



<b>SUBJECT:</b> Safe Work Procedure – Pandemic Response	<b>SECTION:</b> Human Resources
<b>Issued by:</b> Head of Human Resources	
<b>Date Issued:</b> May 13, 2020	_____ CAO signature

## PURPOSE

This Operating Procedure is to provide guidance to employees on how to minimize risks during the Return to Work directive while the province is still in a State of Emergency response to the COVID-19 pandemic. The District of Sooke (District) will continue to take direction on initiatives from the Province of BC and at the direction of the Provincial Health Officer.

## HAZARDS

During the pandemic response scenario, there is a risk of transmission whenever people come into contact with one another, share close physical space, and touch common surfaces. Pandemic-related hazards include:

1. **Physical:** touching surfaces that are potentially contaminated with virus particles
2. **Biological:** inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace with easily transmissible viral particles
3. **Chemical:** exposure to disinfectants/nitrile or latex gloves/environmental sensitivities
4. **Psycho-social:** mental distress/anxiety

## EQUIPMENT AND MATERIAL

Type	Criteria/Recommendation
Disposable Antiseptic or Disinfectant Wipes	70% alcohol or more
Hand Sanitizer or Hand Rub	Alcohol-based hand rub (ABHR) approved by Health Canada or the Province of BC
Microfiber Cloth	n/a
Cleaning solution specific for computer screens	70% isopropyl alcohol / 30% water solution
Tissues	n/a
Disposable Gloves*	Latex or nitrile based

\*for cleaning purposes only and not as PPE

## PERSONAL PROTECTIVE EQUIPMENT (PPE)\* – not mandatory

Type	Criteria/Recommendation
Facial Masks (disposable or washable)	N95 (paper) or cotton cloth material (hand-sewn)
Disposable Gloves**	Latex or nitrile based

\*Emergency responders are to adhere to PPE requirements as specified by BCEHS


\*\*only for those that require them for particular work duties


## PROCEDURES

The Operating Procedure ensures that proper steps take place before, during, and after an employee's shift during a pandemic response. Procedures include requirements for orientation and screening prior to working, actions while at work (hygiene, physical distancing, cleaning, and monitoring) and follow up after work has concluded each day.

MITIGATION STEP	TASK INSTRUCTIONS <i>Define how each step is to be performed safely, ensuring all hazards are addressed.</i>
<b>SELF-MONITORING</b>	<p><b>Before entering into a workplace or vehicle, and throughout the day,</b> employees should self-monitor for symptoms associated with COVID-19 by using the BC Health COVID-19 Symptom Self-Assessment Tool located here: <a href="https://bc.thrive.health/">https://bc.thrive.health/</a> and answer the prompted questions, which include:</p> <ol style="list-style-type: none"> <li>1. Are you experiencing symptoms consistent with COVID-19 (refer to the link above for the most up to date list of symptoms)?</li> <li>2. In the past fourteen (14) days have you been outside of Canada or BC?</li> <li>3. In the past fourteen (14) days have you been in close contact with anyone who is symptomatic or has been diagnosed with COVID-19?</li> </ol> <p>If you answer 'yes' to any of the above questions, employees <b>must</b> stay home or if at work, go home immediately and contact their manager for advice.</p> <p><i>(Note: As symptoms and information on the pandemic change, other questions may arise in the survey. Follow the advice provided after the survey has concluded and if advised to stay home, notify your manager immediately.)</i></p>
<b>PHYSICAL DISTANCING*</b>	<p><b>During all activities,</b> maintain physical distancing from others, including co-workers and members of the public by:</p> <ol style="list-style-type: none"> <li>1. Remaining two (2)-metres or six (6)-feet apart; and</li> <li>2. Not engaging in any physical contact, such as handshaking.</li> </ol>
<b>PERSONAL HYGIENE</b>	<p><b><u>Handwashing</u></b> Employees should either:</p> <ol style="list-style-type: none"> <li>a) Wash your hands often with soap and water <b>for at least 20 seconds;</b> OR</li> <li>b) If soap and water are not available, alcohol-based hand sanitizer or rubs (ABHR) can be used to clean hands.</li> </ol> <p><b><u>Respiratory</u></b> Employees should either:</p> <ol style="list-style-type: none"> <li>a) Turn their head away from others and cover their mouths with a sleeve (i.e. cough into elbow); OR</li> <li>b) Use a tissue when coughing or sneezing, and immediately after, discard tissue(s) into a garbage receptacle and wash hands</li> </ol>

