



## RMOW COVID-19 Safe Work Procedure Employees working on site (indoor and outdoor)

### Task:

This is for both indoor and outdoor on-site work activities during the COVID-19 pandemic.

### REMINDER:

- If you have had contact with a confirmed or suspected case of COVID-19 or are returning from travel outside of Canada, you must self-isolate for 14 days.
- If you are experiencing mild respiratory symptoms, you must self-isolate at home for 10 days after the initial onset of symptoms.
- If you start to feel unwell while at work: Isolate yourself and report it to your supervisor immediately.

### Hazard:

Safety issue for consideration is the risk of exposure biological agents.

### Work Procedures:

1. Wash your hands or use hand sanitizers upon entry to the workplace.
2. Keep workstations at least 2 metres apart from one another. Reconfigure the workplace where necessary.
3. Cancel in-person meetings. Utilize email, teleconference and video tools such as Zoom or instant messaging with Microsoft Lync.
4. Pre-shift meetings:
  - a. Conduct these over the phone or radio. If that is not possible, maintain 2 metre distance between each worker.
  - b. Do not share pens/notebooks.
  - c. The supervisor will maintain a record of each meeting and will record attendance. Staff signatures will not be required.
5. Work vehicles:
  - a. 1 employee per vehicle. Managers/supervisors will give direction where 2 employees per vehicle will be allowed involving an essential task where all other reasonable solutions have been considered and are unavailable. Employees will use the vehicle air vents blowing air gently towards the occupants and away from other occupants with windows slightly open to discharge air.
  - b. Disinfect commonly used surfaces as per the Vehicle Operation during pandemic safe work procedure, include steering wheel, gear shift, console controls, window and lock mechanisms.
6. If working in pairs is required, work 1-2 arm lengths apart.
7. Store Personal Protective Equipment in personal bags to avoid placing them on shared surfaces.

8. Clean/disinfect:
  - a. equipment when you are finished using it prior to returning it to its' location.
  - b. your workspace each time before you leave and dispose of the wipes/cloths in a covered container or garbage. Focus on the computer keyboard, mouse, desk surface, armrests, phone and photocopier.
9. Schedule rotating coffee and meal breaks and always respect 2m. distance when on breaks.
10. Do not use shared kitchenware (utensils, mugs, plates).
11. Wash hands before using the coffee machine/hot water dispenser, kettle or water cooler/water refill station, and any kitchen appliances.
12. Supervisors or managers will provide instruction on wiping down commonly used surfaces based on the number of staff working from the office and frequency of use. Note that cleaners are completing daily disinfection rounds of commonly used surfaces.
13. Physical mail correspondence coming from outside the RMOW will be held for 24 hours before being distributed internally.

### **Common sense practices:**


- Wash hands regularly for a minimum of 20 seconds with soap & water, particularly before and after eating.
- Sneeze or cough into your sleeve or a tissue and dispose of it right away.
- Avoid touching your face with unwashed or gloved hands.
- Practice social/physical distancing of 2m.

### **While away from work:**

It is imperative that all RMOW staff adhere to preventative measures while away from work. Your actions away from work directly affect your workplace. Ensure you are practicing social/physical distancing.

Employees are instructed to use individual personal vehicles to travel to and from work and not carpool to realize distancing guidelines.

If you have any concerns, speak with your Supervisor. If you feel any symptoms of feeling ill, go home and let your Supervisor know.



# WHISTLER

## RMOW – Municipal Hall Lower Offices COVID-19 Safe Work Guidelines

### Task:

During the COVID-19 pandemic, staff will be working on-site in the lower offices of Municipal Hall to maintain community services.

### REMINDER:

- If you have had contact with a confirmed or suspected case of COVID-19 or are returning from travel outside of Canada, you must self-isolate for 14 days.
- If you are experiencing mild respiratory symptoms, you must self-isolate at home for 10 days after the initial onset of symptoms.
- If you start to feel unwell while at work: Isolate yourself and report it to your supervisor immediately.

### Hazard:

Safety issue for consideration is the risk of exposure biological agents.

### Safe Work Procedures:

This guideline is intended to help staff follow the RMOW Safe Work Procedures. Employees must also read, understand and follow all RMOW Safe Work Procedures. Attached are SWP0407 - Essential Indoor/Outdoor Staff Working On-site, for general workplace procedures, and SWP0408 - Sanitizing Commonly used items.

### Common sense practices:

- Wash hands regularly for a minimum of 20 seconds with soap & water or hand sanitizer, particularly before and after eating
- Sneeze or cough into your sleeve or a tissue and dispose of it right away.
- Avoid touching your face with unwashed or gloved hands.
- Practice social/physical distancing of 2m

### Access to the office:














These staggered start time are the recommended in order to mitigate congestion at the front entry. Building at 8:00am, Engineering at 8:15am and Planning at 8:30am.

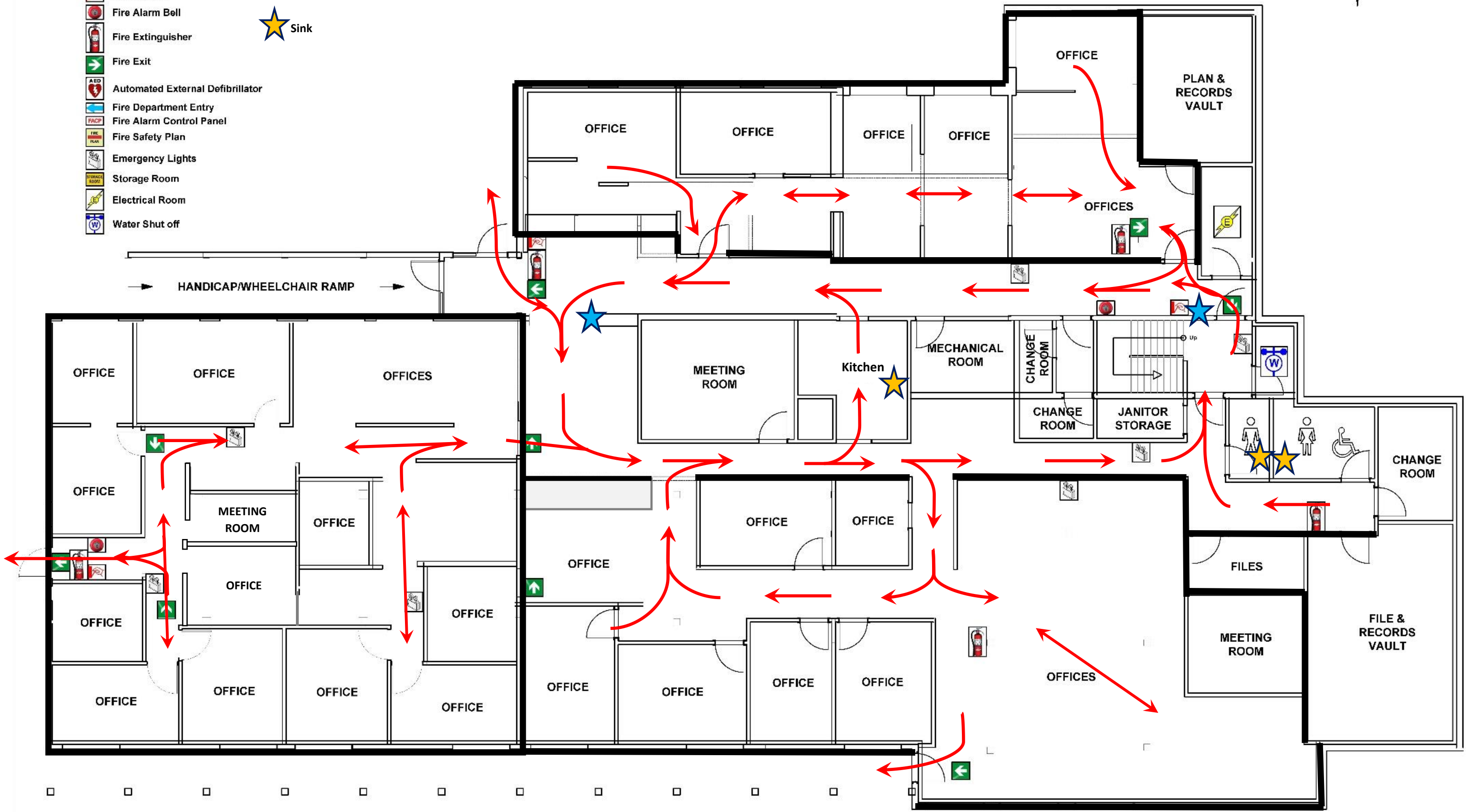
*As you enter the office, please use the hand sanitizer that is located directly across from the front entry.*

### Common Corridors:

In order to assist in maintain social distancing throughout the lower office corridors red directional arrows have been placed on the ground, similar to the map shown below. The redundant loops of one-way traffic will help to mitigate people converging onto each other.

