



Delta

COVID-19 Safety Plan

VERSION 2 – JUNE 2020

Table of Contents

COMMITMENT TO A COVID-19 SAFETY PLAN	2
PURPOSE.....	2
Considerations.....	2
Communications and Training.....	3
Resolving Concerns About Unsafe Work.....	4
Exposure Control Plan (Pandemic Plan)	4
INTERIM POLICIES.....	5
Interim COVID-19 Sick Leave Policy.....	6
Interim COVID-19 Remote Work Policy.....	13
Interim COVID-19 Physical Distancing Policy	18
Interim COVID-19 Health Surveillance Policy.....	23
INTERIM PROTOCOLS AND PROCEDURES	27
Working From Home Protocol.....	28
Physical Distancing Protocol.....	30
Employee Travel Protocol	31
Vehicle/Fleet Safety Protocol.....	32
Engineering Operations Site Workers Protocol.....	34
Personal Protective Equipment (PPE) Protocol.....	37
First Aid Protocol	38
Health Surveillance Protocol	40
Vacation & Leave Requests Protocol.....	41
Cleaning Levels Protocol.....	42
Worker Transportation in Delta Vehicles Protocol	44
Workplace Cleaning Procedure	45
APPENDICES.....	46
Appendix A – Individual Sign-Off Sheet.....	47
Appendix B – Multiple Employee Sign-Off Sheet	48
Appendix C – Physical Distancing Poster.....	49
Appendix D – Hand Washing Sign	50

COMMITMENT TO A COVID-19 SAFETY PLAN

The City of Delta (the City) is committed to creating a safe and healthy workplace for all employees. The City recognizes the unprecedented crisis that has arisen from the COVID-19 pandemic, and that an explicit plan for safety measures to implement and maintain a safe and healthy workplace is crucial to support our organization.

This Safety Plan is fully supported by both senior management, and Mayor & Council. This Safety Plan will be regularly monitored and reviewed to adhere to orders and guidelines issued by the Provincial Health Officer (PHO) and WorkSafeBC.

PURPOSE

While COVID-19 transmission is likely to continue to some degree, the measures in this Safety Plan aim to limit transmission to protect people and prevent further spread of the virus.

The most recent modelling and analysis provided by the PHO suggests that there is now an opportunity to try to better manage the ongoing transmission and a potential second wave of the pandemic by adopting a sustainable and more moderate public health strategy to carry us through to “community” immunity, through either gradual infection and/or immunization by vaccine.

This Safety Plan sets out what measures, through interim policies and procedures, will be taken by the City to slow the spread of COVID-19. These measures will be implemented and maintained over the coming 12-18 months and will be thought of as the “new normal” in terms of formal and required actions that are the basis for workplace operation until the PHO lifts the public emergency requirements.

Considerations

Worksafe requires employers to develop a plan that reduces the risk of exposure. That plan must address how:

- The workplace is organized and arranged;
- Some specific activities are carried out;
- Cleaning and sanitization; and
- Changes and precautions will be communicated to everyone at the workplace.

Worksafe has provided the following guidelines to reducing the risk of COVID-19 transmission in the workplace:

- Assess the risk at your workplace;
- Implement measures to reduce the risk;
 - Cleaning and hygiene;
 - Maintaining physical distance;
 - Where physical distance cannot be maintained, employing the use of engineering controls (such as partitions or barriers) and personal protective equipment (PPE).
- Develop policies;

- Develop communication plans and training;
- Monitor your workplace and update your plans as needed;
- Assess risks arising from resuming operations.

Assessing the risk of transmission from social interaction in organizational settings and public institutions is a function of two variables (rated as low, medium, and high) supported by a range of actions you can take to further reduce the risk of transmission:

1. What is the contact intensity in your setting – the type of contact (close/distant) and duration of contact (brief/prolonged)?
2. What is the number of contacts in your setting – the number of people present in the setting at the same time?

Potential modifications or controls which can help you move to a lower risk category by taking a combination of actions are:

- Physical distancing measures – measures to reduce the density (intensity and number of contacts) of people in your setting;
- Engineering controls – physical barriers (e.g., plexiglass barriers; one-way systems for customer flow; physical space between seating);
- Administrative controls – rules and guidelines to reduce the likelihood of transmission in your setting (e.g., stay away if sick; hours of operation);
- Personal Protective Equipment (PPE) (e.g., use of non-medical masks).

Communications and Training

The City requires that all staff participate in the mandatory review of information provided as part of the efforts to ensure we maintain and continue to support a healthy safe workplace.

The policies and procedures will be communicated through the following mediums:

1. *Stakeholder Engagement*
 - Senior Management leadership demonstrating support for messaging;
 - One-on-one discussions with staff;
 - Group meetings (via Zoom or with appropriate social distancing in small groups).
2. *Communication Through Media*
 - Electronically through Staff Updates;
 - Signage through out the Workplace;
 - Social Media.
3. *Regular Updates*
 - Safety Talks;
 - Verbally through Managers and Supervisors.
4. *Role Modelling of Appropriate Conduct*
 - Health and Safety spot checks to ensure compliance and understanding;
 - Staff meeting reviews to ensure regular and consistent messaging.

Resolving Concerns About Unsafe Work

Workers have the right to refuse work if they believe it presents an undue hazard. An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” risk that is above and beyond the potential exposure a general member of the public would face through regular, day-to-day activity.

If the matter is not resolved, the worker and the supervisor or employer must contact WorkSafeBC. Once that occurs, a prevention officer will consult with workplace parties to determine whether there is an undue hazard and issue orders if necessary.

Exposure Control Plan (Pandemic Plan)

The City’s COVID-19 Exposure Control Plan (Pandemic Plan) is available on the Health and Safety intranet page. Copies must be made accessible to all employees and will be posted in the workplace on safety bulletin boards.

The COVID-19 Exposure Control Plan (Pandemic Plan) addresses the following elements:

- A statement of purpose and responsibilities;
- Risk identification, assessment and control;
- Education and training;
- Written work procedures;
- Hygiene facilities and decontamination procedures;
- Health monitoring, when required;
- Documentation.

The City commits to staying informed of all public health orders, directions, and requirements and will take appropriate action in the workplace to prevent transmission of the virus.



INTERIM POLICIES



Interim COVID-19 Sick Leave Policy

1. POLICY STATEMENT

The City of Delta (City) is committed to the health and safety of its employees and to providing a safe, healthy and productive workplace.

The City's Interim COVID-19 Sick Leave Policy will be applied in a consistent and reasonable manner in accordance with direction provided by the Provincial Government of BC, Public Health and WorkSafeBC.

This policy applies to all City of Delta employees.

2. PURPOSE

The Government of BC, Public Health/BC Centre for Disease Control (BCCDC), and WorkSafeBC have directed employers to have policies in place that will ensure employees understand their obligations. Employees must not come to work when they have cold/flu-like symptoms.

Employees must follow public health recommendations that outline self-isolation requirements, testing for COVID-19, and ongoing follow up while they are off work. Employees will be permitted to return to the workplace upon receiving clearance from Human Resources. Employees who have absences related to cold/flu-like symptoms and its accompanying self-isolation period will be able to use their available sick leave bank.

3. RESPONSIBILITIES

Senior Management Responsibilities

Senior Management is responsible for providing overall support and endorsement of the Interim COVID-19 Sick Leave Policy. Senior Management will make every effort to have resources in place to ensure that this policy is communicated and implemented at all levels of the organization.

Manager/Supervisor Responsibilities

- Managers/Supervisors are responsible for ensuring the health and safety of their employees while in the workplace and will support the organizational strategies directed at reducing the risk of COVID-19 infections in the workplace.
- Managers/Supervisors will ensure that this policy is communicated to all of their employees either directly or through supervisory staff.

- Managers/Supervisors are responsible for monitoring the implementation of the Interim COVID-19 Sick Leave Policy and ensuring this policy is administered consistently within their departments.
- Managers/Supervisors will ensure that those persons assigned with reporting and monitoring sick absences follow reporting requirements for employees who are absent due to cold/flu-like symptoms.
- Managers/Supervisors must report all incidents of non-compliance or patterns of non-compliance to Human Resources.
- Managers/Supervisors will ensure that health surveillance is conducted daily for all employees.
- Managers/Supervisors will consider options for having employees work from home if employees report they are well enough to work but need to remain in self-isolation for a prescribed period. Working from home is governed by operational requirements and must be approved by an employee's Manager and Department Head, in consultation with Human Resources.

