



2020 COVID-19 Public Works Safety 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. 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 Safety 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.

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 your 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 Public Works 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.

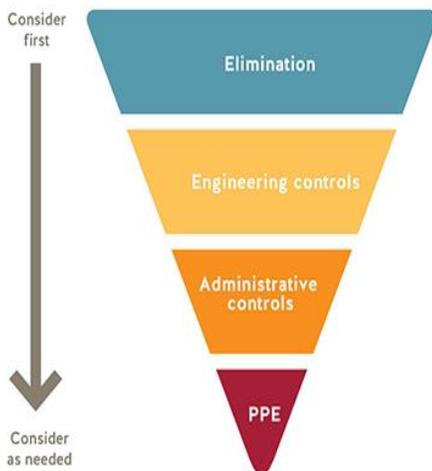
Second level protection (engineering controls): If employees must work in a way where they can't maintain physical distancing, use PPE or install [barriers](#) such as plexiglass to separate people.

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

Public Works employees use a piece of equipment and then clean equipment when they are done with it so it is sanitized when the next employee uses it. Planning meetings take place with 2 meters or more

between employees. When training inside 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 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](#).



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Public Works

The Public Works Department provides a variety of services to the general public including cemetery services, garbage collection and disposal, road maintenance (including snow removal and sanding), water supply, sewer and storm collection, vehicle and equipment maintenance, and building operation and maintenance.

A number of these would be classified as essential services and would need to be continued during a pandemic event. These are:

- (1) Water Supply
- (2) Sanitary Sewer Collection
- (3) Garbage Collection and Disposal
- (4) Snow Removal and Sanding Operations
- (5) Cemetery Burial Services
- (6) District-Owned Equipment Maintenance
- (7) Building Operation and Maintenance

The Public Works Department has 9 full-time employees, 2 part-time employees and 3 seasonal employees. Should 20% to 50% of the work force be unavailable for work during the pandemic, the essential services (listed above) would continue as follows:

Water Supply and Sanitary Sewer Collection (3 full time employees plus 1 seasonal employee)

- For the water system: pump houses, reservoirs, and treatment equipment will be checked and monitored on a daily basis. Remote monitoring will continue as needed (remote monitoring can be performed from computers in other locations).
- Bi-weekly bacteriological sampling of the water system will continue in accordance with the District's Permit to Operate issued by Northern Health.
- The following emergency situations will be attended to:
- Major water main breaks, which pose an imminent threat to human health or the environment
- Failed water quality test
- Failure of equipment critical to the supply of water or collection and treatment of wastewater
- Major sewer main blockages or breaks
- Any other emergency situation that poses an imminent threat to human health or the environment
- Any minor water breaks would be isolated and left until repairs could be made.

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- No new water or sewer services will be installed unless the department has adequate staff resources.
- For the sewer system: sewer lift stations and wastewater treatment equipment will be checked and monitored on a daily basis. Remote monitoring will continue, where available.
- Monthly sampling of treated effluent (wastewater) will continue in accordance with the District's permit to discharge to the Pine River.

Garbage Collection and Disposal

Residential Garbage Collection: Currently these services are contracted.

Snow Removal and Sanding Operations

We presently have 6 equipment operators to operate our dump trucks/sanders, loaders, sidewalk machine, and 1 employee who can operate the grader. All operators are cross trained on different pieces of equipment. In the case of a heavy snowfall, the number one priority will be to keep our priority streets open to the public, emergency vehicles, transit and school bus routes. We have an updated list of available rental equipment that we will call upon as needed. Residential street snow removal will be done as crews were available, as would other nonessential work.

Cemetery Burial Services

All grave digging will be done by the District backhoe or if unavailable, with rental equipment. Grave preparation and closure will be done with available District crews or hired contractors.

District-Owned Equipment Maintenance

Vehicles and equipment will be repaired on an as needed basis. If District personnel are not available, repairs will be assigned to private auto and equipment repair shops.