**LEGEND**

- |   |                                  |   |                        |
|---|----------------------------------|---|------------------------|
|  | First Aid Station                |  | Hand Sanitizer Station |
|  | Pull Station                     |  | Sink                   |
|  | Fire Alarm Bell                  |   |                        |
|  | Fire Extinguisher                |   |                        |
|  | Fire Exit                        |   |                        |
|  | Automated External Defibrillator |   |                        |
|  | Fire Department Entry            |   |                        |
|  | Fire Alarm Control Panel         |   |                        |
|  | Fire Safety Plan                 |   |                        |
|  | Emergency Lights                 |   |                        |
|  | Storage Room                     |   |                        |
|  | Electrical Room                  |   |                        |
|  | Water Shut off                   |   |                        |



**LOWER FLOOR**

During operating hours, the fire doors to the stairwell, will be propped open in order to maintain the direction flow and mitigate contact transfer. The kitchen door has also been propped open to create a second shorter loop.

There are two hand sanitizing station located at either end of the loop (see the blue star on the map) at the main entry and at the bottom of the stairs.

**Fire Doors:**

The Building Department Staff will be responsible to close the two fire doors at the end of each work day.

**Department Corridors:**

When you leave your workstation/office, it is advised to communicate verbally with your co-workers when you have to pass by other workstations or offices that are occupied. Call out to notify others working in your area that you are passing through the corridor to help maintain social.

**Occupancy Loads for each department:**

In order to maintain social distancing, the maximum occupancy loads for each department in the lower Municipal Hall offices are as follows:

Department:	Max. # of Staff:
Building	4
Engineering	6
Planning	5

*Note: With prior approval from a supervisor or department manager, additional staff may stop by temporarily to grab items from the office.*

**Building Department:**

A desk has been moved to gain access to the door at the south end of the building department to create an additional access and egress point.

**Engineering Department:**

The entrance and egress points are located in the more congested areas of the corridor; please follow the direction arrows for a one way in and one way out (see the map) into the engineering offices. Please use the rear exterior exit door, whenever possible, to leave the office.

**Planning Department:**

The one access/egress point opens into the main lobby, which is open and has good visibility to see greater than 2m in all directions. Please use the rear exterior exit door, whenever possible, to leave the office.

**OBOE Printer/Copier:**

When using the OBOE Printer/Copier, please be as quickly as possible in order to keep the corridor clear; as this is the narrowest corridor in the lower offices.

**Women's washroom:**

The change room, next the washroom, will be left open for an area to wait for the washroom to become available or they can turn around and come back at a later time.

**Men's washroom:**

If the door is locked, please come back at a later time. Do not wait in the common corridors.

**Air Flow:**

Please open a few windows, in each department, in order to increase the air flow for the lower offices.

**Kitchen:**

The kitchen will be restricted to the storing/retrieving of food, using the appliances or to access water & hot drinks. One staff member is permitted within the kitchen, at a time, in order to maintain social distancing.

This is also a pass through corridor; so please be as quickly as possible when using the kitchen facilities. Also, use caution and verbal communication when entering the kitchen area.


**Sanitizer:**

Each department has been supplied with a spray bottle filled with a hydrogen peroxide based sanitizer. This may be used to sanitizer hard surfaces (desks, chairs, front counters, etc.), it is not recommended to be used with plastics or electronics. When empty, please come by the Building Department to refill the bottles.

Plastics and electronics can be wiped down with Lysol disinfecting wipes.

**Cleaners:**

The cleaners are at Municipal hall around 6pm daily to complete the disinfection rounds. It is recommended that employees leave the office prior to the cleaners arriving.



# WHISTLER

## RMOW – Municipal Hall Upper Floor COVID-19 Safe Work Guidelines

### Task:

During the COVID-19 pandemic, staff will be working on-site in the upper floor offices of Municipal Hall to maintain community services.

### REMINDER:

- If you have had contact with a confirmed or suspected case of COVID-19 or are returning from travel outside of Canada, you must self-isolate for 14 days.
- If you are experiencing mild respiratory symptoms, you must self-isolate at home for 10 days after the initial onset of symptoms.
- If you start to feel unwell while at work: Isolate yourself and report it to your supervisor immediately.

### Hazard:

Safety issue for consideration is the risk of exposure biological agents.

### Safe Work Procedures:

This guideline is intended to help staff follow the RMOW Safe Work Procedures. Employees must also read, understand and follow all RMOW Safe Work Procedures and Guidelines. The documents that support this are SWP0601 – Indoor Outdoor Employees working on-site, SWP0602 – Cleaning and Disinfecting, and RMOW Guideline for Public Entry Muni Hall.

### Common sense practices:


- Wash hands regularly for a minimum of 20 seconds with soap & water or hand sanitizer, particularly before and after eating
- Sneeze or cough into your sleeve or a tissue and dispose of it right away.
- Avoid touching your face with unwashed or gloved hands.
- Practice social/physical distancing of 2m

### Access to the office:

Bylaw and Finance working in the front of the building will enter through the front doors using a staggered start time. For Bylaw 1 person starts at 7am (2 start at 7am when there are 5 people in), there is a maximum of 2 people starting at 8:00am and one person starts at 8:30. For Finance, 1 person will start at 7:45, two at 8:00 and one at 8:15.

The other Municipal Hall departments have periodic employees accessing the office and therefore staggered start times are not required.

Non-Municipal Hall staff will periodically access the upper floor for work purposes. They will enter the building through the rear (North) door and exit the building via the accessibility ramp outside the Piccolo Boardroom.

As you enter the office, please use the hand sanitizer that is located beside the storage closet in the hallway, in Bylaw or outside the Flute room. Location is shown on the map as .

### **Common Corridors:**

In order to assist in maintain social distancing throughout the finance and customer service office corridors red directional arrows have been placed on the ground, similar to the map shown below. The loops of one-way traffic will help to mitigate people converging onto each other.

Bylaw will avoid the common corridor by entering and exiting through their front door outside Piccolo. The remaining employees will enter and exit the building through the rear door and be mindful of others as they walk through the corridors to their offices.

Please limit travel down the corridor towards the Flute meeting room to essential tasks.

### **Department Corridors:**

When you leave your workstation/office, it is advised to communicate verbally with your co-workers when you have to pass by other workstations or offices that are occupied. Call out to notify others working in your area that you are passing through the corridor to help maintain social distance.

### **Occupancy Loads for each department:**

In order to maintain social distancing, the maximum occupancy loads for each area in the customer service and finance area of Municipal Hall offices are as follows:

<b>Department:</b>	<b>Max. # of Staff:</b>
Finance/Customer Service	8
Bylaw main floor/second floor offices	5/3
Leg Services	3
COA	3

*Note: With prior approval from a supervisor or department manager, additional staff may stop by temporarily to grab items from the office.*

### **Main Room Printer/Copier:**

When using the mail room Printer/Copier, please be as quickly as possible in order to allow others to access this machine

### **Washrooms:**

The washrooms are restricted to staff working out of Municipal Hall and the REX trailer.

Finance (excluding Helga) and Bylaw will use the washrooms in the lobby area. All others will use the washrooms outside of Flute boardroom. Please use only one stall in the lobby washrooms at a time, if the washrooms are occupied by one person then please return to your desk and return at a later time. The lobby washrooms have been outfitted with foot activated opening mechanisms so that you can avoid touching the door handle. You may also access the washrooms outside of Flute, if the door is locked, please come back at a later time. Do not wait in the common corridors.



**Lunchroom:**

The lunchroom is restricted to staff of Municipal Hall and the REX trailer.

The table in the lunchroom has been moved from the wall to increase social distancing. Do not use shared utensils and plates. Two staff members are permitted within the lunchroom, at a time, in order to maintain social distancing.

**Accessing lower floor:**

Staff needing to access the lower floor of Municipal Hall are instructed to adhere to the direction of flow outlined in the Safe Work Guideline for Municipal Hall- Lower Floor. The stairs from the foyer can be used for travel downstairs. Announce yourself as you travel downstairs. Prior to entering the corridor, stop and confirm that distancing can be achieved prior to proceeding. To return to the upper floor, staff will re-enter Municipal Hall from the rear (north) stairs.

**Air Flow:**

Please open a few windows, in each department, in order to increase the air flow for the lower offices

**Coordination with Other Departments:**

There are several other departments who share the main floor of municipal hall:

**Finance and Customer Service** has a maximum of 8 people daily, Helga will enter through the rear door, and the remainder will enter through the front door (shown as yellow arrow).

**Bylaw** has 3-5 people each day and will enter through the front door and exit their office through the open door outside Piccolo (shown as the red arrow).


**Legislative Services** will have up to 3 people in the Leg Services offices daily. In order to reduce congestion at the front door, the Leg Services team will enter and exit via the rear door (shown as green arrow)

Most of the **CAO** team is working from home with the exception of John Rae who is working full time in the office. This team will enter and exit via the back door (shown as black arrows)

**Public services:**

The Customer Service counter is open to public but is limiting to 2 customers at a time. Staff accessing the washrooms and foyer are instructed to ensure physical distancing is maintained at all times while moving through this area.

**Sanitizer:**

There are four bottles of disinfecting wipes on the floor, one in AP, one in customer service, one outside the flute room and one in Bylaw. At the start and end of each day please wipe down your desk, phone, keyboard and chair. The location of these are shown on the map as:  .

**Cleaners:**

The cleaners are at Municipal hall around 6pm daily to complete the disinfection rounds. It is recommended that employees leave the office prior to the cleaners' arrival.



