



SQUAMISH

BRENNAN PARK
COVID-19 Safe Work Guidelines

Brennan Park COVID-19 Safe Work Guidelines

During the COVID-19 pandemic, some staff will be working on-site in Brennan Park to maintain community services.

REMINDER:

The provincial health officer and the BC Centre for Disease Control (BC CDC) have issued the following guidance around self-isolation:

- anyone with symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing, must self-isolate at home for a minimum of 10 days
- anyone under the direction of the provincial health officer to self-isolate must follow those instructions
- anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, is to self-isolate for 14 days and monitor for symptoms
- If you start to feel unwell while at work, isolate yourself and report it to your supervisor immediately

Maintaining a safe work environment:

In order to ensure a safe work environment and to foster a culture of compliance to health and safety protocols, we must have 200% accountability: you are not simply responsible to follow safe practices yourself (the first 100%). You are also responsible to ensure everyone around you does as well (the second 100%). When anyone sees anyone violate safe practices, you are to remind them of proper protocol with a polite "Please."

For example, "Please keep a 2 metre gap between us."

There is only one permissible response: an immediate "Thank you" followed by compliance.

6-Step Safety Plan

STEP 1: Assess the risks at your workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Involve workers when assessing your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- We have involved frontline workers, supervisors, and the joint health and safety committee (for worker health and safety representatives, if applicable).
- We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- 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).
- We have identified the tools, machinery, and equipment that workers share while working.
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.
- Recreation Services has assessed and identified the risks involved with the spread of Covid-19 in our workplace.
- Representatives from management, facilities, bookings, programs and aquatics have been involved in the workplace assessments. The necessary actions have been taken to ensure workers are aware of the recommended guidelines regarding physical distancing and proper sanitization.

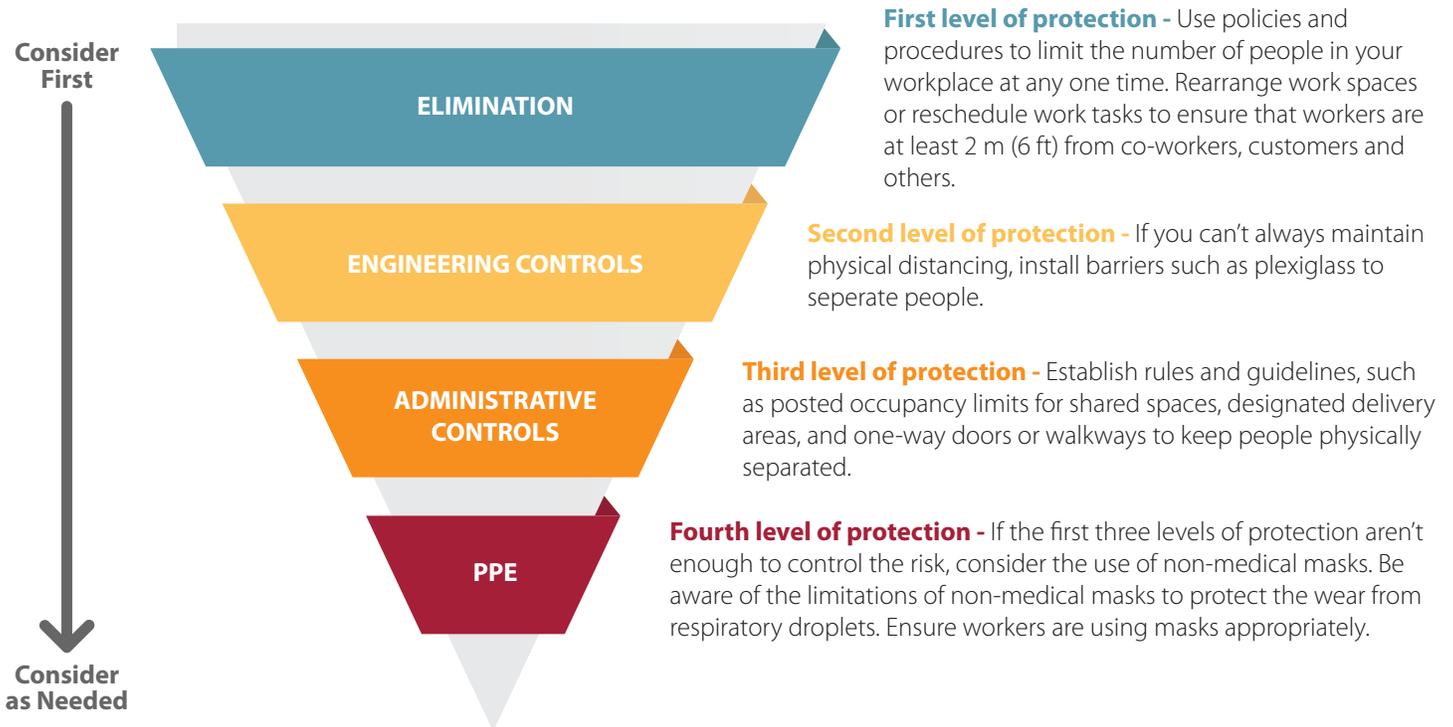
STEP 2: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- Review industry-specific protocols on [worksafebc.com](https://www.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.
- Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
- Orders, guidance, and notices issued by the provincial health officer and relevant to your industry.
- Your health and safety association or other professional or industry associations.
- BC's Restart Plan.
- BC's COVID-19 Go Forward Strategy.
- BCRPA's Recreation & Parks Sector Guideline for Restarting Operations.
- WorkSafe BC Guidelines.

