



2020 COVID-19 PARKS Safe Operating Plan

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 1. Common Service Areas
- We have identified job tasks and processes where workers are close to one another or members of the public
Yes – see 2. and 3. Shared Work Space
- We have identified the tools, machinery, and equipment that workers share while working
Yes – see 3. Shared Work Space
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches
Yes – see 3. Shared Work Space

COVID-19 Safe Operating Plan

The District of Chetwynd is required to develop a COVID-19 Safety Plan that outlines the policies, guidelines, and procedures they have 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. Employers must involve 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.

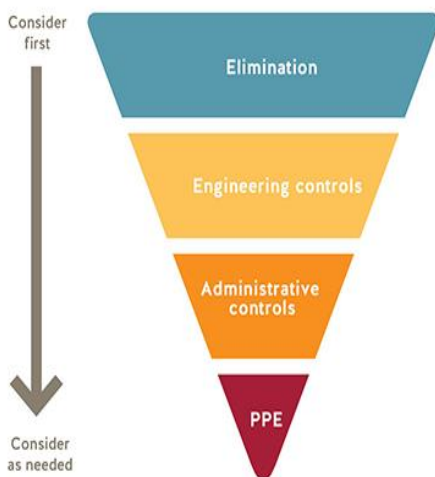
Understanding the risk

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

- The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
- The risk of surface transmission is increased when many people contact same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

Selecting protocols

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): Limit the number of people in our workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft) from co-workers, customers, and members of the public.

The Parks Department isn't able to work from home, but tasks have been scheduled so that employees are working at the job site within view of each other but 2 meters or more from each other.

Second level protection (engineering controls): If you can't always maintain physical distancing, install barriers such as plexiglass to separate people.

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Third level protection (administrative controls): Establish rules and guidelines, such as cleaning protocols, instructing workers to not share tools, or implementing one-way doors or walkways.

Parks employees are to use a piece of equipment and then clean equipment when they are done with it so it is sanitized before the next employee uses it. Vehicles are sanitized after use (doors, door handle, steering wheel, gear shift, indicator, console) so they are sanitized before the next employee uses them. Planning meetings take place outside with 2 meters or move between employees. When training on a computer, physical distancing is utilized and if another person is coming toward the same doorway, one employee must wait until the other employee has entered or exited, leaving 2 meters between them. All contact points (light switches, door knobs, computer keyboards, pens, equipment) are to be sanitized regularly.

Fourth level protection (PPE): If the first three levels of protection aren't enough to control the risk, consider the use of non-medical masks. Be aware of the limitation of non-medical masks to protect the wearer from respiratory droplets. Ensure workers are using masks appropriately.

1. Common service areas include:

OUTDOOR

- Parks and open green spaces
- Trails
- Park amenities including: skateboard parks, bike parks
- Playgrounds and outdoor gym equipment
- Sports courts (e.g. basketball, racket)
- Sports fields
- Track facilities
- Spray parks
- Picnic tables and shelters
- Washrooms
- Camp-grounds / RV site / Sani-dump
- Picnic shelters
- Cemeteries

Other areas where employees gather, such as break rooms, production lines and meeting rooms:

- Parks staff room
- Parks equipment staging area (equipment storage)
- When training
- When having planning/safety meetings

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2. SHARED WORK SPACE

Job tasks or processes require workers to come into close proximity with one another or members of the public include:

- Boulevards and parks maintenance when members of the public are present
 - Planning meetings
 - Transportation to and from worksites
 - Tasks that involve two or more workers to set up or maneuver a piece of equipment
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- The Parks Manager and / or Supervisor will review and coordinate roles and responsibilities with all employees (including employees who have been away), contractors, suppliers, and staff. Prior to any contractual work the Parks Manager will have pre-meetings to review procedures to ensure contractors are aware of the District of Chetwynd health and safety program requirements, including relevant COVID-19 related protocols and ensuring the contractors are following protocols of their own.
 - Parks Manager will review staffing levels and adjust as needed to ensure cleaning of high-touch areas is being completed regular and enhanced District of Chetwynd employee presence to manage park visitors.
 - Parks Manager will determine the maximum number of people in each area or space to maintain physical distancing requirements.
 - While welcoming visitors to parks and fields, the Parks Department will send out information through regular marketing channels and social media about limitations, rules, limited facilities, and service to manage expectations during partial openings.
 - Signage and information regarding rules and process throughout the facility including park, sport court and general outdoor areas (high volume trails) has been posted.
 - Enhanced measures to maintain the physical distancing requirement have been implemented, including:
 - Control entry and exit points for visitors and workers
 - The flow of people have been managed by implementing one-way walkways or marking off designated walking areas
 - Parks employees work 7 days per week with different shifts to stagger the number of people at the same time in one area.
 - Workers who have been away, or are new to the workplace, are oriented as necessary so that all COVID-19 related procedures are explained and understood.
 - Together the Parks Manager, Supervisor and employees will help identify situations where personal protective equipment (PPE) will be required. The Parks Manager or Supervisor will provide PPE and train workers accordingly. If employees identify a situation where PPE is required or lose their assigned PPE, they will either obtain more PPE from the stockroom before performing the task where it is needed, or speak to their Supervisor or the Parks Manager to have PPE delivered to them.
 - Weekly COVID meeting and monthly safety meetings have been established to regularly review and/or update protocols for workers and to obtain feedback from employees.

