



# **Yuutu?it?ath Government**

## **COVID – 19 SAFETY PLAN**

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## 1.0 Background

This Safety Plan has been created in response to the COVID-19 pandemic. COVID-19 is an infectious disease caused by a novel coronavirus first discovered in December 2019 that spread globally into an ongoing pandemic. Countries around the world responded by suspending non-essential business operations to control the spread of the disease.

Due to the nature of our organization, the Yuutu?it?ath Government (YG) has remained open on a limited basis with no public visitation permitted, following regional, provincial, national and World Health Organization guidelines. This Safety Plan outlines the steps we have taken to ensure the safety of our workers while delivering the necessary services to meet the needs of our community.

### 1.1 COVID-19 Facts

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19.

While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases. \* 1. *BC Centre for Disease Control*

COVID-19 is 10-35x more lethal than the flu, and spreads between people at a rate, on average, of 2.5x infected by every one-person contaminated. Measles measures 15 on that same scale, while colds are about 1-1.5.

### Symptoms

The symptoms of COVID-19 are like other respiratory illnesses, including the flu and common cold. They include cough, sneezing, fever, sore throat, and difficulty breathing. \*2. *BC Centre for Disease Control*. The virus incubates for 2-14 days but the average is 5-7.

### 1.2 References

Refer to the following websites for additional information related to COVID-19 safety:

- WorkSafe BC, [COVID-19 information and resources](#)
- [Order of the PHO – Workplace Safety](#)
- BC Centre for Disease Control, [COVID-19](#)
- Government of BC, [COVID-19 Provincial Support](#)
- Government of BC, [BC COVID-19 Dashboard](#)

## 2.0 YG Safety Policy

The YG is committed to ensuring the health, safety and well being of its employees at all times and, in particular, during the COVID-19 pandemic. As we navigate this new and difficult challenge, the YG is closely monitoring the situation and will refer to the information made available by the various authorities (Island Health, CDC BC, WorkSafe BC, WHO, etc.). This Safety Plan will be updated, as needed, to reflect the best, most current medical/safety information available.

### 3.0 Scope

This safety plan is intended for all YG sites, all employees, subcontractors and essential visitors.

### 4.0 Roles and Responsibilities

All workers at the YG, whether employee or subcontractor, are required to assist in all matters related to health and safety.

**All personnel are to abide by YG safety policies and WorkSafe BC Regulations.**

#### 4.1 Management:

- Approve and distribute this COVID-19 Safety Plan.
- Work with department staff to develop Safety Plans for programs and ensure it is communicated and posted.
- Implement, communicate, and train all affected workers to this Plan.
- Provide all material and PPE as outlined in this plan and the current and subsequent Hazard Assessments.

#### 4.2 Supervisors:

- Ensure all workers are familiar with, and understand, this Safety Plan.
- Provide ongoing training to workers on the risk of contracting COVID-19 while working for the YG and the control measures in place to protect them.
- Continually evaluate the workplace for new hazards and to ensure the effectiveness of established control measures.
- Immediately report any concerns about uncontrolled risk of transmission and recommend appropriate control measures.

#### 4.3 Employees and Subcontractors:

- Actively participate in training and follow all requirements to the best of their abilities while on YG sites.
- Alert supervision to any potential COVID-19 risk of exposure that has not yet been identified.

#### 4.4 Subcontractors:

- Ensure each employee of the subcontractor reviews the requirements of this Safety Plan.
- Provide workers an opportunity to ask any questions they may have about their exposure while onsite.

### 5.0 Identifying and Assessing Risk at the YG

According to Health Canada, all persons in BC are at high risk of contracting COVID-19. To ensure employee safety, it is critical that we identify the areas in our workplace where the risk of COVID-19 transmission is introduced. Transmission can occur in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface

before touching their face.

The YG is comprised of several departments and locations, each with their own set of circumstances lending to this risk of transmission. Each location and workgroup will therefore be considered separately, by asking the following basic questions:

- Where do people congregate? Break rooms, production lines, meeting rooms, etc.
- What job tasks or processes require workers to come within 6 feet of each other or members of the public?
- What tools, machinery, and equipment do people come into contact within the course of their work?
- What surfaces are touched often? Doorknobs, elevator buttons, light switches, equipment, and shared tools, for example.

