



CITY OF SALMON ARM COVID-19 SAFETY PLAN

Employers resuming operations following work interruptions related to COVID-19 must develop a COVID-19 Safety Plan. To develop your plan, follow the six-step process described at [COVID-19 and returning to safe operation](#).

This planning tool will guide you through the six-step process. Each step has checklists with items you need to address before resuming operations. You may use this document, or another document that meets your needs, to document your COVID-19 Safety Plan.

WorkSafeBC will not be reviewing or approving the plans of individual employers, but during a WorkSafeBC inspection we will ask employers about the steps they have taken to protect their workers.

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 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.

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 (or worker health and safety representative, 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.

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](#) 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 and industry associations.

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 second, third, or fourth levels if the first level isn't practicable. You might need to use more than one level of protection to deal with a risk — for example, physical distancing and masks.

First level protection (elimination): Use policies and procedures to limit the number of people in your workplace at any one time. Implement protocols to keep workers at least 2 metres (6 feet) from co-workers, customers, and others.

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.

Fourth level protection (PPE): If the first three levels of protection aren't enough to control the risks, have workers and customers use personal protective equipment (PPE) such as masks. PPE should not be used as the only control measure. It should only be used in combination with other measures.

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 gatherings 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 others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

Measures in Place

List your control measures for maintaining physical distancing in your workplace

City Hall

- Changes to work schedules
 - Shift work (6am-1.50pm, 2pm- 9.50pm) if outbreak numbers climb in the province.
 - Extending start/finish time (7am-5pm) to allow employees to work different hours for example one employee can work from 7am-3pm whereas another employee can work from 9am-5pm. This is contingent upon service levels, operational feasibility and COVID levels in the area.
 - Stagger lunch breaks and coffee breaks. Encourage employees to eat at their own desks or on the outside patio (1 person per table). If eating in the lunchroom, limit 1 person to each table and only 3 people in the lunchroom at any one time (2 - one at each of the tables and one using the kitchen equipment).
- Encourage employees to stay on their own floor of the building and use phone or email if they need to contact someone on a different floor.
- Contractors allowed in building by appointment only to restrict the number onsite at any one time. Employee must leave their office if the contractor needs to work in it. Contractors will need to sign the Contractor Sign In Sheet.
- Ensure all employees have a physical barrier separating them from other employees such as having their own cubicle or office. If 2 or 3 people share an office and the 6' physical distancing rule cannot be maintained, move employee to another area to work where physical distancing can be maintained.
- No entry to public until glass barrier is installed at front counter and sanitizing stations are available. When doors open to public, the public will need to enter through the front door and shall be spaced out 6' apart in the front foyer/customer service desk area. The side door will be locked and the public will not have access to customer service through this door. The number of public in the cashier area will be restricted to 2 people and 1 person at the customer service area. The public will need to sanitize their hands on entering City Hall. The front doors will only be used for entry and exit and will be kept clear at all times.
- Chairs will be removed/ taped off in meeting rooms, lunchrooms, council chambers so that the 6' physical distance rule can be followed.
 - Room 100 - 6 people around table
 - Room 101 - 4 people around table
 - Room 257 - 4 people around table
- During Council meetings, the raised platform seating area occupied by the Council Members can only seat 4 council members. The other council members will be required to sit in the area normally occupied by the

Directors or participate via a video conference. There are 14 seats available in the public gallery, however, the directors may require some of these seats. The number of public allowed in council chambers will be restricted to 10 people. If this does not work for the council meetings, the other option is for the council members to wear masks.

- Restrict number of employees in mail room/photocopy rooms to 2 people ensuring 6' physical distance rule
- Preference is for one employee per vehicle but if this is not possible, restrict number of employees to two per vehicle.
- Bathroom in central public area between city hall and court side will be open to the public, however the bathroom in the customer service area in City Hall will be closed to the public at this time.

