orders and guidance of the BC PHO. Senior managers, DPW and supervisors.
Your health and safety association or other professional and industry associations.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	BCMSA website review of COVID 19 materials
First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible	Yes / No	City of Trail Measures Taken
We have established and posted an occupancy limit for various areas of our premises. Limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. (Public Health has developed guidance for the retail food and grocery store sector that requires at least 5 metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	All areas in which gathering may occur have occupancy limits posted. Staggered shift, and break times assist in the limiting of crew members in any given area.
In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Projects delayed during phase 1. No public in phase 1, limited in phase 2. Limited courier,

meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.		contractors , vendors allowed on site. Virtual meetings using Zoom/ Webex
We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.	Yes <input checked="" type="checkbox"/> No	Occupancy signage is in place in common gathering areas
We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Staggered shift schedules and break times
Second level protection (engineering): Barriers and partitions	Yes / No	City of Trail Measures Taken
We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Barriers in use in front Clerk office, Warehouse attendants window, and front lunch room
We have included barrier cleaning in our cleaning protocols.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Barriers are not on the regular cleaning protocol
We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Barrier in place at PW front clerk office
Third level protection (administrative): Rules and guidelines	Yes / No	City of Trail Measures Taken
We have identified rules and guidelines for how workers should conduct themselves.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Aware of and following rules and guidelines as per PHO, WSBC and BCMSA
We have clearly communicated these rules and	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Rules related to COVID 19 have been clearly outlined

guidelines to workers through a combination of training and signage.		with crews via DPW addresses, crew talks and signage
Fourth level protection: Using masks	Yes / No	City of Trail Measures Taken
We have reviewed the information on selecting and using masks and instructions on how to use a mask.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Using information provided by suppliers and PHO
We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	PHO information
We have trained workers in the proper use of masks.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Crew instructed in the proper use of masks by the Director of Public Work at weekly crew address. Graphic post on safety boards and in shops.
Reduce the risk of surface transmission through effective cleaning and hygiene practices	Yes / No	City of Trail Measures Taken
We have reviewed the information on cleaning and disinfecting surfaces.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Using BCCDC, interior health guidance and supplier discussions
Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	7 sinks with Hot & Cold running water and soap
We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Clear direction to crews regarding frequent hand washing for min. of 20 seconds. Hands to be washed after restroom breaks and prior to eating at a minimum.

to reduce the spread of the virus. (handwashing and cover coughs and sneezes posters are available at worksafebc.com.)		Signage at all sinks.
We have implemented cleaning protocols for all common areas and surfaces – e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Vehicles, common touch items in buildings. Crews have been instructed to clean all vehicles and equipment prior to use. Common use areas and high touch items and areas to be cleaned frequently at least twice daily.
Workers who are cleaning have adequate training and materials.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Single use paper towel, cleaning solutions, disinfecting wipes and PPE all available -
We have removed unnecessary tools and equipment to simplify the cleaning process – e.g., coffee makers and shared utensils and plates.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Removal of communal dishes. Coffee pots, lunch tables and counters to be cleaned
Develop policies	Yes / No	City of Trail Measures Taken
Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Policy has been drafted (PD010.5) and awaiting approval. As per PHO order, all employees required to check in prior to shift start.
Anyone directed by Public Health to self-isolate.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Includes individuals returning from abroad

		during phase 1, and more recent testing of individuals who had slight symptoms.
Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	2 employees during phase 1 return from travel, one employee spouse was symptomatic
Visitors are prohibited or limited in the workplace.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	PW closed to public during phase 1, limited reopening in phase 2 with limit of 2 visitors in main lobby. All visitors are escorted
First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	As per WSBC
We have a working alone policy in place (if needed).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
We have a work from home policy in place (if needed).	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No work from home at this facility
Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate violence prevention program is in place.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	City has a work place violence policy staff are aware of this – Included in DPW address
Sick workers should report to first aid, even with mild symptoms.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	But only if there is an onset of symptom while at work.
Sick workers should be asked to wash or sanitize their hands,	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	We need to consider

provided with a mask, and isolated. Ask the worker to go straight home. (consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to testing and self-isolation.)		
If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	This is City protocol based on level 1 F/A rating
Clean and disinfect any surfaces that the ill worker has come into contact with.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	As per pandemic and normal F/A protocols
Develop communication plans and training	Yes / No	City of Trail Measures Taken
We have a training plan to ensure everyone is trained in workplace policies and procedures.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Review of safety plan and pandemic updates
All workers have received the policies for staying home when sick.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Policy still in draft form, will need to disseminate to staff once enacted
We have posted signage at the workplace, including occupancy limits and effective hygiene practices. (a customizable occupancy limit poster and handwashing signage are available on worksafebc.com.)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Pandemic signage is post throughout the PW facility
We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Signage on all access point including gates and doors
Supervisors have been trained on monitoring workers and the workplace to ensure policies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	As per WSBC protocols

and procedures are being followed.		
Monitor your workplace and update your plans as necessary	Yes / No	City of Trail Measures Taken
We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Risk assessments and daily supervisory monitoring. Changes occurred during phase 1 and phase 2 as protocols changed. Changes implemented due to PHO order on November 19, 2020
Workers know who to go to with health and safety concerns.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	All crew have been instructed to bring concerns to Supervisors, DPW and JOHSC
When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Normal practice for the safety program
Assess and address risks from resuming operations	Yes / No	City of Trail Measures Taken
We have a training plan for new staff.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	New employee training program.
We have a training plan for staff taking on new roles or responsibilities.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	As per normal City practice?
We have a training plan around changes to our business, such as new equipment, processes, or products.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No changes of this kind at present
We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	As per normal practice – refresher training

We have identified a safe process for clearing systems and lines of product that have been out of use.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Not Applicable
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SAFE WORK PRACTICES

Hand Hygiene

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 rub 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, 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

Coughing/Sneezing Etiquette

All staff are expected to follow cough/sneeze etiquettes, which are a combination of preventative measures that minimizes 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, and 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.

Health Monitoring

As per the December 7th PHO, employers must ensure every worker conducts a daily health check before entering the workplace. Health checks are mandatory self-assessments conducted by workers and contractors, which includes confirming with the employee and contractors in written format, that they have reviewed the complete list of entry requirements (Appendix A) and that none of the criteria apply

The WorkSafe BC checklist will be provided for each employee to reference before arriving to work. Employees will acknowledge with their signature that they are fit to perform their duties upon successfully completing the screening checklist. The signature sheets will be collected daily and retained on file. All current safety protocols remain in effect while in the workplace.

Staff showing symptoms, those who have been contacted by Interior Health of a possible exposure, or those concerned they may have encountered someone who may be ill (at work or not), are to take the following actions:

1. Remain at home and notify your Supervisor.
2. Call B.C.'s Healthlink at 8-1-1 to share information regarding your symptoms/potential exposure and determine a course of action, should it be deemed necessary. Inform your Supervisor of any course of action.
3. Follow advice of Interior Health medical professionals.

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**

APPENDIX A: RESOURCES



CITY OF TRAIL

COUNCIL POLICY MANUAL

Department	GENERAL GOVERNMENT		
Title	PANDEMIC MASK USE POLICY		
Purpose of Policy	TO ESTABLISH GUIDELINES FOR MASK USE IN CITY FACILITIES		
Approved	NOVEMBER 23, 2020	Revised	

SCOPE

In the event of a pandemic or health emergency, the following mask-use guideline shall be applied to City of Trail employees, contractors and members of the public in City of Trail facilities and in City-related work situations. Mask-use is understood to reduce the risk of some virus' transmission by preventing the wearer's respiratory droplets from being exhaled into the air around them. Masks must not be relied on as a sole protective measure; they must be used in combination with other controls.

All City of Trail employees, contractors and members of the public shall wear non-medical face masks in the following City owned public facilities:

- City Hall (CH)
- Public Works Building and Yard (PW)
- Trail Memorial Centre (TMC) – Recreation facility
- Trail Aquatic & Leisure Centre (TALC) – Recreation facility
- Trail Riverfront Centre (TRC)
- Trail & District RCMP Detachment (Trail RCMP Building)

as detailed in the table below.

The Trail Regional Airport terminal building will follow the guidelines issues by the federal government.

RESPONSIBILITIES

City of Trail employees and contractors are required to wear a mask when interacting with each other or the public, both indoors and outdoors, unless a physical barrier (i.e., plexiglass or glass) is present. This does not apply to staff-only areas if two metres of distance can be maintained. Compliance will be managed through established human resource practices.

Members of the public are expected to wear a mask in all public facilities noted above. As an example, members of the public should plan to wear a



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mask in all common areas of public facilities (i.e., hallways, lobbies), during meetings held in public facilities, coming and going from activities, and when dealing with staff. Enforcement will be at the City's discretion.

Site specific safety plans and risk assessments at each facility will be reviewed to identify if mandatory face coverings are required by the public, and in what areas. At the City's discretion, mandatory mask use may still be required even if options for physical distancing are available.

The table below provides situation and location-based guidance for mask use for employees across City facilities and functions. This policy may be updated to reflect the Provincial Health Officer (PHO) and/or Interior Health Authority's stance on mask use directives. The Chief Administrative Officer has the authority to direct more stringent measures in accordance with the health risk and/or Provincial directives.