Employee Responsibilities

Employees are responsible for their self-care and taking personal actions to support their ongoing wellness, which includes decreasing their risk of contracting COVID-19 outside of the workplace. The following have been identified as areas of required cooperation:

- Employees will monitor their health for the onset of cold/flu-like symptoms before they come to work and while at work.
- Employees will fully participate in mandatory daily health surveillance.
- Employees must contact their Manager/Supervisor and stay home if they are experiencing even mild cold/flu-like symptoms, including: fever, chills, cough, and shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue or loss of appetite.
- In addition to strict adherence to these new symptom reporting procedures, employees will contact Human Resources regarding their absence. Employees will be provided a Human Resources contact who will review their symptoms and ensure they can access appropriate public health resources.
- Employees who become symptomatic while at the workplace are expected to immediately notify their Manager/Supervisor, put on a mask, leave the workplace as quickly as possible, and try to minimize their contact with their environment and co-workers.
- Employees must practice personal self-care as outlined by the Provincial government, which includes:
 - Maintaining a physical distance of 2 metres (6.5 feet) from others while at work and when not at work. If there are situations where an employee feels that physical distancing cannot be adequately maintained in their work environment, they should notify their Manager/Supervisor immediately.
 - Practicing proper hygiene at all times, which includes:
 - Frequently washing hands with soap and water for at least 20 seconds. If soap and water are not readily available, use hand sanitizer;

- Avoid touching your face;
- Always cover your mouth and nose if you cough or sneeze. If you use a tissue, dispose of it in the garbage and always wash your hands after touching your face;
- Disinfect your personal work area and equipment you use regularly throughout the day;
- No hand shaking or gestures that cause you to touch others.
- Limiting physical interactions with others within the workplace and outside of work.
- Self-isolating from others if feeling unwell.
- Employees are expected to adhere to their department's safe work procedures and follow new workflow processes, and the directional movement of people that are designed and implemented to minimize physical contact with others.
- Employees must adhere to guidelines for use of shared equipment, work spaces within their departments, and guidelines for maximum occupancy in communal areas outside of their department.
- Employees who become sick while in the workplace, or have been at work prior to becoming sick, must provide Human Resources with required information of their whereabouts and contacts in the workplace to ensure contact tracing can be conducted to limit exposure in the workplace.

Human Resources Responsibilities

Human Resources will contact all employees who are off with cold/flu-like symptoms as soon as possible. A Human Resources contact will:

- Ensure that employees are following public health recommendations;
- Provide employees information on how to access health care resources;
- Determine if there was any risk of transmission in the workplace and ask employees to provide details of their interactions in the workplace to support contact tracing efforts;
- Monitor employee recoveries while they are off work and provide updates to their Manager/Supervisor;
- Provide clearance for employees prior to their return to the workplace.

Human Resources will notify Managers/Supervisors immediately if it is determined that there was risk of COVID-19 disease transmission in their department and will conduct contact tracing as appropriate.

Attendance Management Policy

Human Resources will be excusing all COVID-19 related absences and those sick hours will not be included in employee absence statistics as part of the attendance reports. Employees are expected to continue to follow established reporting procedures when an absence occurs, by reporting any absence from work prior to the commencement of their scheduled shift if possible by contacting their Supervisor or Manager by phone and advising their reasons for absence and anticipated date of return to work, if known.

4. PROCEDURES

Employees

If an employee becomes unwell at home, they must not report to work. Employees need to contact their Manager/Supervisor prior to the start of their shift or as soon as they feel unwell, whichever is earliest. The employee must then follow the direction and guidance of their Manager/Supervisor.

If an employee becomes unwell at work, they should wash their hands immediately, don a mask, report their symptoms to their manager/supervisor, and gather their belongings while avoiding further contact with co-workers or physical environment of their workplace. Unwell employees must go directly home and complete the following once arrived:

1. Complete the BCCDC Self-Assessment or call 811: <https://bc.thrive.health/covid19/en>
NOTE: All questions in the self-assessment must be completed to obtain recommendations on what steps should be taken next.
2. Contact Human Resources at 604-946-3246. Employees will be assigned a Human Resources contact, who will be in touch to review their symptoms and determine if there was risk of transmission.
3. Employees should stay at home and self-isolate for a minimum 10 days or until they are told they can safely return to work by their health care professional or Public Health. Prior to their return to work, they must be cleared by their Human Resources contact. If they do not have clearance, they will not be permitted into the workplace.
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>
4. If Public Health or the BCCDC Self-Assessment recommends testing, employees should get tested as soon as possible and call their Human Resources contact when they get their results.
 - If an employee tests NEGATIVE for COVID-19, the following conditions should be met prior to return to work:
 - If they continue to have common cold or influenza-like symptoms they should be excluded from work until symptoms resolve.
 - Prior to returning to work, the employee must contact Human Resources for clearance to return to work.
 - If an employee was NOT tested for COVID-19, the following conditions should be fulfilled prior to return to work:
 - Resolution of symptoms (including resolution of fever without use of fever-reducing medication) other than residual cough; AND
 - Minimum of 10 days have passed since the onset of the first symptom, even if symptoms have resolved earlier (unless they are able to get tested).
 - Prior to returning to work, the employee must contact Human Resources for clearance to return to work.

Employees must remain at home, self-isolate, and self-monitor for 14 days, and report in to their Manager/Supervisor and Human Resources if:

1. They have travelled internationally. It is mandatory for all travellers returning to Canada to self-isolate for 14 days.
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>
2. They have been in close contact with someone who has a confirmed or suspected case of COVID-19.
http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation_caregivers.pdf

Managers/Supervisors

Keeping COVID-19 infections out of the workplace is a vital line of defense in preventing workplace transmission. Health surveillance is essential for keeping employees that are unwell from coming to work, and it involves active and continuous monitoring of employee health status for the presence of cold/flu-like symptoms.

Managers/Supervisors most often encounter the following situations:

1. The employee calls the Manager/Supervisor before the start of their shift to report they are too ill to come to work;
2. The employee comes to work sick because they do not feel sufficiently sick that that would render them unable to work; or
3. The employee becomes unwell while at work and suddenly needs to go home.

For employees reporting that they are unwell, Managers/Supervisors should follow these procedures:

1. If an employee calls in sick with cold/flu-like symptoms, please ask them to self-isolate, call 8-1-1 for recommendations, and then call Human Resources at 604-946-3246 for follow up.
 - Email Human Resources (hr@delta.ca) to notify them of the absence as soon as you are made aware to ensure that the employee is contacted as soon as possible.
2. If an employee reports to work feeling unwell or develops cold/flu-like symptoms while at work:
 - Direct the employee to immediately:
 - Put on a mask, gather their belongings, and wash/disinfect their hands;
 - Leave the workplace quickly, while minimizing contact with work fomites (objects that can be contaminated) and co-workers.
 - Consideration must be given to what mode of transportation the employee used to get to work.
 - If they have their own vehicle they should be told to drive directly home and self-isolate;
 - If the employee does not have their own vehicle they should be directed to call a family member and if possible, wait outside for their ride;
 - If the employee arrived by transit and does not have alternative means of getting home, then they should be told to follow strict infection control measures which include: wearing a mask at all times, avoid touching their face, contain secretions and dispose of tissues into a waste container, use

- antiseptic hand sanitizer frequently and before touching any surface, and finally, use a wipe to sanitize the seat;
 - If an employee appears too ill to travel, call 911 for an ambulance.
 - Notify Human Resources by email that the employee has gone home sick.
 - Arrange deep cleaning of the employee's workstation and surrounding areas that they may have come into contact with. Please advise cleaning staff that the area to be cleaned is potentially infectious so they can take proper precautions.
 - If you have any questions as to whether the symptoms your employee is reporting are significant please ask the employee to leave the worksite, go to their personal vehicle, and call Human Resources for direction.
3. If an employee calls in to report that Public Health has advised them that they may have had a close contact with a suspect or confirmed case of COVID-19, please advise them not to come to work and to call Human Resources.
4. If the employee is at work and becomes aware that they have been in close contact with a suspect or confirmed case of COVID-19, please ask the employee to wash their hands, put on a mask, gather their belongings and quickly leave the workplace.
- Notify Human Resources by email that the employee reported being in close contact with a suspect or confirmed case of COVID-19; and
 - Arrange a deep cleaning of employee's workstation and surrounding areas that they may have come in contact with. Please advise cleaning staff that the area to be cleaned is potentially infectious so they can take proper precautions.
5. Perform daily health surveillance and health monitoring of all your employees to ensure that:
- Employees are not coming to the workplace when they are unwell;
 - Employees are not returning to the workplace without clearance by Human Resources;
 - Workplace contact tracing can occur as soon as possible in order to quickly control any indirect exposure to a communicable disease (viruses that cause cold, influenza or COVID-19).
6. Continue to send in your daily reports of all absences on the All Staff Tracking spreadsheet to Human Resources to ensure the City is able to accurately assess staffing needs and provide departmental reports.
7. If you have any questions about sick leave benefits, please contact Human Resources. Although benefits for our staff are in accordance with the applicable collective agreement or the exempt compensation plan, circumstances may arise where an employee does not have enough sick leave benefits to cover their absence:
- Where a person has exhausted all available sick banks and is unable to work as a result of symptoms, they may request access to other available banks such as vacation, etc.;
 - When possible, and if the employee is well enough to work, consider whether the employee is able to work from home if operationally possible;
 - If an employee has exhausted all paid banks they will be issued a record of employment so that they can access employment insurance.