*\*While Fire fighters are required to maintain physical distancing wherever possible, it is recognized that the nature of their job does not always allow for it.*

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<p><b>CLEANING/ DISINFECTING</b></p> <p><b>Note:</b> It is important to make the distinction between cleaning and disinfecting:</p> <p><b>Cleaning</b> refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.</p> <p><b>Disinfecting</b> refers to using chemicals, for example, Health Canada-registered disinfectants, to kill germs on surfaces.</p> <p><b>Deep Cleaning</b> By disinfecting (kill germs) on a surface <i>after</i> cleaning (removal of germs), it can further lower the risk of spreading infection.</p>	<p><b><u>Workspaces and Equipment</u></b></p> <p>Employees should follow these steps at least twice daily, including end of day, or more often when visibly soiled throughout the day:</p> <ol style="list-style-type: none"> <li>1. Wash your hands and then using hand sanitizer, disinfect your hands (and put on gloves if you choose to).</li> <li>2. If surfaces are visibly dirty, they should be cleaned using a detergent or soap and water prior to disinfection (aka “deep clean”).</li> <li>3. Use a disposable antiseptic wipe to disinfect <b>hard non-porous</b> surfaces by wiping the surfaces. These include, but are not limited to: <ul style="list-style-type: none"> <li>• keyboard, mouse</li> <li>• phone, headset</li> <li>• desktop surfaces</li> <li>• chair seats and armrests</li> <li>• cabinet door, drawers</li> <li>• doorknobs, handles</li> <li>• light switches</li> <li>• photocopiers, cash registers and other shared equipment or surfaces</li> </ul> </li> <li>4. Carefully dispose of the wipe into a garbage receptacle immediately after use (and remove gloves and dispose of also if you have chosen to wear them).</li> <li>5. Wash your hands with soap and water or an alcohol-based hand sanitizer.</li> </ol> <div data-bbox="581 1039 1356 1575">  </div> <p><b><u>Soft (Porous) Surfaces</u></b></p> <ol style="list-style-type: none"> <li>1. For soft (porous) surfaces such as carpeted floor, fabric chairs, and drapes, remove visible contamination when present and clean with appropriate cleaners appropriate for use for the particular material of which it is made.</li> <li>2. After cleaning, dispose of items (such as cleaning cloth) as appropriate in accordance with the manufacturer’s instructions.</li> </ol> <p><b><u>Note:</u></b> Never use a soiled or dirty cloth to clean any surface.</p>

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<b>CLEANING/ DISINFECTING (Continued)</b>	<p><b><u>Vehicles</u></b>  Disinfect high-touch areas every time you enter and leave a commonly shared municipal owned vehicle using these steps, (remembering to wear gloves if you choose to following Step 1):</p> <ol style="list-style-type: none"> <li>1. Using hand sanitizer, disinfect your hands.</li> <li>2. Using a disposable disinfectant wipe open the vehicle door.</li> <li>3. Using the same disposable disinfectant wipe, clean the following non-porous surfaces: <ul style="list-style-type: none"> <li>• Steering wheel</li> <li>• Seatbelt clasp</li> <li>• Door handles</li> <li>• Visor</li> <li>• Switches and knobs</li> <li>• Seat base and back</li> <li>• Other areas that are commonly touched</li> </ul> </li> <li>4. Carefully dispose of the wipe immediately after use (and remove gloves and dispose of also, if you have chosen to wear them).</li> <li>5. Clean your hands with hand sanitizer.</li> </ol> <div data-bbox="558 919 1364 1470">  </div> <p><b><u>Electronic Screens</u></b>  This process is for cell phone screens, tablets, touch screens, computer and TV monitors and other sensitive electronic products:</p> <ol style="list-style-type: none"> <li>1. Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol / 30% water. The cloth should be damp, but not dripping wet.</li> <li>2. Wipe down monitor or computer screen.</li> <li>3. Dry surfaces thoroughly to avoid streaking or pooling of liquids.</li> </ol>