## 6.0 Reducing the Risk of Transmission

To reduce the risk of person-to-person transmission of COVID-19 in the workplace, control measures have been implemented that address the specific hazards of each work location/group. These control measures have been selected according to the hierarchy of controls, as described below:

### 6.1 Elimination (First Level of Protection)

- Limit the number of people in the workplace at any one time.
- Rearrange workspaces and/or schedules to ensure workers can maintain social/physical distancing (6 feet separation) from co-workers, members of the public, etc.

The following is a list of control measures adopted at the YG to reduce the number of people at each of our worksites:

- Staggering work schedules and work-from-home arrangements.
- Virtual meetings (including meetings of the Executive & Legislature) and other smaller committee meetings).
- Rescheduling of tasks.
- Limiting the number of clients/visitors allowed at the YG office:
  - Currently by appointment only and must meet in an open space – outdoors where possible – and where not possible, use PPE.
  - Using the buzzer at the Reception area to limit/control the number of people in the building.
- Eliminating visitors to YG jobsites.
- Relocating workspaces

### 6.2 Engineering Controls (Second Level of Protection)

Barriers such as plexiglass or other means must be used where physical distancing cannot be maintained.

The following is a list of control measures adopted by the YG to ensure worker separation where physical distancing cannot be maintained:

- Barriers will be installed where workers may be unable to maintain physical distance from co-workers, clients, or others.
- Barriers are routinely cleaned as part of our cleaning and disinfecting regime.

### 6.3 Administrative Controls (Third Level of Protection)

Establish rules and guidelines to keep people physically separated, to keep sick workers out of the workplace, and to ensure the routine cleaning of equipment and high-touch surfaces.

The following is a list of administrative controls adopted at the YG:

- Limited staffing permitted at the YG offices.
- Identifying travel pathways through common areas to ensure physical distancing can be maintained (i.e. routes through the coffee break area).
- All shared equipment will be cleaned and/or disinfected before and after use.
- High-touch surfaces in common areas are cleaned and disinfected twice daily (for example, light switches).
- Sick workers are prohibited from entering or remaining at the workplace.

Due to physical distancing requirements at this time, the YG will deliver this information to all persons either electronically, via discussions with Supervisors/Managers, or both, and will make this plan available to workers by posting in conspicuous places.

During education sessions, every worker will be provided:

- Access to this document.
- Location information for cleaning supplies and protective equipment.
- An opportunity to ask any questions they may have about COVID-19 and the risk of exposure.

#### 6.3.1 Maintaining Physical Distance (Critical)

- Employees and all subcontractors are required to keep a minimum distance of 6 feet or 2 meters from each other while at work. If 6 feet or 2-meter distance cannot be maintained between workers, a disposable or cloth face mask must be worn.
- Do not use or touch anyone else's personal equipment.
- For 1:1 person meetings of the staff, employees are required to meet in an open space such as outdoors. Where that is not possible, the employees must wear a disposable or cloth mask and disposable gloves. **Employees must be considerate of others and only enter the office of another staff member if you are given the okay. It is not advisable to hold 1:1 meetings in an office, unless there is risk for breaching confidentiality. Masks are required at all times.**
- Employees are required to immediately sanitize their hands once they arrive at work and immediately before leaving in addition to before and after eating, drinking, smoking, etc.
- In the event of an emergency where employees must evacuate to muster points, employees will make every reasonable attempt to adhere to the social distancing protocol and remain 6 feet or 2 meters away from other employees.
- Workers are asked to not carpool at this time and if it is for the purposes of work, employees are required to wear a disposable or a cloth mask and disposable gloves.