POLICY

Effective Date:	Approved by:
Revised:	Issued by: Human Resources

RELATED POLICIES

- Interim COVID-19 Remote Work Policy



Interim COVID-19 Remote Work Policy

1. POLICY STATEMENT

The City of Delta (the City)'s operational requirements will govern the ability of staff to work remotely.

Any remote work arrangement is established on the understanding that it is done on a temporary basis necessitated by the current COVID-19 crisis. Approval to work remotely is not automatic and will be considered on a case-by-case basis. Individual arrangements may be modified with no notice based on operational requirements. The policy is without precedent or prejudice to any other policies, provisions, or practices. This policy will continue to be subject to operational needs and direction of the City of Delta.

This policy applies to all City of Delta employees.

2. SCOPE

This policy is not intended to override or supersede related policies or programs. See below for interrelated program areas and documents.

Employees will remain under the direction of their Supervisor (or designate) at all times. Employees are required to perform their duties in a manner consistent with all City policies, guidelines, procedures and applicable collective agreements.

Any Remote Work Arrangements that are approved, must be arranged and conducted in accordance with the City's Working from Home Safe Work Procedures.

2. DEFINITIONS

Working remotely is defined as engaging in recurring, scheduled work and performed from a remote location other than an employee's regular worksite. Remote work arrangements must be authorized and approved in advance by the City of Delta.

3. PURPOSE

Recognizing the extenuating circumstances, the City has implemented the following policy to address current issues and concerns related to the COVID-19 crisis. This policy may be amended or revoked at any time.

The Remote Work Program is a measure taken to support social distancing by limiting interaction between employees, and between employees and the public, in line with the recommendations provided by the BC Public Health Officer and Provincial and Federal Governments. The Remote Work Program is intended to support the health and safety of employees during this unprecedented time.

The purpose of this policy is to establish the principles and expectations for working from home. For many staff, working remotely may not be operationally feasible as certain roles and responsibilities require staff to be on site. The approval to work remotely is at the sole discretion of the City.

4. RESPONSIBILITIES

Senior Management Responsibilities

Senior Management is responsible for providing overall support and endorsement of the Interim COVID-19 Remote Work Policy. Senior Management must champion and support remote work arrangements to address traditional stigmas and promote new ways of thinking and working.

Manager/Supervisor Responsibilities

Managers/Supervisors will ensure that this policy is communicated to all of their employees either directly or through their supervisory staff.

Managers/Supervisors are expected to model actions and behaviours that comply with and promote responsible remote work, in accordance with this policy.

Managers/Supervisors are expected to ensure that employees receive orientation and training on changes in the workplace and work processes.

Managers/Supervisors are responsible for ensuring that employees are adequately supervised and receive coaching and feedback on complying with COVID-19 policies and procedures.

Managers/Supervisors are responsible for monitoring the implementation of the Interim COVID-19 Remote Work Policy and ensuring this policy is administered consistently and equitably within their departments.

Managers/Supervisors must address all incidents of non-compliance and report significant issues or patterns of non-compliance to Human Resources.

Employee Responsibilities

Employees are expected to comply with this policy and with any initiatives and activities implemented within their department or workplace.

Human Resources Responsibilities

Human Resources will support Management in developing and implementing policies, practices and procedures that support remote work when possible.

Human Resources will provide advice and support to enable the organization to respond to requests, issues, and complaints as applicable.

5. PROCEDURES

Application

Employees shall receive advanced direction and/or approval from their Exempt Manager for any Remote Work Arrangement (RWA).

Approval will be provided on a case-by-case basis and will depend on a number of factors including efficiency, the nature of the employee's position, personal circumstances, and other considerations.

Remote Work Arrangements may be considered as options to help support employees with childcare needs. Managers should be encouraged to consider such options and work with Human Resources to develop specific plans.

Remote Work Arrangements may be considered on a rotating basis to ensure the safety of employees while meeting the demands of the department for continued coverage of activities or needed on-site support.

Documentation & Approval

All remote work arrangements must be approved by an Exempt Manager and Department Head, in consultation with Human Resources.

Approved remote work arrangements may be revoked at any time if the City, in its unilateral discretion, determines that the arrangement is not satisfactory for any reason.

Accessibility & Productivity

Employees approved to work remotely must be fully available and reachable via phone, voicemail, and email during their regular scheduled work hours to ensure service continuity and be accountable for work deliverables. Managers will work with employees to develop an appropriate work plan for working remotely. Employees will make every effort to maintain the quality and volume of work as equivalent to being on site in their regular workplace. Employees will check in with their supervisor or designate on a regular basis, as arranged and determined by their supervisor or designate.

Employees who work from home are expected to be flexible in accommodating the needs and interests of the City. An employee who has received permission to work from home may be required to attend meetings at the workplace unless specific circumstances apply such as the employee being immunocompromised or being in self-isolation. Employees working from home may be required to attend meetings via video conferencing.

Employees who receive approval to work from home are authorized to temporarily relocate company-supplied desktop/laptop computers to their home office for the purpose of completing City work. Employees are expected to continue to comply with Electronic Communication policies when participating in a Remote Work Arrangement.

Employees may take and use office supplies at their home office but must track all supplies taken and used by the employee.

Employees are not permitted to take and use office furniture, including chairs out of the workplace.

When this temporary policy is terminated and/or any corresponding remote work arrangements are ended, all City computers and supplies must be returned to the workplace. For additional guidance regarding accessibility and productivity under Remote Work Arrangements, please see the Working From Home Protocol.

Hours

The regular daily and weekly hours of the position shall remain unchanged as a result of the RWA unless otherwise specified or varied. Scheduling and recording of time off as well as all leave approvals, will be subject to the same terms and conditions as are currently in place. Overtime hours must be approved prior to commencement of the overtime work. Any changes to hours of work must be pre-authorized by the employee's Supervisor (or designate) prior to implementing the changeover immediately and an alternate schedule may be granted. For additional guidance regarding hours of work under Remote Work Arrangements, please see the Working From Home Protocol.

Challenges Arising During Remote Work

Employees will immediately communicate with their Supervisor (or designate) should they experience any difficulties preventing them from performing their duties so that alternate duties or arrangements can be made. If technological issues arise, the employee must also immediately contact Information Services support staff to rectify the issue.

Should unforeseen problems prevent an employee from working at the remote location, they may be requested to attend to work at their regular worksite, or an alternate site, as designated by Management, as immediately as possible. In the event an employee must attend work at the regular work site, or an alternate designated site, for any reason on a day scheduled for remote work, the City will not be responsible for any mileage or transportation expenses.

Health & Safety

Remote Work Arrangements must be arranged and conducted in accordance with the Working From Home Protocol. Employees working from home are responsible for ensuring their home work environment meets normal standards of safety. In addition, employees working from home are responsible for ensuring that relevant hazards are identified and controlled.

Employees are required to ensure that their workspace is set up ergonomically to prevent injuries. WorkSafeBC has provided guidelines on setting up ergonomic workspaces. These guidelines can be found on the Health & Safety Intranet or on the WorkSafeBC website. Employees can contact healthandsafety@delta.ca to obtain a copy. Employees are encouraged to contact healthandsafety@delta.ca with any questions regarding setting up their workspace.

Employees must report any injuries or accidents to their supervisor/manager and follow established incident reporting procedures. Employees must immediately bring forward any

safety concerns to their supervisor so that they can be reviewed and addressed in an appropriate manner. Failure to report safety concerns and support their resolution may result in termination of the remote working arrangement.

Security & Confidentiality

Employees working from home are obligated to take the necessary precautions to ensure the security, integrity and confidentiality of any information removed from the workplace and all company documents, including email and printed documents.

Employees must seek approval from their Supervisor (or designate) prior to removing any physical files from City worksites.

POLICY

Effective Date:	Approved by:
Revised:	Issued by: Human Resources

RELATED POLICIES & PROCEDURES

- Attendance Management Policy
- Conflict or Interest Policy
- Electronic Communications Policy
- Electronic Communications Devices Policy
- Working from Home Safe Work Procedures



City of Delta
Human Resources Policy & Procedure

Interim COVID-19 Physical Distancing Policy

1. POLICY STATEMENT

The City of Delta (City) is committed to the health and safety of its employees and to providing a safe, healthy and productive workplace.

The City's Interim COVID-19 Physical Distancing Policy will be applied in a consistent and reasonable manner in accordance with direction provided by the Provincial Government of BC, Public Health and WorkSafeBC.

This policy applies to all City of Delta employees.

2. PURPOSE

Recognizing the extenuating circumstances, the City has implemented the following policy to address current issues and concerns related to the COVID-19 crisis. This policy may be amended or revoked at any time.

Physical distancing between workers, or between workers and others, is an example of an administrative control measure that can be put in place to reduce the risk of COVID-19 transmission. The guidance to practice physical distancing was issued by the BC Provincial Health Officer as a way of limiting exposure to and person-to-person transmission of COVID-19.

