



# COVID-19 Safety Plan

May 2020

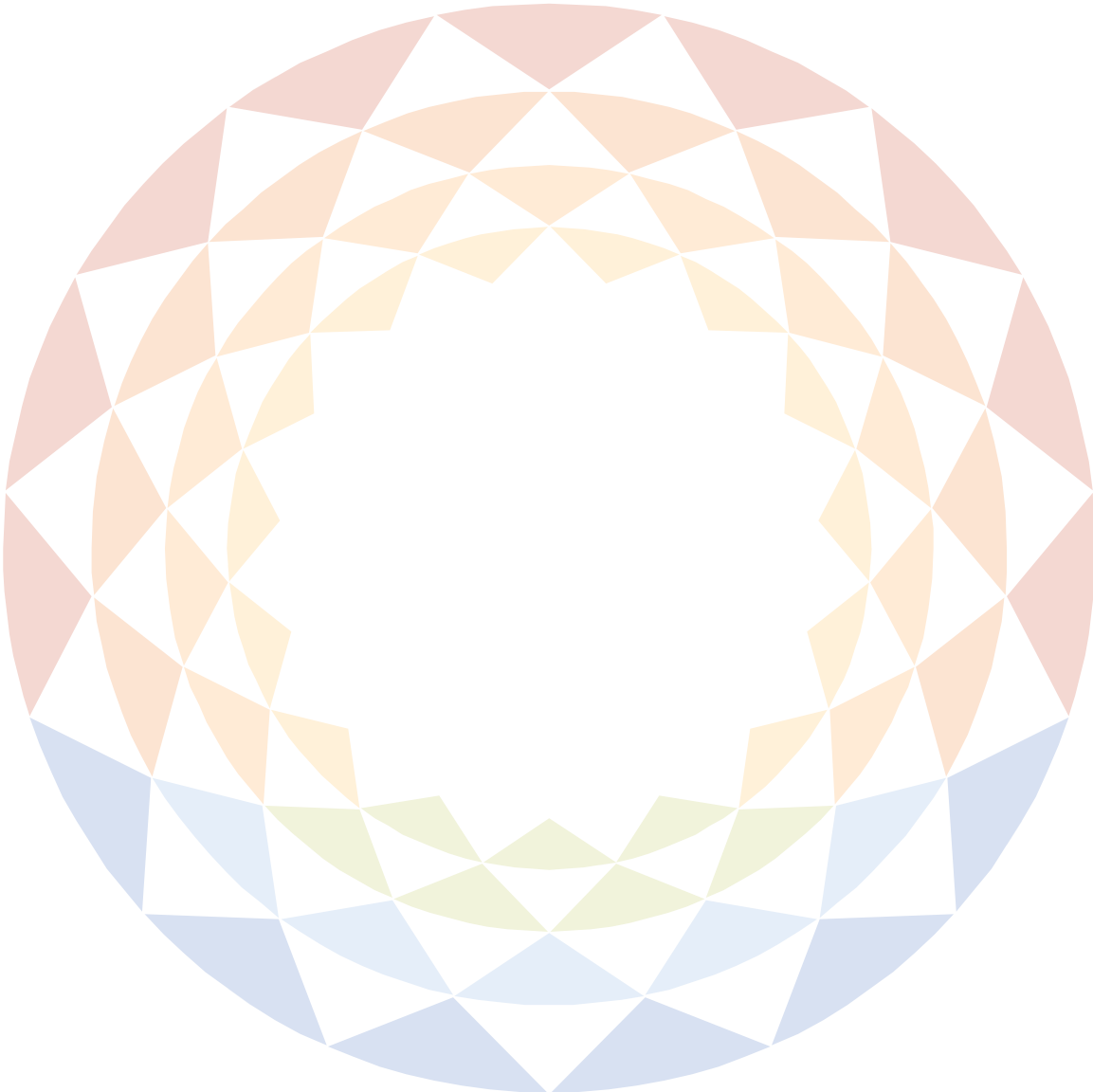
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## Assessing the COVID-19 risks

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs, sneezes, talks or sings, as well as from touching a contaminated surface before touching the face. If you are in close contact with an infected person, the virus can enter the body if droplets get into the eyes, nose or throat.

The risk of being exposed to COVID-19 at City of Kelowna workplaces is associated with being in close, unprotected contact with infected individuals (co-workers, contractors, members of the public). This includes in shared workspaces, meeting rooms, break rooms (ex. lunchrooms and other common areas) and other work-related in-person situations.

The intent of the safety plan is to outline acceptable risk (hazard) controls to be applied across City of Kelowna workspaces. The below-listed measures must be considered during all city operations – doing so will ensure work can continue in a healthy and safe manner as we navigate the global pandemic in our municipality.

This safety plan is aligned with the six steps outlined by WorkSafeBC related to safely returning to operation.