Public Works

- Changes to work schedules
 - Shift work (between 5am-10pm) if outbreak numbers climb in province.
 - Extending start/finish time (5am-5pm) to allow employees to work different hours for example one group of employees could work from 7am-3pm whereas another group could work from 9am-5pm. This is contingent upon service levels, operational feasibility and COVID levels in the area.
 - Implement shifts so some employees are working weekends.
 - Staggering start and end times so that the number of employees in the change room is limited and the employees can remain 6' apart.
- Contractors allowed in building by appointment only to restrict the number onsite at any one time. Employee must leave their office or work area if the contractor needs to work in it. Contractors will need to sign the Contractor Sign In Sheet.
- Stagger lunch breaks and coffee breaks. Provide various areas for employees to eat where physical distancing can be maintained such as in office, lunch room, outside tables, in truck, out in the field.
- Restrict number of employees in meeting room to 4.
- Hold meetings/crew talks in areas where employees can spread out and maintain the 6' physical distance.
- Preference is for one employee per vehicle but if this is not possible, restrict number of employees to two per vehicle. Keep 2 employees together as a team if required to share a truck. Use back seat if available to further distance employees. Encourage employees to wear masks.
- Whenever physical distancing is not possible when doing a task, alternative measures shall be considered such as using additional equipment (hoists, lifts etc) to assist with the task to minimize the risk of transmission. If this is not feasible, masks will be available for employees to use.

Water Treatment Plant (Critical Service)

- Reducing the number of days that the employees are all together
 - Monday (2), Tuesday (4), Wednesday (4), Thursday (4), Friday (2), Saturday (2), Sunday (2)
- Work stations are separated by 6 feet.
- Physical distance maintained during lunch & coffee breaks, stagger breaks if necessary.
- Minimize jobs where 2 people are required to be in close contact. Encourage employees to wear masks.
- Contractors allowed in building by appointment only to restrict the number onsite at any one time. They are not allowed onsite if they are feeling ill. They will be required to wear a mask if the 6' physical distance cannot be maintained while interacting with City employees. Contractors will need to sign the Contractor Sign In Sheet.
- Crew talks held in areas where employees can be spread out to maintain 6' physical distance.

Water Pollution Control Centre (Critical Service)

- Reducing the number of days that the employees are all together
 - Monday (2), Tuesday (4), Wednesday (4), Thursday (4), Friday (2), Saturday (2), Sunday (2)
- Work stations are separated by 6 feet
- Physical distance maintained during lunch & coffee breaks, stagger breaks if necessary
- Minimize jobs where 2 people are required to be in close contact. Encourage employees to wear masks.

- Contractors allowed in building by appointment only to restrict the number onsite at any one time. They are not allowed onsite if they are feeling ill. They will be required to wear a mask if the 6' physical distance cannot be maintained while interacting with city employees. Contractors will need to sign the Contractor Sign In Sheet.
- Crew talks held in areas where employees can be spread out to maintain 6' physical distance.

SASCU Recreation Centre

- Maintenance employee shifts altered where possible
- Extra tables and chairs removed from shared and common spaces. I.e. Lunchroom, lobby, pool deck, and guard's office
- Occupancy numbers posted for shared and public spaces, i.e. Lobby, reception desk, lunchroom, pool deck, main pool, leisure pool, change rooms, auditorium, auditorium lobby.
- Only one employee allowed in employee change room at any one time
- Physical distancing markers laid out on the lobby and change room floors
- Reduce the number of showers available for use. Encourage patrons to shower at home.
- Only one patron per bench in change room