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3. SHARED WORK SPACE INDIVIDUALS

Tools, machinery and equipment that people come into contact with in the course of their work:

- Lawn mowers (ride'em and push mowers)
- Weed whackers
- Various small hand tools such as shovels, rakes, hoes, pruning shears, etc
- Vehicles
- Small office equipment while training (computer, pen)

Surfaces that are touched often, such as doorknobs, elevator buttons, light switches, equipment and shared tools include:

- Door knobs to Parks building
- Light switches
- Lawn mowers
- Weed whackers
- Various small hand tools
- Vehicles
- Some office equipment when training

General worker protocols

- Occupancy limits for office space, lunch rooms, vehicles and other common areas have been established and posted to ensure physical distancing can be maintained.
- Limit in-person meetings and other gatherings will be limited and any necessary meetings will be held in larger open spaces.
- Hygiene practices that address the needs of the workplace include the requirement to wash or sanitize hands after coming into contact with public or shared items.
- Cleaning procedures and worker expectations have been posted in all common spaces.
- Employees have been advised that before entering any shared space such as vehicles or offices, wash hands or use hand sanitizer.
- Procedures have been clarified with employees to wipe down or disinfect shared office or other equipment before use.
- Employees have been advised to maintain at least a 2 meter distance from other workers. If the physical distancing requirements cannot be maintained on the worksite, a meeting will be held (utilizing physical distancing) to address solutions and PPE will be used as needed.
- Meetings will be held in open spaces or outside if possible.
- 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.
- Any worker who becomes sick at work must advise their supervisor and go home.
- Any worker 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

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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. Meetings will be held in open spaces or outside if possible.

Vehicles

- Two workers being transported or sharing vehicles at any given time will employ measures to ensure at least 2 meters of distance between workers is maintained.
- Whenever possible, workers will travel alone in their vehicles. Employers must implement all the necessary safeguards related to working alone or in isolation to ensure the safety of these workers.
- Measures that may be taken to ensure at least 2 meters of distance include the following:
 - Have workers sit one to a seat
 - Stagger riders to allow for maximum distance
 - Adjust the number of workers per trip and the overall number of trips needed to transport workers to a worksite
 - If possible, we will use larger vehicles or multiple vehicles
- Tracking which vehicles are used by whom and minimizing changes in teams or vehicle assignments have been implemented. We have created consistency in crews of workers using vehicles together and performing shifts or work tasks together.
- When not possible to ensure 2 meters of distance between workers in a vehicle through these measures, PPE is required including masks and glasses.
- Workers waiting for loading and unloading will maintain physical distancing while remaining safely away from traffic.
- Handwashing facilities or sanitizing equipment is available to workers as they enter and exit the vehicle.
- The high contact surfaces within the vehicle are routinely cleaned and disinfected. These include seatbelts, headrests, door handles, steering wheels, and hand holds.
- Incorporated end-of-shift vehicle wipe downs, included a method for tracking end of shift cleaning and provide workers with appropriate supplies, like soap and water, hand sanitizer, and disinfectant wipes.
- ATV use should be limited to essential use example, in trail maintenance

Public Interface (workers and public)

Staff that are expected to manage / or be working around groups of visitors have been trained in protocols.

- Staff have the support and strategies for dealing with visitors who may be unwilling or are unable to understand the approach to managing visitor volumes. All staff have completed violence risk assessment, policies and procedures, and training and reporting requirements for minimizing the risk of violence to workers.
- Signage has been added to support and determine how crowd limits and spacing will be controlled, and who will be responsible.
- Markers or indicators to ensure spacing:

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- Limit parking
- Space out or limit bike valet or bike racks
- Space out or limit the number of picnic tables, and put signage on table for the maximum number of people per table
- When working amongst members of the public, set up barriers or tape to delineate the worksite and to discourage the public from entering the area.