The Government of BC, Public Health/BC Centre for Disease Control (BCCDC), and WorkSafeBC have directed employers to have an interim physical distancing policy that will support social and physical distancing by limiting interaction and maintaining recommended physical distancing between employees, and between employees and the public. This is in line with the recommendations provided by the BC Public Health Officer and Provincial and Federal governments. The Interim COVID-19 Physical Distancing Policy is intended to support the health and safety of employees during this unprecedented time.

The purpose of this policy is to establish the principles and expectations for physical distancing in the workplace. In some situations, physical distancing may not be viable, and other strategies, such as the use of engineered controls (e.g. screens or barriers), other administrative controls (e.g. Remote Work), or Personal Protective Equipment (e.g. visors, masks, gloves, etc.) will need to be implemented in order to mitigate risks.

3. RESPONSIBILITIES

Senior Management Responsibilities

Senior Management is responsible for providing overall support and endorsement of the Interim COVID-19 Physical Distancing Policy. Senior Management is responsible for the planning and implementation of physical distancing initiatives and activities in their departments. Senior

Management will serve as champions and make every effort to have resources in place to ensure that this policy is implemented at all levels of the organization.

Manager/Supervisor Responsibilities

Managers/Supervisors are responsible for ensuring the health and safety of their employees while in the workplace and will support the organizational strategies directed at reducing the risk of COVID-19 infections in the workplace, including physical distancing.

Managers/Supervisors will ensure that this policy is communicated to all of their employees either directly or through their supervisory staff.

Managers/Supervisors are expected to model actions and behaviours that comply with and promote physical distancing, in accordance with this policy.

Managers/Supervisors are expected to ensure that employees receive orientation and training on changes in the workplace and work processes.

Managers/Supervisors are responsible for ensuring that employees are adequately supervised and receive coaching and feedback on complying with COVID-19 policies and procedures.

Managers/Supervisors are responsible for monitoring the implementation of the Interim COVID-19 Physical Distancing Policy and ensuring this policy is administered consistently and equitably within their departments.

Managers/Supervisors must address all incidents of non-compliance and report significant issues or patterns of non-compliance to Human Resources.

Managers/Supervisors are to address all safety concerns and unsafe work refusals regarding COVID-19 exposure with employees. Should the employee not feel safe with the proposed mitigation(s), the Delta's Unsafe Work Refusal process will be initiated. This process can be found on the Health & Safety Intranet.

Employee Responsibilities

Employees are expected to comply with this policy and with any initiatives and activities implemented within their department or workplace.

Whenever possible, employees must maintain physical distancing of 2 metres (6.5 feet) from others while at work. If there are situations where an employee feels that physical distancing cannot be adequately maintained in their work environment, they should notify their manager/supervisor immediately.

Employees are expected to adhere to their department's safe work procedures and follow new workflow processes, and the directional movement of people that are designed and implemented to minimize physical contact with others.

Employees must adhere to guidelines for use of shared equipment, work spaces within their departments, and guidelines for maximum occupancy in communal areas outside of their department.

Human Resources Responsibilities

Human Resources will support Management in developing and implementing policies, practices and procedures that support physical distancing in our work, and workplaces.

Human Resources will also develop and/or implement corporate training and awareness initiatives and support Management in identifying and implementing specialized learning and development as required.

Human Resources will provide advice and support to enable the organization to respond to requests, issues, and complaints as applicable.

4. GUIDELINES

The following guidelines have been established for physical distancing in City of Delta workplaces:

Social Interactions:

- Greet others with a wave and not a handshake or other physical connections;
- Share contact information but avoid providing business cards;
- Avoid communal food, beverages and supplies.

Within Workspaces:

- Employees must remain working within a single designated facility whenever operationally possible. This same rule applies to employees working within a single department/workspace at a facility (e.g., City Hall). Employees are advised to **not** visit other work spaces within their designated facility unless absolutely necessary;
- Consider creating cohorts of workers who work together and do not interact with other cohorts. This will assist in reducing transmission throughout the workplace and, in the event a staff member becomes ill, assist in contact tracing;
- Minimize the number of required people in a work area to ensure the minimum 2 metres (6.5 feet) physical distancing;
- Post and comply with occupancy limits on elevators and other smaller spaces;
- Limit the number of workers at one time in break locations by staggering break times;
- Maintain an up-to-date list of employees at the workplace and take note of who is present;
- Take note of and comply with markings and signage identifying areas that are not to be used;
- Be respectful and communicate in advance of movements within workspaces when others are present.
- The City of Delta will continue with its regular quarterly maintenance of the Heating, Ventilation, and Air Conditioning Systems (HVAC). Fraser Health at this time is not recommending any additional requirements for HVAC units from building operators. The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) is not requiring any additional type of equipment for HVAC units that are not in a healthcare setting. Facilities continues to monitor the situation and will respond should new information be provided.

Meetings:

- Reduce in-person meetings and other gatherings;

- Conduct virtual meetings where possible, using videoconferencing (e.g., Zoom), teleconferencing or unified communication and collaboration software (e.g., Microsoft Teams) technology where available and supported;
- Keep unavoidable, in-person meetings short and stay 2 metres (6.5 feet) apart.

Moving About the Workplace:

- Be respectful and communicate in advance of movements around the workplace when others are present;
- Take note of and comply with directions and signage for circulation/movement throughout the workplace;
- Take note of and comply with markings and signage identifying areas that are not to be used;
- Yield way to a passing colleague and be courteous around workspaces;
- Turn to face the walls or face away from other employees when passing in common areas;
- Limit the number of people in an elevator to keep the 2 metres (6.5 feet) of physical distancing;
- Do not congregate in common areas where you can't maintain a 2 metre (6.5 feet) distance from other people;
- Restrict travel between offices or work locations to critical business functions.

Doing Work:

- Use innovative approaches to doing work (technology, automation, etc.);
- If possible, do not pass tools and equipment to each other;
- Where possible, encourage on-line services;
- Where possible, organize virtual appointments;
- Where possible, postpone, re-arrange, or plan work tasks in such a way that workers are not required to work in close proximity to one another;
- Use machines or other equipment to assist with job tasks usually performed by two or more workers in close proximity, such as lifting or carrying heavy objects;
- Manage worker transportation to minimize situations where multiple employees are required to travel in a single vehicle in close proximity;

Visitors:

- Visitors or other individuals not required to be in a facility (e.g. not attending the facility for business reasons or, to utilize the organization's programs and services) should be restricted or limited.

Interactions with customers/clients, visitors, and members of the public

- Encourage online or telephone services and interactions, as well as online payments whenever possible;
- Minimize non-essential in-person interaction between employees and customers/clients, visitors, and members of the public;
- Where possible, staff should take actions to try to ensure that customer/client and public visits to the workplace (i.e. City Hall) are prearranged, staggered, and that safety protocols are communicated before entry into the workplace;
- Customers/clients, visitors, and members of the public should attend appointments alone and minimize time spent in waiting area before their appointments (e.g., request visitors to wait in vehicles and text message or call when ready);

- When booking appointments, visitors should be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation;
- Refer customers/clients, visitors, and members of the public to signs and markings for entering, moving through and exiting our facilities;
- Refer customers/clients, visitors, and members of the public to signs and markings for identified delivery (drop/off and pick-up) zones/locations and processes;
- Arrange for suppliers and/or delivery persons to drop off goods at designated areas to avoid searching for departments within the premises. Where viable and practical, make arrangements for contactless deliveries;
- Whenever possible, employees are to keep a record of visitors to the workplace should contact tracing be necessary;
- Remove non-essential communal items, such as candy, magazines, pens and pamphlets;
- Unless required, do not offer or provide guests with beverages (i.e., coffee, tea, water) at this time;
- Provide a safe place for customers/clients, visitors, and members of the public to dispose of used sanitizing wipes and other personal protective equipment;
- When working amongst customers/clients, visitors, and members of the public, set up barriers or tape to delineate the worksite and to discourage the public from entering the area;
- Ensure any workers that are expected to manage groups of customers/clients, visitors, and members of the public are trained in physical distancing protocols;
- Ensure staff have the support and strategies for dealing with customers/clients, visitors, and members of the public who may be unwilling or are unable to understand the approach to managing visitor volumes. This should include reviewing violence risk assessments, policies and procedures, and training and reporting requirements under the Occupational Health and Safety Regulations for minimizing the risk of violence to workers.

POLICY

Effective Date:	Approved by:
Revised:	Issued by: Human Resources

RELATED POLICIES & PROCEDURES

- Interim COVID-19 Remote Work Policy
- Interim COVID-19 Sick Leave Policy
- Working from Home Safe Work Procedures



City of Delta

Human Resources Policy & Procedure

Interim COVID-19 Health Surveillance

1. POLICY STATEMENT

The City of Delta (City) is committed to the health and safety of its employees and to providing a safe, healthy, and productive workplace.

