



Exposure Control Plan (ECP)

COVID-19 Virus (June 2020)

Introduction

This Exposure Control Plan (ECP) applies to City of Chilliwack staff who could be exposed to the COVID-19 Virus while doing their assigned work.

The City of Chilliwack is committed to providing a safe and healthy workplace for all of our staff.

A combination of preventative measures will be used to minimize worker exposure to the COVID-19 virus, including the most effective control technologies available. Our work practices will protect not only our employees, but also contractors, and/or the public who may enter our facilities or carry out work on our infrastructure.

All employees must follow the general precautionary measures and/or procedures outlined in this plan to prevent or reduce exposure to the COVID-19 virus.

Examples of activities which may pose heightened risk of exposures include, but are not limited to:

1. First Responder activities including provision of public medical assistance.
2. Bylaw enforcement including exposure to at-risk individuals.
3. Cleaning/servicing public washrooms.
4. Waste/garbage collection.
5. Cleaning up homeless camps and/or debris.
6. Handling exhibits and prisoner personal property (RCMP exhibits and cell block).
7. Fingerprinting and DNA collection (RCMP front counter).
8. Caretaking, janitorial, and maintenance of civic facilities.
9. Work performed by various crews in public spaces.
10. Work performed within proximity to other staff or the public (physical distancing concerns).

Note:

This is an Updated ECP for COVID-19.

This Virus pandemic continues to evolve.

This June 2020 update to the previous (March) ECP is based upon current information.

This ECP will be reviewed and modified as required.

Purpose

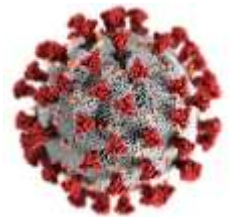
This Exposure Control Plan (ECP) is designed to:

1. Protect employees from harmful exposures to the COVID-19 virus,
2. Reduce the risk of infection in the event of an exposure, and
3. Comply with the WorkSafeBC Occupational Health and Safety Regulation sections 5.54 and 6.3 (Exposure Control Plan).

The City of Chilliwack will strive to find ways to control or eliminate exposure to the COVID-19 virus by developing and implementing proper risk controls, establishing safe work practices, raising awareness, and providing education and training for employees.

The City of Chilliwack will follow direction and controls as specified by the BCCDC, the Ministry of Health, and the Provincial or Fraser Health Medical Health Officer.

Coronavirus Q and A



Q: What is the Coronavirus?

A: Coronaviruses are a family of viruses that can cause respiratory illness in people.

Q: How is the Novel Coronavirus (known as COVID-19) different from other coronaviruses?

A: Just like there are different types of related viruses that cause smallpox and chickenpox, different coronaviruses cause different diseases in people. The Severe Acute Respiratory Syndrome (SARS) coronavirus causes SARS and the Middle East Respiratory Syndrome (MERS) coronavirus causes MERS. The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses.

Q: Is this virus something new and where did it come from?

A: COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals.

Q: What are the Signs and Symptoms of a COVID-19 infection?

A: Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.

Q: Is there an Incubation Period? What does this mean?

A: A person exposed to COVID-19 virus may get sick up to 14 days after exposure (the incubation period). If they become sick, with symptoms, then that person can start spreading the virus.

Q: Who can get sick?

A: Everyone is susceptible, although there may be risk factors increasing susceptibility to infection. Some people have an increased risk of developing severe illness or complications from COVID-19 including older people (>65) and those with pre-existing conditions including respiratory disease, cardiac disease, diabetes, and compromised immune systems.

Responsibilities

Notes: These responsibilities may change due to activation of the Emergency Operations Centre (EOC) and/or Local Health Authority, Provincial, or Federal requirements.

The City of Chilliwack Fire Department, Municipal Employees supporting the RCMP, and the Operations Department may have additional or different responsibilities/protocols. These will be documented in the appropriate departmental documents.