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 not complete control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

- We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gathering of greater than 50 people refers to "one-time or episodic events" (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, 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 square 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.]
- In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- We have implemented measures to keep workers and other at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.
- Staff and patrons practicing social/physical distancings of 2 metres.
- Greeter staff positioned at entrances to facilitate controlled and limited public access to the facility as well as ask preliminary questions, including COVID-19 symptoms and travel.

- Physical distancing signage and markings installed.
- Hours of public access to the Centre will be reduced.
- Only additional staff necessary for expanded operations such as front counter services or programming will be authorized to return to work at the facilities. Individuals working remotely needing periodic access to the facility will check in with a supervisor before planning to enter the facility.
- Small work “pods” or that work together exclusively will be created to minimize the number of interactions.
- Maximum capacity is posted for shared facilities.
 - Bathrooms (max of 1)
 - Lunchroom (max of 2 in Aquatics lunch room)
 - Lunchroom Garibaldi lunch room (max 4)
 - Copier room (max of 1)
 - Dry slab (Max 50 per side when divided)
 - All offices that contain multiple workstations will be limited to 1 employee per office unless the office space is large enough to ensure excess amount of space for physical distancing or physical barriers have been established. Signage will be posted at each room.
- Pinch point areas will be marked “No Stopping” to ensure safe physical distancing in all areas.
- Use of break rooms is now restricted to the storing/retrieving of personal items, using the appliances or to access water & hot drinks.
- Staff and patron meetings will continue in online or telephone form wherever possible.
- Delivery personnel/suppliers should contact Facilities staff directly via telephone upon arrival to deliver or stage goods at a delivery location designated by Facilities staff.

Second level protection (engineering): Barriers and partitions

- We have installed barriers where workers can’t keep physically distant from co-workers, customers, or others.
- We have included barrier cleaning to our protocols.
- We have installed the barriers so they don’t introduce other risks to worker (e.g. barriers installed inside a vehicle don’t affect the safe operation of the vehicle).
- Plexiglas installed at front counter between staff and customers. . Ensure the barriers cover all areas where the customer is expected to move around while interacting with the cashier.
- Stanchions in place separating exit/entrance traffic.

Third level protection (administrative): Rules and guidelines

- We have identified rules and guidelines for how workers should conduct themselves.
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.
- Directional traffic will be established with marking tape in the hallways, lobbies, entrance and exit areas.
- Office, break room and storage room doors to be left open (and staff entrance door, weather permitting) to improve air flow and reduce contact with door fixtures.
- Communication to the public to outline facility rules and to reinforce online registration option in order to reduce public foot traffic.

