



WHISTLER

RMOW COVID-19 Safe Work Plan for the Whistler Public Library

Background

As the Resort Municipality of Whistler resumes partial-operations, we are required to develop plans to reopen safely in accordance with the Order of the Provincial Health Officer to ensure the risk of transmission of COVID-19 at workplaces is minimized. These plans include assessing the risk of COVID-19 transmission in the workplace, and developing measures to reduce these risks. Measures in the form of Safe Work Procedures and Safe Work Guidelines were introduced to staff since the declaration of the pandemic.

Purpose and Scope

This Safety Plan has been developed to ensure the safe operation of services during the COVID-19 outbreak. The procedures below will serve to eliminate, reduce and or control the hazards likely to be encountered by staff performing their work tasks.

COVID-19 Safety Plan

1. Assess Risk

The COVID 19 virus causes infections of the nose, throat and lungs. The virus is most commonly transmitted by an infected person through:

- Respiratory droplets generated when they cough or sneeze
- Close personal contact, such as touching or shaking hands
- Touching objects or surfaces with the virus on it, then touching your mouth, nose or eyes

A Risk Assessment was conducted by WPL leadership then reviewed by (a) worker representative(s) identifying department specific areas and tasks where there may be risks to the COVID-19 virus. Risk assessments support the development and review of our Safe Work Procedures and Safe Work Guidelines, which mitigate the risk level of the potential exposure.

The principles used to conduct the risk assessment were based upon the Occupational Health and Safety Hierarchies of control; 1) Elimination by Physical Distancing, 2) Engineering Controls by installing physical barriers to separate people, 3) Administration Controls by establishing procedures and guidelines, and 4) Personal Protective Equipment, being worn by individual staff where the first three levels of control are determined to not be sufficient to control the risk.

All people interactions were reviewed for their risk level and their effective controls to reduce the risk. These interactions involve conducting municipal business with staff-to-staff, staff to public, and staff in commercial or residential settings. Positions were also cross referenced against the RMOW

COVID-19 Exposure Control Plan Risk Chart. Risk controls that were implemented adhere to WorkSafeBC COVID-19 protocols and public health agency recommendations.

2. Implement Protocols and Safe Work Procedures to reduce the risks

To reduce the risk of the virus spreading, the following protocols are implemented to protect against the risk of COVID-19.

2.1 Elimination Measures in place for maintaining physical distance

- Staff working from home or remotely when able to perform work functions
- Staggered work schedules to limit the number of staff working on site
- Staff working in cohorts to reduce the number of contacts
- Limiting or reducing visitors
- Express patron visits limited to 30 minutes
- Eliminating non-essential in-person meetings
- Identifying and establishing occupancy limits for common areas such as break rooms, computer lab, washrooms, etc.
- Reconfiguring the workplace to keep workstations a minimum of 2 meters apart from one another
- Identifying directional flow of travel within facility corridors
- Restricting access to common areas and washrooms to facility staff

2.2 Engineering Measures – Barriers and partitions

- Installing physical barriers in Customer Service areas where staff cannot achieve or maintain physical distance from co-workers, customers or others

2.3 Administration Measures – Rules and Guidelines

- Adherence to the RMOW COVID-19 Exposure Control Plan
- Employee and contractor adherence to daily health screening prior to entering their RMOW worksite
- Installing the WorkSafeBC Visitor entry check and Occupancy limits posters at facility entries
- Library greeter stationed at the sliding doors conducting visitor screening and providing a safety orientation to the facility
- Installing the following WorkSafeBC posters within RMOW facilities:
 - Covering cough & sneezes
 - handwashing
- Installing signage within facilities about the requirements to sanitize or wash hands upon entry, maintain physical distance from others and adhere to appropriate respiratory etiquette
- Installing additional hand sanitizing stations at entry/egress points of the facilities

