



COVID-19 RESTART PLAN

Objectives: The primary organizational objective is health and safety of staff and those that access BIM sites. Secondary to this is the objective of providing services to residents.

Assumptions: This plan is dependant on cases and transmission continuing to decline; a local COVID-19 outbreak or change in advice from public health authorities will lead to a change in this plan.

Throughout the organization, across all departments, and throughout all stages of this plan:

- Staff will stay home from work when sick without exception
- Staff will maintain physical distancing while at work
- Enhanced cleaning protocols currently in place will remain in place
- BIM will continue to promote hygiene practices and protocols at all sites

Various departments and worksites have additional plans with more specific details regarding potential risks and mitigation measures.

BIM will continue to work with health and government partners to ensure that this plan aligns with the provincial and regional approaches regarding timing and protocols.

Phase 1 (Current Status)	
Site	Status
Docks, beaches, parks, and trails	<ul style="list-style-type: none"> • Snug Cove Wharf closed to transient moorage • Beaches, parks, and trails open: signage re physical distancing in place
Fire Department	<ul style="list-style-type: none"> • Restricted access to firehalls • Training and practices suspended
Library	<ul style="list-style-type: none"> • Online services • Pick up services
Municipal Hall: Admin, Finance, Planning, Bylaw	<ul style="list-style-type: none"> • Council meetings online, committee meetings online and by Council referral only, public hearings suspended, open houses online • Hall closed to the public • Remote work for over 80% of staff • Signage re distancing, hygiene in place • Enforcement of parking bylaw suspended
Public Works	<ul style="list-style-type: none"> • Travel by vehicle restricted to one individual • Lunchroom access limited
Recreation	<ul style="list-style-type: none"> • Rec Office closed, online programming only • Disc Golf, Bike Park and fields open (never closed) • Tennis and basketball courts opened May 8th by SD45 under enhanced protocols

Phase 2 (May 19th)	
Site	Status
Docks, beaches, parks, and trails	<ul style="list-style-type: none"> • Snug Cove Wharf open • Beaches, parks, and trails remain open: signage re physical distancing in place
Fire Department	<ul style="list-style-type: none"> • Access to firehalls permitted under enhanced protocols • Limited training and practices under enhanced protocols
Library	<ul style="list-style-type: none"> • Increased online services • Increased pick up services • Potential limited opening of Library for public computer use only, under enhanced protocols • No use of volunteers
Municipal Hall: Admin, Finance, Planning, Bylaw	<ul style="list-style-type: none"> • Council meetings online, committee meetings online and by Council referral only, public hearings online, open houses online • Municipal Hall open to the public by appointment only, under enhanced protocols • Remote work for approximately 50% of FTE across departments • Resumption of bylaw parking enforcement
Public Works	<ul style="list-style-type: none"> • Travel by vehicle restricted to one individual • Lunchroom access limited
Recreation	<ul style="list-style-type: none"> • Online programming • Events altered to adhere to public health orders (Canada Day, etc.) • In person programming under enhanced protocols (outside only)

Phase 3 (June-Sept, if transmission remains low or in decline.)	
BIM will re-evaluate the plan for this phase as the situation evolves	
Site	Status
Docks, beaches, parks, and trails	<ul style="list-style-type: none"> • All facilities remain open - signage re physical distancing in place
Fire Department	<ul style="list-style-type: none"> • Access to firehalls permitted under enhanced protocols • Limited training and practices under enhanced protocols
Library	<ul style="list-style-type: none"> • Limited opening of Library to the public under enhanced protocols, potentially using a closed collection framework • No use of volunteers
Municipal Hall: Admin, Finance, Planning, Bylaw	<ul style="list-style-type: none"> • Potential reinstatement of in-person Council and committee meetings, open houses, and public hearings (September) • Municipal Hall open to the public on a limited basis, under enhanced protocols

BOWEN ISLAND Municipality

	<ul style="list-style-type: none"> • Remote work for approximately 20% of FTE across departments
Public Works	<ul style="list-style-type: none"> • Travel by vehicle restricted to one individual • Lunchroom access limited
Recreation	<ul style="list-style-type: none"> • Kids summer day camps take place under enhanced protocols • Facilities open under enhanced protocols • Indoor programming may take place on a limited basis, under enhanced protocols

Phase 4 (TBD, dependant on vaccine, immunity and/ or treatment)