City of Chilliwack Responsibilities

The employer has the following responsibilities:

1. Identify infectious diseases that are, or may be, in the workplace – such as COVID-19.
2. Develop and implement an Exposure Control Plan (ECP).
3. Support and participate in the development of supporting resources (such as Toolbox Topics, Safe Work Practices, Circulates/Postings, etc.).
4. Assist with the risk assessment process and consult on risk controls, as needed.
5. Ensure that the materials (i.e. tools, equipment, etc.) and other resources such as training are provided to support this ECP.
6. Ensure supervisors and workers receive the appropriate level of ECP training.
7. Select, implement, and document the appropriate site or scenario-specific control measures.
8. Provide the appropriate Personal Protective Equipment (PPE) to minimize employee exposure to COVID-19.
9. Ensure that workers use the appropriate PPE for the task. PPE may include gloves, gowns, aprons, eye protection, masks, respirators, or other items.
10. If due to supply chain disruption the City of Chilliwack becomes unable to obtain the necessary resources (including PPE), the City will advise the appropriate emergency agency and re-evaluate this ECP.
11. Ensure that a copy of the ECP is available to all employees.
12. Maintain written records of training, instruction, fit testing, and other activities as necessary.
13. Conduct a periodic review of the ECP effectiveness (annual review required).

Notes: Through the EOC or Administration: modify service models and levels, using a risk-based approach, unless otherwise ordered by national, provincial or local health authority.

Ensure Managers/Supervisors follow the direction of the EOC or Administration.

Manager/Supervisor Responsibilities

Managers and Supervisors have the following responsibilities:

1. Complete or assist in the risk assessment process and consult on risk controls, as needed.
2. Assess the risk(s) related to the COVID-19 virus for the positions under their responsibility.
3. Ensure that awareness and information resources are shared consistently with employees.
4. Make this Exposure Control Plan (ECP) readily available to employees.
5. Provide or arrange for ECP training/SWP review in support of this ECP.
6. Direct/assign work in a manner that eliminates and if not possible, minimizes the risk to employees. This includes measures for Physical Distancing.
7. Ensure that all necessary PPE and other equipment are provided to employees.
8. Ensure employees have been trained on the selection, care, maintenance and use of any PPE, including fit testing for those employees who may be issued a respirator.
9. Support and participate in the development of supporting resources (such as Toolbox Topics, Safe Work Practices, Circulates/Postings, etc.).
10. Ensure workers follow applicable Safe Work Practices and use all required PPE correctly.
11. Communicate worker concerns with Senior Management.

Worker Responsibilities

Crewmembers have the following responsibilities:

1. Participate in training and instruction.
2. Review awareness and informational resources provided.
3. Follow established Safe Work Practices as directed by supervisory personnel.
4. Practice consistent and effective Physical Distancing.
5. Use and maintain assigned Personal Protective Equipment (PPE) in an effective and safe manner.
6. Report to the employer any exposure incidents (and know how/when to report).
7. Refuse work that they have reasonable cause to believe will put themselves or others at risk (see City of Chilliwack Occupational Health and Safety Program).
8. Rely on information from trusted sources including City of Chilliwack, Fraser Health, BCCDC, PHAC, and the WHO.
9. Contact 811 (if and when required or directed by supervisory personnel) and follow the directions of Fraser Health and/or the Provincial MHO.

Joint Health and Safety Committee (JHSC) Member Responsibilities

Joint Health and Safety Committee members have the following responsibilities:

1. Review the ECP annually (or when under review) with the employer and update as required.
2. Assist in the development and/or review of risk assessments and other COVID-19 resources.
3. Review incident investigation reports, including those relating to COVID-19 exposures/illness.

Risk Identification and Assessment

Note: Information is based upon current available information (June 24, 2020).

How COVID-19 Spreads

COVID-19 is an infectious disease that mainly spreads between humans through direct contact with an infected person or their respiratory droplets.

Respiratory droplets are generated by breathing, speaking, coughing, and sneezing.

Your exposure risk is greatest when you have prolonged close contact with an infected person.

The virus can also be spread if you touch a contaminated surface and then touch your eyes, mouth, or nose. A surface can become contaminated if droplets land on it or if someone touches it with contaminated hands.

(Note: above information provided by WorkSafeBC)

Droplet Contact

Some diseases can be transferred by large infected droplets contacting surfaces of the eye, nose, or mouth. For example, large droplets that may be visible to the naked eye are generated when a person sneezes or coughs. These droplets typically spread only one to two metres and are too large to float in the air, and quickly fall to the ground.

Airborne Transmission

This occurs when much smaller evaporated droplets or dust particles containing the microorganism float in the air for long periods of time. Transmission occurs when others breathe the microorganism into their throat or lungs.

Currently, health experts do not believe that the COVID-19 virus can be spread through airborne transmission.