Fourth level protection (PPE): Using masks (optional measure in addition to other control measures)

- We have reviewed the information on selecting and using masks and instructions on how to use masks.
- 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.
- We have trained workers in the proper use of masks.
- Employees providing face-to-face services at the front counter will have access to re-usable non-medical masks and gloves if they wish to use them.
- Instructions for proper mask usage will be made available: <https://www.worksafefbc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-how-to-use-mask?lang=en>

Reduce the risk of surface transmission through effective cleaning and hygiene practices

- We have reviewed the information on cleaning and disinfecting surfaces.
- Our workplace has enough handwashing facilities on site for all of our workers. Handwashing locations are visible and easily accessed.
- 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 to reduce the spread of the virus. [Handwashing and Cover Coughs and Sneezes posters are available on [worksafefbc.com](https://www.worksafefbc.com)]
- 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).
- Workers who are cleaning have adequate training and materials.
- We have removed unnecessary tools and equipment to simplify the cleaning process - e.g., coffee makers and shared utensils and plates.
- Increased sanitization, especially high contact areas, shared equipment or workstations.
- Public sanitization stations are available.
- Sanitizer available at every workstation.
- Place alcohol-based hand sanitizer near pay stations.
- Some customers will need to pay with cash. For customers using credit cards and loyalty cards, have the customers scan or tap their cards and handle the card readers themselves where possible. Establish hygiene practices that include washing or sanitizing hands after handling cash or cards handled by the public.
- Handwashing signage
- Remove non-essential items (magazines, newspapers, toys) from common areas to facilitate cleaning.
- Control use of equipment to one group of users at a time and clean and disinfect between use.
- Do not allow sharing of items that are difficult to clean, sanitize, or disinfect or that are meant to come in contact with the face.
- Each worker should have their own equipment needed for each shift (e.g., radio, first aid fanny packs).
- Wash hands regularly for a minimum of 20 seconds with soap & water, including upon arriving for work, before and after breaks, after handling cash or other materials, and before and after handling common tools and equipment.
- When no running water is available, use hand sanitizer frequently.
- Create and follow a schedule that will allow for enhanced cleaning.
- Sneeze or cough into your sleeve or a tissue and dispose of it right away. Wash hands with soap and water for at least 20 seconds or clean alcohol-based hand sanitizer.
- Avoid touching your face with unwashed or gloved hands

STEP 3: Develop policies

Develop the necessary policies to manage your workplace, include policies around who can be at the workplace, how to address illness that arise at the workplace and how workers can be kept safe in adjusted working conditions.

Our workplaces policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- 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.
- Anyone directed by Public Health to self-isolate.
- 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.
- Visitors are prohibited or limited in the workplace.
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
- We have a working alone policy in place (if needed).
- We have a work from home policy in place (if needed).
- 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.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands, 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.
- Clean and disinfect any surfaces that the ill worker has come in contact with.
- Policies have been communicated to all District of Squamish employees that outline good hygiene and effective hand-washing practices. Our employees will have access to updated Covid-19 safe work procedures, including an "Employee Sick Policy."
- Current emergency evacuation procedures and mustering arrangements support physical distancing requirements, i.e. muster point in auditorium or outdoor muster point at skate park.
- Follow OFAA protocols during the COVID-19 pandemic guideline for first-aid.
<https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocolscovid-19-pandemic?lang=en>

STEP 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home while sick.
- 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](https://www.worksafebc.com).]
- We have posted signage at the main entrances indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
- Policies have been communicated to all District of Squamish employees that outline good hygiene and effective hand-washing practices. Our employees will have access to updated Covid-19 safe work procedures, including an "Employee Sick Policy."
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STEP 5: Monitor your workplace and update your plans as necessary

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Workers know who to go to with health and safety concerns.
- When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).
- Recreation Services staff are constantly observing and adapting our policies and procedures when necessary. Representatives for the District of Squamish Joint Occupational Health and Safety committee meet once a month and are involved in resolving safety issues and monitoring risks in their departments.

STEP 6: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting the business.

- We have a training plan for new staff.
- We have a training plan for staff taking on new roles or responsibilities.
- We have a training plan around changes to our business, such as new equipment, processes, or products.
- We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- We have identified a safe process for clearing systems and lines of product that have been out of use.



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