## RMOW - Municipal Hall - Resort Experience Trailer COVID-19 Safe Work Guidelines

### Task:

During the COVID-19 pandemic, staff will be working on-site in the Resort Experience trailer offices adjacent to Municipal Hall to maintain community services. REX staff will also access Municipal Hall from time to time to use common areas.

### REMINDER:

- If you have had contact with a confirmed or suspected case of COVID-19 or are returning from travel outside of Canada, you must self-isolate for 14 days.
- If you are experiencing mild respiratory symptoms, you must self-isolate at home for 10 days after the initial onset of symptoms.
- If you start to feel unwell while at work: Isolate yourself and report it to your supervisor immediately.

### Hazard:

Safety issue for consideration is the risk of exposure biological agents.

### Safe Work Procedures:

This guideline is intended to help staff follow the RMOW Safe Work Procedures. Employees must also read, understand and follow all RMOW Safe Work Procedures. Attached are SWP0428 RMOW Indoor and Outdoor employees working on-site, for general workplace procedures, and SWP0408 - Sanitizing Commonly used items.

### Common sense practices:

- Wash hands regularly for a minimum of 20 seconds with soap & water or hand sanitizer, particularly before and after eating
- Sneeze or cough into your sleeve or a tissue and dispose of it right away.
- Avoid touching your face with unwashed or gloved hands.
- Practice social/physical distancing of 2m

### Access to the office:

Staggered start times or distanced line-up procedures to enter the building in order to mitigate congestion at the front entry. West end (FE&A) could start at 8:00am, Center (Parks Planning) at 8:10am and East end (Enviro, Toni, Judith) at 8:20am, with Reception (Shannon) entering very last at 8:30am.

*As you enter the office, please use the hand sanitizer that is located directly across from the reception desk in the front entry.*

**Common Corridors:**

In order to assist in maintain social distancing throughout the REX trailer corridors red directional arrows will be placed on the ground, similar to the map shown. The redundant loops of one-way traffic will help to mitigate people converging onto each other.

During operating hours, the fire door at the west end, will be propped open in order to maintain the direction flow and mitigate contact transfer. Rather than doubling back through the corridor the FE&A department will exit the fire door located at the west.

There are currently 3 hand sanitizing stations. One located across from reception at the main entry, a second located in the centre of the trailer on the west wall of the Parks Planning department and the third located in the FE&A department beside the fire exit.

**Fire Doors:**

The FE&A Staff will be responsible to close the fire door at the end of each work day.

**Department Corridors:**

When you leave your workstation/office, it is advised to communicate verbally with your co-workers when you have to pass by other workstations or offices that are occupied. Call out to notify others working in your area that you are passing through the corridor to help maintain social distancing.

**Occupancy Loads for each department:**

In order to maintain social distancing, the maximum occupancy loads for each department in the REX trailer are as follows:

<b>Department:</b>	<b>Max. # of Staff:</b>
FE&A	3
Parks Planning	4
Enviro/Toni	3

REX trailer office spaces identified by a person's name does not mean that person has to occupy that space, especially if they have a VPN. The use of office spaces will be determined based on priorities set by REX GM in coordination with REX managers. This provides flexibility allowing for rotating schedules (TBC), and consideration of other potential REX staffing requirements. Individuals must disinfect the workstation, arm rests, phone and surface areas thoroughly upon arriving and prior to leaving.

*Note: With prior approval from a supervisor or department manager, additional staff may stop by temporarily to grab items from the office.*

**FE&A (west end) Department:**

After the first FE&A team member enters they will prop open the fire exit door and the remainder of the team will use the fire exit to enter and exit the building. If the the copy room is required, they will exit the fire exit and enter the main entrance directly to the copy room and leave the main exit returning to their desk through the fire exit at the west end.

Bob & Christa will remain in office, Connor will shift his work station a minimum of 2 meters away from the fire exit.

There is room for 1 work space with partition to separate.

**Parks Planning (centre) Department:**

Will use the main entrance to enter and exit the building. Opportunity to exit through the west end fire exit once FE&A department has departed for the day.

Martin & Annie will remain in office.

There is room for 2 work spaces with partition to separate.

**Enviro/Toni (east end) Department:**

Enter & exit the building through the main entrance.

**Printer/Copier in REX Trailer:**

When using the printer/coper the FE&A department will exit the fire exit and enter the main entrance directly to the copy room and leave the main exit returning to their desk through the fire exit at the west end. Parks Planning & east end will communicate verbally with your co-workers when you have to pass by other workstations or offices that are occupied. Call out to notify others working in your area that you are passing through the corridor to help maintain social distancing.

*Suggested hand sanitizer be used prior to use.*

**Printer/Copier in Municipal Hall Lower Level:**

When using the OBOE Printer/Copier, please be as quick as possible in order to keep the corridor clear; FE&A to enter though main entrance and exit immediately though main exit, returning to desk though the west end fire exit.

*Suggested sanitization wipes to be used after use.*

**Washrooms:**

If use of washrooms is required, please use Municipal Hall upper level facilities, across from Flute Room and follow "Upper Level Office" protocol. If doors are locked please come back at a later time. Do not wait in the common corridors.

**Coffee/Tea:**

If you would like coffee or tea, please use Municipal Hall upper level facilities in the main building, across from Flute Room and follow "Upper Level Office" protocol. If small kitchen area is being used please come back at a later time. Do not wait in the common corridors.

**Air Flow:**

Please open a few windows, in each department, in order to increase the air flow as well as propping open the west end fire exit.

**Kitchen:**

If use of the kitchen to prepare food is required, please use the lower level facilities in Municipal Hall and follow "Lower Level Office" protocol.

**Sanitizer:**

Each department will be supplied with a spray bottle filled with a hydrogen peroxide based sanitizer. This may be used to sanitizer hard surfaces (desks, chairs, front counters, etc.), it is not recommended to be used with plastics or electronics. When empty, please come by the Building Department to refill the bottles.

Plastics and electronics can be wiped down with Lysol disinfecting wipes.

**Cleaners:**

The cleaners are at REX trailer and Municipal Hall around 6pm daily to complete the disinfection rounds. It is recommended that employees leave the office prior to the cleaners arriving.



## RMOW COVID-19 Safe Work Procedure Sanitizing commonly used items

### **Task:**

Sanitizing items after use, and those being returned to work.

### **REMINDER:**

- If you have had contact with a confirmed or suspected case of COVID-19 or are returning from travel outside of Canada, you must self-isolate for 14 days.
- If you are experiencing mild respiratory symptoms, you must self-isolate at home for 10 days after the initial onset of symptoms.
- If you start to feel unwell while at work: Isolate yourself and report it to your supervisor immediately.

### **Hazard:**

Safety issue for consideration is the risk of exposure biological agents.

### **Work Procedure:**

1. Wash your hands with soap and water before you begin
2. Read the manufacturer's instructions to ensure you're using the correct product for your item and using it as intended and for safe use of cleaning and disinfection. Use rubber gloves if recommended and allow enough contact time for disinfectant to kill germs
3. Think ahead of what you will put your item into once it is cleaned. Have it ready within reaching distance
4. Wipe down the item to remove dust and particles with a damp clean cloth. Dry dusting or sweeping can distribute droplets into the air
5. Fold the wipe/cloth as you work through to contain what you've cleaned
6. Do not directly spray the product on your item. Spray a cloth, then wipe your item down all sides of the item including grooves
7. If an item is really dirty, wipe down the items with the product a second time
8. Wait for the item to dry before putting it away
  - a. If returning it to work, put it into a clean container/envelope.
9. Contaminated disposable cleaning items should be placed in a lined garbage bin. Reusable cleaning items can be washed using regular laundry soap and hot water.
10. Wash hands with soap and water after removing gloves

### **Clothing:**

Launder clothing as per usual and put it into a plastic bag labelled "clean".

### **Laptops/electronics:**

1. If you are cleaning a laptop and have the case: wipe the handle, zippers and surfaces down with a soapy damp cloth
  - a. Let it air dry, then follow up with an appropriate disinfecting spray on the areas that you wiped down. Let it air dry again
2. Unplug, or take the batteries out of your item before cleaning
3. Follow the directions above to clean your item ensuring the product you are using is safe for electronics.
4. When cleaning electronics, wipe around and in between buttons, including ports, monitors, and the exterior of laptops. Remember to wipe down the power cords.

### **When you're finished:**

- Wash your hands when you completed disinfecting your items.
- If you used rubber gloves, wash your gloves with soap and water, then hang them to air dry.

### **Common sense practices:**

- Wash hands regularly for a minimum of 20 seconds with soap & water, particularly before and after eating.
- Sneeze or cough into your sleeve or a tissue and dispose of it right away.
- Avoid touching your face with unwashed or gloved hands.
- Practice social/physical distancing of 2m.



# WHISTLER

## RMOW – Library Facility COVID-19 Safe Work Guidelines

### Task:

During the COVID-19 pandemic, some staff will be working on-site in the Whistler Public Library to maintain community services.

#### **REMINDER:**

- If you have had contact with a confirmed or suspected case of COVID-19 or are returning from travel outside of Canada, you must self-isolate for 14 days.
- If you are experiencing mild respiratory symptoms, you must self-isolate at home for 10 days after the initial onset of symptoms.
- If you start to feel unwell while at work: Isolate yourself and report it to your supervisor immediately.