See Appendix A: COVID-19 Info Sheet (Public Health Agency of Canada)

General Risk Assessment

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6. Using this guideline as a reference, we have determined the 'General Risk' level to our employees, depending on their potential exposure in the workplace.

	Low Risk Workers who typically have no contact with people infected.	Moderate Risk Workers who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces	High Risk Workers who may have contact with infected patients or with infected people in small, poorly ventilated workspaces
Hand Hygiene	Yes (washing with soap and water, or using an alcohol-based hand sanitizer)	Yes (washing with soap and water, using an alcohol-based hand sanitizer)	Yes (washing with soap and water, using an alcohol-based hand sanitizer)
Disposable Gloves	Not required	Not required, unless handling contaminated objects on a regular basis	Yes , in some cases, such as when working directly with infected patients.
Body Protection (aprons, gowns, etc.)	Not required	Not required	Yes , in some cases, such as when working directly with infected patients.
Eye Protection – goggles or face shield	Not required	Not required	Yes , in some cases, such as when working directly with infected patients.
Airway Protection – respirators	Not required	Not required	Yes (minimum N95 respirator or equivalent).

See Appendix B: Position Risk Assessment (General)

Location Specific COVID-19 Exposure Risk Assessments

COVID-19 Exposure Risk Assessments will be completed for each operational area and/or facility.

These COVID-19 Exposure Risk Assessments will be completed by a Manager/Director in consultation with a Joint Health & Safety Committee (JHSC) representative. Each Exposure Risk Assessment requires the review and approval of the applicable Director.

Currently, COVID-19 Exposure Risk Assessments have been completed for the following locations:

- City Hall (8550 Young Road, Chilliwack)
- RCMP Detachment (45924 Airport Road, Chilliwack)
- Evergreen Hall (9291 Corbould Street, Chilliwack)

Further Exposure Risk Assessments will be created as further facilities open and/or resume operations. A COVID-19 Exposure Risk Assessment form (template) has been created, and has been posted to the City of Chilliwack Employee Intranet Homepage under the Occupational Health & Safety / COVID-19 Resources Tab.

3rd Party Operated Civic Facilities

Facilities operated by 3rd Party Operators will be required to meet the requirements of WorkSafeBC, Fraser Health, the Provincial Health Authority, etc.

The Recreation and Culture Department will be responsible to ensure that the 3rd Party Operators have effective plans and measures in place to protect the users of Civic Facilities, including (but not limited to):

1. Landing Leisure Centre,
2. Cheam Leisure Centre,
3. Chilliwack Cultural Centre,
4. Chilliwack Curling Club,
5. Great Blue Heron Nature Reserve,
6. Chilliwack Museum & Archives (2 Locations),
7. Chilliwack Heritage Park
8. Sardis Library
9. Chilliwack Library

Each facility will be required to have a suitable risk assessment conducted, and a WorkSafeBC 'Safety Plan' in place, prior to re-opening to the public.

Controlling Exposure

The Occupational Health and Safety Regulation requires the employer to implement infectious disease controls (to mitigate the risks of exposure) in the following order of preference:

1. Engineering Controls
2. Administrative Controls
3. Education and Training
4. Safe Work Practices
5. Personal Protective Equipment

Elimination of face-to-face contact is the best control possible. This would include closing civic facilities to the public, distance control measures at reception counters, relying on phone, email or regular mail to answer public questions. If practicable, conduct financial transactions by electronic means rather than cash or cheque. Have workers work remotely (work from home).

Engineering Controls would involve isolating employees from related hazards, such as working from inside an enclosure when receiving bill payments or selling passes/tickets online for public recreation facilities or events. Additional examples may include physical barriers (such as plexiglass partitions), which limit personal human contacts.

Administrative Controls involve changes in behaviours, such as increased hand washing and cough/sneeze etiquette. Cover your mouth and nose with a sleeve or tissue when coughing or sneezing. Follow physical distancing guidelines of 2m/6ft to reduce human-to-human transmission. An increase in cleaning frequencies for shared work surfaces and equipment, including City operated vehicles. Increase distances between individuals working in an office setting to at least 2m/6ft.

Personal Protective Equipment (PPE) is not considered as effective in minimizing exposure as Engineering and Administrative Controls, but when used correctly, PPE may help prevent some exposures. This may include wearing masks, respirators, coveralls/turnout gear, gloves, goggles and/or face-shields. The use of PPE is required in high-risk situations, such as dealing with infectious patients.