Phase 4 will be further developed during phases 2 and 3

Municipal Hall: Admin, Finance, Planning, Bylaw	<ul style="list-style-type: none"> • Resume in-person Council and committee meetings, open houses, and public hearings • Municipal Hall open to the public • 0% of staff working remotely
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Various controls (see hierarchy of controls) to reduce risk are in place across the organization, including but not limited to:

Elimination: physically remove the hazard (most effective)

- Sick staff stay home
- Avoid unnecessary business travel
- Maintain physical distancing

Engineering controls: separate the workers from the hazard

- High ventilation, air filtration/ purification
- Barriers between individuals
- Virtual meetings

Administrative controls: change the way work is performed

- Work from home, sick policies
- Reducing number of staff on a shift
- Keeping staff further apart
- Staggering schedules (arrival, departure, shift change)
- Quarantine of materials
- Hygiene and disinfecting protocols

PPE: protecting workers (least effective)

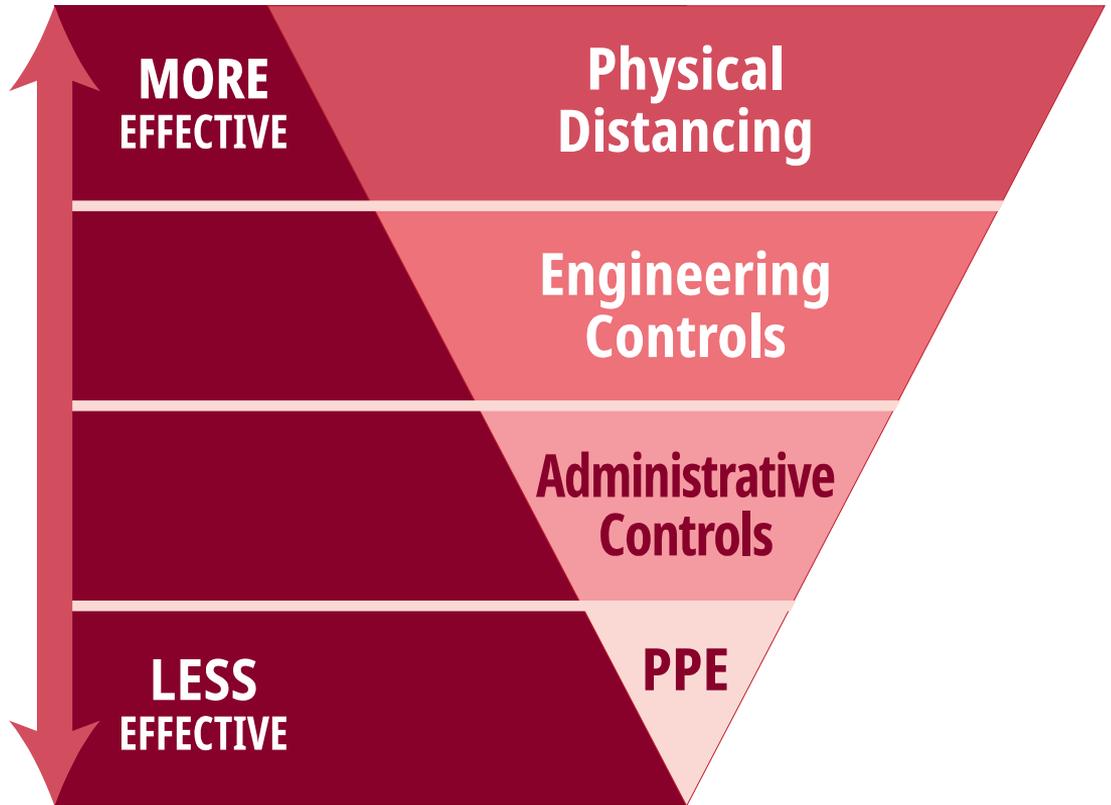
- Gloves, non-medical masks are available for staff who wish to use them
- PPE requires proper and continuous use (or reduced effectiveness and enhanced risk)

Additional Resources: [WorkSafeBC](#), [BC's RESTART PLAN: Next steps to move BC through the pandemic](#) and the [BC COVID-19 Go-Forward Management Strategy](#).

Hierarchy of Controls For COVID-19

The hierarchy of controls is a framework for reducing transmission hazards. The most effective controls are at the top of the pyramid.