Fire Halls and Training Center

- Fire Halls will remain closed to public until further notice.
- Fire halls will only be occupied for the administration function, P.O.C. training, duty crew and call response related works.
- Paid on Call members are encouraged to make appointments to meet with administration staff at Hall 3 administration office.
- Restrict number of staff members in lunch rooms, meeting rooms, training areas to meet the 6' physical distance.
- Restrict number of people using change room and showers to meet the 6' physical distance to 1 person at a time.
- Members shall not congregate prior to, during or after training and shall maintain the 6' physical distance whenever possible. Training should be conducted outside or in the hall bays whenever possible where members can spread out. Consider using smaller groups during training
- Members will not attend training sessions if they have flu like symptoms, have been in contact with someone with COVID-19 in the last 14 days or have travelled outside the country in the past 14 days.
- Restrict number of firefighters travelling in apparatus during training and on call outs to two members for 2 door cab apparatus and 4 members for a 4 door cab apparatus. Ensure members travel in same apparatus travelling to and from location. For training, consideration shall be given to the location to restrict the amount of travelling required.
- Bottle filling in Rescue 3 will be limited to two members inside
- Whenever possible / appropriate, limit number of firefighters working in close proximity to the public at MVA's, lift assists and entering occupied homes, commercial buildings and in particular care homes, hospital and seniors centers when investigating alarms etc. Fire fighters may be screened before entry to building. I.C. to check with facility before entering. Fire department members over the age of 60 not to enter care facilities. Those entering care facilities hospital or senior centers and those members working in close proximity to patients at MVA's, lift assists etc must record their name on a green fire incident report. Incoming 2nd or 3rd apparatus to remain at staging location unless requested at the scene.
- No one, including duty chiefs, are to respond to lift assist or similar call types requested by BC Ambulance Service, RCMP or other emergency agencies.
- For fire department inspections, Fire Inspector to make appointment with business prior to the inspection. Upon arrival of inspection, Fire Inspector to question if anyone in occupancy has flu like symptoms, have been in contact with another person who has tested positive for Covid 19 in the last 14 days or have traveled outside the country in past two weeks. If answered yes to any questions, inspection must be rescheduled. If unknown, Fire Inspector to keep 6' physical distance and to wear appropriate PPE.

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 in our cleaning protocols.
- We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).

Measures in place

City Hall

- Glass barrier to be installed in customer service area
- Barrier will be cleaned once per day
- Tape barriers and table to separate public at cashier/customer service area

SASCU Recreation Centre

- Plexiglass reinstalled at the front reception desk
- There is a designated one way entrance/exit for foot traffic at reception area
- Barricades will be placed to indicate pedestrian foot traffic to and from change rooms
- Hallway and entry doors will be propped open wherever possible to reduce touching of surfaces

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.

Measures in place

City Hall

- Work areas to be disinfected two times per day.
- Employees that have flu like symptoms are to stay home or go home and get tested immediately for COVID-19. Notify supervisor immediately.
- Signs up on doors informing contractors and public not to enter if they are feeling ill.
- Employees not to congregate in areas where a 2m / 6' physical distance cannot be maintained.

Public Works

- Work areas to be disinfected two times per day.
- Employees that have flu like symptoms are to stay home or go home and get tested immediately for COVID-19. Notify supervisor immediately.
- Signs up on doors informing contractors not to enter if they are feeling ill.
- Employees not to congregate in areas where a 2m / 6' physical distance cannot be maintained.

WTP

- Work areas to be disinfected two times per day.
- Employees that have flu like symptoms are to stay home or go home and get tested immediately for COVID-19. Notify supervisor immediately.
- Signs up on doors informing contractors not to enter if they are feeling ill.
- Employees not to congregate in areas where a 2m / 6' physical distance cannot be maintained.

WPCC

- Work areas to be disinfected two times per day.
- Employees that have flu like symptoms are to stay home or go home and get tested immediately for COVID-19. Notify supervisor immediately.
- Signs up on doors informing contractors not to enter if they are feeling ill.
- Employees not to congregate in areas where a 2m / 6' physical distance cannot be maintained.

SASCU Recreation Centre

- Employees will be instructed to maintain 6' / 2m distancing whenever possible
- Employees that have flu like symptoms are to stay home or go home and get tested immediately for COVID-19. Notify supervisor immediately.
- Emphasize to employees:
 - Regular and consistent personal hygiene (i.e. handwashing)
 - Daily Health/Symptoms check-ins by supervisors

- Avoid sharing equipment and supplies between employees, and shared equipment must be disinfected before re-use.
- Limit the exchange of paperwork
- Cough/sneeze etiquette
- No hand shaking at meetings
- Facility entry signage to be posted regarding public entering the facility

Fire Halls & Fire Training Centre

- Members that have flu like symptoms are to stay home or go home and get tested immediately for COVID-19. Notify Chief immediately.
- Employees will be instructed to maintain 6' / 2m distancing whenever possible
- Contractors to make an appointment and sign the "Contractor Sign-in" record
- Signs up on doors informing all persons not to enter if they have flu like symptoms, have had contact with someone tested positive in the last 14 days or have travelled outside the country in the last 14 days
- Paid on call members are encouraged to make appointments with administration staff, rather than dropping in.

