



RMOW COVID-19 Safe Work Plan for the Resort Municipality of Whistler

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 limited services during the COVID-19 outbreak. The procedures below will serve to eliminate, reduce and or control the hazards likely to be encountered by workers 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

Risk Assessments were conducted by RMOW department leadership then reviewed by (a) worker representative(s) identifying areas and tasks where there may be risks to the COVID-19 virus. A risk assessment supports the development of our Safe Work Procedures, 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; Elimination by Physical Distancing, Engineering Controls by installing barriers to separate people, Administration Controls by establishing procedures and guidelines, or Personal Protective Equipment where the first three levels of control aren't enough to control the risk.

All people interactions were reviewed for their risk level and their effective controls to reduce the risk; these actions would involve conducting municipal business with staff-to-staff, staff to public, and staff in commercial or residential settings. Controls adhere to WorkSafeBC COVID-19 protocols and public health agency recommendations. Positions were also cross referenced against the RMOW COVID-19 Exposure Control Plan Risk Chart.

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

To reduce the risk of the virus spreading, the following protocols were 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
- Staff working in pods to reduce the number of contacts
- Limiting, reducing or prohibiting visitors
- Eliminating non-essential in-person meetings
- Identifying and establishing a maximum number of people for common areas such as break rooms, meeting rooms, 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
- Restrict access to common areas and washrooms to facility staff

2.2 Engineering Measures – Barriers and partitions

- Installing physical barriers, such as plexiglass in Customer Service areas where workers can't keep physical distance from co-workers, customers or others
- Installing physical barriers in RMOW Operations Vehicles between the front and back seat

2.3 Administration Measures – Rules and Guidelines

- Staff are trained and instructed to regularly wash their hands through crew talks and signage posted throughout the workplace
- Instructing staff and posting signage on how to cover coughs and sneezes and properly dispose of tissues
- Implemented enhanced cleaning and disinfection of commonly touched surfaces and items as well as wiping down personal equipment and workstations before and after use
- Implemented Safe Work Guidelines for facilities instructing staff how to enter, exit and move through the facility to ensure distancing. Guidelines include opening doors to reduce contact with handles; opening windows to increase ventilation and limit occupancy in common areas such as the lunchrooms.
- Limiting vehicle use to 1 occupant wherever possible. If workers must share a vehicle and 2 meter physical distancing is not possible, workers will be required to wear a non-medical masks.
- Instruct staff to avoid sharing equipment
- Establish COVID-19 protocols for visitors the facilities including passive COVID-19 screening for visitors

2.4 Personal Protective Equipment (PPE)

If elimination, engineering, and administration measures are not effective or enough to control the risk, personal protective equipment may be considered. Personal protective equipment may include non-medical masks, gloves, eye protective or an apron or disposable coverall.

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

Cleaning Protocols

- High-contact touch surfaces are cleaned daily (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.)
- Departments are instructed to disinfect commonly touched surfaces/items twice daily. Less commonly touched surfaces and items will be disinfected once throughout the day.
- Staff are instructed to wipe down their equipment, tools and machinery and at the start and end of their shift
- Equipment, tools and machinery that isn't used often may be covered or boxed to reduce the amount of cleaning
- Staff are instructed 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:

- Workers and visitors who is showing symptoms of COVID-19 are to remain home and seek the medical advice of their physician
- Workers and visitors who have arrived from outside of Canada must self-isolate for 14 days
- Workers 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 wash their hands and self-isolate, then contact their supervisor to report their symptoms prior to leaving work to go straight home. Staff will be 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 will be reviewed with staff who are working with members of the public.
- Visitors attending to facilities that are open are restricted to the areas cordoned off to the public, and will be required to adhere to the posted occupancy limits and facility procedures

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 regular 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.

Updates COVID-19 Safety Plans will be 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.