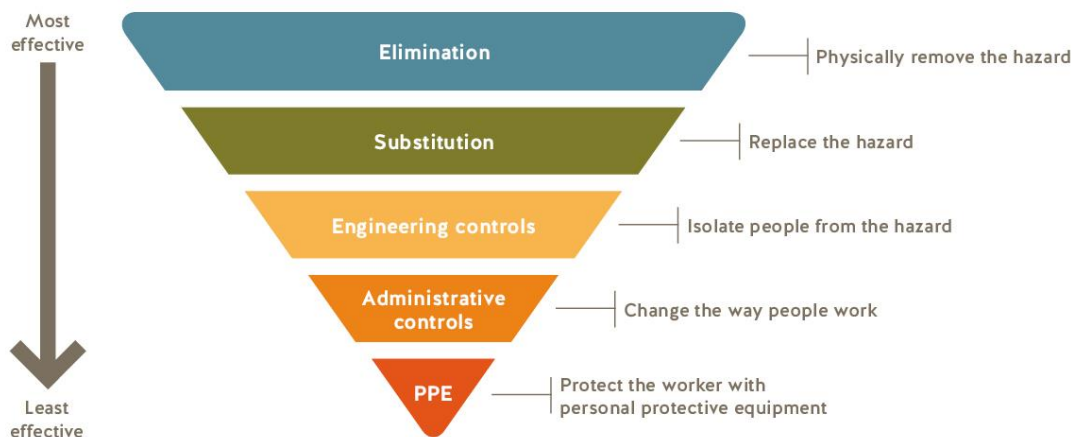
## Reducing the risks

Per the Provincial Health Officer (PHO), physical distancing, enhanced cleaning, proper hygiene practices and mask use all help reduce the risk of transmission.

The City of Kelowna will continually assess the risk and is prepared to adjust the below-listed protocol, if needed. Should the PHO introduce additional orders or rescind current ones, the City will comply.

Whenever any hazard is identified, the hierarchy of controls is followed to ensure the most effective measures are implemented to ensure staff and public safety. The idea behind the hierarchy of controls is methods at the top of the graphic are more effective (protective) than those at the bottom.

### Hierarchy of controls



## COVID-19 hazard controls adopted by the City of Kelowna

- a) *Elimination / substitution controls*
  - Reducing number of people in a work areas and common areas
- b) *Engineering controls*
  - Barrier installation (ex. plexiglass, glass) at service counters and between staff workstations, where appropriate
- c) *Administrative controls*
  - Task-based safe work procedures and risk assessments
  - Increased daily cleaning protocol (janitors)
  - Proper hygiene through provision of proper hand washing facilities
  - Staff access to hand sanitizer and surface disinfecting wipes/sprays
  - Contact tracing
  - Daily health checks
  - Procedure changes
    - a. encouraging online meetings rather than in-person
    - b. maintaining physical distancing at all times
  - Job rotation
  - Policies
    - a. Work from home policy
    - b. Mask policy
    - c. Sick leave policy
    - d. Accommodation policy
  - Employee training
  - Posted signs and floor markings
- d) *PPE controls*
  - Provision of non-medical cloth masks for staff
  - Provision of disposable masks for the public

## Policies and Procedures

The City of Kelowna has developed numerous policies, risk assessments and safe work procedures to help ensure all staff remain safe while at the workplace.

- City of Kelowna Mask Policy
- [COVID-19 Exposure Control Plan](#)
- [City of Kelowna Hand Washing SWP](#)
- [City of Kelowna construction site safety during pandemic outbreaks – City is Prime RA](#)
- [City of Kelowna construction site safety during pandemic outbreaks – City is Prime SWP](#)
- [City of Kelowna COVID-19 First Aid Services SWP](#)
- [City of Kelowna Disinfecting work areas following suspected or confirmed COVID-19 diagnosis SWP](#)
- [City of Kelowna Disinfecting work surfaces SWP](#)
- [City of Kelowna Disinfecting work vehicles SWP](#)

- [City of Kelowna Frequency of cleaning surfaces RA](#)
- [City of Kelowna Non-medical mask use SWP](#)
- [City of Kelowna Phased return to work following pandemic RA](#)
  - This is a generic document that may be used by individual departments to assess measures appropriate to their work areas
- [City of Kelowna Purchased vehicle pick-up during pandemic outbreaks RA](#)
- [City of Kelowna Purchased vehicle pick-up during pandemic outbreaks SWP](#)
- [Physical distancing in office environments](#)
- [COVID-19 PPE and Critical Supplies Policy](#)
- [COVID-19 Working from home parameters](#)
- [COVID-19 Workstation modification request form](#)

The [Pandemic Planning page](#) on InSites is regularly updated and includes quick links to policies, health/benefit information and other pandemic response efforts.

## Communication and training

All who enter the workplace, including contractors and the public, are made aware of the requirements to keep themselves safe. This is done through:

- Website updates
- Media releases
- Social media channels
- Posted signage at building entry points
- Staff communicating key messaging at service counters

Internally, staff are updated on policies, procedures and risk assessments in the following ways:

- Departmental updates – People Leaders are responsible for the overall health and safety of their teams. One way to do that is to provide access to and discuss relevant COVID-19 policy and procedure updates at team meetings.
- Joint Occupational Health and Safety Committees (JOHSC)
- Posted signage and markings in buildings
- Liaising with internal resources such as Human Resources, Safety and Risk Management, where appropriate
- Referencing InSites for updated [pandemic](#) and other [safety information](#)

## Monitoring and updating the plan

The City of Kelowna follows the recommendations and orders of the Provincial Health Officer and will continue to do so until the pandemic is over. This plan and all COVID-19 related policies, risk assessments and procedures will be amended, as needed, to ensure compliance with the PHO and WorkSafeBC.