The City's Interim COVID-19 Health Surveillance Policy will be applied in a consistent and reasonable manner in accordance with direction provided by the Provincial Government of BC, Public Health, and WorkSafeBC. This policy applies to all City of Delta employees.

2. PURPOSE

Recognizing the extenuating circumstances, the City has implemented the following policy to address current issues and concerns related to the COVID-19 crisis. This policy may be amended or revoked at any time.

Employee Daily Health Checks are examples of administrative control measures that will be put in place to reduce the risk of COVID-19 transmission.

The Government of BC, Public Health/BC Centre for Disease Control (BCCDC) and WorkSafeBC have directed employers to ensure that procedures/protocols are in place that mitigate the risk of COVID-19 transmission in the workplace. These risks include:

- Workers who are displaying symptoms (e.g., fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue or loss of appetite) whether or not the illness has been confirmed as COVID-19;
- Workers who have travelled internationally. It is mandatory for all travellers returning to Canada to self-isolate for 14-days;
- Workers who live in the same household as a confirmed or clinical COVID-19 case who is self-isolating, or who have been exposed to a confirmed COVID-19 infected person and advised by 811 (Public Health) to self-isolate.

The purpose of this policy is to establish the principles and expectations for Employee Daily Health Checks.

3. RESPONSIBILITIES

Senior Management Responsibilities

Senior Management is responsible for providing overall support and endorsement of the Interim COVID-19 Health Surveillance Policy. Senior Management will ensure that the staff they assign responsibility to of this policy to fully understand the expectations for educating and monitoring the health of employees in their departments. Senior Management will serve as champions and

make every effort to support, remind and enforce the implementation of this policy at all levels of the organization.

Manager/Supervisor Responsibilities

Managers/Supervisors are responsible for ensuring the health and safety of their employees while in the workplace and will support the organizational strategies directed at reducing the risk of COVID-19 infections in the workplace, including ensuring all employees perform Daily Health Checks prior to reporting to work.

Managers/Supervisors will ensure that this policy is communicated to all of their employees, either directly or through their supervisory staff.

Managers/Supervisors, either directly or through their supervisory staff, will ensure all employees receive orientation and training of this policy.

Managers/Supervisors, either directly or through their supervisory staff, will ensure all employees sign off that they have reviewed this policy and understand their responsibility of performing Daily Health Checks prior to reporting to work.

Managers/Supervisors are expected to model actions and behaviours that comply with and promote Employee Daily Health Checks, in accordance with this policy.

Managers/Supervisors are responsible for ensuring that employees are regularly reminded on the requirement to comply with COVID-19 policy and procedures on Health Surveillance.

Managers/Supervisors must address all incidents of non-compliance and report issues or patterns of non-compliance to Human Resources.

Managers/Supervisors will notify Human Resources daily on all employees who are unfit to report to work after performing their Daily Health Check.

Employee Responsibilities

Employees are responsible for monitoring their health and wellness while in the workplace and at home.

Employees will support the organizational strategies directed at reducing the risk of COVID-19 infections in the workplace, including ensuring they perform Employee Daily Health Checks prior to reporting to work.

Employees who are unfit to report to work will notify their Manager/Supervisor and will not report to the workplace.

Employees who become sick while in the workplace will immediately wash their hands put on a mask, report their symptoms to their Manager/Supervisor, and gather their belongings while avoiding further contact with co-workers or physical environment of their workplace. Unwell employees must go directly home, call 811 and follow their recommendations on next steps. Employees will then contact Human Resources 604-946-3246 to provide updates.

Human Resources Responsibilities

Human Resources will follow up with and maintain support and direction for employees who are unwell and unable to report to work.

Human Resources will provide Managers/Supervisors with updates on an employee's condition while off work and will clear employees for fitness to return to work prior to their return to the workplace.

Human Resources will provide advice and support to enable the organization to respond to requests, issues, and complaints as applicable.

4. GUIDELINES

The following guidelines have been established for Employee Daily Health Checks. All employees prior to reporting to work must complete the Daily Health Check.

The following Daily Health Check does ***not*** need to be recorded or signed off daily. Employees are responsible to ensure they have completed the Daily Health Check and that they are fit to report to work.

1. Are you experiencing an onset of any of the following that are unusual for you?

Note: If you are unsure whether your symptoms are related to allergies or an infection, then self-isolation is recommended.

- Fever of greater than 38 degrees Celsius;
- Chills;
- New cough or an increase in amount of coughing;
- Shortness of breath;
- Sore throat and painful swallowing;
- Stuffy or runny nose;
- Loss of sense of smell;
- Headache or unusual headache;
- Muscle aches not due to overexertion or exercise;
- Unusual fatigue;
- Loss of appetite;

2. Did you **provide care** or have **close contact** with a person with confirmed COVID-19?

Note: This means you would have been contacted by your health authority's public health team.

3. Have you travelled to any countries outside Canada (including the United States) within the last 14 days?

If you answer **"YES"** to any of the above, you are not to report to work. You must self-isolate and contact your Manager/Supervisor and Human Resources.

If you answer **"NO"** to all of the above, you can proceed to work.

POLICY

Effective Date:	Approved by:
Revised:	Issued by: Human Resources

RELATED POLICIES & PROCEDURES

- Interim COVID-19 Remote Work Policy
- Working from Home Protocol
- Interim COVID-19 Sick Leave Policy
- Interim COVID-19 Physical Distancing Policy



INTERIM PROTOCOLS AND PROCEDURES



COVID-19 PROTOCOL – WORKING FROM HOME

Your Health and Safety is Our Priority

Consideration may be given to allowing workers to work from home/work remotely under certain circumstances. This is for low hazard work activities (generally office type work) and must be approved by the worker's Manager and Department Head, in consultation with Human Resources.

It must be clearly established what work activities will be conducted from home and a specific work schedule must be identified. Workers must not host meetings or have clients or customers attend their personal residence as part of their work from home activities.

Set a schedule and stick to it. Working designated hours, and then stopping when those hours are up will give your brain time to work and time to rest. While working remotely does mean that there is added flexibility with your personal life schedule, it's best to stick to a schedule where you can be productive, get your work done and call it a day when work hours are complete.

Hazards Identified

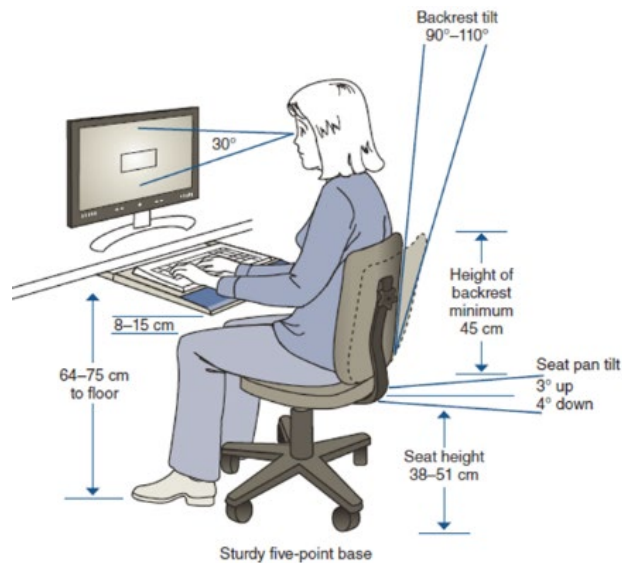
There are numerous safety issues for considerations when working from remote locations such as a personal residence. The following should be considered when working from home:

1. Ergonomics – work station design
2. Workplace Inspection – Hazard Identification & Control
3. Working Alone – Check in with Supervisor/Manager
4. Fire Protection
5. Emergency Procedures
6. Housekeeping (Slip, Trip & Fall)
7. Stress
8. Incidents and Injuries

It is important for mental health and well-being that workers working from home try to separate their work from personal activities. Establishing a defined work environment and setting reasonable boundaries for yourself and others is important.

Workers working from home are responsible to ensure that hazards are identified and controlled within their home. All issues and concerns must be reported to your direct supervisor.

1. Ergonomics – consideration must be given to the design and setup of home workstations. Additional information is available to discuss workstation setup on the WorkSafeBC website. Workers should continue to take frequent stretch or micro breaks. The City does not provide workstations or chairs for home use. If you do not have a suitable workstation inform your supervisor.



2. Workplace Inspections – workers working from home should conduct an inspection and hazard identification and assessment of their work place to identify any potential hazards that may be present. Appropriate controls should be applied.
3. Working Alone – workers working from home should establish a schedule and communicate at a minimum at the beginning and end of the shift with their supervisor.
4. Fire Protection – check for working smoke alarms, CO monitors, fire extinguishers, emergency plans and exits.
5. Emergency Procedures – check for first aid supplies, establish a plan in the event of an emergency, establish emergency contact information – numbers and address.
6. Housekeeping – ensure the work space is clean and free of hazards such as power cords household items.
7. Stress – working from home can create many challenges, attempt to separate the work space from home activities. One should avoid distractions such as personal phones and televisions. Efforts should be made to set boundaries with others such as family members and pets to avoid distraction. Set a specific time frame to conduct work and separate it from your daily activities.
8. Incidents and Injuries - Workers must still report all work related incidents and injuries and hazards to their direct supervisor.