The District Public Works Department is fortunate that several of our equipment operators are cross-trained on different pieces of equipment which should allow us to continue operating with a skeleton crew if necessary.

Building maintenance will occur on an as-needed basis. If District personnel are not available, repairs will be contracted out.

1. Common Service Areas Include:

- Public Works facility hallways
- Staff Room
- Offices (occasionally, for training purposes)
- Mechanics garage
- Equipment compound

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2. Shared Work Spaces Include:

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

- Planning meetings
 - When members of the public approach a public works employee in the field
 - Tasks that involve two or more workers to set up or maneuver equipment
 - On occasion if two employees must be in the same vehicle
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- Public Works Manager will review and coordinate roles and responsibilities with all contractors, suppliers, and staff. Any contractual work will have pre meetings to review procedures to ensure contractors are aware of District of Chetwynd health and safety program requirements, including relevant COVID-19 related protocols and are following protocols of their own.
 - Cleaning of high-touch areas has been enhanced
 - The Public Works Manager has determined the maximum number of people allowed in each area or space to maintain physical distancing requirements.
 - Workers will operate the same vehicles and use the same equipment where possible to avoid or limit the transfer of tools and equipment amongst workers.
 - Workers will take lunch breaks in multiple buildings to provide more distance between workers during breaks.
 - Signage and information regarding rules and process has been posted throughout the facility and outdoor common areas.
 - Enhanced measures to maintain the physical distancing requirements will be implemented, including:
 - Control entry and exit points for workers
 - The flow of people has been managed by implementing one-way walkways or marking off designated walking areas
 - 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.
 - The Public Works Manager will help employees identify situations where personal protective equipment (PPE) will be required. The Public Works Manager will clarify who will provide PPE and train workers accordingly.
 - Weekly COVID-19 meeting and monthly safety meetings have been established to regularly review and/or update protocols for workers, and to obtain feedback from employees.

Shared Work Space - Individuals

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

- Small hand tools such as shovels, rakes, wrenches, pliers, hammers, drills, sanders, power washer, paint brushes/rollers etc.
- Vactor hose, crack sealing and line painting equipment, ladders, mechanical and electrical components

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- Heavy and Light Equipment and their attachments/parts

Surfaces that are touched often, such as:

- Door knobs
- Faucets
- Light switches
- Phone
- Copy machine
- Computer keyboard
- Staff room countertop
- Fridge, microwave, cabinet pulls, tabletop in staff room
- Electrical panels
- Equipment on/off switches
- Plugs for cords to equipment

General worker protocols

- Occupancy limits for office space, lunch rooms and other common areas have been established and posted to ensure physical distancing can be maintained.
- In-person 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 items.
- Employees have been advised before entering or leaving any shared space such as an office or vehicle, to wash hands or use hand sanitizer.
- Procedures have been clarified to wipe down or disinfect shared equipment before use.
- Employees have been advised to maintain at least a 2 meter distance from other workers. If the physical distancing requirement cannot be maintained on the worksite, a meeting will be held (utilizing physical distancing) to address solutions.
- 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.
- 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.

Public interface (worker and public)

Staff that are expected to manage / or be working around members of the public have been trained in protocols.

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- Staff have the support and strategies for dealing with members of the public who may be unwilling or are unable to understand the approach to managing group 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 physical spacing will be controlled, and who will be responsible.
- When working amongst members of the public, employees will set up barriers or tape to delineate the worksite and to discourage the public from entering the area.

Facility Entry

- Public access is not permitted into Public Works facilities or offices.
- Hand sanitizer available for workers.
- Sharing of supplies and tools will be avoided where possible but if sharing is necessary, will be sanitized before handed to another worker

Facility cleaning

Work activities such as cleaning washrooms, 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).

- The Public Works Manager has identified the location of cleaning products along with when and how they will be used. WHMIS training and procedures are complete.
- Hand sanitizing stations have been provided for workers to use before, during and after facility cleaning.
- The Public Works Manager has posted limits for the number of people inside the facility

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.

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- 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.