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	<p><u>Notes:</u></p> <ol style="list-style-type: none"> <li>1. Using any material other than a microfiber cloth could cause damage to the product.</li> <li>2. Avoid using any of the following chemicals or products containing these chemicals: <ul style="list-style-type: none"> <li>• Any chlorine-based cleaner, such as bleach</li> <li>• Peroxides (including hydrogen peroxide)</li> <li>• Solvents such as; acetone, paint thinner, benzene, methylene chloride or toluene</li> <li>• Ammonia (i.e. Windex)</li> <li>• Ethyl alcohol</li> </ul> </li> </ol>
<b>SIGNAGE</b>	<p>Each morning front-end employees will set out or ensure the following signage is in place:</p> <ol style="list-style-type: none"> <li>a) Post clear signs outside the main doors indicating distancing requirements.</li> </ol>
<b>BUSINESS MEETING PROTOCOLS</b>	<p>Employees should conduct business virtually as much as possible (i.e. conference calls, video conferences, email, telephone) with customers/clients and co-workers.</p> <ol style="list-style-type: none"> <li>1. Besides customers, limit business-related visitors to essential services only. This may include tradespeople, pest control or compliance officers. Schedule visits to eliminate people gathering in reception areas.</li> <li>2. When booking appointments, employees are encouraged to remind customers to reschedule if they become sick or are placed on self-isolation.</li> </ol>
<b>STRESS, ANXIETY AND MENTAL HEALTH AWARENESS</b>	<p>Anyone who feels they are experiencing negative mental health implications should seek assistance as soon as possible:</p> <ol style="list-style-type: none"> <li>a) Review the <a href="#">COVID-19 materials</a> from the District's employed health assistance providers under the Resources section in SharePoint: AND/OR</li> <li>b) Contact the Employee Assistance Program (EFAP) hotline at 1-800-663-1142 AND/OR</li> <li>c) Contact the Head of Human Resources for more information or assistance.</li> </ol>
<b>DOCUMENT HANDLING</b>	<ol style="list-style-type: none"> <li>1. Wash or disinfect their hands before and after contact.</li> <li>2. Gloves can be used at the employee's discretion. Gloves should be properly disposed of and hands washed or sanitized after removing gloves.</li> </ol>
<b>PPE* (not required)</b>	<p><b><u>Facial Masks</u></b></p> <p>Since, facial masks are <u>not</u> mandatory, if an employee chooses to wear one, they are responsible for proper disposal or frequent cleaning of them, dependent on which type they choose to utilize. Information for the care and <a href="#">disposal of facial masks</a> can be found on the BC Centre for Disease Control website.</p>

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<b>PPE (continued)</b>	<p>a) Fabric masks should be laundered after each day and dried on the highest temperature setting possible. They must be thoroughly dried before re-use.</p> <p>b) Paper masks should be disposed of after each day of use in accordance to the link above.</p> <p><b><u>Disposable Gloves</u></b></p> <p>These are not required unless an employee is conducting first aid or carrying out duties that regularly require the use of them. Gloves are not to be used as replacement for proper and frequent hand hygiene. Wearing gloves may actually help spread the coronavirus as workers may unintentionally touch something or someone contaminated with the coronavirus with their gloved hand.</p>

*\* Emergency responders are required to wear PPE in accordance with risk of task and as specified by BCEHS. If a staff member is required to wear a protective mask (N95 or greater), they must be fit tested in accordance with WorkSafeBC and tested annually in accordance with Occupational Health and Safety Regulation 8.4(2.1)*

### **Important Information:**

The employee assumes responsibility and risk of infection if they do not follow the guidelines provided in this document.

Procedure Number:	OP-022
Procedure Owner:	Head of Human Resources
Endorsed by:	Leadership Team
Final Approval:	Chief Administrative Officer
Date Approved:	May 13, 2020
Review Date:	At the discretion of the CAO during the COVID-19 pandemic, and as advice from the Provincial, National and World Health Organizations becomes available.
Revision Date:	
Amendments:	
Related Policies, Procedures, Schedules:	<ul style="list-style-type: none"> <li>• Work from Home Policy AD-007</li> <li>• Return to Work Policy AD-009</li> </ul>

### **Contact Person:**

Contact Person: Constance MacDonald  
 Position: Head of Human Resources  
 Phone: 250-642-1632  
 Email: [cmacdonald@sooke.ca](mailto:cmacdonald@sooke.ca)