General Safe Work Practices / Precautionary Measures

Physical Distancing



Physical Distancing is the newest element for workplace/individual safety and is receiving widespread attention since COVID-19 was declared a pandemic by The World Health Organization.

Physical Distancing can be defined as “remaining out of congregate settings, avoiding mass gatherings and maintaining distance (2 meters or 6 feet) from others when possible.”

Physical Distancing accepts or acknowledges that the coronavirus is likely widespread, community transmission is already occurring, and the number of diagnosed cases is going to rise as more people receive testing.

Physical Distancing, along with other risk reduction methods, attempts to slow the spread of COVID-19 and reduce the speed of new diagnoses, especially severe cases, in need of prehospital and in-hospital care.

According to the Centre for Disease Control (CDC), COVID-19 is mainly spread from person to person between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs or sneezes.

The basics of preventing virus transmission and physical distancing remain the same:

- Try to maintain at least a 2 m / 6 ft distance from others.
- Ensure hands are clean and disinfected (and wash thoroughly for at least 20 seconds).
- Avoid touching your face, nose, and mouth (and avoid rubbing your eyes).
- Practice proper coughing or sneezing etiquette.
- Dispose of anything that meets your mouth such as tissues or plastic eating utensils.
- Avoid contact with individuals displaying symptoms of COVID-19 (cough, fever, breathing difficulties).
- Avoid congregating in large groups.

[See Appendix C: Physical Distancing Info Sheet \(BC CDC\)](#)

Hand Hygiene

Hand washing, proper coughing and sneezing etiquette, and not touching your face are key to the prevention of transmission and therefore minimize the likelihood of COVID-19 infection.

Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body, particularly the eyes, nose and mouth. Hand washing also prevents the transfer to other surfaces that are touched.

Wash your hands “well” and “often” with soap and water for at least 20 seconds (the time it takes to hum ‘Happy Birthday’ twice). If soap and water is not available, use an alcohol-based hand rub (sanitizer) to clean your hands.

“Well” means:

- Wet hands and apply soap.
- Rub hands together vigorously for at least 20 seconds ensuring the lather covers all areas – palm to palm, back of hands, between fingers, back of fingers, thumbs, fingernails (using palm), and wrists.
- Rinse hands thoroughly with water.
- Dry hands with paper towel (or a hand dryer), use the paper towel to turn off the tap, dispose of the paper towel.

“Often” includes:

- Upon arriving and when leaving work.
- After coughing or sneezing.
- After using the bathroom.
- When hands are visibly dirty.
- Before, during and after you prepare food.
- Before eating any food (including snacks).

Additionally:

- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Use utensils: consider using forks, spoons or tooth picks when eating and serving foods (especially snacks or “finger foods”).

[See Appendix D: Handwashing Bulletin \(WorkSafeBC\)](#)

Cough/Sneeze Etiquette

All staff are expected to follow cough/sneeze etiquettes, which are a combination of preventative measures that minimize the transmission of diseases via droplet or airborne routes.

Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing to reduce the spread of germs.
- Use tissues to contain secretions, and immediately dispose of any tissues you have used into the garbage and wash your hands afterwards.
- Turn your head away from others when coughing or sneezing.