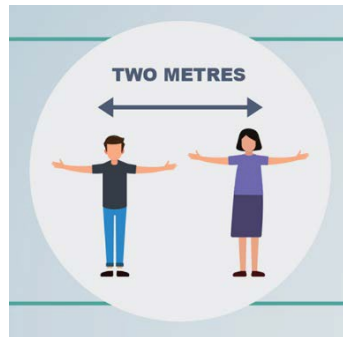


COVID-19 PROTOCOL – PHYSICAL DISTANCING

Your Health and Safety is Our Priority

In an effort to help staff contain the potential spread of COVID-19, the following protocol has been established for physical distancing in City of Delta workplaces.

Public health officials and WorkSafeBC advise people to keep two metres away from each other at all times when possible. This is one of the most important things we can all do to prevent the ongoing transmission of COVID-19.



Employees must remain working within a single designated facility whenever operationally possible. This same rule applies to employees working within a single department/workspace at a facility (e.g., City Hall). Employees are advised to **not** visit other work spaces within their designated facility unless absolutely necessary.

Look for ways to do the following:

- Minimize the number of people required in a work area to ensure the minimum 2 metre (6.5 feet) of physical distancing;
- Consider creating cohorts of workers who work together and do not interact with other cohorts. This will assist in reducing transmission throughout the workplace and, in the event a staff member becomes ill, assist in contact tracing;
- Yield way to a colleague in passing and be courteous around work spaces;
- Do not congregate in common areas where you cannot maintain a 2 metre distance; avoid communal food, beverages, and supplies;
- Limit the number of people in elevators;
- Use innovative approaches to do the work (technology, automation, etc) and conduct virtual meetings where possible;
- Keep unavoidable in-person meetings short and stay 2 metres apart;
- If possible, do not pass tools or equipment to each other;
- Greet others with a wave and not a handshake.

A respirator/mask is not required for most day-to-day work; however, it is required for unique work tasks where 2 metres of physical distancing cannot be maintained.



COVID-19 PROTOCOL – EMPLOYEE TRAVEL

Your Health and Safety is Our Priority

In an effort to help staff contain the potential spread of COVID-19, the following protocol has been established to provide guidance for employee travel:

Consistent with the advisory from the BC government, the City of Delta does not support non-essential travel outside of Canada, including the United States.

If an employee travels outside of Canada, they are required to self-report to Human Resources by emailing hr@delta.ca. All those who return from out of country are required to self-isolate for 14 days, as mandated by the BC Provincial government. Self-isolation and reporting to Human Resources is not required for employees travelling between Canadian provinces.

Self-isolate means to stay at home and monitor yourself for symptoms, even if mild, for 14 days as well as avoid contact with other people to help prevent the spread of disease in your home and in your community in the event you become symptomatic.

All employees who have travelled outside of Canada will not be allowed to return to work prior to receiving approval from Human Resources. Specific information can be found in the [Public Health Order for Travelers and Employers](#), accessible through the BC Provincial government's website.





COVID-19 PROTOCOL – VEHICLE/FLEET SAFETY

Your Health and Safety is Our Priority

People must ensure they are cleaning their hands, homes and their workspaces to try and prevent the spread of COVID-19, but there is one place they may not have thought of cleaning their car. We also need to consider others traveling in the vehicle and try to maintain safe distance if/where possible.

CLEANING

Think about how many surfaces in and around your vehicle get touched on an average trip. These items are touched virtually every time you drive your vehicle:

- Steering wheel
- Door handles inside and out
- Seatbelts
- Control knobs and buttons
- Touch screens
- Directional and wiper controls
- Cell devices
- Gas cap/station lever



Most vehicles have an interior that is made up of several different materials, so it's important to use the right products and techniques, to disinfect your vehicle properly. Each vehicle must be equipped with a bottle of hand sanitizer.

You want to stay away from using bleach or hydrogen peroxide inside your car as those products could easily do damage to your car's upholstery.

Experts recommend that drivers focus on disinfecting vehicle **hot spots** in their vehicles. Your steering wheel, door handles inside and out, your car's shifter, all window and control buttons, wiper and turn signals, door armrests, any grab handles and seat adjusters. This should be done as part of your pre and post trips.

If your vehicle has a touch screen, don't use anything that has ammonia as an ingredient, since it can strip off anti-glare and anti-fingerprint coatings on the screen.

The surfaces inside your car are usually going to be more delicate than something like the countertop in your kitchen, so take care in how you apply the cleaning products. When wiping down fabric upholstery, avoid using too much water, it could end up creating a musty smell or encouraging mold to grow in the cushions.

WORKER TRANSPORTATION

- Whenever possible, workers should travel alone in their vehicles in order to practice physical distancing.
- Measures that may be taken to ensure appropriate distance include having workers sit one to a seat, with riders staggered to allow maximum distance between them; adjusting the number of workers transported per trip; and increasing the total number of trips needed to transport workers to a worksite. These measures may mean using larger vehicles to ensure maximum spacing or using multiple vehicles.
- Riders are not to switch seats during their shift.
- If it is not possible to ensure 2 metres of distance between workers in a vehicle through these measures, other control measures must be instituted, such as PPE.
- Implement a process that allows for physical distancing when loading and unloading vehicles. Workers waiting for loading/unloading should maintain physical distancing while remaining safely away from traffic.

***Keep your personal vehicle clean and disinfected, too.
Limit the transmission!***



COVID-19 PROTOCOL – ENGINEERING OPERATIONS SITE WORKERS

Your Health and Safety is Our Priority

1. Hygiene Practices

- Do not come to work if you are feeling unwell.
- Maintain a physical distance of 2 metres between you and other people.
- Clean your hands with soap and water for 20 seconds – before you eat and at the end of the workday, during your shift whenever possible, and when you get home from work. Use hand sanitizer with 60% minimum alcohol content in the absence of soap and water.
- Do not shake hands; avoid physical contact.
- Do not share food, drinks, or cigarettes.
- Do not share personal hand tools unless wearing gloves.
- Do not touch your face, eyes, nose, mouth with unwashed hands or when you have gloves on (i.e., smoking, drinking water, eating, etc.).
- Follow good respiratory etiquette by covering your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough.

2. Site Orientations

- Limit the number of persons in the orientation. Where practical, move orientation outdoors and conduct a verbal orientation – reinforce physical distancing.
- Verify that workers are not feeling sick at the start of shift (see Health Surveillance Protocol).
- Disinfect used pens, tables, chairs and table after each orientation.
- As part of the verbal orientation, discuss:
 - a. Physical distancing of 2 meters.
 - b. Hygiene, and location of hand washing and hand sanitization stations.
 - c. The importance of reporting to their supervisor if they are feeling unwell and leaving the site.

3. Health Verification of Delta Workers/Contractors/Visitors Prior to site Access

- Ask all site Delta workers/Contractors/Visitors on the current status of their health. Ask if they feel unwell or have the following symptoms:
 - a. The symptoms of COVID-19 are very similar to other respiratory illnesses such as common cold and influenza. Symptoms can range from very mild to very serious, requiring hospitalization. Common symptoms of COVID-19 infection include fever, chills, cough, shortness of breath, sore throat/painful swallowing, headache, muscle aches, loss of appetite and loss of smell.
- If contractors report **YES** to any of the above symptoms please ask them to leave the site and contact their Supervisor, report the situation to Human Resources.
- If visitors report **YES** to any of the above symptoms please ask them to leave the site and report the situation to Human Resources.
- If Delta staff report **YES** to any of the above symptoms please ask them to go straight home (self-isolate). Once home, staff must call Human Resources at 604.946.3246.

4. Receive and Review Contractor COVID-19 Plan/Procedures (if applicable)

- Do they have a plan?
- Does it have physical distancing and sanitation requirements?

5. Radios

- Keep the same radio for your entire shift and disinfect after your shift.

6. Vehicles

- Whenever possible limit vehicle occupancy to one (see COVID-19 Vehicle/Fleet Safety Protocol if there is more than one person).
- Disinfect vehicles if vehicle operators are changed and disinfect vehicles at the end of shift. Use the Vehicle-Fleet Safety Procedure for guidelines on disinfection.

7. Stairwells and Hallways

- Avoid passing each other on the stairs. Wait on the landing until person has exited stairs.
- Step into an office if possible (ensuring you are not impacting the physical distance between you and the person who may be sitting in the office) to provide the other person in the hallways with sufficient room to pass.

8. When wearing gloves

- Do not touch your face, eyes, or mouth.
- Make sure that hands are washed thoroughly or disinfected with hand sanitizer as soon as possible after gloves are removed.