Park Entry

- Public access is not permitted in parks offices.
- Physical barriers, such as plexi-glass, if the physical distancing requirement cannot be maintained.
- Hand sanitizer will be provided to the public and workers.
- Shared machinery will be sanitized before it is handed to another worker

Farmers Market

- The Provincial Order for Farmers' Market - "Vending Markets – May 28, 2020" can be found at the link: <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-vending-merchandise-at-markets.pdf>
This order removes the prohibition on selling merchandise (i.e. non-food items). However, the order continues to prohibit merchants from providing samples of food or liquor for tasting; prepared food has to be sold in take-out containers; physical distancing is needed; and signage is posted to remind participants about the requirement for physical distancing and hand hygiene.
- In addition, eating at tables is now allowed in a similar manner as in a restaurant/pub – i.e. tables must be 2 metres apart and limited to 6 people who must sit 2 metres apart (unless in the same party).
- A public washroom has been placed at Don Titus Fit Park where the Farmers' Market will be set up for the season; water sanitization and hand washing stations are in place
- The Farmers' Market will be running Fridays 3-6pm located at Carvers Row, May 22 to October 9th weather permitting
- Parking is permitted in a closed off area with focus on stopping and shopping (not lingering).

Facility cleaning

Work activities such as cleaning washrooms, change rooms, garbage and recycling removal (waste management) have protocols in place to limit risk of COVID-19 transmission. This includes training in and supervising of formal cleaning and disinfecting procedures (utilizing WHMIS training and PPE).

- We have identified the specific location of cleaning products along with when and how they will be used. WHMIS training and procedures are complete.
- Hand sanitizing stations at entryway for everyone to use.
- Physical distancing signage has been provided inside at washroom and change room entryways.
- We have limited the number of people inside at any time in the washrooms.

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- Daily cleaning schedules and disinfection protocols for washrooms are in place. Washrooms include Spirit Park, Rotary Park, Ball Park, Community Gardens and Don Titus Fitness Park.

Visitor management

- Emergency plans are in place for crowd control and staff support in events such as:
 - Medical emergencies, including providing first aid to the public (including vulnerable visitors)
 - Sudden over-crowding
 - If a large gathering is reported to Parks Manager and / or Supervisor
- The District will ensure staffing types and levels are adequate to manage aggressive or disgruntled customers. Compliance and enforcement procedures are in place, including reviewing and updating working alone procedures as required. The District will ensure any staff that are expected to manage groups of visitors are trained in protocols.
- Staff have support and strategies in place for dealing with visitors who may be unwilling or are unable to understand the approach to managing visitor volumes. This includes reviewing the violence risk assessment policies and procedures, and training and reporting requirements for minimizing the risk of violence to workers.
- Park spaces are limited to 50 visitors which includes physical distancing measures of 2 meters
- Provide markers or indicators to ensure spacing:
 - Limit parking
 - Space out or limit bike valet or bike racks
 - Space out or limit the number of picnic tables, and put signage on table for the maximum number of people per table
- When working amongst members of the public, we have set up barriers to delineate the worksite and to discourage the public from entering the area.

Sports

- Park spaces are open, including tennis courts and basketball and volleyball courts. Cleaning, disinfecting and storage of publically available sporting equipment and facilities are completed daily.
- COVID-19 related protocols will be developed for sports groups and organizations when they have safe operating plans for all COVID-19 requirements to return to play. Attached in **Appendix A** is the procedures for safe operating plan for the Ball Park this including social distancing and hand sanitization.

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Playgrounds

- Cleaning the playground and permanent picnic areas will be completed regularly with additional support from our environment (rain and sunshine), and inspections will be completed regularly.
- We ask visitors to the playground to wash their hands before and after their visit. Handwashing stations or washrooms with handwashing facilities are in place at each playground.
- Signage is posted to remind all to maintain physical distancing of 2 meters from others while enjoying the playground.
- Drinking fountains will be cleaned regularly and sanitizing wipes are available to clean before and after use.

Trails

- Users of the trails who meet up with others are asked to please make enough room to pass while ensuring physical distancing of 2 meters in between trail users.
- Signage has been placed at the most heavily used point of the trail systems, encouraging physical distancing on trails.