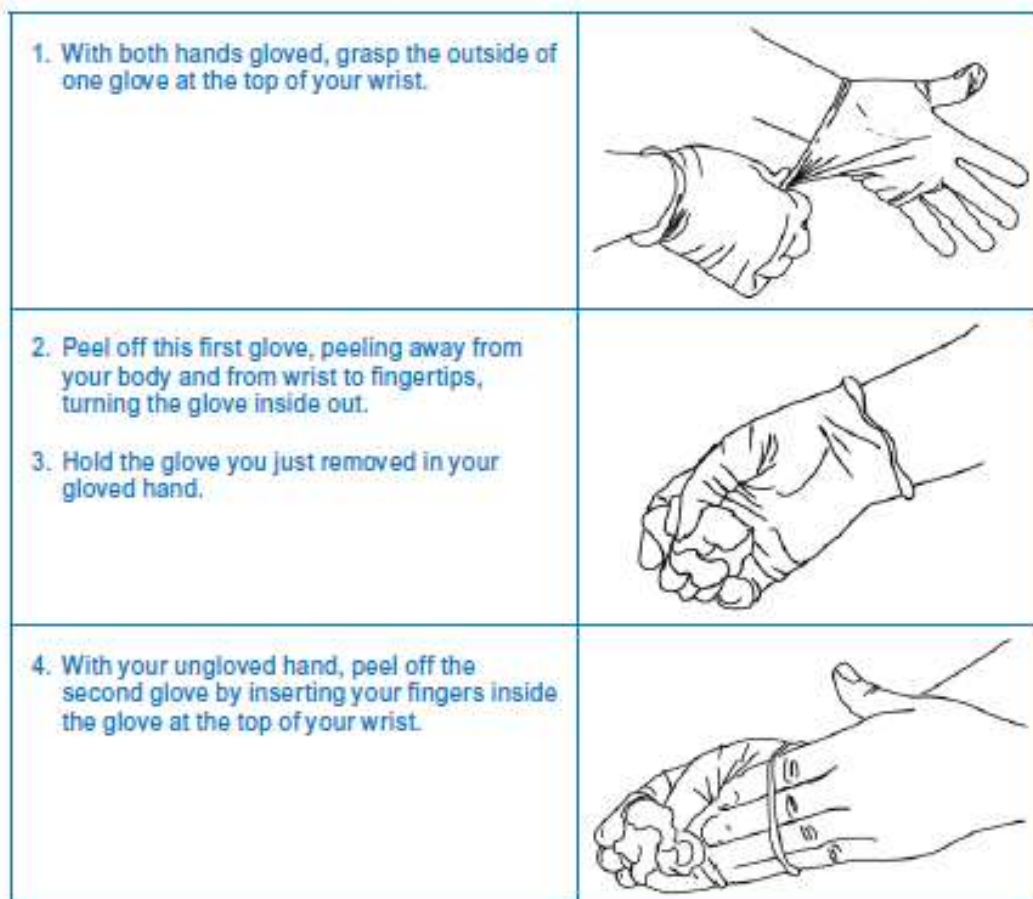
Personal Protective Equipment (PPE)



Use of Gloves

All personnel shall wear disposable or reusable gloves when a potential for exposure exists.

- When there is a greater risk of glove breakage due to additional hazards from broken glass, sharp edges, etc., wear suitable work gloves over top of disposable gloves.
- While wearing gloves, avoid touching personal items that could become contaminated.
- Extra gloves should be readily available.
- Use new gloves for each task.
- Disposable gloves should be removed:
 - As soon as possible if they become damaged or contaminated, and
 - Promptly after completing the task.
- Reusable gloves must be cleaned and disinfected properly.

For disposable gloves to be effective, they must be removed safely to prevent exposure. Follow these steps to ensure that your hands do not contact any contaminants left on used gloves:



<p>5. Turn the second glove inside out while tilting it away from your body, leaving the first glove inside the second.</p>	
<p>6. Dispose of the entire bundle promptly in a waterproof garbage bag. Do not reuse the gloves.</p> <p>7. Wash your hands thoroughly with soap and water as soon as possible after removing the gloves and before touching any objects or surfaces.</p>	

(Source: WorkSafeBC)

Eye and Face Protection

Eye and face protection should be available to emergency responders, first aid attendants, and crewmembers performing work that poses a risk of eye or face contamination.

For possible COVID-19 exposures, considerations for use of face shields, goggles, etc. will be dependent upon work activities. COVID-19 Exposure Risk Assessments will identify work activities where eye and face protection may be required.

For First Aid Attendants (FAA's), additional Personal Protective Equipment (PPE) and a WorkSafeBC Protocol has been provided.

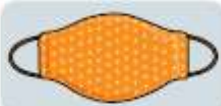



See Appendix F: WorkSafeBC COVID-19, First Aid Protocols

Masks and Respirators

Since the early stages of the COVID-19 pandemic there has been varying messaging regarding the use of masks and/or respirators.

There are several types of Masks and Disposable Respirators available and the below graphic outlines their use in regards to COVID-19.