Fourth level protection: 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 a mask**.
- We understand the limitations of masks and other PPE. We understand that PPE should only be used in combination with other control measures.
- We have trained workers to use PPE properly, following manufacturers' instructions for use and disposal.

Measures in Place

City Hall

- N95 masks have been placed in the first aid kit for first aid attendants if they need to deal with an injured worker that cannot treat themselves.
- The Bylaw Officer has access to a washable mask if required when dealing with public.
- Washable masks will be provided to any staff that wants them if physical distancing is not possible in their job.

Public Works

- N95 masks have been placed in the first aid kit for first aid attendants if they need to deal with an injured worker that cannot treat themselves.
- Washable masks will be provided to any staff that wants them if physical distancing is not possible in their job.

WTP

- N95 masks have been placed in the first aid kit for first aid attendants if they need to deal with an injured worker that cannot treat themselves.
- Washable masks will be provided to any staff that wants them if physical distancing is not possible in their job.
- Contractors will be required to wear masks on entering and speaking to city employees if the 6' physical distance cannot be maintained. Consideration will be given to the task that the contractor is doing as to whether they need to keep their mask on. Physical work that can result in heat stress will need to be considered.

WPCC

- N95 masks have been placed in the first aid kit for first aid attendants if they need to deal with an injured worker that cannot treat themselves.
- Washable masks will be provided to any staff that wants them if physical distancing is not possible in their job.
- Contractors will be required to wear masks on entering and speaking to city employees if the 6' physical distance cannot be maintained. Consideration will be given to the task that the contractor is doing as to whether they need to keep their mask on. Physical work that can result in heat stress will need to be considered.

SASCU Recreation Centre

- N95 masks will be placed in each of the first aid kits at the pool
- Washable masks will be provided to any staff that wants them if physical distancing is not possible in their job.

Fire Halls & Fire Training Center

- Restrict number of fire fighters dealing with public at call response, but if they do need to have close contact with public (MVA, lift assists, etc), wear a mask, eye protection and gloves. During call response, to care homes, hospitals and senior centers, fire fighters to wear N95 masks, eye protection and medical gloves.
- Members may require masks during training if the 6' physical distance cannot be maintained
- Masks will be made available to members for travelling in vehicles if the 6' physical distance cannot be maintained
- Fire Inspector may require mask during inspection of occupancies
- SCBA and chimney masks used during call response or training to be cleaned and sanitized after use
- Airway management using masks not to be conducted during treatment of patient with cardiac arrest - chest compressions and AED only.

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 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 at worksafebc.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.

Cleaning Protocols

City Hall

- All shared work areas, shared equipment, door handles and light switches shall be cleaned two times per day by city staff, once in the morning and once in the afternoon preferably at end of shift.
- Bathrooms will be cleaned daily by cleaning staff.
- When City Hall opens to the public, the Point of Sale terminal shall have a plastic cover over it which will be cleaned after each use. The public area shall be sanitized at 10.30am and 2 pm including door handles. The glass barrier at customer service shall be cleaned at the end of the day. Pens shall be used and put in another holder to be sanitized. Public will be encouraged to have forms completed before entering City Hall to restrict the amount of times the paperwork will need to be passed between the person doing business with city hall and the city employee.
- There will be a hand sanitizing station just inside the front doors for the public and contractors to use. Each person must sanitize before going up to the front desk.
- There are plenty of sanitizing stations throughout City Hall for employees and public to use.
- The bathrooms shall be cleaned daily
- Employees handling money and forms or building plans obtained from the public or contractors shall wash their hands on a regular basis especially before eating or drinking.
- Consideration will be given to cleaning the areas that contractors have been working in. If they are working in high contact areas, these areas will be sanitized once they leave.
- Employees will wash hands before handling kitchen equipment such as the fridge, microwave oven, stove, kettle and coffee maker.