### Hazard:

Safety issue for consideration is the risk of exposure to biological agents.

### Safe Work Procedures:

This guideline is intended to help staff follow the RMOW Safe Work Procedures. Employees must also read, understand and follow all RMOW Safe Work Procedures. Attached are SWP0428 - Essential Indoor/Outdoor Staff Working On-site, for general workplace procedures, and SWP0408 - Sanitizing Commonly used items.


#### **Common sense practices:**

- Wash hands regularly for a minimum of 20 seconds with soap & water or hand sanitizer, particularly before and after eating
- Sneeze or cough into your sleeve or a tissue and dispose of it right away
- Avoid touching your face with unwashed or gloved hands
- Practice social/physical distancing of 2m

#### **Access to the office:**

All staff will enter through the library front doors using a staggered start times and days. Staff will enter the building staggered by at least 10 minutes.

Individuals working remotely needing periodic access to the facility will check in with a supervisor before planning to enter the facility.

As you enter the facility, please use the hand sanitizer that is located in the vestibule as shown on the map as: 



**Common Corridors:**

In order to assist in maintaining social distancing throughout the staff work and break room corridors red directional arrows have been placed on the ground, similar to the map shown below.

Please limit travel down the corridor between the staff work room and the break room as this area is quite narrow.

**Department Corridors:**

When you leave your workstation/office, it is advised to communicate verbally with your co-workers when you have to pass by other workstations or offices that are occupied. Call out to notify others working in your area that you are passing through the corridor to help maintain social distance.

**Occupancy Loads for each space:**

In order to maintain social distancing, the maximum occupancy loads for each area in the staff spaces/work stations of the library are as follows:

Space:	Max. # of Staff:
Work Room	2
Shared Office	1
LD Office	1
YS Desk	1
PS Desks	2

*Note: With prior approval from a supervisor or department manager, additional staff may stop by temporarily to grab items from the office.*

**Supply/Mail/Printer/Copier:**

When using the supply room Printer/Copier, please be as quick as possible in order to allow others to access the room.

**Handling of Library Materials:** In order to mitigate risk in handling materials, all return items must be quarantined for 72 hrs. prior to staff re-shelving. Library book drop access to the public will be restricted to limited time periods as determined by supervisors and Materials Management staff. The Quarantine period will begin from the time that the book drops are closed and end 72 hours after closing.

**Quarantine**

The most current research (from the New England Journal of Medicine <https://www.nejm.org/doi/10.1056/>) has found that COVID-19 will persist on cardboard surfaces for 24 hours and on plastic surfaces for up to 72 hours.

Based on this research, quarantine periods are as follows:

- Paper or plain cardboard products: minimum 24 hours
- Books covered in Mylar or other plastics: minimum 72 hours
- Plastic-based materials, ex. CDs and DVDs: minimum 72 hours
- Other items: minimum 72 hours

### ***Safe handling***

When handling materials that have been returned to the library staff should wash their hands prior to handling the materials to reduce the likelihood of contamination should they be infected and asymptomatic. After handling materials, staff should wash their hands again for at least 20 seconds.

### **Washrooms (WC):**

Staff working in the work room and shared office will use the staff bathroom. Anyone working in the Library Director's office or Public Service desk will use the public washrooms. Staff working at the Youth Services desk will use the universal washroom. Please use only one stall in the public washrooms at a time, if the washrooms are occupied by one person then please return to your desk and wait until the washroom is free. If the door is locked to the staff washroom, please come back at a later time. Do not wait in the break room or corridor.


### **Lunchroom:**

The table in the lunchroom has been moved to the far side of the break room with the chairs removed to maintain social distancing. The lunchroom is now restricted to the storing/retrieving of food, using the appliances or to access water & hot drinks. One member permitted within the lunchroom, at a time, in order to maintain social distancing.

### **Air Flow:**

Please open a few windows, in each area, in order to increase the air flow through the staff areas. In addition, while the library is closed to the public please prop the staff room and storage room doors open to improve air flow and reduce contact with door fixtures.

### **Sanitizer:**

A spray bottle of disinfectant, gloves and paper towel can be found in a central location on the work room table as well as the kitchen, YS and PS work areas. At the end of each day please wipe down your desk, keyboard, telephone and hard surfaces of your chair. The location of these are shown on the map as:  .

### **Cleaners:**

The cleaners are at the library around 8:30 pm daily to complete the disinfection rounds. It is recommended that employees leave the office prior to the cleaners arriving.



## RMOW – Village Services

### COVID- 19 Safe Work Guidelines

#### Task:

During the COVID-19 pandemic, staff will be working on-site in the Village Services Functional Workspace Area (FWA) beneath the Library (the Village Services Lunchroom/Office/Locker-room) to maintain community services.

#### REMINDER:

- If you have had contact with a confirmed or suspected case of COVID-19 or are returning from travel outside of Canada, you must self-isolate for 14 days.
- If you are experiencing mild respiratory symptoms, you must self-isolate at home for 10 days after the initial onset of symptoms.
- If you start to feel unwell while at work: Isolate yourself and report it to your supervisor immediately.

#### Hazard:

Safety issue for consideration is the risk of exposure biological agents.

#### Safe Work Procedures:

This guideline is intended to help staff follow the RMOW Safe Work Procedures. Employees must also read, understand and follow all RMOW Safe Work Procedures. Attached are *RMOW COVID-19 Safe Work Procedure Employees Working on Site (indoor and outdoor)*, *RMOW COVID-19 Safe Work Procedure Sanitizing Commonly Used Items*, and *RMOW COVID-19 Safe Work Procedure Vehicle Operation during Pandemic*.

#### Common sense practices:

- Wash hands regularly for a minimum of 20 seconds with soap & water or handsanitizer, particularly before and after eating
- Sneeze or cough into your sleeve or a tissue and dispose of it right away.
- Avoid touching your face with unwashed or gloved hands.
- Practice social/physical distancing of 2m

#### Access to the FWA:

When entering the FWA, announce yourself so that you can ascertain if anyone else is on the premises and where they are within it. This will help you decide if you should enter or wait outside until that person leaves.

*As you enter the FWA, please wash your hands with soap and water at any of the three sinks.*

Individual staff will have their start times staggered by at least 15 minutes beginning at 6:00am. You must be out of the FWA before the next person's start time. End times are staggered correspondingly. The exception is the lead-hand. The lead-hand can be working at the desk as someone starts and ends

their day as their back is to the kitchen.

**Kitchen:**

One staff member is permitted within the kitchen, at a time, in order to maintain social distancing. This includes the table. To accomplish this, lunch times will be staggered. PLEASE STICK TO YOUR TIMES:

6:00am start – 10:30am lunch break

6:15am start – 11:00am lunch break

6:30am start – 11:30am lunch break

6:45am start – 12:00pm lunch break

7:00am start – 12:30pm lunch break

7:15am start – 1:00pm lunch break

More lunch break times may need to be added as more staff are deployed.

*You may heat up your food and eat at the table, if you wish, but please leave the lunchroom before the next person's lunch break time. Use your own dishes and cutlery. Wipe down any surfaces you may have touched with sanitizer before the next person comes in.*

We ask that you do not take your coffee breaks in the FWA. Please get a coffee to-go or bring a thermos of coffee with you.

**Locker-room:**

One person can be in the locker areas at a time in order to maintain social distancing. The staggered start and end times will facilitate this.

**Washroom:**

Throughout your shift you may need to use the washroom outside of your lunch break time. Please announce yourself as you enter the shop to make sure there isn't anyone else in the locker-room/washroom area before entering.

**Desk:**

Clean and disinfect the desk area using the Lysol wipes or the Vertigo Disinfectant wipes before you leave and dispose of the wipes in the garbage can. Focus on the computer keyboard, mouse, desk surface, armrests, phone and photocopier.

If you need to speak with someone at the desk, note that it is very difficult to achieve a 2 metre distance. Inform the person at the desk that you would like to have a face to face conversation and allow that person to stand up and move out of the desk area to achieve the appropriate distance.

If you need to use the phone, inform the person sitting at the desk and wait for them to leave the desk area before you go access the phone.

**Sanitizer:**

We have been supplied with a hydrogen peroxide based sanitizer (Saber) in the form of homemade wipes and in spray bottles. This may be used to sanitize hard surfaces (desks, chairs, tables, door knobs, toilet handles, etc.) It is not recommended to be used with plastics or electronics.

Plastics and electronics can be wiped down with Lysol disinfecting wipes or the Vertigo Disinfectant, also

found in the form of homemade wipes.

The lead-hands are responsible for making sure the Clorox wipes and/or homemade Vertigo Disinfectant wipes, and Saber in spray bottles, and as homemade wipes, are available at all times.

**Cleaners:**

The cleaners come twice per week: Wednesday and Sunday evenings. In addition to these cleanings, the lead-hand will be responsible for wiping down all door handles, taps, the toilet handle, and paper towel dispenser handles twice per day: at the beginning of their shift and after the last person has had their lunch break.



## RMOW – Utilities Office/Shop COVID-19 Safe Work Guidelines

### Task:

During the COVID-19 pandemic, staff will be working on-site in the Utilities Office/Shop Building to maintain potable water treatment and distribution, as well as sanitary sewer collection services.