Types of masks and their use in non-health care settings

Type	Use
Cloth or non-medical masks 	<ul style="list-style-type: none"> • May offer some level of protection by preventing the spread of droplets from the wearer to others around them. • Not a proven method of protection for the wearer because they may not prevent the inhalation of droplets. • May be considered by employers for use by workers or customers as a protective measure when physical distancing is not practical or feasible. • Should never be relied upon as a sole protective measure.
Medical masks 	<ul style="list-style-type: none"> • Medical masks (also known as procedure or surgical masks) are used by health care workers for direct patient care where physical distancing can't be maintained. • May be used in other jobs where there's a risk of exposure to blood or bodily fluids. • When worn properly, can protect the wearer and others around them against droplets. • Are single-use items that are not designed to be cleaned and reused. • There is a variety of certified medical mask types, some of which may be difficult to source because of supply limitations.
Medical N95 respirators 	<ul style="list-style-type: none"> • Used primarily by health care workers where there is significant risk of exposure to very small airborne particles and aerosols. • Offer protection from droplets and splashes. • Most often used during and after aerosol-generating procedures performed on patients infected with COVID-19 or other infectious agents. • Fit closely over the nose and mouth to form a tight seal. Must be fit-tested and worn properly. Subject to the fit-testing requirements of the Occupational Health and Safety (OHS) Regulation. • Should not be used by non-health care workers.
Industrial N95 respirators 	<ul style="list-style-type: none"> • Used primarily in non-medical settings to protect workers from inhaling dust, fumes, and other hazardous aerosols. • When worn properly, can protect the wearer against droplets. If the respirator has a valve, droplets could be spread through the valve, so may not protect others. • Fit closely over the nose and mouth to form a tight seal. Must be fit-tested and worn properly. Subject to the fit-testing requirements of the OHS Regulation.

(Source: WorkSafeBC)

Use of Half Mask Air Purifying Respirators (APR's)

Half mask air purifying respirators may be required for specific job tasks. The need for this type of respirator (and specified filters or cartridges) will be identified during the COVID-19 Exposure Risk Assessment process and/or a task-specific risk assessment.

City employees in various departments already have respirators of this type for use when generating dust or other contaminants while performing their typical work activities. If two workers are required to be in close proximity to each other, while performing work such as a utility connection, the use of their current respirators would be logical.

Use of "Other or Additional" Personal Protective Equipment

Other or additional PPE may include such items as aprons, impervious clothing (such as disposable gowns, Tyvek suits, or rainwear), goggles, etc.

The use of these other items of PPE is dependent upon the risk assessment performed for the specific task(s) involved. As the COVID-19 is a pandemic and there are major concerns regarding exposure, it is important to ensure that workers are protected.

If additional PPE such as clothing that can be disinfected (such as waterproof aprons) is an option, and a preference due to the task at hand, then there should not be barriers to its use.

Written Safe Work Practices (SWP's)

There are several Safe Work Practices (SWP's) that have been developed, specific to COVID-19.

- SWP CORP 03, Vehicle Disinfection – Infectious Disease
- SWP CORP 04, Cleaning and Disinfection of Public Washrooms – Covid-19
- SWP CORP 05, Temporary Service Counters (City Hall) – Covid-19
- SWP CORP 06, Cleaning & Disinfection – Infectious Disease

These SWP's and other resources have been posted to the City of Chilliwack Employee Intranet Homepage under the [Occupational Health & Safety / COVID-19 Resources](#) Tab.

It is expected that additional SWP's and other resources will be developed as the COVID-19 pandemic situation continues to evolve, and further direction is provided by government agencies, regulatory bodies, etc.

Source of Exposure

Employees may be exposed to the COVID-19 virus from a variety of sources.

COVID-19 exposure can happen at any point during your day and during any task that involves close contact with others or contaminated surfaces at work, home, or in the community.

Key Prevention Measures to Help Slow the Spread of COVID-19

The following list has been developed to help identify some of the Key Prevention Measures we can collectively take to prevent the spread of COVID-19 in the workplace.