9. Meetings at Site

- Hold outside in open areas if possible and maintain 2 meters between participants.

10. Site Offices/Trailers

- Restrict Access. Place contact information (phone #) outside on door.
- Limit the number of workers or restrict who is allowed to enter these offices.
- Maintain the social distance requirements.
- Do not touch items – “keep your hands to yourself”.
- Do not share keyboard or mouse, pens, clipboards or documents.

11. Lunchroom

- Stagger coffee/lunch breaks to reduce the number of workers in the lunchroom at the same time.
- Do not share food or drinks.
- Maintain social distancing by staggering seating arrangement, or don't eat in the lunchroom.

12. Work locations

- Maintain social distancing between workers.
- Stagger work crews to reduce the number of people on site, if possible.
- Where possible, keep working groups the same and avoid moving worker between working groups.

13. Tools

- Avoid sharing tools or equipment.
- Clean shared tools and equipment before after use.
- If you have to share equipment, wear gloves.

14. First Aid Treatment

- First Aid Attendants to wear surgical mask with visor and medical gloves when treating workers (see First Aid Protocol).

15. Clothing

- If you have to take your spare work clothing home, place it in a plastic bag and do not take it out of the plastic bag until it goes into the laundry to be washed – ideally separately.



COVID-19 PROTOCOL – PERSONAL PROTECTIVE EQUIPMENT (PPE)

Your Health and Safety is Our Priority

Personal Protective Equipment (PPE) is the last form of protection and should only be considered after other control measures (elimination / substitution, engineering controls, and administrative controls) have been exhausted. Appropriate PPE is situation-dependent; staff should discuss PPE requirements with their managers/supervisors to ensure the correct PPE is being used for the task they are performing.

Due to the various requirements for PPE, staff are asked to contact healthandsafety@delta.ca with any questions or concerns.

1 Gloves

The outside of gloves are contaminated. Grasp palm area of one gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste bin.

2 Perform Hand Hygiene

Clean all surfaces of hands and wrists.

3 Gown

Unfasten ties, pull gown away from neck and shoulders, touching ONLY the inside of the gown. Turn gown inside out and roll into a bundle. Place in soiled laundry hamper (if reusable) or in regular waste bin (if disposable).

4 Perform Hand Hygiene

Clean all surfaces of hands and wrists.

! If you are NOT 2 meters away from the patient, exit room now, perform hand hygiene, and finish the remaining steps.

5 Goggles or Face Shield

Do NOT touch the front of the eye wear. Place in receptacle for reprocessing (if reusable) or in regular waste bin (if disposable).

6 Perform Hand Hygiene

Clean all surfaces of hands and wrists.

7 Surgical or Procedure Mask

Grasp ties or elastics at back and remove WITHOUT touching the front. Place in receptacle for reprocessing or in regular waste bin.

8 Perform Hand Hygiene

Clean all surfaces of hands and wrists.

9 Exit Room

Exit room and perform hand hygiene.



COVID-19 PROTOCOL – FIRST AID

Your Health and Safety is Our Priority

The following protocol will ensure that you are able to adequately protect yourself from potential exposure to COVID-19 and applies to all Occupational First Aid Attendants that provide first aid at the City of Delta workplaces. This protocol will be in effect until further notice.

Exposure Risk: First Aid Attendants are at increased risk of exposure to COVID-19 because there will be times that you will not be able to maintain a physical distance of 2 metres (6.5 feet) from a patient. COVID-19 is most often transmitted via droplets generated when a person coughs or sneezes when you have had prolonged close contact (within 2 metres) or if you touch something with the virus on it and then touch your mouth, nose, or eyes.

COVID-19 symptoms may include:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat / painful swallowing
- Headache
- Muscle aches
- Loss of appetite
- Loss of smell

When you receive a first aid call, gather the following information (if possible):

- What are the circumstances surrounding the call for assistance
- Are critical interventions likely required? If so, **call 911**.
- Are there any obvious symptoms of COVID-19? Has the patient been in contact with anyone who has COVID-19 symptoms or travelled outside of Canada in the last 14 days?

If the individual has symptoms of COVID-19:

Ask them to wash their hands, don a mask and notify their supervisor/manager. Direct them to leave the workplace without further exposing others or touching objects.

If the individual has symptoms of COVID-19 and is unable (too ill) to travel home on their own:

The First Aid Attendant will isolate the individual (in the First Aid room or another quiet room away from others) and call for medical aid/ambulance to attend (911 or non-emergency number, depending on severity).

If critical interventions are required (e.g., heart attack, unconsciousness, choking, anaphylaxis) and there is no way of determining background information:

1. Put on gloves, respirator or surgical mask/shield, and TyVex coveralls;
2. If the patient is unresponsive:
 - Call 911 immediately and report their travel history if known;
 - If CPR is required, use an AED (if available) or perform compression-only CPR.
3. Document all assessments as normally reported in the First Aid Record/Log.

If the patient has a minor injury:

Determine if the patient can self-treat while you provide direction and supplies.

- If **yes**, direct the patient to self-treat per your OFA protocols, while you maintain 2 metres (6.5 feet) of physical distance.
- If **not**, don the appropriate level of personal protective equipment (PPE) for the situation, which could include:
 - Surgical face shield and mask;
 - Gloves;
 - Non-permeable TyVex coveralls (for contact where bodily secretions may be present).

Remember: Ensure proper donning and doffing of PPE, hand hygiene, and decontamination of first aid equipment and area prior to leaving scene. Also, disinfect the first aid room following any treatment – focus on hard surfaces and medical equipment. Check stock in room/kit and ensure you have adequate first aid supplies.



COVID-19 PROTOCOL – HEALTH SURVEILLANCE

Your Health and Safety is Our Priority

In an effort to help staff contain the potential spread of COVID-19, the following protocol has been established to provide guidance for employee Daily Health Surveillance. **All employees must perform the following Daily Health Check prior to reporting to the workplace.**

Are you experiencing an onset of any of the following symptoms?

Note: if you are unsure whether your symptoms are related to allergies or an infection, then self-isolation is recommended.

- Fever of greater than 38 degrees Celsius
- New cough or an increase in the amount of coughing
- Sore throat and painful swallowing
- Loss of sense of smell
- Muscle aches not due to overexertion or exercise
- Loss of appetite
- Chills
- Shortness of breath
- Stuffy or runny nose
- Headache or unusual headache
- Unusual fatigue

Did you provide care or have close contact with a person with confirmed COVID-19?

Note: This means you would have been contacted by your health authority's public health team.

Have you travelled to any countries outside of Canada (including the United States) within the last 14 days?

If you answer **"YES"** to any of the above, you are **not permitted to attend work** and should remain at home, self-isolate and contact your manager/supervisor.

If you answer **"NO"** to all of the above, please report to work.





COVID-19 PROTOCOL – VACATION & LEAVE REQUESTS

Your Health and Safety is Our Priority

Vacation

Regular practices remain in effect. Vacation must be used as per the Vacation and Leave Request Policy. Employees must take a minimum of fifteen (15) working days annual vacation within the calendar year in which the employee earns such vacation. All requests for vacation must be approved by the Manager or Department Head.

Supplementary Vacation

Employees must take Supplementary Vacation within five (5) years of entitlement. Supplementary vacations may not be deferred. Employees must make a request for Supplementary Vacation at least two (2) weeks in advance of the date requested.

Banked Overtime Leave Requests

Employees must make a request for banked overtime at least five (5) working days in advance of the requested leave. The request may be approved by the Manager or Department Head.

Leave of Absence Without Pay (General Leave of Absence)

During the COVID-19 pandemic, it is recognized that staff may face more challenges in providing childcare, caring for elderly parents or those with compromised immunity, or if you may have a compromised immunity yourself. We encourage staff to speak to their Manager or discuss their situation with Human Resources.

Employees must exhaust all vacation leave accrued to the date of the leave request, as well as any banked overtime before a leave of absence will be considered and approved. Due to the current situation, more leniency will be given in consideration of approval of such leaves. A General Leave of Absence Form must be completed and approved by the department and Human Resources.

The Vacation Leave Request Form and the General Leave of Absence Form can be found on the Intranet under “HR FORMS”. If you are unable to find this form, please contact hr@delta.ca.



COVID-19 PROTOCOL – CLEANING LEVELS

Your Health and Safety is Our Priority

This protocol's purpose is to provide instruction on sanitizing common facility surfaces that are regularly touched by multiple employees or the public at an elevated level during the COVID-19 response. Sanitizing is the cleaning of surfaces of visible dirt and disinfecting the surfaces by killing germs and viruses with cleaning disinfectants authorized by Health Canada.

Responsibilities

Managers/Supervisors

Managers and Supervisors must understand the different cleaning levels implemented during the COVID-19 response. They must communicate with the Facility Operations Superintendent when staff with confirmed cases of COVID-19 are identified and must cooperate with Medical Health Officer's direction and/or orders. Managers and Supervisors must also regularly communicate with employees about the cleaning levels.