### 6.3.2 Sick Policy and monitoring for symptoms of COVID-19

Any worker demonstrating symptoms of COVID-19 is **required** to stay home or return home immediately should symptoms develop at work. You must perform a self-assessment of your health daily by answering the 4 questions below. Each worker will be required to sign a pre-screening questionnaire before work, confirming their negative response to the following questions:

- 1) Have you or someone you reside with experienced any cold or flu-like symptoms in the last 14 days?
    - ☐ Fever?
    - ☐ Sore throat?
    - ☐ Cough?
    - ☐ Sneezing?
    - ☐ Respiratory illness?
    - ☐ Difficulty breathing?
  - 2) Have you travelled outside Canada in the last 14 days or to a location with a higher risk of COVID-19 transmission within Canada?
  - 3) Do you live with, had close contact, cared for or worked with someone who has traveled outside of Canada?
  - 4) Do you live with, have you had close contact, worked with or cared for someone diagnosed with COVID-19?
  - 5) Have you participated or attended in a group gathering of 6 or more people where it was hard to physical distance?
- If all questions are answered “NO” → continue to work.
  - If ANY question is answered “YES” → Do NOT continue to work. Notify your supervisor. Return to your home immediately or call 811 if serious.

#### 6.3.2.1 Workers who may have been exposed to or contracted COVID-19:

- **DO NOT GO TO WORK!**
- Employees who are looking for medical advice should contact a medical professional.
- In B.C., contact 811 or use the self-assessment link.
- If you have interacted with someone who has tested positive for COVID-19 you must inform your Director.
- You must inform your Director if you have tested positive for the virus.
- If you have been away from work after testing positive for COVID-19, you must contact your Director before returning to work.
- If you have been away from work due to self-quarantine, you may return to work after 14 days or in the case of non-COVID-19 illness, at least 14 days after the onset of symptoms.

#### Workers who are sick or suspect they are becoming sick:

- If you are feeling unwell, do not go to work and inform your Director immediately.
- If you suspect you may have COVID-19, call your local non-emergency health line.
- In B.C., call 811 or use the [self assessment link](#).

Workers who may have sick or unwell family members:

- If a member of your family has tested positive for COVID-19, you are required to inform your Immediate Supervisor. You must follow the advice of your physician and self-quarantine.
- If a member of your family is ill, please do not come into work until they are well.

Workers who have recently traveled out of country or to a location with a higher risk of Covid-19 transmission within Canada:

- Remain at home for 14 days upon your return to Canada if you have been outside of the country.
- You are encouraged to avoid all non-essential travel as per the Government of Canada & United States advice.

Check with your Director for clearance before returning to work following your quarantine.

**6.3.3 Cleaning and Hygiene Practices**

Cleaning and disinfecting surfaces is a critical piece to controlling the spread of the COVID-19 virus, especially high-contact surfaces.

The YG has implemented a cleaning protocol for all common areas and surfaces, including washrooms, equipment, tools, common tables, desks, light switches, and door handles. All common areas and surfaces will be cleaned at least 2 times per day with an approved disinfectant. Employees must also take precautions and use gloves when using common area equipment and use disposable gloves or sanitize using Lysol or disinfectant after each use.

**6.3.3.1 Precautionary Cleaning Procedures:**

- All common surface areas (toilets, doorknobs, faucets, hand sanitizer dispensers etc.) are to be cleaned at least 2 times per day with an approved disinfectant.
  - Employees are required to wear nitrile gloves when cleaning common surfaces at the beginning of their shift or throughout the day.
  - Employees who are required to use approved disinfectants will be trained in their use.
  - SDS will be readily available to ensure that WHMIS & Hazard Communication protocols are adhered to.
- If other workers tools or equipment must be used/ borrowed, the tool or equipment touch points must be cleaned immediately prior to use and immediately afterwards.

**6.3.3.2 Approved Cleaning/ Disinfectant Products:**

- In accordance with the safety guidelines provided by the Department of Assets.
- Employees who are required to use approved disinfectants will be trained in their use.



#### 6.3.3.3 Personal Hygiene (Critical):

- Wash your hands often with soap and water for at least 20 seconds.
- If a sink is not available, alcohol-based hand rubs (ABHR) can be used to clean your hands if they are not visibly soiled. If they are visibly soiled, use a wipe and then ABHR to effectively clean them.
- Do not touch your face, eyes, nose, or mouth with unwashed hands.
- Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough.
- Regularly clean and disinfect frequently touched surfaces.
- Do not share food, drinks, utensils, etc.

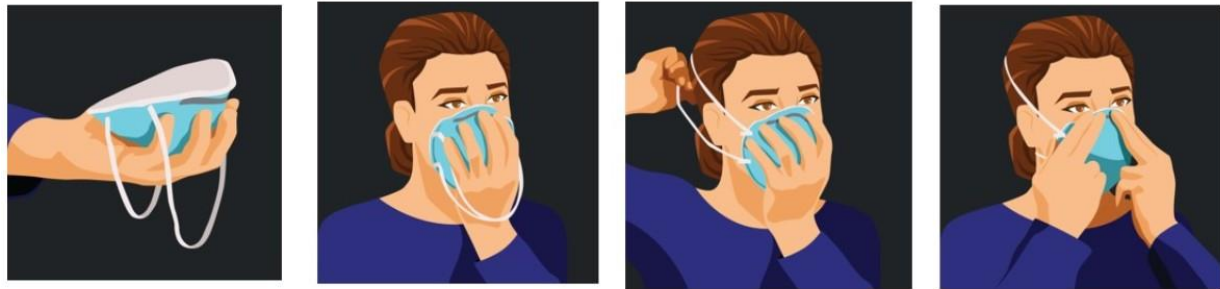
#### 6.3.3.4 Proper Hand Washing:



## 6.4 PPE (Fourth Level of Protection)

Where the preceding control measures are inadequate to control the risk of transmission, masks and other forms of PPE will also be used. As with any task requiring the use of specialized PPE, all workers required to wear PPE to control exposure to COVID-19 will be trained in its use, limitations, and storage and maintenance requirements. Workers will be fit-tested annually to ensure a proper seal is achieved when required to wear a mask.

### 6.4.1 Donning a Disposable Facemask:

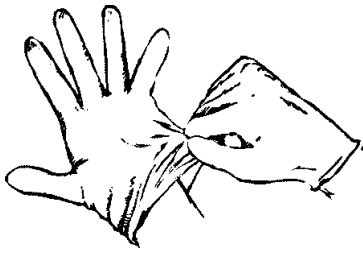
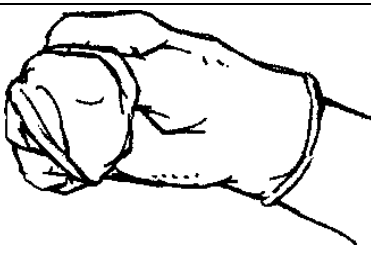


### 6.4.2 Removing Disposable Gloves

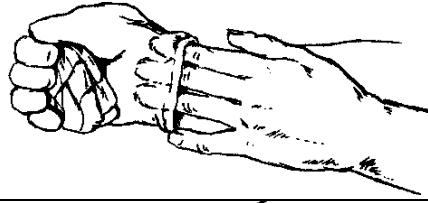
Remove disposable gloves as soon as possible if they become damaged or contaminated and remove them after you have completed the task that required gloves. While wearing gloves, make certain not to touch your face; if your gloves should become contaminated with the COVID-19 virus, touching your face could potentially lead to infection.

**Do not wash and reuse your gloves.** Use new gloves for each new task.

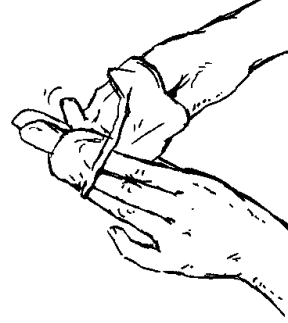
Follow these steps to make sure your hands do not become contaminated while removing disposable gloves:

<p>With both hands gloved, grasp the <b>outside</b> of one glove at the top of the wrist.</p>	
<p>Peel off this glove from wrist to fingertips while turning it inside out, as you pull the glove off your hand and away from you.</p> <p>Hold the glove you just removed in your gloved hand.</p>	

With the ungloved hand peel off the second glove by inserting your fingers on the **inside** of the glove at the top of your wrist.



Turn the glove inside out while tilting it away from you, leaving the first glove inside the second.



## 7.0 Vulnerability Assessment

The YG is committed to ensuring the safety of our workers. To that end, the vulnerability assessment will be used to identify those within our working population that are at a higher risk for severe illness, as well as anyone who lives with or cares for anyone within this higher-risk group. This information will be used to guide decisions about bringing workers back to work and/or making arrangements for working at home. Please advise your Immediate Supervisor if you or anyone in your household is at risk for severe illness.