### REMINDER:

- If you have had contact with a confirmed or suspected case of COVID-19 or are returning from travel outside of Canada, you must self-isolate for 14 days.
- If you are experiencing mild respiratory symptoms, you must self-isolate at home for 10 days after the initial onset of symptoms.
- If you start to feel unwell while at work: Isolate yourself and report it to your supervisor immediately.

### Hazard:

Safety issue for consideration is the risk of exposure to biological agents.

### Safe Work Procedures:

This guideline is intended to help staff follow the RMOW Safe Work Procedures. Employees must also read, understand and follow these other Covid 19 related Safe Work Plans and Procedures that have been developed:

- RMOW COVID 19 Exposure Control Plan
- RMOW Indoor and Outdoor Employees Working On-site SWP0428
- RMOW Sanitizing Commonly used items SWP0408
- RMOW Vehicle Operation during pandemic SWP0401

Up to date versions of these documents can be found on SharePoint under Human Resources/Health and Safety/COVID 19

### Common sense practices:

- Wash hands regularly for a minimum of 20 seconds with soap & water or handsanitizer, particularly before and after eating
- Sneeze or cough into your sleeve or a tissue and dispose of it immediately.
- Avoid touching your face with unwashed or gloved hands.
- Practice social/physical distancing of at least 2m.

### Access to the Utilities Office/Shop:

The main access/egress points to the building are through windowed doors which typically allow good visibility to see greater than 2m in all directions. To leave the building, please use the other exterior exit doors as shown on the floor plans/maps whenever possible.

*As you enter the building, please use the hand sanitizer located near the entrances as noted on the floor plans/maps.*

### **Common areas:**

In order to assist in maintain social distancing throughout the building, follow the directional arrows as noted on the floor plans/maps shown below. In doorways and on stairways and entrances where two-way traffic cannot be avoided, stand back out of the way to allow those already in the areas to pass through.

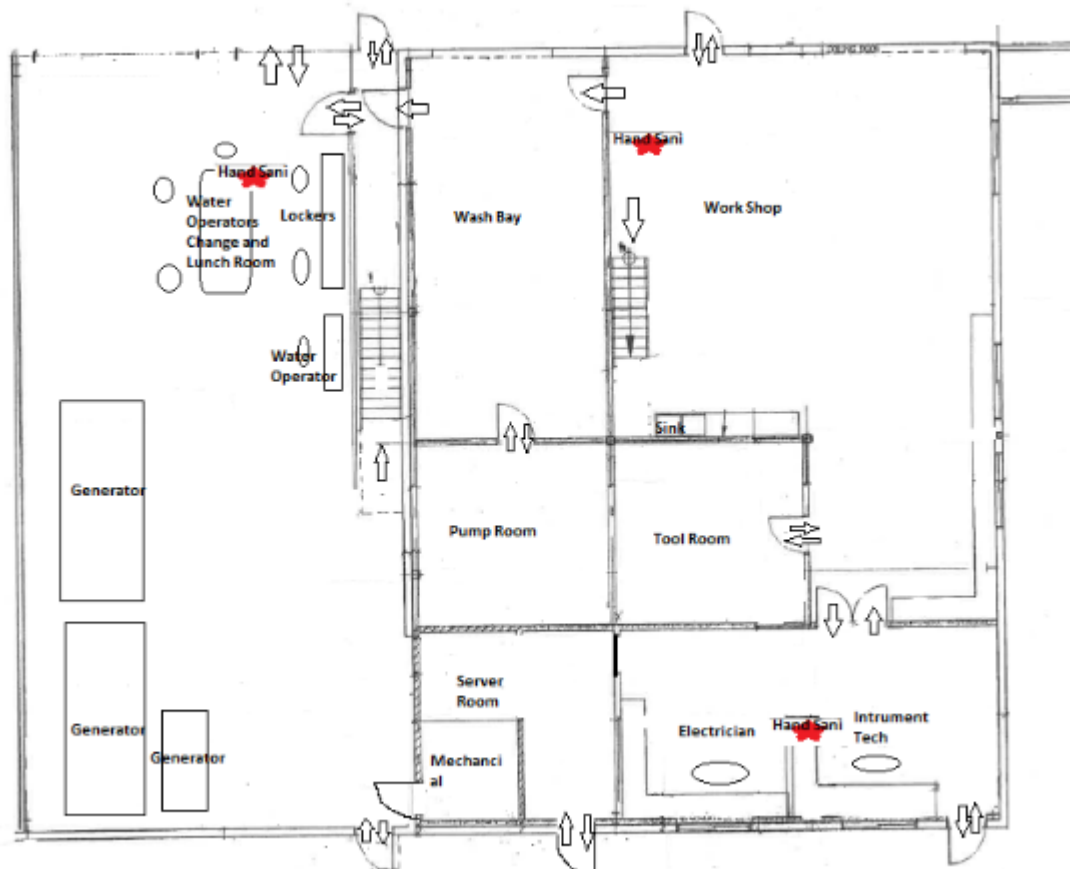
When you leave a work area/office, it is advised to communicate verbally with your co-workers when you have to pass by other work areas or offices that may be occupied. Call out to notify others working in the area that you are passing through the corridor to help maintain social distance.

Where practical prop open any interior doors that are used frequently to minimize touching door handles and leaving these doors open does not create a noise hazard, or allow transfer of vehicle or equipment exhaust.

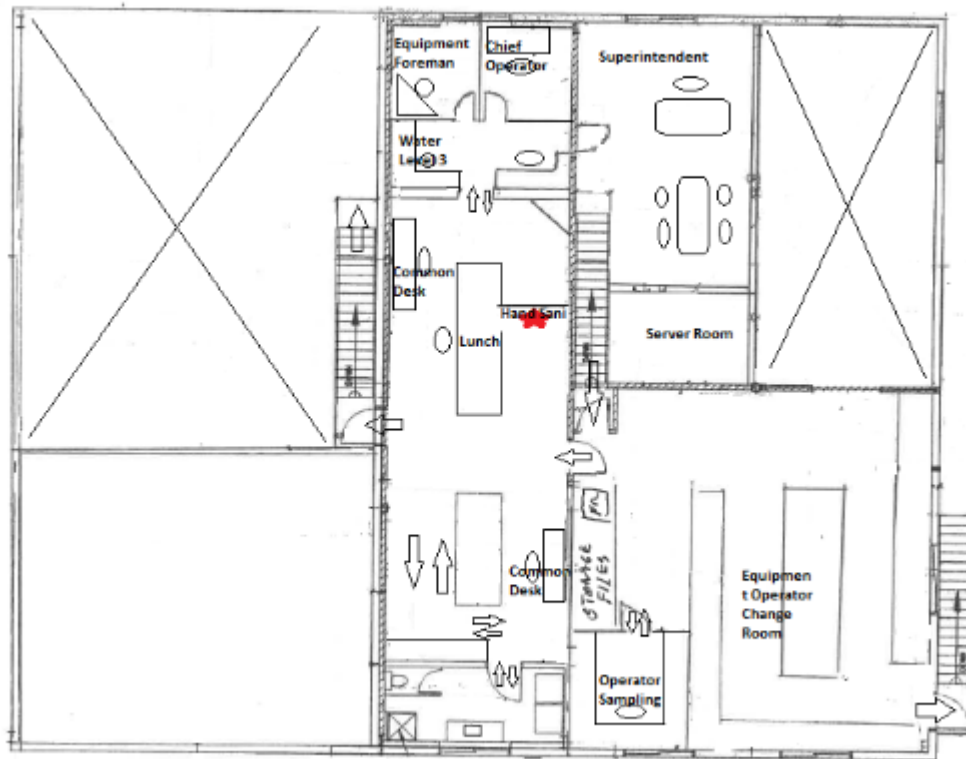
### **Fire Doors:**

As many of the interior doors are fire doors, they must be closed by the employee locking up and arming the security system at the end of each day.

### **Utilities Ground Floor**



## Utilities Second Floor



### Occupancy Loads for each area:

In order to maintain social distancing, see the maximum occupancy loads for each area in the Utilities Building:

Area:	Max. # of Staff:
Superintendent Office	4
Foreman/Chief Op. Offices	1
Electrician/Instrument Tech. office	2
Lab	2
Change Rooms Locker Areas	8
2 <sup>nd</sup> floor Main office/Lunch Room	5
Water Op. 3/SCADA/Copier Area	2
Work Shop	8

### Change Rooms:

If a change room has reached the occupancy limit or if you can't maintain social distancing due to personal locker locations, wait for others in the change room to vacate before using the facilities. I.E. turn around and come back at a later time.



**Washroom:**

If the door is locked, please come back at a later time. Do not wait in the common corridors.

**Air Flow:**

Please open a few windows, in each area, in order to increase the air flow for all occupants.

**Sanitizing common surfaces:**

Each department has been supplied with a spray bottle filled with a hydrogen peroxide based sanitizer. This will be used to sanitize hard surfaces (desks, tables, chairs, counters, door handles, light switches etc.), it is not recommended to be used with plastics or electronics. Contact your supervisor about refilling the bottles **before** they are empty.

