



Workplace Risk Assessment

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 and 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.

What areas may have risks, either through close proximity or through contaminated surfaces? The closer together workers are and the longer they are close to each other, the greater the risk.

Checklist

- We have involved frontline workers, supervisors, and the joint health and safety committee
Yes – Minutes of regular meetings held are available upon request
- We have identified areas where people gather, such as break rooms, production lines, and meeting rooms
Yes – see Appendix 1
- We have identified job tasks and processes where workers are close to one another or members of the public
Yes – see Appendix 2
- We have identified the tools, machinery, and equipment that workers share while working
Yes – see Appendix 3
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches
Yes – see Appendix 4

Offices: Protocols for returning to operation

COVID-19 Safety Plan

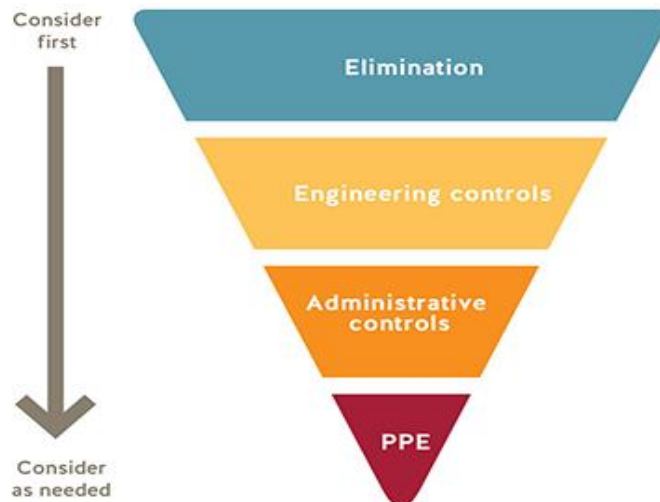
The District of Chetwynd is required to develop a COVID-19 Safety Plan that outlines the policies, guidelines, and procedures it has put in place to reduce the risk of COVID-19 transmission. This plan follows the six steps outlined on COVID-19 and returning to safe operation and was developed in consultation with frontline workers, Joint Health and Safety Committees, and supervisors in identifying protocols for their workplace.

In accordance with the order of the Provincial Health Officer, this plan **must be posted** at the worksite.

In developing this COVID-19 Safety Plan protocols have been identified that everyone at the workplace must follow to keep workers safe.

Selecting protocols

Different protocols offer different protection. Wherever possible, the District of Chetwynd will use the protocols that offer the highest level of protection and add additional protocols as required.



First level protection (elimination):

- Meetings between staff members or staff and members of the public are to be held on the telephone or online, unless the meeting is attended by so few people that physical distancing sufficiently separates participants.
- Customers have been requested to conduct business online or via email or telephone wherever possible.

- Signs have been posted advising no one who is feeling ill, has recently returned from out of the country or who has been exposed to COVID-19 may enter the building.
- Council Meetings are to be held via electronic means as per Ministerial Order No. M192 unless physical distancing can be maintained in the meeting room.
- Arrangements for deliveries will be made ahead of time with specific directions for pickup or deliveries, using contactless methods where possible.

Responsibilities

Employers, Council members, employees, contractors, and other people who attend at the workplace.

Second level protection (engineering controls):

Lexan barriers have been erected at the front counter to separate employees from members of the public. A hydraulic lift work station has been installed where the counter is the widest to enable employees to help customers with a 5 foot distance between them and a Lexan barrier separating them. Hand wash stations have been installed at the front entry and on both floors of the building.

Responsibilities

Employer is responsible to maintain the barriers and keep hand sanitizer stocked; employees are responsible to ensure they utilize the barrier and wash their hands.

Third level protection (administrative controls):

- Enhanced cleaning protocols have been established; eg, employees must clean desks, telephones, pens, computer keyboards, countertops, POS debit machine, photocopier contact points etc. after use. The public washrooms will be cleaned during office hours of operation as well as after closing.
- Employees must bring their own food and drink and not share coffee from a communal pot or share food, etc.
- Workers will keep at a safe physical distance from one another in the office, limiting the number of people in the workplace at any one time, and implementing protocols to keep workers at least 2 metres from other workers, contractors, and members of the public.
- Physical distancing has been utilized throughout office operations, with desks and chairs moved to 2 meters (6 feet) apart and from communal pathways.
- Staff will use the side entry and keep 2 meters (6 feet) away from each other when exiting and entering.
- Members of the public will enter and leave from the front entry where signage is posted prohibiting people from entering who feel ill, have recently returned from another country or who have been exposed to COVID-19 and requiring people who

do enter to wash their hands and utilize cough/sneeze etiquette; stickers have been placed on the floor to safely guide the flow of traffic. Nearby staff members will remind them of the need to physically distance as necessary.

- A public education campaign has been initiated to remind people to conduct municipal business (eg, pay bills, ask questions and claim homeowner grants) online wherever possible.
- Employees have been advised:
 - Workers must use cough/sneeze etiquette of coughing/sneezing into their sleeve, then washing their hands. Any tissue used for sneezing, coughing or blowing one's nose into must be disposed of properly and the worker must wash their hands afterward.
 - If workers become sick at work, they must advise their supervisor and go home.
 - Any workers who has COVID-19 symptoms, such as cough, sneezing, fever, chills, shortness of breath, sore throat, stuffy or runny nose, muscle aches, headaches, loss of sense of smell, fatigue or loss of appetite must stay home and request sick leave or work from home. Workers are required to self-isolate at home for a minimum of 10 days and longer if he/she is still symptomatic. Workers may only return to work if he/she is asymptomatic.
 - If workers are sick for any other reason, stay home; Human Resources will contact the worker and through a questionnaire with him/her.
- Workers who do not require attendance at the office have been offered remote access, with work alone policies in place.
- Signage has been posted with occupancy limits for Council Chambers, the Committee Room and the Staff break room.

Fourth level protection (PPE): If the first three levels of protection aren't enough to control the risk in any given situation, District of Chetwynd employees will utilize non-medical masks appropriately while being aware of the limitation of non-medical masks to protect the wearer from respiratory droplets. Hand sanitizer will be available and its use encouraged upon entry to and exit from the building.

Appendix 1

Potential gathering points in District of Chetwynd Office:

- Lobby (members of the public)
- Staff entrance
- Staff breakroom
- Committee Room
- Council Chambers

Appendix 2

Job tasks and processes where workers are close to one another or members of the public:

- Front counter (employees serving members of the public)
- Meetings
- Staff break room
- Entering/leaving the building
- Distributing internal mail to coworkers
- Deliveries
- Training

Appendix 3

Tools, machinery, and equipment that workers share while working:

- Computer and POS debit machine at the front counter
- Pens at the front counter
- Photocopiers on first and second floors of the building

Appendix 4

Surfaces that people touch often, such as doorknobs, elevator buttons, and light switches:

- Counters, table, microwave, fridge, cabinet pulls and faucet in staff room
- Door pulls
- Elevator buttons
- Some light switches (many are automatic)
- Photocopier screens
- Cabinet and drawer pulls in supply room
- Postage meter
- POS debit machine

- Staplers in supply room
- Paper shredders in supply room and on second floor