



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.

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.

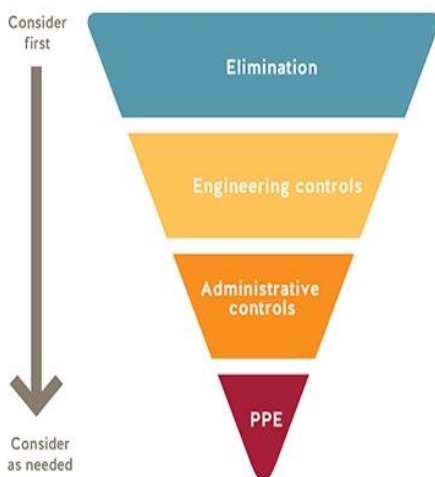
The Visitor Department isn't able to work from home, but tasks have been scheduled so that employees are working at the job site within view of each other but 2 meters or more from each other.

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

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

Visitor 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 outside 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](#).



District of Chetwynd - COVID 19 VISITOR CENTRE SAFETY PLAN

1. Common service areas include:

OUTDOOR

- Parks and open green spaces
- Sports courts (e.g. basketball, racket)
- Sports fields
- Picnic shelters

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

- Visitor Centre staff room

2. SHARED WORK SPACE

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 are present
 - Tasks that involve two or more workers to set up or maneuver equipment
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- Visitor Centre 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 your health and safety program requirements, including relevant COVID-19 related protocols and are following protocols of their own.
 - The Visitor Centre Manager has enhanced cleaning of high-touch areas.
 - The Visitor Centre Manager has determined the maximum number of people allowed in each area or space to maintain physical distancing requirements.
 - While welcoming visitors, information will be sent out 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 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 visitors and 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 Visitor Centre Manager will help employees identify situations where personal protective equipment (PPE) will be required. The Visitor Centre Manager will clarify who will provide PPE and train workers accordingly.

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- 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.

SHARED WORK SPACE INDIVIDUALS

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

- Equipment for the Visitor Centre loan-out program including sports equipment, bicycles, fishing rods and walking poles
- Small hand tools such as brooms, mops and cleaning tools
- Brochure rack
- Retail items for sale

Surfaces that are touched often, such as:

- Door knobs
- Light switches
- Cash register
- POS debit machine
- Phone
- Copy machine
- Mapping
- Computer
- Product shelves
- Staff room countertop
- Fridge, microwave, cabinet pulls, tabletop in staff room

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.
- Hold any meetings necessary in larger open spaces.
- Hygiene practices that address the needs of the workplace that includes the requirement to wash or sanitize hands after coming into contact with public items.
- Cleaning procedures and worker expectations in all common spaces.
- Employees have been advised before entering any shared space such as an office, to wash their hands or use hand sanitizer.
- Procedures have been clarified with workers to wipe down or disinfect shared office 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 and the use of PPE if warranted.
- 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.

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- Any worker who becomes sick at work must advise his/her 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 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.

Public interface (worker 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:
 - Parking is limited to ensure physical distancing between cars
 - Bike racks are moved 2 meters apart
 - Picnic tables have been moved apart to ensure 2 meters between users, and signage has been installed on tables noting the maximum number of people per table
- 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 visitor centre 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 supplies and tools will be sanitized before it is handed to another worker.

Outdoor Roaming

- Kiosk will be set up only in outdoor spaces that ensures safe distancing.
- Workers will provide info items to members of the public that is for that individual user only (to reduce contact).
- Hand sanitizer will be provided to the public and workers.
- Shared areas will be sanitized between users.

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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).

- We have 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 at the entryway for everyone to use.
- Physical distancing signage has been provided at washroom entryways.
- We have limited the number of people inside the facility and in the washrooms.

Visitor management

- Emergency plans for crowd control and staff support are in place for events such as:
 - Medical emergencies, including providing first aid to the public (consider vulnerable visitors)
 - Unexpected over-crowding
- The District will ensure staffing type and levels are adequate to manage aggressive or disgruntled customers, and has developed compliance and enforcement procedures, 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 the support and strategies 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 measure of 2 meters
- Markers are in place to:
 - Limit parking
 - Place bike racks 2 meters apart
 - Limit the number of picnic tables, and install signage on tables noting the maximum number of people per table
- When working amongst members of the public, workers will set up barriers to delineate the worksite and to discourage the public from entering the area.

Trails

- Users of trails who meet up with others are encouraged to make enough room to pass while ensuring physical distancing of 2 meters between trail users.
- Signage has been placed at the most heavily used point of the trail system encouraging users to physically distance from other trail users.