Plastics and electronics such as computer key boards etc. can be wiped down with disinfecting wipes.

This sanitizing should be done twice each day; once before lunch breaks, and again at the end of the work day.

**Cleaners:**

Janitorial services currently clean and sanitize the washroom facilities five times a week; Monday – Friday.

**Accessing Other Areas in Utilities:**

When you access other spaces within the Utilities area, it is advised to communicate verbally (or by radio as appropriate) with your co-workers when you have to pass by or occupy those spaces. Call out to notify others who may be working in the area of your presence so you can cooperate with others to maintain social distance.



## RMOW – WWTP Admin. Building COVID-19 Safe Work Guidelines

### Task:

During the COVID-19 pandemic, staff will be working on-site in the Waste Water Treatment Plant Administration Building to maintain sanitary sewer treatment services.

#### **REMINDER:**

- If you have had contact with a confirmed or suspected case of COVID-19 or are returning from travel outside of Canada, you must self-isolate for 14 days.
- If you are experiencing mild respiratory symptoms, you must self-isolate at home for 10 days after the initial onset of symptoms.
- If you start to feel unwell while at work: Isolate yourself and report it to your supervisor immediately.

### Hazard:

Safety issue for consideration is the risk of exposure biological agents.

### Safe Work Procedures:

This guideline is intended to help staff follow the RMOW Safe Work Procedures. Employees must also read, understand and follow these other Covid 19 related Safe Work Plans and Procedures that have been developed:

- RMOW COVID 19 Exposure Control Plan
- RMOW Indoor and Outdoor Employees Working On-site SWP0428
- RMOW Sanitizing Commonly used items SWP0408
- RMOW Vehicle Operation during pandemic SWP0401

Up to date versions of these documents can be found on SharePoint under: Human Resources/Health and Safety/COVID 19

#### **Common sense practices:**

- Wash hands regularly for a minimum of 20 seconds with soap & water or handsanitizer, particularly before and after eating
- Sneeze or cough into your sleeve or a tissue and dispose of it right away.
- Avoid touching your face with unwashed or gloved hands.
- Practice social/physical distancing of 2m

#### **Access to the WWTP Administration Building:**

The main entrance access/egress point opens into the main lobby, which is open and has good visibility to see greater than 2m in all directions. Please use the other exterior exit doors as shown on the floor plans/maps whenever possible, to leave the building.

*As you enter the building, please use the hand sanitizer located near the entrances as noted on the floor plans/maps.*

Typical max. staff compliment on-site:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Total	6 or 7	7 or 8	10	9	4 or 5	3 or 4	3 or 4

\*Millwright has a 6AM – 3PM shift schedule, all others are 7:30AM - 4:30PM.

Staggered break times

Start Time	Coffee Break	Lunch Break	Coffee Break	Finish Time
6am (Millwright)	8:30am	11:00am	1pm	3pm
730am (Group 1)	9:10am	11:30pm	2:10pm	4:30pm
730am (Group2)	9:30am	12:00pm	2:30pm	4:30pm

The Chief Operator or Lead Operator on-site will ensure crew grouping is split as evenly as possible and individuals in the groups maintain social distancing.

#### **Change Room Use:**

- Due to shift schedule (6AM – 3PM) the Millwright uses men's change room in a time slots were they are typically the only occupant.
- The Lab Tech will use the second floor shower as a change room.
- The rest of the male operations staff will use the men's change room as follows:
  - o At the start of the day the junior operations team can get changed first while the senior operations team conduct the morning process meeting. Once the juniors are changed they can get their directions from the seniors, then the seniors can get changed.
  - o At the end of the day the juniors get changed first while the seniors finish dewatering etc. The juniors then can do their time sheets, emails etc. while the seniors get changed.
    - ❖ On the occasional weekday when 4 junior operators are all on-site, one of these individuals will use the second floor shower as a change room before/after the Lab Tech.

#### **Team assembly areas:**

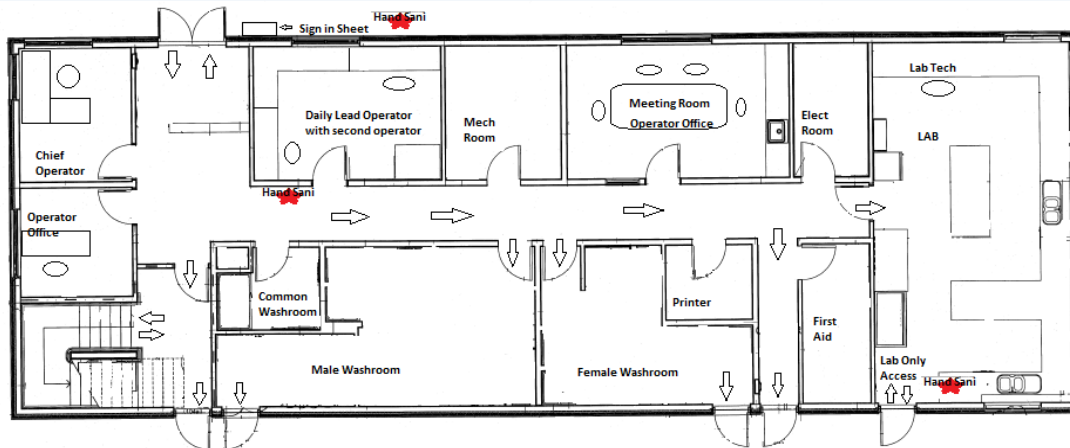
To maintain social distancing the team will temporarily hold morning meetings and discuss task assignments, and afternoon debriefs outside the Admin Building in fair weather, and in the storage bay behind the Mechanical workshop during inclement weather.

#### **Common areas:**

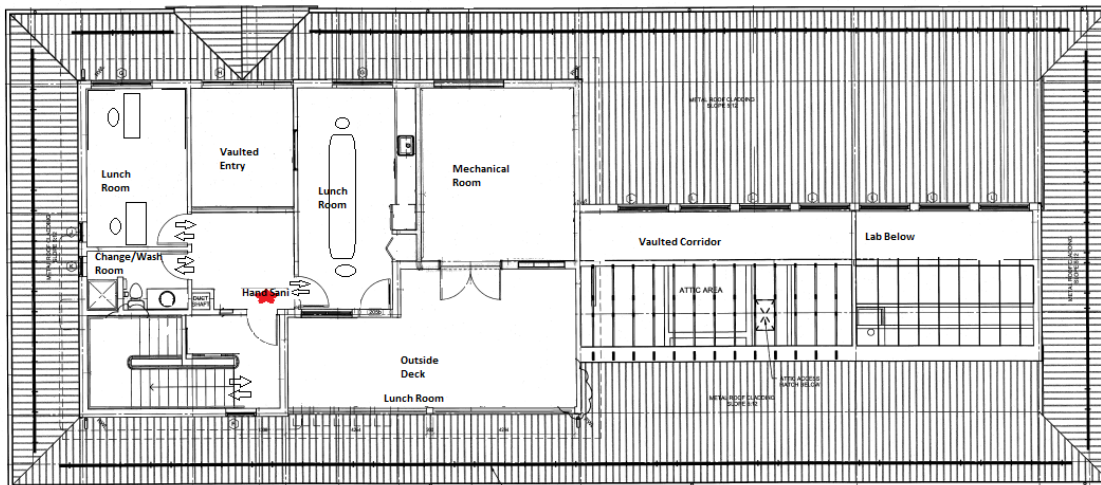
In order to assist in maintain social distancing throughout the building follow the directional arrows as noted on the floor plans/maps shown below. In doorways and on stairways and entrances where two way traffic cannot be avoided stand back out of the way to allow those already in the area to pass through.

When you leave your workstation/office, it is advised to communicate verbally with your co-workers when you have to pass by other workstations or offices that are occupied. Call out to notify others working in your area that you are passing through the corridor to help maintain social distance.

### WWTP Admin Building Ground Floor Plan:



### WWTP Admin Building Second Floor Plan:



### Occupancy Loads for each area:

In order to maintain social distancing, the maximum occupancy loads for each area in the WWTP Admin Building must be adhered to:

Area:	Max. # of Staff:
Offices	2
Control Room	2
Lab	2
Lunch Room	2
Change Rooms	3
2 <sup>nd</sup> floor office	2
Meeting Room	3
Upper Deck	3
Copier Room	1

**Change Rooms:**

If a change room has reached the occupancy limit or if you can't maintain social distancing due to personal locker locations, wait for others in the change room to vacate before using the facilities. I.E. turn around and come back at a later time.

**Washroom:**

If the door is locked, please come back at a later time. Do not wait in the common corridors.

**Air Flow:**

Where possible open a few windows in each area in order to increase the air flow for all occupants.

**Sanitizing common surfaces:**

Each department has been supplied with a spray bottle filled with a hydrogen peroxide based sanitizer. This will be used to sanitize hard surfaces (desks, tables, chairs, counters, door handles, light switches etc.), it is not recommended to be used with plastics or electronics. Contact your supervisor about refilling the bottles before they are empty.

Plastics and electronics such as computer key boards etc. can be wiped down with disinfecting wipes.

This sanitizing should be done twice each day; once before lunch breaks, and again at the end of the work day.