Custodial Staff

Custodial staff must follow all levels of cleaning set out in cleaning protocols.

Facility Employees

Facility employees must understand the different cleaning levels implemented during the COVID-19 response and commit to cleaning their personal workstations on a frequency appropriate for their comfort level, or once per week at minimum.

Cleaning Protocol

Level 1 – Preventative Response with Staff & Public in Facilities

- Increased daytime sanitizing of common area surfaces that are regularly touched by occupants (in addition to regular cleaning done after hours):
 - Door handles;
 - Elevator buttons;
 - Washroom taps;
 - Paper towel dispensers;
 - Doorframes of offices;
 - File cabinets;
 - Handrails;
 - Counter spaces; and
 - All other high-touch points.
- Staff cleaning their personal workstations/counters:
 - Follow the Workspace Cleaning Procedure;
 - Use premixed disinfection solution in spray bottles and paper towels using disposable gloves supplied by custodial staff;
 - Clean areas to personal comfort and suggest once per day minimums;

- Refills for cleaning supplies to be provided by custodial staff and/or Stores.

Level 2 – Presumed Response

- Presumptive cases of COVID-19 including seasonal colds and influenza causing employee absences.
 - Manager/Supervisor notifies the Occupational Health Specialist;
 - Custodial staff is called for immediate response to sanitize the affected workstation/office;
 - Custodial staff to follow internal procedures.



COVID-19 PROTOCOL – WORKER TRANSPORTATION IN DELTA VEHICLES

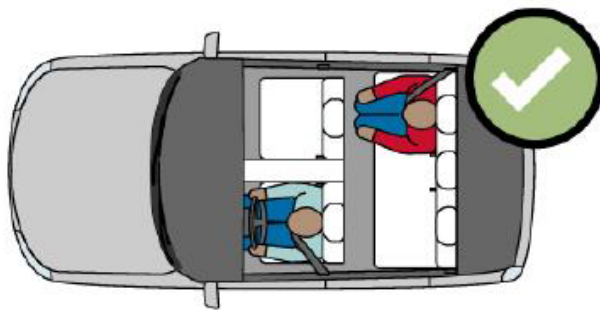
Two Employees in a 4- or 5-Seat Vehicle

Up to 2 employees will be able to travel per vehicle sitting in a diagonal staggered pattern (one in front and one in back) providing that:

- The employee in the back wears a face shield or Delta provided mask while traveling;
 - *Face shields are to be used for employees who frequently travel together; masks for employees who on occasion may travel together.*
- Employees do not change seats during the shift.

Each vehicle must have one emergency surgical/procedural mask for the driver and every passenger in the event an employee becomes unwell during their shift. Both employees will be required to don the masks and return to their reporting location immediately. The unwell employee is required to immediately contact their Supervisor to report that they feel unwell and refrain from entering the workplace once they arrive at the reporting location.

The Supervisor is required to contact the Fleet Superintendent Shane Margetson 604-952-3408 to arrange a deep clean of the vehicle should an employee report feeling unwell while out in the field.



*with PPE

This assumes that no other risk factors are present (i.e., neither worker is sick or experiencing cold or flu-like symptoms, neither have been exposed to anyone who is symptomatic, etc.).

Fire non-admin and Police patrol vehicles will continue per their established protocols.

For larger vehicles and trucks, risk assessments will need to be performed. Please contact healthandsafety@delta.ca for assistance.

NOTE: The vehicle must have full doors with door handles on the back doors.



COVID-19 PROCEDURE – WORKPLACE CLEANING

Your Health and Safety is Our Priority

A clean office and workspace promotes a healthy environment. You have a role in this by keeping your workstation clean.

Follow these three easy steps regularly:

1. Use a disposable paper towel and spray bottle to wipe down hard surfaces. These include:
 - Keyboard;
 - Mouse;
 - Phone;
 - Desktop;
 - Armrests on your chair; and
 - Cabinet doors/drawers.
2. Carefully dispose of the paper towel immediately after use.
3. Wash your hands with soap and water.

Note: Always review the Safety Data Sheet (SDS) prior to using the cleaning product.





APPENDICES

Your Health and Safety is Our Priority

The City of Delta is committed to the health and safety of its employees and to providing a safe, healthy and productive workplace.

Employee Daily Health Checks are examples of an administrative control measures that can be put in place to reduce the risk of COVID-19 transmission. The guidance to monitor one's daily health was issued by WorkSafeBC as a way of limiting exposure to and person-to-person transmission of COVID-19.

In an effort to help staff contain the potential spread of COVID-19, the City of Delta is requiring all employees complete a Daily Health Check prior to reporting to work daily. In signing this document, employees certify the following:

I confirm that I have reviewed Delta's Safety Plan and will complete Daily Health Checks prior to reporting to work daily. I confirm that I understand the importance and commit to performing a Daily Health Check daily prior to reporting to work.

Date: _____

Print Name: _____

Department: _____

Supervisor/Manager: _____

Signature: _____

Please submit the signed copy to hr@delta.ca

Your Health and Safety is Our Priority

The City of Delta is committed to the health and safety of its employees and to providing a safe, healthy and productive workplace.

Employee Daily Health Checks are examples of an administrative control measures that can be put in place to reduce the risk of COVID-19 transmission. The guidance to monitor one's daily health was issued by WorkSafeBC as a way of limiting exposure to and person-to-person transmission of COVID-19.

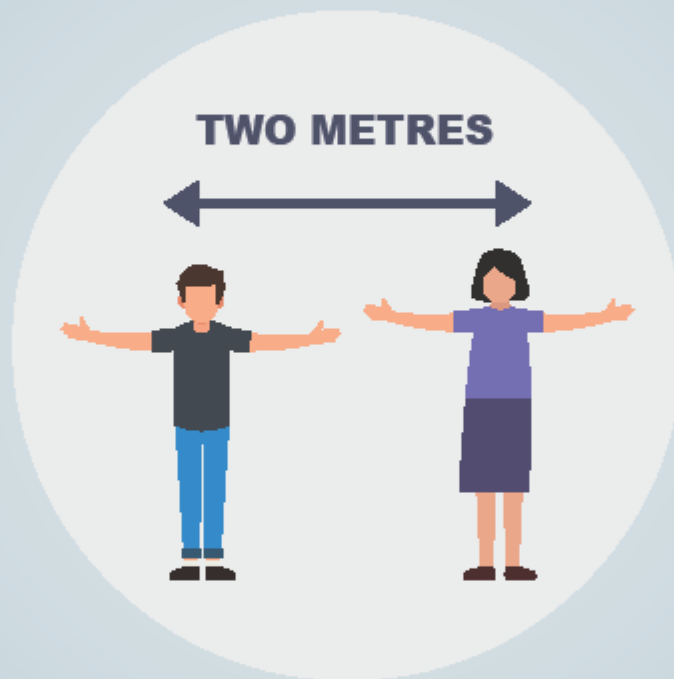
In an effort to help staff contain the potential spread of COVID-19, the City of Delta is requiring all employees complete a Daily Health Check prior to reporting to work daily. In signing this document, employees certify the following:

I confirm that I have received the training and education around the importance of completing Daily Health Checks prior to reporting to work daily. I confirm that I understand the importance and commit to performing a Daily Health Check daily prior to reporting to work.

Date:			
Employee Name	Department	Supervisor/ Manager	Employee Signature

Please submit the signed copy to hr@delta.ca

PHYSICAL DISTANCING PREVENTS THE SPREAD OF COVID-19



**PLEASE DO YOUR PART FOR YOURSELF,
YOUR FAMILY, CO-WORKERS AND FOR
YOUR COMMUNITY**

Delta

PREVENTION IS KEY

Prevent the spread of Coronavirus (COVID-19)



WASH YOUR HANDS OFTEN
with soap and water
for at least 30 seconds
or use an alcohol-
based hand sanitizer.



AVOID TOUCHING
your eyes, nose and mouth
with unwashed hands.
Avoid close contact with
people when you are sick.



**STAY HOME IF
YOU ARE SICK**



**COVER YOUR
MOUTH AND NOSE**
with a tissue or your sleeve
(not your hands) when
coughing or sneezing.

HOW TO HAND WASH



1
Wet hands with
warm water.



2
Apply soap.



3
Lather soap and rub
hands palm to palm.



4
Rub between and
around fingers.

LATHER HANDS FOR A TOTAL OF 20 SECONDS



5
Rub back of each
hand with palm
of other hand.



6
Rub fingertips of each
hand in opposite palm.



7
Rub each thumb
clasped in
opposite hand.



8
Rinse thoroughly
under running
water.



9
Pat hands dry
with paper towel.



10
Turn off water using
paper towel.

For accurate, up-to-date information and
updates on COVID-19, please visit:

Fraser Health: www.fraserhealth.ca

BC Centre for Disease Control: www.bccdc.ca

Delta