Public Works

- All shared work areas, shared equipment, door handles and light switches shall be cleaned two times per day by city staff, once in the morning and once in the afternoon preferably at end of shift.
- Bathrooms will be cleaned daily by city staff and 2 times per week by cleaning staff.
- There will be a hand sanitizer at the entry to the public works building. Each person entering the facility (that is not based there) must sanitize before going in.
- There are plenty of bathrooms and sanitizing stations throughout public works for employees and contractors to use.
- Consideration will be given to cleaning the areas that contractors have been working in. If they are working in high contact areas, these areas will be sanitized once they leave.

- Employees will wash hands before handling kitchen equipment such as the fridge, microwave oven, stove, kettle and coffee maker.
- Vehicles will be cleaned after each use if different employees are using it or at end of the shift if only one person is using the vehicle.

WTP

- All shared work areas, shared equipment, door handles and light switches shall be cleaned two times per day by city staff, once in the morning and once in the afternoon preferably at end of shift.
- Bathrooms will be cleaned daily by city staff and 2 times per week by cleaning staff.
- Employees will wash hands before handling kitchen equipment such as the fridge, microwave oven, stove, kettle and coffee maker.
- There will be a hand sanitizer at the entry to the WTP building. Each person entering the facility (that is not based there) must sanitize before being allowed entry.
- The WTP has a fully functioning bathroom and sanitizing stations for employees and contractors to use.
- Consideration will be given to cleaning the areas that contractors have been working in. If they are working in high contact areas, these areas will be sanitized once they leave.

WPCC

- All shared work areas, shared equipment, door handles and light switches shall be cleaned two times per day by city staff, once in the morning and once in the afternoon preferably at end of shift.
- Bathrooms will be cleaned daily by city staff and 2 times per week by cleaning staff.
- Employees will wash hands before handling kitchen equipment such as the fridge, microwave oven, stove, kettle and coffee maker.
- There will be a hand sanitizer at the entry to the WPCC building. Each person entering the facility (that is not based there) must sanitize before being allowed entry.
- The WPCC has a fully functioning bathroom and sanitizing stations for employees and contractors to use.
- Consideration will be given to cleaning the areas that contractors have been working in. If they are working in high contact areas, these areas will be sanitized once they leave.

SASCU Recreation Centre

- Public washroom/maintenance cleaning will occur at the beginning of shift and end of shift
- Touch point cleaning will occur in the morning, early afternoon and before end of day each day. I.e. doorknobs, door push plates, exit door push bars, entry doorknobs, lobby and pool deck doorknobs, photocopier etc
- Offices-employees to clean their own offices and workspaces e.g. desks, tables, computer keyboards, doorknobs
- Hand sanitizer will be provided at each workspace for employees
- Reception to clean their personal workspace at the beginning and end of shift
- Maintenance will respond to any request for spill cleanup as necessary
- Guards cleaning responsibilities:
 - Deck equipment
 - Rescue equipment
 - Training accessories; toys and games
 - Personal flotation devices (PFD)

Daycare to conduct their own space cleaning protocol in accordance with their return plan.

Fire Halls & Fire Training Center

- SCBA and chimney masks to be cleaned and sanitized after each use
- Good hand hygiene to be practiced. Hand sanitizer to be available for any person entering the building and for fire fighters when on a call response
- Administrative work areas to be cleaned 2 times per day including high touch areas such as door handles, photocopier, and kitchen equipment.
- Equipment / apparatus that is shared is to be sanitized after each use (radios, key boards, steering wheel etc). Apparatus, tools and equipment that were used and gloves were not worn while using them to be cleaned/sanitized.
- Areas used for training to be cleaned and sanitized after each use