- Implementing RMOW Policy B-18, Face Mask Use within Municipal facilities, for all persons entering and or occupying an indoor facility operated by the RMOW
- Requirement to wear face masks in indoor public settings in adherence with the BC Public Health Office order
- Implementing and training staff to the following Safe Work Procedures:
 - Employees working on-site (Indoor and Outdoor)
 - Cleaning and disinfecting commonly used items
 - Organizing meetings during a pandemic
 - Issuing and wearing of non-medical masks
- Implementing Safe Work Guidelines for facilities or programs and instructing staff how to enter, exit and move through the facility to ensure distancing. Guidelines include outlining occupancy limits for department spaces and common areas; outlining direction of travel along corridors; propping open doors indoor where possible to reduce contact with handles and opening windows to increase ventilation
- Training and instructing staff to regularly wash their hands through staff communications and meetings, safe work procedures, safe work guidelines
- Implementing enhanced cleaning and disinfection of commonly touched surfaces and items to twice daily, as well as wiping down personal equipment and workstations prior to and after use
- Establishing COVID-19 protocols for visitors to the facilities including COVID-19 screening for visitors upon entry into the facility
- Positing facility protocols or assigning a greeter at entrances where public is welcome to orient customers

2.4 Personal Protective Equipment (PPE)

Personal protective equipment is considered for staff where higher level controls (i.e. elimination, engineering, and administration) are not appropriate or enough to control the risk of exposure to COVID-19. Personal protective equipment includes any and all of respiratory masks, gloves, eye protective and an apron or disposable coverall.

- Certain work tasks with a high risk of contact with COVID-19 will require staff to put on personal protective equipment
- Staff have been trained on the proper use, maintenance, and cleaning of the PPE

Cleaning Protocols

- Enhancing daily cleaning and disinfection of high-contact touch surfaces (such as light switches, door handles/knobs, hand railings, push pads on doors, tables, paper towel dispensers, sanitizer handles, garbage can lids, buttons, soap dispensers, lunch/break tables, microwave/coffee buttons, etc.)
- Instructing departments to disinfect commonly touched surfaces/items twice daily. Less commonly touched surfaces and items will be disinfected once throughout the day.
- Instructing staff to wipe down their equipment and tools at the start and end of their shift

- Reducing the amount of cleaning that is required by covering or boxing up equipment, tools and machinery that isn't used often
- Instructing staff to avoid using shared kitchenware

3. Policies and Guidelines

The following policies and guidelines are in place in order to prevent the spread of COVID-19:

- Staff and visitors who are showing symptoms of COVID-19 are to remain home and seek the medical advice of their physician or contact 8-1-1
- Staff and visitors who have arrived from outside of Canada must self-isolate for 14 days
- Staff and visitors directed by Public Health to self-isolate are to follow that advice and to remain at home
- If a staff member feels unwell while at work, staff have been instructed to self-isolate, then contact their supervisor to report their symptoms prior to leaving work to go straight home. Staff are instructed to contact 8-1-1 for guidance on testing and self-isolation
- Where staff are working alone or in isolation, they will adhere to the department specific working alone procedure
- The RMOW Violence in the Workplace Procedure and facility Codes of Conduct are reviewed with staff who are working with members of the public as people adapt to restrictions or modifications in the workplace
- Visitors attending to facilities that are open are restricted to the areas cordoned off to the public, and required to adhere to the facility safe work procedures and posted occupancy limits

4. Communication

Staff are trained to the RMOW COVID-19 Exposure Control Plan, Safe Work Procedures and Guidelines by their department supervisors and managers.

Supervisors and managers receive updates from the Human Resources Health and Safety Advisor with procedure changes and Health and Safety updates.

Signage is posted outside of the facility indicating who is restricted from entering the premises, including visitors and workers with symptoms. Additional signage promoting physical distancing, occupancy limits and hygiene practices are posted throughout the facility.

COVID-19 Safety Plans are updated as necessary on the public RMOW and Whistler Public Library websites.

5. Monitoring

The RMOW Safe Work Procedures and Guidelines will be reviewed and amended in accordance with health agency guidance, WorkSafeBC protocols or as gradual re-opening of facilities warrants their review. If work processes change resulting in an increased risk of COVID-19, the department supervisor or manager and Human Resources Health and Safety Advisor will reassess the risk and amend the control to ensure they are effective. If changes are made to procedures or guidelines,

staff will be informed and relevant information will be updated on the RMOW and Whistler Public Library websites for public.

6. Assess and address Risks from Resuming Operations

Staff affected by changes made to work processes will be trained and informed of the new RMOW COVID-19 Plans, procedures and facility specific guidelines.

Staff concerns should be directed to the department supervisor, then Joint Health and Safety Committee representative and the Human Resources Health and Safety Advisor.