**Cleaners:**

Janitorial services have been increased to now clean and sanitize the washroom and change room facilities three times a week; Sundays, Tuesdays and Thursdays.

**Accessing Other Areas of the WWTP:**

When you access other work areas within the WWTP, it is advised to communicate verbally (by radio as appropriate) with your co-workers when you have to pass by or occupy those spaces. Call out to notify others who may be working in the area of your presence so you can cooperate with others to maintain social distance.



## RMOW – Municipal Hall Public Re-Entry Plan COVID-19 Safe Work Guidelines

### Task:

Since the COVID-19 pandemic Municipal Hall has remained closed. The intent of these guidelines is to enable limited re-entry of public into Municipal Hall to access the Customer Service areas on both floors of Municipal services.

### REMINDER:

- If you have had contact with a confirmed or suspected case of COVID-19 or are returning from travel outside of Canada, you must self-isolate for 14 days.
- If you are experiencing mild respiratory symptoms, you must self-isolate at home for 10 days after the initial onset of symptoms.
- If you start to feel unwell while at work: Isolate yourself and report it to your supervisor immediately.

### Hazard:

Risk of exposure to biological agents.

### Safe Work Procedures:

This guideline is intended to assist staff to identify hazards and to follow the RMOW Safe Work Procedures and to limit exposure and heighten awareness to potential exposure when dealing with members of the public.

Employees must also read, understand and follow all RMOW Safe Work Procedures and Guidelines. For this plan to be effective, staff and the public must follow the guidelines. To ensure those who are not familiar with these guidelines follow the instructions it will be necessary to have a designated individual monitor the number of staff and members of the public in the reception area at all times. This individual should also ensure the public appear healthy and they properly sanitize their hands before entering the building.

The following documents should be reviewed in combination with these guidelines:

**RMOW COVID-19 Exposure Control Plan;**

**SWP0428 - Essential Indoor/Outdoor Staff Working On-site, for general workplace procedures; and,  
SWP0408 - Sanitizing Commonly used items.**

**RMOW Safe Work Guidelines for Municipal Hall- Upper and Lower Floor**

### Common sense practices:

- Practice social/physical distancing of 2m
- Wash hands regularly for a minimum of 20 seconds with soap & water or hand sanitizer, particularly before and after eating
- Avoid touching your face with unwashed or gloved hands
- Sneeze or cough into your sleeve or a tissue and dispose of it right away

**Access to the building:**

Public will be asked to avoid entering Municipal Hall and encouraged to use the suite of on-line services advertised through media channels and notices in local newspapers.

**Main Floor**

Public requiring entry will have limited access to the Customer Service counter in the main floor reception area. Circulation will be controlled by physical and verbal means (a staff person "Greeter" circulating between outside of the main entrance and the lobby area). The number of public in the building will be limited at all times to ensure adequate physical distancing and a safe work environment. Overflow will be required to queue and will be required to maintain 2m spacing outside. Public will enter through the designated entrance only, as indicated on the circulation plan. Public will only be able to enter and remain in the building during scheduled open hours. Public will exit from the main floor lobby through the door located in the south west corner of the main floor (the universal accessibility ramp).

**Lower Floor**

Public requiring entry will have limited access to the lower floor Customer Service area only. Public will enter the building from the west facing entrance only. Exit will be through the same entrance door, then following the accessible ramp. Movements will be controlled by a Greeter to ensure physical distancing between those entering and exiting.

Interior doors on both floors will be propped open to reduce the need for contact with handles. If weather permits, all doors will be propped open.

**Accessible access:**

Clients wishing to access the building through the accessible ramp will be required to coordinate access through the Greeter. The Greeter will confirm that no pedestrian traffic will conflict with the accessible ramp. Once the path is clear the Greeter will permit the use of the ramp.

**Deliveries:**

Deliveries to Municipal Hall will be required to follow the same protocol as public provided they are able to access the building via the entrance stairs. Deliveries that require the accessible ramp or have specialized needs will require coordination of the Greeter.

**Common Corridors:**

In order to assist in maintaining physical distancing in public accessible areas, queuing locations and circulation routes with one way traffic have been implemented to limit contact during travel, directional arrows have been placed on the ground, similar to the map shown below.

**Department Corridors:**

There is no public access permitted in interior spaces of Municipal Hall at this time. Staff wishing to engage in in-person meetings are to schedule them on-line or are to host them at appropriate outdoor locations such as the parking lot where safe distance can be maintained.

**Additional Control Measures:**

To ensure that the number of public entering the building is limited to the acceptable number below a greeter will be stationed at the entrances to Municipal Hall to monitor the persons entering the

reception areas. Once the numbers have reached the maximum levels indicated below, the greeter will request others queue in the designated area outside the building.

As an additional control the greeter will remind the public to maintain distancing, that no public washrooms are available inside the building, and will ensure that each person use hand sanitizer prior to entering the building. In addition, the greeter will disinfect entry and exit door handles and hand rails as required.

The Greeter will be provided with appropriate personal protective equipment consistent with the RMOW COVID-19 Exposure Control Plan.

Reception area will have upgraded wayfinding to provide visitors with clear instruction on the direction of travel and location to stand when at service counters. Access to staff areas within the building will be obstructed with ropes and stanchions to assist with the wayfinding.

Lexan barriers are installed at each service counter to provide a physical barrier between staff and the public.

Furniture in the waiting area will be posted "Closed".

#### **Maximum Occupancy:**

In order to maintain physical distancing consistent with guidelines, maximum occupancy for each public area including greeter are as follows:

##### **Municipal Hall**

Main Floor Reception	3 persons
Lower Floor Reception	3 persons

Floor markings and wayfinding will provide guidance to persons entering the space as to the intended circulation routes and where to stand to complete transactions.

#### **Handling of Documents and Other Items:**

To mitigate risk in handling materials, public will be encouraged to utilize on-line services where possible. When necessary, submission of paper documents or other items will be complete by placing in the designated tray where they will remain during the required quarantine period.

##### **Quarantine period for documents**

The most current research (from the New England Journal of Medicine <https://www.nejm.org/doi/10.1056/> ) has found that COVID-19 will persist on cardboard surfaces for 24 hours and on plastic surfaces for up to 72 hours.

Based on this research, quarantine periods are as follows:

- Paper or plain cardboard products: minimum 24 hours
- Other items: minimum 72 hours

##### **Safe handling**

When handling materials that have been submitted reception staff should wash their hands prior to handling the materials and use latex gloves to reduce the likelihood of contamination should they be



infected and asymptomatic. After handling materials, staff should wash their hands again for at least 20 seconds.

#### **Cash handling**

Cash will be accepted. Customers should be encouraged to use credit cards for payment. Staff will sanitize their hands after handling cash.

#### **Proof of identification**

If a customer needs to show proof of identification or address, the customer will be asked to hold the piece up for the staff member to view. If copies are required for retention, images can be taken with a camera and stored electronically – only if required and in accordance with Privacy Act

#### **Washrooms (WC):**

Public washrooms will remain closed in the initial opening of Municipal Hall.

#### **Sanitizer:**

Public will be required to have hands sanitized prior to entry of building. Staff will have access to spray disinfectant, gloves and paper towel.

#### **Cleaning:**

Disinfection of contact areas will occur between each customer – specifically bank card machine and counter surface. Staff will be required to disinfect contact surfaces disinfectant wipes or spray and paper towel to remove residue.

A full area disinfection will be scheduled twice per day in public areas. Full clean of the public areas will be completed daily, including damp mop, full disinfection of contact surfaces.

#### **Staff considerations:**

Staff will enter the building at staggered times to limit cross over. Staff are encouraged to enter the building ahead of operating hours. Individuals working remotely needing periodic access to the facility are required to check-in with their supervisor before entering the facility. All staff will be required to use the hand sanitizer located in the vestibule and follow the prescribed circulation plan. Staff entering the building during operating hours will be directed by the greeter when it is safe to enter the building and staff will have their hands sprayed with disinfectant.

#### **Disposal:**

A closed, lined disposal bin will be available for public who will want to dispose of sanitizing wipes, tissues, etc.

#### **Signage:**

Signage related to the below listed topics will be installed to inform customers of the RMOW health and safety protocols:

1. Hand sanitizing
2. Physical distancing
3. Surface disinfection
4. Cash handling
5. Document handling
6. Entry/exit protocols



## RMOW COVID-19 Safe Work Procedure Vehicle Operation during pandemic

### Task:

During the COVID-19 pandemic, essential staff will be travelling in work vehicles to perform work duties.

### REMINDER:

- If you have had contact with a confirmed or suspected case of COVID-19 or are returning from travel outside of Canada, you must self-isolate for 14 days.
- If you are experiencing mild respiratory symptoms, you must self-isolate at home for 10 days after the initial onset of symptoms.
- If you start to feel unwell while at work: Isolate yourself and report it to your supervisor immediately.

### Hazard:

Safety issue for consideration is the risk of exposure biological agents.