1. Know when not to come to work. The Provincial Health Officer and the BC Centre for Disease Control have issued the following guidance around self-isolation.
The following workers should not come into the workplace:
 - a) Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
 - b) Anyone under the direction of the Provincial Health Officer to self-isolate.
 - c) Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms.
 - d) If you have concerns, the online [BC COVID-19 Symptom Self-Assessment Tool](#) can help determine whether you may need further assessment or testing for COVID-19.
2. Immediately advise your Supervisor/Manager if you have tested positive for COVID-19. Senior Management will then take the necessary steps to ensure coworker safety.
3. Self-screen for symptoms before coming to work. Stay home and self-isolate when you are sick or have flu like symptoms (even if they are mild symptoms).
4. Avoid close contact with people who are sick or that work in higher-risk occupations.
5. Take steps to minimize exposure to COVID-19 while away from work.
6. Wash your hands often with soap and water for at least 20 seconds. If soap and water is not available, use an approved alcohol-based hand sanitizer.
7. Avoid touching your eyes, nose, and mouth with unwashed hands.
8. Cough or sneeze into your sleeve not your hands, or cover your mouth and nose with a tissue and put the used tissue in the trash.
9. Avoid in-person meetings where possible. Make use of on-line meeting tools/applications.
10. Where feasible, hold crew talks and other group meetings outside.
11. Utilize the Interim Remote Work Policy (Policy Directive D-23) where possible.
12. Know the location of the hand washing facilities/hand sanitizer in your work area. Report when these resources require servicing.
13. Limit your time in common places, such as lunchrooms, hallways, corridors, etc.
14. Avoid unnecessary travel in accordance with the Public Health Officer directions.
15. Reduce the risk of surface transmission through regular and effective cleaning and disinfecting practices (in accordance with Safe Work Practices).
16. Lunchrooms:
 - a) Thoroughly wash and/or disinfect your hands before and after eating, and use of shared items (coffee makers, fridges, microwaves).
 - b) Refrain from providing and consuming communal foods.
 - c) Bring your own dishes and utensils from home each day, and refrain from using the dishwasher.

Key Prevention Measures to Help Slow the Spread of COVID-19 (Continued)

17. Practice Physical Distancing (6 feet / 2 meters). This is an essential strategy for the control of COVID-19. Some Physical Distancing measures/options include:

- a) Revising work schedules or implementing interim remote work for some staff to limit the number of workers on site at a given time.
- b) Posting occupancy limits in common spaces (lunchrooms, meeting rooms, etc.).
- c) Limiting the number of workers at one time in break rooms by staggering break times.
- d) Reducing in-person meetings and other gatherings.
- e) Utilizing technology such as on-line meetings and training.
- f) Using signage or tape to mark off areas where workers can and cannot walk, or to mark off areas indicating routes/directions.
- g) Posting signage to remind workers to maintain their physical distance.
- h) Postponing, re-arranging, or planning work tasks in such a way that workers are not required to work in proximity to one another.
- i) Using machines or other equipment to assist with job tasks usually performed by two workers, such as lifting or carrying heavy objects.
- j) Managing worker transportation so that two workers are not required to travel in a single vehicle.

18. Managers/Supervisors are required to regularly monitor employees and the workplace to ensure adherence to Safe Work Practices, Physical Distancing measures, Cleaning & Disinfecting protocols, etc. Managers/Supervisors are required to correct deficiencies immediately.

Education and Training

The City of Chilliwack has established the following means of sharing information across the organization:

- COVID-19 information page on City of Chilliwack Website.
- COVID-19 Resources tab on Employee Intranet Homepage.
- Periodic staff updates from Senior Management.
- Postings on Health & Safety Notice Boards.
- Various awareness, education, and training materials circulated to Directors, Managers, Supervisors, and Employees.

Employee training will be the responsibility of each Departmental Director/Manager.

ABOUT CORONAVIRUS DISEASE (COVID-19)

WHAT IT IS

COVID-19 is an illness caused by a coronavirus.

Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

SYMPTOMS

Symptoms may be very mild or more serious. They may take up to 14 days to appear after exposure to the virus.



FEVER



COUGH



DIFFICULTY BREATHING

HOW IT IS SPREAD

Coronaviruses are most commonly SPREAD from an infected person through:

- ▶ respiratory droplets when you cough or sneeze
- ▶ close personal contact, such as touching or shaking hands
- ▶ touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

PREVENTION

The best way to prevent the spread of infections is to:



- ▶ wash your hands often with soap and water for at least 20 seconds



- ▶ avoid touching your eyes, nose or mouth, especially with unwashed hands



- ▶ avoid close contact with people who are sick



- ▶ when coughing or sneezing:
 - cover your mouth and nose with your arm or tissues to reduce the spread of germs



- immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards



- ▶ clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs.



- ▶ stay home if you are sick to avoid spreading illness to others

IF YOU HAVE SYMPTOMS

If you have SYMPTOMS of COVID-19 — fever, cough, or difficulty breathing:



- ▶ stay home to avoid spreading it to others
 - if you live with others, stay in a separate room or keep a 2-metre distance



- ▶ call ahead before you visit a health care professional or call your local public health authority
 - tell them your symptoms and follow their instructions.