Source: Koehler, K, Rule A. Can a mask protect me? Putting homemade masks in the hierarchy of controls. [Internet] 2020 April 2. Johns Hopkins Education and Research Center for Occupational Safety and Health.



How we'll keep transmission low

WHAT THE NEW NORMAL MEANS FOR YOU

BC's progress in the fight against COVID-19 is a direct result of the sacrifices and decisions we have all made. To continue to protect seniors and at-risk people, and ensure our health care system can respond to this dangerous virus we all have to keep doing our part – at home, in the community and at work.

- Stay at home and keep a safe distance from family when you have cold or flu symptoms, including coughing, sneezing, runny nose, sore throat and fatigue.
- No handshaking or hugs outside of your household.
- Practice good hygiene, e.g., regular hand washing, avoiding touching your face, covering coughs and sneezes, disinfect frequently touched surfaces.
- Keep physical distancing, as much as possible, when in the community; and where not possible, consider using a non-medical mask or face covering.

And in personal settings, when you're seeing friends and family who don't live with you:

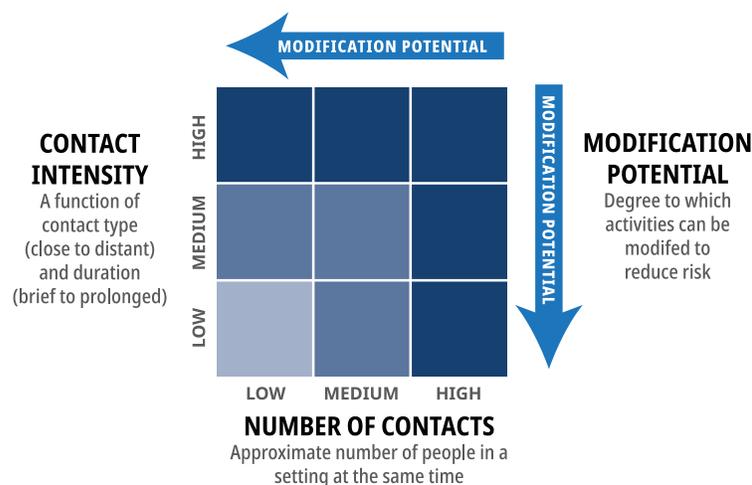
- Only get together in small groups of around 2–6 people and keep a physical distance.
- Stay home and away from others if you have cold or flu symptoms.

If you are at greater risk (over the age of 60 or with underlying medical conditions), be informed of your risk, think through your risk tolerance and take extra precautions.

WHAT THE NEW NORMAL MEANS FOR EMPLOYERS AND PUBLIC INSTITUTIONS

The risk of transmission at busy workplaces and other institutions is a direct function of two variables: the number of contacts (the number of people present at the same time) and the contact intensity (the type of contact – i.e., close or distant, and the length of contact – i.e., brief or prolonged). These are factors we can rate as low, medium and high risks.

FIGURE 6: Reducing transmission



Based on these factors, steps can be taken to reduce the risk, including:

- Physical distancing measures – measures to reduce the density of people.
- Engineering controls – physical barriers (like plexiglass at checkouts), or increased ventilation.
- Administrative controls – clear rules and guidelines.
- Personal protective equipment – e.g. use of non-medical masks.

These modifications and controls, combined with the following measures, can reduce the risk of transmission.

- Create clear workplace policies that ensure people with cold or flu symptoms do not come to work.
- Implement sick day policies that allow people to be off or work safely from home when they are ill or have symptoms of a cold or flu.
- Provide work from home options, when possible, to reduce contact intensity. When it's not an option, consider measures such as staggered shifts and virtual meetings as much as possible.
- Implement strategies that reduce the number and intensity of contacts – from greater use of non-medical masks to more checkouts and increased shopping hours.
- Clean “high-touch” areas in workplaces and retail outlets frequently and provide hand sanitizer at entrances.
- Focus on higher-risk employees including those 60+ and those with underlying medical conditions – from more flexible hours, to work from home options and workspace accommodation.

Additional measures specific to various organizational settings are being developed. More will be created as various sectors are engaged and industry or sector wide norms are adopted and required.

For employers and retailers seeking detailed information, please refer to the BC COVID-19 Go-Forward Management Strategy and Checklist, as well as resources at [WorkSafeBC.com](http://www.WorkSafeBC.com).