Location / Situation	Mandatory	Strongly Recommended	Personal Choice
Any interaction with the public (indoors or outdoors) including meetings, council sessions, and public engagement events (except when barriers are present)	Employees Contractors Public		
Inside a City vehicle with a co-worker	Employees Contractors		
All publicly-accessed spaces in City facilities (listed on page 1). Note: masks requirements for recreation facilities and activities will be noted in the site specific safety plans.	Employees Contractors Public		



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Multi-stall, publicly accessible washroom	Employees Contractors	Public	
Behind a barrier (plexiglass, glass), provided 2 m distance between staff members is maintained		Employees Contractors	
Personal office, workstation or work area (provided 2 m distance from others is maintained)			Employees
Attending or passing through employee-only areas or hallways (including meeting rooms, copiers, kitchens, lunchrooms)	Contractors	Employees	
Working outdoors and 2 m distance is maintained (no public interactions)		Employees Contractors	

PROPER FACE MASK USAGE

All masks should be worn properly, as noted by the BC Centre of Disease Control (BCCDC) and WorkSafe BC. A properly fitted mask sits closely over the mouth, nose, cheeks and chin of the person wearing it. The mask will be less effective if the shape or the material has gaps in it because it will allow droplets to pass through. It is important to make sure the mask can be held in place comfortably with ties or ear loops to reduce the need to adjust the mask. If it is not comfortable, it won't be worn consistently.

See the attached "How to use a mask" document, prepared by WorkSafe BC.

Masks should only be used by one person and should never be shared.

It is recognized that there are a wide variety of personal masks available (i.e., three-layer fabric masks, gaiter style, etc). While it is encouraged for employees to use the style and type supported by the BC Centre for Disease



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Control (BCCDC) and the PHO that have been shown to be more effective, this will not be mandated unless directed by the PHO. See the attached "Face Masks: How are they different?" document, prepared by Provincial Health Services Society and the BCCDC.

PROVISION OF MASKS

When there is a work setting requirement, City of Trail employees will be issued disposable masks. Employees are encouraged to carry a mask with them at all times while at work, in case of unplanned interactions/ proximity with others where physical distancing is not possible.

Employees are permitted to wear their own personal masks, provided they are free of disrespectful logos, slogans and images. It is important to wash reusable masks after each use and keep them in a clean area when not in use.

Managers and supervisors will inform contracted personnel that they are required to wear masks when working in areas where City employees or members of the public are present. Contractors must provide their own masks.

Disposable masks may be made available at City facilities for members of the public who forget to bring their own.

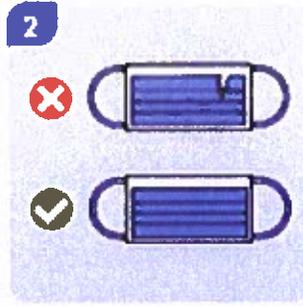
EXCEPTIONS

- Masks or face coverings are not recommended for children under the age of 2.
- People whose particular medical condition prevents them from wearing a mask or face covering.

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."

Face masks: How are they different?

Physical distancing, hand washing and staying at home if you are sick are the most effective ways to prevent the spread of COVID-19; masks do not replace these actions. Masks, face coverings and gloves are the least protective measures for reducing transmission of COVID-19. Masks, when worn properly and for short periods, may offer some protection especially when you are not able to keep a 2 metre distance from others. For work settings, refer to specific workplace guidance on masks.



Cloth masks (homemade or bought)

- May be used by the general public to reduce the spread of large respiratory droplets. However, these masks offer minimal protection to the wearer.
- Can be made from various types of machine-washable and dryable cloth.
- If homemade, use clean woven cotton or linen e.g., a tea towel, bedsheet, pillowcase, t-shirt.
- Must be designed and worn to fully cover nose and mouth.
- Should fit snugly, let you breathe easily, and attached securely with ties or ear loops.
- Re-usable and need to be washed regularly.



Other cloth face coverings

- E.g., bandana, niqab, scarf, neck gaiter.
- May be used to reduce the spread of large respiratory droplets. However, face coverings offer limited protection to the wearer.
- If the material is thin, fold it into several layers.
- Be sure that it covers mouth, nose and sides of the face.



Industrial N95 respirators

- Used to protect workers from inhaling dust, fumes, and hazardous aerosols.
- Available in hardware stores.
- These masks are not recommended to prevent COVID-19 because if they have a valve and you cough/sneeze, you may spread a stream of germs through the valve.

Personal protective equipment (PPE)

These medical masks/respirators should be reserved for health providers or those caring for sick people.



Medical/surgical masks

- Used by healthcare workers or those caring for sick people. Not for general use, in order to reserve critical supply for healthcare.
- Protect against large droplets.
- Flat/pleated or cup shaped with a looser fit.
- Water resistant; and may come with visor.
- Meant for one-time use.



Medical N95 respirators

- Used by healthcare workers in healthcare settings. Not for use by the general public.
- Protect against inhaling and exhaling very small airborne particles and aerosols.
- Fits closely over the nose and mouth to form a tight seal.
- Must be custom fit and worn properly.



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.**



Ministry of
Health



BC Centre for Disease Control

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





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_HA_021





Coronavirus COVID-19

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



Keep our workplace safe from COVID-19

Please do not enter this workplace if you:

- Have travelled outside of Canada within the last 14 days
- Have been identified by Public Health as a close contact of someone with COVID-19
- Have been told to isolate by Public Health
- Are displaying any of the following new or worsening symptoms:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing
- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

If you are displaying symptoms consistent with COVID-19, refer to HealthLink BC at 811.

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

11/20

WORK SAFE BC