### Work Procedures:

1. Work vehicles: only essential work travel is permitted.
2. Limit to one person per vehicle wherever operationally possible.
  - a. Where not operationally possible, limit to two persons per vehicle wearing N95 or KN95 respirator masks or better. This ensures we do not have three people in close contact in a single row seating vehicle e.g. a pick-up truck.
  - b. Each person will have been trained and oriented to the use and precautions of wearing N95 or KN95 respirator masks. The training will be documented by the supervisor.
  - c. In vehicles with multi-row seating, limit to two persons wearing N95 or KN95 masks or better. The passenger will sit in the opposite rear passenger seat to the driver unless a separation is installed between the vehicle occupants.
  - d. Staff will not switch seats during the shift.
  - e. Staff will operate in pairs wherever possible, and remain teamed for the duration of the shift.
  - f. Employees will use the vehicle air vents blowing air gently towards the occupants and away from other occupants with windows slightly open to discharge air. Having windows open will create turbulence in the air flow of the cab, and respiratory droplets may be dispersed rather than settled.
3. Pre-trip inspections are required for each operations vehicle. Operators will carry personal pre-trip inspection book provided by Central Services and complete an inspection prior to operating a vehicle each shift.
4. Disinfect commonly used surfaces prior to and after each use:
  - a. Read the manufacturer's instructions to ensure you're using the correct product for your item and using it as intended
  - b. Wipe down the door handle prior to entering the vehicle
  - c. Do not directly spray the product on your item. Spray a cloth, then wipe your item down all sides of the item including grooves
  - d. Focus on shared surfaces: steering wheels, gear shifts, seatbelt clasps, console controls, window and lock mechanisms

- e. When cleaning electronics, wipe around & in between buttons
- f. If an item is really dirty, wipe down the items with the product a second time.
- g. Fold the wipe as you work through the vehicle to contain what you've cleaned

### **Common sense practices:**

- Wash hands regularly for a minimum of 20 seconds with soap & water, particularly before and after eating.
- Sneeze or cough into your sleeve or a tissue and dispose of it right away.
- Avoid touching your face with unwashed or gloved hands.
- Practice social/physical distancing of 2m.

### **While away from work:**

It is imperative that all RMOW staff adhere to preventative measures while away from work including when traveling to and from work. Your actions away from work directly affect your workplace. Ensure you are practicing physical distancing and proper hand hygiene.

If you have any concerns, speak with your Supervisor. If you feel any symptoms of feeling ill, go home and let your Supervisor know.



## RMOW COVID-19 Safe Work Procedure Organizing Meetings during a Pandemic

### Task:

During the COVID-19 pandemic, this procedure is for critical meetings that need to take place and be held in-person between employees; also meetings that include contractors and/or other individuals.

### REMINDER:

- If you have had contact with a confirmed or suspected case of COVID-19 or are returning from travel outside of Canada, you must self-isolate for 14 days.
- If you are experiencing mild respiratory symptoms, you must self-isolate at home for 10 days after the initial onset of symptoms.
- If you start to feel unwell while at work: Isolate yourself and report it to your supervisor immediately.

### Hazard:

Safety issue for consideration is the risk of exposure biological agents.

### Work Procedures:

1. Meeting organizers need to determine whether the meeting can occur virtually or via teleconference.
2. If an in person meeting is necessary and the only option:
  - a. Only invite those who are required at the meeting
  - b. Have soap and water or hand sanitizer available to all participants
  - c. Collect contact details for everyone attending the meeting: mobile telephone number, email, address
  - d. Let attendees know that their details will be shared with local public health authorities if any participants become ill with COVID-19. Anyone who does not agree with this condition cannot attend the meeting
  - e. Ensure there is at least 2m. between participants
  - f. If indoor, open windows and doors to allow ventilation
  - g. If anyone begins to feel unwell while at the meeting, they must leave the worksite and go home
3. Retain contact information of all participants should a participant become ill after the meeting
4. If someone at the meeting becomes ill with COVID-19 after the meeting, contact RMOW Human Resources to report [hr@whistler.ca](mailto:hr@whistler.ca). Participants will be notified and advised to adhere to self-isolation requirements including monitor themselves for symptoms for 14 days and take their temperature twice a day.

### Common sense practices:

- Wash hands regularly for a minimum of 20 seconds with soap and water, particularly before and after eating.
- Sneeze or cough into your sleeve.
- Avoid touching your face with unwashed or gloved hands.
- Practice social/physical distancing.



## RMOW COVID-19 Safe Work Procedure

### Cleaning and disinfecting commonly used items

#### **Task:**

Cleaning and disinfecting items after use, and for those being returned to work.

#### **REMINDER:**

- If you have had contact with a confirmed or suspected case of COVID-19 or are returning from travel outside of Canada, you must self-isolate for 14 days.
- If you are experiencing mild respiratory symptoms, you must self-isolate at home for 10 days after the initial onset of symptoms.
- If you start to feel unwell while at work: Isolate yourself and report it to your supervisor immediately.

#### **Hazard:**

Safety issue for consideration is the risk of exposure biological agents.

#### **Work Procedure:**

1. Wash your hands with soap and water before you begin
2. Read the manufacturer's instructions to ensure you are:
  - a. using the correct product for your item
  - b. using it as intended
  - c. you are equipped with the recommended personal protective equipment
  - d. using it for safe use of cleaning and disinfection
3. Review the Safety Data Sheets for the controlled products you are using
4. Think ahead of what you will put your item into once it is cleaned. Have it ready within reaching distance
5. Wipe down the item to remove dust and particles with a damp clean cloths. Dry dusting or sweeping can distribute droplets into the air
6. Fold the wipe/cloth as you work through to contain what you've cleaned
7. Do not directly spray the product on your item. Spray a cloth, then wipe your item down all sides of the item including grooves
8. If an item is really dirty, wipe down the items with the product a second time
9. Wait for the item to dry before putting it away
  - a. If returning it to work, put it into a clean container/envelope.
10. Contaminated disposable cleaning items should be placed in a lined garbage bin. Reusable cleaning items can be washed using regular laundry soap and hot water.

### **Frequency and timing of cleaning:**

- High-contact surfaces that are touched often should be cleaned and disinfected twice daily in addition to the start and end of shift
- Surfaces that are not commonly touched will be cleaned once daily in addition to the start and end of shift
- Clean surfaces allowing enough time for a thorough clean and disinfection
- Equipment, tools and machinery that isn't used often may be covered or boxed to reduce the amount of cleaning

### **Vehicles:**

- Wipe down the door handle prior to entering the vehicle
- Do not directly spray the product on your item. Spray a cloth, then wipe your item down all sides of the item including grooves
- Focus on shared surfaces: steering wheels, gear shifts, seatbelt clasps, console controls, window and lock mechanisms
- When cleaning electronics, wipe around & in between buttons
- If an item is really dirty, wipe down the items with the product a second time
- Fold the wipe as you work through the vehicle to contain what you've cleaned

### **Laptops/electronics:**

- If you are cleaning a laptop and have the case: wipe the handle, zippers and surfaces down with a soapy damp cloth
  - a. Let it air dry, then follow up with an appropriate disinfecting spray on the areas that you wiped down. Let it air dry again.
- Unplug, or take the batteries out of your item before cleaning
- Follow the directions above to clean your item ensuring the product you are using is safe for electronics
- When cleaning electronics, wipe around and in between buttons, including ports, monitors, and the exterior of laptops. Remember to wipe down the power cords

### **Clothing:**

- Launder clothing as per usual and put it into a plastic bag labelled "clean"

### **When you're finished:**

- Wash your hands when you completed disinfecting your items
- If you used rubber gloves, wash your gloves with soap and water. Hang them to air dry, then wash your hands
- If handwashing facilities are not available, alcohol-based hand sanitizer or a handwashing station will be made available.

## Common sense practices:

- Wash hands regularly for a minimum of 20 seconds with soap & water, particularly before and after eating, before touching your face and after touching anything that has been shared.
- Sneeze or cough into your sleeve or a tissue and dispose of it right away.
- Avoid touching your face with unwashed or gloved hands.
- Practice physical distancing of 2m.

# Donning and doffing a respirator

*Wash your hands with soap and water for 20 seconds. Dry them before handling the respirator.*



**1. Separate the two headbands.**



**2. Hold the top headband in one hand and the mask in the other (at bottom of mask) and place on face covering the nose and under the chin.**



**3. Pull the headbands over your head starting with the top band positioned above your ears at the crown of your head. Bottom band to be positioned under the ears at the base of your neck.**



**4. If respirator has a metal nosepiece, press firmly on both sides of the nosepiece to create a secure, comfortable fit.**



**5. Hold the mask to ensure a proper seal. If necessary, make minor adjustments until the respirator fit feels secure. If wearing a N95 respirator for the first time, it could help to look in a mirror for gaps (normally around the nose bridge or under the chin).**

## TO REMOVE:

**DO NOT TOUCH** the front of the respirator. It may be contaminated.

**Remove by first pulling the bottom strap over the back of your head, followed by the top strap, without touching the respirator.**

**Discard in waste container by holding just the strap.**



## N95/KN95 Don/Doff and Fitting Training and Instruction Record

Supervisors and/or Managers are responsible for training and instructing staff who are issued disposable non-particulate masks in how to don, fit and doff the piece. Records the names and date the supervisor/manager reviewed the Hazmasters instructional posters ('How to wear' and 'Donning and Doffing').

Supervisor/Manager Name: \_\_\_\_\_

Date: \_\_\_\_\_

[illegible]