- ▶ if you need immediate medical attention, call 911 and tell them your symptoms.

FOR MORE INFORMATION ON CORONAVIRUS:

☎ 1-833-784-4397

@ canada.ca/coronavirus

✉ phac.info.aspc@canada.ca



Public Health Agency of Canada

Agence de la santé publique du Canada

Canada

Appendix B: Position Risk Assessment (General)

Position	General Risk Level	Control Measures/Procedures
Firefighters/First Responders	High	Regular and effective hand hygiene / General Precautionary Measures / Operational Guidelines / PPE
First Aid Attendants	Moderate	Regular and effective hand hygiene / General Precautionary Measures / WorkSafeBC OFAA Protocols / PPE
Caretakers / Janitors / Building Service Workers	Low to Moderate	Regular and effective hand hygiene / General Precautionary Measures / Safe Work Practices / PPE
RCMP Front Counter / Exhibits / Cell Block / Fleet	Low to Moderate	Regular and effective hand hygiene / General Precautionary Measures / Safe Work Practices / PPE
Front Counter / Office Staff	Low	Regular and effective hand hygiene / General Precautionary Measures
Supervisors / General Staff	Low	Regular and effective hand hygiene

Note:

- The above table is a very general assessment.
- Individual positions and tasks will involve specific risks which will require assessment by supervisory personnel in consultation with employees.
- Please refer to Location Specific COVID-19 Exposure Risk Assessments for further information.
- Also noted is that most public spaces such as City Hall and Recreation Facilities are currently (temporarily) closed to the public.



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



Physical distancing

Protect yourself, your loved ones and your community from COVID-19

March 23, 2020

Physical distancing means making changes in your everyday routines in order to minimize close contact with others.

Keeping about two metres apart when we are outside our homes is something we can all do to help stop the spread of COVID-19.



Here are some other tips to practice physical distancing while keeping up mental wellness:

- ✓ Greet with a wave instead of a handshake, kiss or hug
- ✓ Exercise at home or outside
- ✓ Get groceries and medicines at off-peak times
- ✓ Go for a walk with family or others you are living with
- ✓ Work from home
- ✓ Use food delivery services or online shopping
- ✓ Go outside for some fresh air
 - Go for a run, bike ride, rollerblade, snowshoe, walk the dog or get the mail while maintaining safe physical distance from others
- ✓ Use public transportation at off-peak times
- ✓ Have kids play in the backyard or park

Remember to:

- Stay at home when you're sick, even if symptoms are mild
- Avoid crowded places and non-essential gatherings
 - No play dates, group walks, basketball games or gathering on the beach
- Take care of your mental well-being through checking in with loved ones and self-care
- Cough and sneeze into your elbow or sleeve
- Wash your hands regularly



Learn more at bccdc.ca/covid19

March 23, 2020
Physical distancing: Protect yourself, your loved ones and your community from COVID-19



Ministry of Health

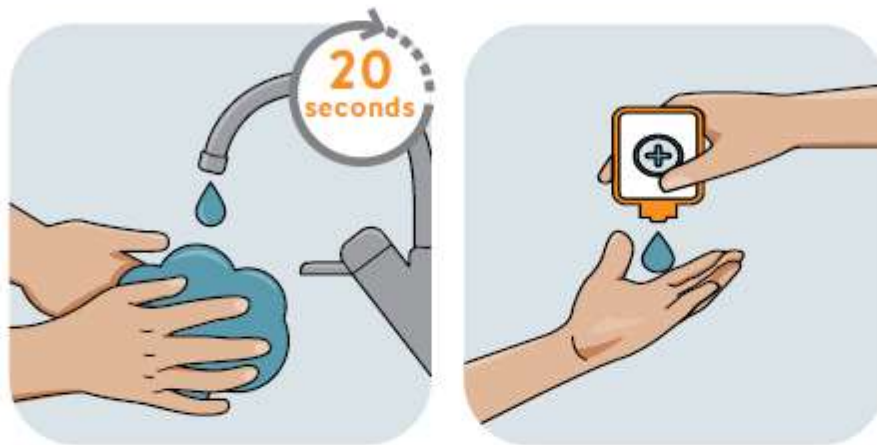


BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.



Help prevent the spread of COVID-19



Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

Wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment