



**COVID-19 EXPOSURE CONTROL PLAN**

**AND**

**RETURN TO OPERATIONS SAFETY PLAN**



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## INTRODUCTION

### **Purpose**

The City of Maple Ridge 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 procedures will protect not only our employees, but also other workers and/or the public who enter our facilities. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to the COVID-19 virus.

The purpose of this Exposure Control Plan (ECP) is to protect employees from harmful exposures to the COVID-19 virus, to reduce the risk of infection in the event of an exposure, and to comply with the WorkSafeBC Occupational Health and Safety Regulation 5.54 and 6.3, Exposure Control Plan.

### **Policy**

The City of Maple Ridge 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 its employees. The City of Maple Ridge will follow direction and controls as specified by the BC Centre for Disease Control (BCCDC), the Ministry of Health, the Provincial Medical Health Officer and WorkSafeBC.

### **Scope**

This ECP applies to City of Maple Ridge staff who could be exposed to the COVID-19 virus while doing their assigned work.



## Definitions and Acronyms

BCCDC	British Columbia Centre for Disease Control
COVID-19	A mild to severe respiratory illness that is caused by a coronavirus. It is transmitted chiefly by contact with infectious material such as respiratory droplets, and is characterized especially by fever, cough and shortness of breath and may progress to pneumonia and respiratory failure. Also known as SARS-CoV-2 or the Novel Coronavirus.
ECP	Exposure Control Plan. Formal exposure control plans are required by WorkSafeBC where occupational exposure to COVID-19 could be reasonably anticipated for some employees.
EOC	Emergency Operations Center. The City of Maple Ridge has enacted its EOC in response to the COVID-19 pandemic.
Face Mask	Disposable or cloth mask intended to prevent a wearers' droplets from reaching other people. A face mask will not protect the wearer from exposure.
N95 Respirator	A disposable personal breathing device (respirator) that provides a barrier to protect workers from a variety of communicable diseases (airborne and droplet)
Pandemic	An epidemic over a wide geographical area including throughout the world
PHO	Public Health Officer
Physical/Social Distancing	Maintaining 2 meters (6 feet) between people
POS	Point-of-sale machine used to take payments
PPE	Personal Protective Equipment
SWP	Safe Work Procedure
WHO	World Health Organization



## RESPONSIBILITIES

### **Management:**

- Ensure that the materials (for example, gloves, alcohol-based hand rubs, and washing facilities) and other resources such as worker training materials required to implement and maintain the plan are readily available where and when they are required.
- Select, implement and document the appropriate site-specific control measures.
- Ensure that supervisors and workers are educated and trained to an acceptable level of competency.
- Ensure that workers use appropriate PPE.
- Conduct a periodic review of the plan's effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when appropriate.
- Maintain records as necessary.
- Ensure that a copy of the exposure control plan is available to all employees.
- Close facilities or limit services to the public if warranted and/or as directed by the applicable health authority.
- Ensure all employees maintain physical distancing while completing their work safely. If employees are unable to maintain physical distancing, provide appropriate PPE.

### **Human Resources:**

- Ensure the exposure control plan is reviewed at least annually and updated as necessary.
- Support the development of appropriate resources such as Crew Talks, FAQs, posters, SWPs).
- Assist with the risk assessment process and consult on risk controls, as needed.
- Ensure a system for documenting instruction, training and fit testing is in place.

### **Supervisors:**

- Assess the risks related to the COVID-19 virus for the positions under their supervision
- Ensure that workers are adequately instructed on the hazards and controls for COVID-19.
- Ensure that awareness and information resources are shared with employees
- Ensure that training, SWPs, PPE and other equipment are provided
- Provide or arrange for training, SWPs, PPE and other equipment necessary



- 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
- Direct work in a manner that eliminates or minimizes the risk to workers
- Ensure that physical distancing is maintained. If it cannot be maintained, ensure employees follow SWP's, including the use of appropriate PPE
- Share information regarding worker concerns with Exempt Manager or Director.

**Workers:**

- Read awareness and information resources, ask questions and follow-up with supervisor to ensure understanding and adherence.
- Take part in training and instruction.
- Review and follow related SWPs.
- Select, use and maintain any assigned PPE as trained and instructed.
- Take part in fit testing if issued a respirator.
- Understand how exposure can occur and when and how to report exposure incidents.
- Report any unsafe conditions or acts to the Supervisor
- Leave work if suffering from the flu and stay home until the symptoms are gone
- Ensure that physical distancing is maintained. If unable to maintain physical distancing, use appropriate PPE

**City of Maple Ridge Fire & Rescue will have additional or different responsibilities/ protocols/ Operational Guidelines as it relates to pandemic response. These will be documented in the appropriate departmental documents.**



## PROGRAM DETAILS

### COVID-19 Virus

COVID-19 is a global pandemic and a public health emergency in British Columbia. COVID-19 is a respiratory illness that can lead to hospitalization and death. The effects of COVID-19 are much more severe than seasonal influenza because most people will not have any immunity to the virus and at the present time there is no vaccine. Seniors and people with underlying health issues such as heart disease, diabetes and lung disease, are at a higher risk of hospitalization and death, but young and healthy people are also at risk.

### Symptoms

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They include:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

### Transmission

Exposure to the virus that causes COVID-19 can occur by:

- Breathing droplets in the air that are generated when people cough or sneeze, or expel droplets while speaking
- Close contact with other people (shaking hands or hugging)
- Touching contaminated surfaces and then touching the face, mouth, eyes or food
- Touching contaminated surfaces and then touching another surface, thereby transferring from one surface to another



The virus that causes COVID-19 can be transmitted by people who are not displaying symptoms of the disease (asymptomatic). People who may be infected with COVID-19 should not come to work. This includes people who:

- have or have had symptoms of COVID-19 in the past 10 days
- have travelled outside of Canada within the previous 14 days
- Live with or have been in close contact with someone with COVID-19 (presumed or confirmed) within the past 14 days

## **Risk Identification And Assessment**

The extent of control measures outlined in this ECP depend on the level of risk to worker health and safety. An important part of the ECP is to ensure all work groups and tasks are identified and assessed for their level of risk. Appropriate protective measures will vary according to the level of risk and type of activities performed by workers.

Risk Assessments have been completed for every department and worker group in the City of Maple Ridge. These risk assessments have identified common controls to prevent worker exposure to the virus that causes COVID-19, which are included in this ECP. Any additional controls, based on work performed, will be communicated directly to affected workers.

There are three primary routes of transmission for the virus that causes COVID-19: droplet, close contact, and surface contact. All three routes need to be controlled.

### **Droplet**

Droplet contact occurs when large infected droplets contact surfaces of the eye, nose or mouth. These droplets typically spread only one to two meters and are too large to float in the air (i.e. airborne) and quickly fall to the ground. Currently, health experts believe that the COVID-19 virus cannot be transmitted through airborne transmission, which occurs when much smaller evaporated droplets containing the microorganism float in the air for long periods of time.



## Close Contact

Close contact refers to physical contact with another person, for example, by shaking hands or hugging. When people cough or sneeze, droplets may deposit on their skin or clothing. People who are carriers of the virus that causes COVID-19 may transfer the virus from their hands or clothing to others during close contact.

## Surface Contact

Surfaces can become contaminated when droplets carrying the virus that causes COVID-19 deposit on them. This can occur when an infected person coughs or sneezes onto a surface, or transfers the virus from their hands to a surface. Surface contact involves a worker touching a contaminated object such as a table, doorknob, telephone, point-of-sale machine, computer keyboard or tool, and then touching the eyes, nose, or mouth. The virus that causes COVID-19 can survive for several days on surfaces.

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 risk level to our workers, depending on their potential exposure in the workplace. A general risk assessment chart by position is in [Appendix A](#).

**Table 1: Risk assessment for pandemic influenza**

	<b>Low Risk</b> Workers who typically have no contact with people infected.	<b>Moderate risk</b> Workers who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces	<b>High risk</b> Workers who may have contact with infected patients or with infected people in small, poorly ventilated workspaces
<b>Hand Hygiene</b>	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
<b>Disposable gloves</b>	Not required	Not required, unless handling contaminated objects	<b>Yes</b> , in some cases, such as when working directly with infected patients.
<b>Aprons, gowns, or similar body protection</b>	Not required	Not required	<b>Yes</b> , in some cases, such as when working directly with infected patients.
<b>Eye protection – goggles or face shield</b>	Not required	Not required	<b>Yes</b> , in some cases, such as when working directly infected patients.
<b>Airway protection – respirators</b>	Not required	Not required	<b>Yes</b> (minimum N95 respirator or equivalent).



## Risk Control

The Regulation requires the employer to implement infectious disease controls in the following order of preference, known as the Hierarchy of Controls. This process was used to determine the best possible protection for workers at the City of Maple Ridge.

Controls used to mitigate the risks of exposure include:

1. Elimination
2. Substitution
3. Engineering Controls
4. Administrative Controls
5. PPE

**Elimination** of close face-to-face contact is the best control possible. Controls would include working from home if other controls are not in place, (See [Appendix K](#)) physical distance control, relying on phone, email or regular mail to answer public questions. If practicable, conduct financial transactions by electronic means rather than cash or cheque at the municipal counter. In some cases, elimination would include closing facilities or not offering programs or inspections.

**Substitution** changes the work process for a less hazardous one. Examples include using mechanical means to lift objects instead of two people lifting the object, or holding meetings electronically rather than face-to-face.

**Engineering controls** would include staff working from inside an enclosure or having a clear barrier made of plexiglass, acrylic, polycarbonate or similar materials between themselves and the public. This will not prevent all exposure so administrative and/or PPE will be required in some circumstances.

**Administrative controls** include hand washing and cough/sneeze etiquette. A policy of no hand-shaking at meetings, staggering start/stop times to reduce congestion at doorways, and an increased cleaning frequency for shared work surfaces, equipment and vehicles are also administrative controls. Training and education in safe work practices and posting signage will be used to communicate safe practices.

**Personal Protective Equipment** is the last resort of mitigation and includes respirators, coveralls/turnout gear, gloves, goggles and/or face-shields. The use of PPE is required in high-risk situations, such as dealing with potentially infectious patients. A chart of PPE recommendations is included in [Appendix B](#).



## Safe Work Practices

### Physical Distancing

The City of Maple Ridge uses several ways to determine appropriate space requirements to allow for safe physical distancing.

Types	Description
Physical Distancing	<ul style="list-style-type: none"> <li>Allow for 2 meters (6 feet) of physical distance between workers or between workers and public or public and public.</li> </ul>
Indoor Employee Space	<ul style="list-style-type: none"> <li>Where employees will not be moving around or need to navigate around obstacles, allow for 3.3 square meters (36 square feet) of unencumbered space per person to calculate occupancy</li> </ul>
Indoor Employee/Public Space	<ul style="list-style-type: none"> <li>Calculate the total unencumbered square meters available and divide that by 5, to allow for 5 square meters (54 square feet) of space per person. The resulting figure is the maximum occupancy for that space.</li> </ul>
Events Numbers	<ul style="list-style-type: none"> <li>The maximum number of participants is fifty (50), including workers and public, assuming adequate space is available.</li> </ul>

### ***Common controls for workers***

The City of Maple Ridge will use the following controls to provide sufficient space to allow for appropriate physical distance, depending on work location, number of workers and tasks performed. Specific protocols for each work location have been determined through risk assessments in each work area. A list of completed and approved Risk Assessments can be found in [Appendix L](#).

- Establishing safe work procedures and training workers in these procedures
- revising work schedules or implementing work-from-home policies for some staff to limit the number of workers on site at a given time
- staggering start and end times if crowding at entry and exit locations means the physical distancing requirement of at least 2 meters cannot be maintained.
- designating doors for entry and exit to prevent workers and others from coming into proximity with one another.
- establishing and posting occupancy limits on elevators, rooms and other small spaces, using the calculation shown previously. The sign to post on rooms is in [Appendix C](#).
- eliminating or reducing in-person meetings and other gatherings
- using tape to mark off areas where workers can and cannot walk, or to mark off areas where workers may walk only in one direction (such as down an aisle or narrow corridor)
- posting signage to remind workers to maintain their distance when interacting
- postponing, re-arranging, or planning work tasks in such a way that workers are not required to work in proximity to one another



- Rearranging desks so that physical distancing may be maintained; where not possible, installing barriers between workspaces made of plexiglass, acrylic, polycarbonate, or similar materials. See WorkSafeBC publication “[Designing effective barriers](#)”
- Establishing safe work procedures including 24 hour mail hold and designated mail pick-up and delivery times (see [Appendix H](#))
- using machines or other equipment to assist with job tasks usually performed by two workers, such as lifting or carrying heavy objects
- managing worker transportation so that two workers are not required to travel in a single vehicle (see Vehicle Use Protocols, [Appendix I](#))
- Restricting eating to a clearly identified and dedicated area with handwashing stations, cleaning and disinfecting supplies, and adequate space to maintain the physical distancing requirement.
- Distancing the tables in lunchrooms, limiting the number of chairs, placing “x’s” on tables where people should not sit
- Designating additional rooms as break areas or allowing breaks to be taken at desks
- Eliminating food sharing stations
- Limiting the number of workers allowed in common areas at any one time.
- Requiring staggered break times to reduce large gatherings and encourage workers to take breaks at their own desk or outside.
- Limiting number of workers entering change areas or rooms with assigned lockers.
- If breaching the physical distancing requirement is unavoidable, planning the work task and providing instructions to workers to ensure that time spent in close proximity is minimized.
- If workers must be in close proximity to one another, encouraging the use of cloth face masks by all involved.
- If workers work in teams, minimizing changes in teams to reduce potential transmission among large numbers of workers

### ***Physical distancing for the public***

Ways in which the City of Maple Ridge may achieve physical distancing among customers or between customers and workers include the following:

- Using signs to direct customers to not enter if they are or have been sick in the past ten days, have travelled out of BC in the last fourteen days, or have been in close contact with someone with COVID-19 or suspected to have COVID-19. See [Appendix D](#).
- Using signs and markings to indicate appropriate distances to stand, to mark direction of travel, to designate entrances and exits, or to identify a drive-thru lane or pick up zone
- Promoting one-way travel



- Limiting the number of customers allowed into city hall or city facilities; Identify the maximum number of people (including staff) and communicate and enforce this limit with greeters at designated entrances
- Providing a waiting area outdoors with markers to designate safe distances if it is safe to do so
- Installing barriers at and between cash registers to prevent encroachment
- Installing barriers between workers and customers made of plexiglass, acrylic, polycarbonate, or similar materials. See WorkSafeBC publication “[Designing effective barriers](#)”
- Marking the floor at 2 meter intervals to promote physical distancing in aisles and line ups
- Labeling certain tables and chairs unavailable for use, or remove entirely, to maintain appropriate distances between customers.
- Conducting business by email, telephone or electronic registration
- Where POS machines must be used, follow sterilization protocol after each use

## Hand Hygiene

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 – or to other surfaces that are touched.

All staff are advised to wash hands “well” and “often” with soap and water for at least 20 seconds. If soap and water is not available, an alcohol-based hand rub may be used to disinfect hands, to be followed up as soon as possible with washing with soap and water. A Hand Washing Poster is in [Appendix E](#) and Hand Hygiene Poster in [Appendix E](#).

“Often” includes:

- upon arriving and when leaving work
- after coughing or sneezing
- after bathroom use
- when hands are visibly dirty
- before, during and after preparing food
- before eating any food (including snacks)

“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 hand thoroughly with water
- dry hands with paper towel, use the paper towel to turn off the tap and open the door, dispose of the paper towel.

Additionally:

- Avoid touching 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”)

### **Cough/Sneeze Etiquette**

All staff are expected to follow cough/sneeze etiquette, which is a combination of preventative measures that minimize the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

- Cover 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 used tissues into the garbage as soon as possible, washing hands afterwards
- Turn head away from others when coughing or sneezing

A cough/sneeze etiquette poster is in [Appendix G](#).

### **Health Verification/Screening**

Workers who develop flu-like symptoms including fever, cough, sneezing, sore throat should immediately report it to their supervisor and go home (or remain at home). They should then:

- Complete the self-assessment on the [BCCDC website](#)
- Call 8-1-1 for further advice and/or call doctor for direction

### **Use of non-surgical (cloth) masks**

Non-surgical (cloth) masks will not protect workers from the virus that causes COVID-19. They will, however, possibly reduce transmission to other people (including other staff), if well-constructed. Cloth masks should prevent the wearer from blowing out a candle at close range. This can be achieved by constructing the masks from two or more different tightly-woven fabrics. Performance is enhanced by folding the fabric to produce downward folds or pleats. There are also non-surgical disposable paper masks available for purchase.

### **Use of N95 Respirators**



An N95 respirator is a protective barrier that is worn on the face, covers at least the nose and mouth and has a piece to enable tightening of the mask around the bridge of the nose. N95s help minimize the wearers' exposure to the virus that causes COVID-19. In the City of Maple Ridge, the Fire Rescue department, lifeguards and first aid attendants would be primary users of N95 masks as their situations will be unpredictable. N95 masks must be fit tested as per the City of Maple Ridge Respiratory Protection Program.

Note: The City of Maple Ridge Fire Rescue department will have additional protocols with respect to PPE.

### **Use of Personal Face Shields**

Where workers are not protected through physical distancing or physical barriers, and where all parties are not wearing non-surgical face masks, the use of face shields may assist in protecting workers.

### **Hygiene and Decontamination Procedure**

As noted above, effective hand hygiene and appropriate cough/sneeze techniques are two hygiene procedures which must be adhered to by all staff.

The City of Maple Ridge shall ensure that materials for adhering to hand hygiene are available as required. Hand soap and paper towels are provided at all hand-washing sinks. Receptacles are provided for used tissue paper and paper towel disposal. Alcohol-based hand sanitizer approved by Health Canada is provided at all building entrances for use by public, and in all departments for use by staff.

Where possible, staff shall have washrooms for staff use only. Physical distancing requirements apply to washrooms as well as other rooms; this may mean some washrooms, regardless of how many stalls there are, may only be used by one person at a time. This restriction shall be noted on the door to the washroom.

Cleaning and sanitizing of all common touch points at City Hall and Leisure Center workplaces will be completed by Building Service Workers, a minimum of three times daily. This cleaning will be documented and posted. In other areas of the City, cleaning may be performed by building owners, contractors, clerks, or other staff.

Where items are used by both staff and the public, they will be sanitized between use (eg. Point-of-sale machines). The clerk using the item will be responsible for sanitizing.



Current evidence suggests that COVID-19 may remain viable for hours to days on surfaces made from a variety of different materials. The thorough cleaning of surfaces and structures, followed by disinfection, is therefore a best practice measure for prevention of COVID-19.

The City of Maple Ridge shall ensure disinfecting products, including hand sanitizing solutions and cleaning supplies, contain a Drug Identification Number (DIN) on the label, and that this product is on Health Canada's [list of approved products](#). Only products on this list shall be used for disinfection purposes.

Visibly dirty surfaces will be cleaned with water and detergent before disinfecting, or with a multi-purpose product that cleans and sanitizes.

WHMIS criteria shall be met for labeling, use, and review of Safety Data Sheets.

Should a City of Maple Ridge worker become ill while at work, they must report the illness to their supervisor by phone or email if possible, and go home immediately. The supervisor shall ensure the work area is thoroughly cleaned and sanitized right away.

A list of co-workers shall be maintained, should contact tracing be required by the Public Health Department.

### **First Aid Attendant Procedure and Hygiene and Decontamination Procedure**

First aid attendants shall follow the WorkSafeBC Guideline "[OFAA Protocols during the COVID- 19 Pandemic](#)".

### **Additional Safe Work Practices**

The City of Maple Ridge has completed risk assessments for every department and work location. Staff will be trained in any additional controls identified through the risk assessment process that are specific to their work area. A list of completed and approved Risk Assessments can be found in [Appendix L](#).



## EDUCATION AND TRAINING

The City of Maple Ridge shall provide information across the organization in the following ways: link on City of Maple Ridge website, via email to individual employees, and physical posting documents at the worksite.

The following documents shall be posted in appropriate locations for both staff and public:

- Occupancy limits – [Appendix C](#)
- Attention: Stop: Do not enter building – [Appendix D](#)
- Hand Washing – [Appendix E](#)
- Hand Hygiene – [Appendix F](#)
- Cover coughs and sneezes – [Appendix G](#)

Upon returning to work after a period of absence where hazards of the work may have changed, workers must receive refresher orientation training from their employer. Therefore, everyone returning to work after a reduction in work due to COVID-19 must receive a refresher orientation.

Every City of Maple Ridge worker shall be informed of new or revised procedures to eliminate or reduce potential for exposure to COVID-19.

Training will:

- Be specific to the workplace and will include any new arrangements or controls developed in response to the COVID-19 pandemic
- Explain essential health and safety information, such as worker rights and responsibilities, work rules, hazards and safe work procedures
- Provide information on specific COVID-19 protocols or procedures, including
  - Rules around physical distancing
  - Hand washing
  - Reporting COVID-19 symptoms
  - General cleaning procedures to ensure a consistent approach by all

All training shall be documented.



## HEALTH MONITORING

Staff concerned that they may have come into contact with someone who may be ill, are to take the following actions:

1. Report the incident to the supervisor.
2. Call BC's HealthLink at 8-1-1 to share information regarding the incident and determine if any action needs to be taken.

Staff who are feeling stressed or worried, may contact the City of Maple Ridge Employee and Family Assistance Program (EFAP) confidentially at 1-866-585-0445 or via their website [Homewood Health](#).

The Red Cross has information about [preparing emotionally for disaster and emergencies](#) for staff who don't have access to the EFAP.

Staff who are working from home may be experiencing mental health challenges from the significant change. Managers and/or supervisors should make one on one contact with any staff working from home, to maintain valuable contact and “check in” on their well-being. This contact shall be documented using the work from home task record found in [Appendix K](#).

## RECORD KEEPING

Records shall be kept as per the City of Maple Ridge established processes.



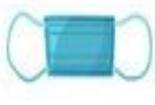
## APPENDIX A: GENERAL RISK ASSESSMENT CHART BY POSITION

<b>POSITION</b>	<b>LEVEL OF RISK</b>	<b>CONTROL PROCEDURES</b>
Front Counter Staff Positions - Municipal Hall (including Mail Clerk)	Low to Moderate	Physical distancing, regular and effective hand hygiene/PPE if and where required
Parks & Recreation Facilities Front Counter Clerks, Program Leaders, Instructors, Childcare staff	Low to Moderate	Physical distancing, regular and effective hand hygiene/PPE if and where required
First Aid Attendants	Moderate to High	Physical distancing, regular and effective hand hygiene/PPE if and where required. Following recommendations from WorkSafeBC
Firefighters/First Responders	High	As outlined in Operational Guideline/Safety Plan for Fire Rescue
Lifeguard	Moderate to High	Physical distancing, elimination of some programs, regular and effective hand hygiene/PPE if and where required. Following recommendations from WorkSafeBC if rendering first aid.
Youth services	Low to Moderate	Physical distancing, regular and effective hand hygiene, gloves
Supervisors	Low	Physical distancing, regular and effective hand hygiene
General Staff	Low	Physical distancing, regular and effective hand hygiene



## APPENDIX B: PERSONAL PROTECTIVE EQUIPMENT

 Recommended  
 Optional  
 Not required

Hazard Risk Factors	Cloth Face Covering/Non-Medical Mask	Respirator N95 or better (fit tested)	Gloves	Eye Protection: Glasses, Face Shield, Physical Barrier	Apron/Gown/ Disposable Coverall
					
Close Proximity to Co-Workers	 Mandatory – if not able to maintain physical distancing			 Optional – if not able to maintain physical distancing	
Close Proximity to Public	 Mandatory			 Optional – if not able to maintain physical distancing	
Close Proximity to Potential Inate Individual – Spitting/Coughing			 Optional		 Optional
Close Proximity to Sick Persons					
Caring for a Sick person					
Providing CPR/Procedure Producing Aerosolized Droplets on a Sick Person. <b>Non medical mask must be placed on patient.</b>					
Entering Private Residence	 Mandatory		 Optional – Hand Hygiene mandatory	 Optional – if not able to maintain physical distancing	 Optional
Cleaning Biohazard/ Splashing					
Cleaning Biohazard/ Non-splashing					
Handling Mail/ Packages/ Internal Paperwork			 Optional – Hand Hygiene preferred		
Customer Service Counters	 Mandatory – if not able to maintain physical distancing or physical barriers are not in place		 Optional if exchanging documents/ other materials with customers	 Optional – if not able to maintain physical distancing or physical barriers are not in place	



## APPENDIX C: OCCUPANCY LIMITS POSTER

# Help prevent the spread of COVID-19

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.

**Address/room/space:**

**Occupancy limit:**  **people**



**APPENDIX D: DO NOT ENTER POSTER**

**ATTENTION!**



**PLEASE DO NOT ENTER THE BUILDING IF YOU HAVE:**

- **Cough, fever or are experiencing breathing difficulties today or in the last ten days**  
And/or
- **Travelled outside of Canada in the last 14 days**  
And/or
- **Been in contact with someone who has had a confirmed case of COVID-19**

**FOLLOW THE DIRECTION OF THE LOCAL HEALTH AUTHORITY, BC CENTRE FOR DISEASE CONTROL AND THE WORLD HEALTH ORGANIZATION**



## APPENDIX E: HAND WASHING



# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



### Hand Hygiene

**SOAP OR ALCOHOL-BASED HAND RUB: Which is best?**



**Either will clean your hands: use soap and water if hands are visibly soiled.**



**Remove hand and wrist jewellery**

#### HOW TO HAND WASH



1 Wet hands with warm (not hot or cold) running water



2 Apply liquid or foam soap



3 Lather soap covering all surfaces of hands for 20-30 seconds



4 Rinse thoroughly under running water



5 Pat hands dry thoroughly with paper towel



6 Use paper towel to turn off the tap

#### HOW TO USE HAND RUB



1 Ensure hands are visibly clean (If soiled, follow hand washing steps)



2 Apply about a loonie-sized amount to your hands



3 Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)



## APPENDIX F: HAND HYGIENE



# Hand hygiene tips:

## To ensure your health and safety

---

**Did you know?** The precautions for COVID-19 (CORONAVIRUS) are the same as the flu.

**Use utensils:** consider using forks, spoons or tooth picks when eating and serving foods (especially snacks or “finger foods”)

**Don't touch:** avoid touching your face with unwashed hands – this includes your eyes, nose and mouth

**Wash your hands often:**

- o upon arriving and when leaving work
- o **before eating any food (including snacks)**
- o **before, during and after you prepare food**
- o after coughing or sneezing
- o after washroom use
- o when hands are visibly dirty

**Wash your hands well:**

- o wet hands and apply soap
- o 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
- o rinse hand thoroughly with water
- o dry your hands with paper towel (or a hand dryer), use the paper towel to turn off the tap and open the door, dispose of the paper towel

**Can't wash your hands?** Use alcohol-based hand rub

Want more info? Refer to the World Health Organization, Public Health Agency of Canada, HealthLinkBC, BC Centre for Disease Control and Island Health





## APPENDIX G: COVER COUGHS AND SNEEZES

# Help prevent the spread of COVID-19

## Cover coughs and sneezes



Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Or



Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



Wash your hands with soap and water for at least 20 seconds.

Or



Clean hands with alcohol-based hand sanitizer.



# APPENDIX H: MAIL HANDLING PROCEDURE



## Safe Work Procedure

### Covid -19 Mail and Document Handling Procedures

Division: All	Prepared By: Dan Olivieri, Anita Bhandari, City Hall JOHSC
Department: All	Prepared Date: June 2020
Document #:	Revision Date: September 25, 2020 Kirk Stelmaschuk & CC JOHSC
Approval:	



#### Description of Equipment/Task:

The Mail Clerk distributes physical mail and packages to departments across the City on a daily basis. During a viral epidemic the reception and distribution of mail can increase the potential of staff exposure to the virus. This safe work procedure is applicable to the Mail Clerk, Switchboard Operator, and staff members whose designated responsibility is the collection and distribution of mail and documents on behalf of their department.

#### Personal Protective Equipment (PPE)



Hand Sanitizer



Disposable Gloves



Fabric Mask

#### Hazards

- Viral exposure



### Safe Work Procedures:



#### Set up

1. Where feasible, correspondence will occur electronically through email and electronic forms.

#### Mail Clerk Procedure

##### Receiving External Mail

1. The Mail Clerk will wear gloves to retrieve mail from the after-hours drop box.
2. Mail will be sorted into the appropriate folder for each department in the mail cart.
3. Plastic-wrapped items will be wiped down with a disinfectant wipe prior to being distributed.
4. Once the mail cart is received, the Mail Clerk will remove the gloves and engage in the standard handwashing protocol.

##### External Mail Distribution

1. The Mail Clerk will deposit external mail for distribution at the mail box located between City Hall and Library on the North side of the Maple Ridge Business Tower.
2. Mail deposits at the nearby post-office will only be done once daily, as necessary.

##### Mail Delivery Procedures

1. The Mail Clerk will collect and distribute mail on a department by department basis while wearing a cloth face mask and reusable gloves.
2. The mail cart will have a bottle of hand sanitizer and disinfectant wipes onboard for use when gloves are removed, and hand washing amenities are unavailable, as well as disinfecting high-touch points when travelling from one department to the next.
3. Mail will be deposited at the designated department drop-off locations.
4. Designated staff from each department will distribute the mail internally and wash hands once complete.
5. Once deliveries are complete, the mail cart will be wiped down with a disinfectant wipe.



### Receiving Parcels

1. Parcels will be handled with gloves and delivered directly to department drop-off locations.

### IMR Disinfection

1. The Mail Clerk will wear disposable nitrile gloves for the disinfection of the IMR
2. Disinfection will commence at the point of entry by cleaning door handles with a disinfectant wipe or cleaning spray/disinfectant.
3. All contact surfaces where mail was touched by the staff member will also be sanitized with a disinfectant wipe or spray.

### Exceptions

#### Fire Hall #1

1. The Mail Clerk will deliver mail to Fire Hall #1 once per day.
2. Mail received directly by the Fire Hall will be handled in accordance with this Safe Work Procedure.

#### Operations Centre

1. Incoming mail will be handled in accordance with this Safe Work Procedure.

### Accepting Documents at the Front Counters

B.C. Center for Disease Control Information Regarding Cash and Documents – 25/09/2020

**Is it safe to handle cash and documents?**

The risk of COVID-19 transmission by cash and documents is low and is expected to be similar to other common surfaces such as doorknobs and handrails.

It is safe to handle cash and documents. However, it would be advisable to wash your hands frequently, and always before eating, after using the washroom, and before touching your face.

Refusing cash could put an undue burden on people who depend on cash as a means of payment.



1. Washing your hands after handling documents is the recommended practice according to the BC Center for Disease Control.
2. Staff must wash their hands or use hand sanitizer after handling documents.
3. Staff can choose to wear nitrile gloves while accepting documents.
4. For staff using gloves, it is recommended that a new pair of nitrile gloves should be used each time a new person submits documents to the counter staff. Hand sanitizer can be used while wearing nitrile gloves.
5. Do not touch your face after handling the documents.
6. Counters where documents are exchanged with the public should be wiped down with disinfectant spray or wipes between each customer.
7. Repeat each time a new person submits a new set of documents.

#### Summary

1. Always wear appropriate PPE when handling physical mail if applicable.
2. Regular hand washing is critical to preventing the spread and contraction of viral disease. When soap and water are unavailable, hand sanitizer with a minimum alcohol volume of 70% should be used.
3. Avoid touching the eyes, nose, and mouth when handling physical mail.

# APPENDIX I: CMR COVID-19 Vehicle Use Protocols

## CMR COVID-19 Vehicle Use Protocols

To support our staff during this COVID-19 pandemic, the City of Maple Ridge has developed the following recommendations when using City vehicles or vehicles for business:

### Maximum Number of Staff per Vehicle

- Vehicles should only be used for essential travel only.
- It is recommended, where possible, the number of occupants in the vehicle at any given time should be 1 person.
- The maximum number of people in a vehicle should be 2 (driver & 1 passenger). If possible, stagger the seating. In a vehicle with row seating (SUV, Pick-up ) have 1 in the front row and 1 in the back row. Masks or a respirator are **mandatory** when there are 2 passengers or more per vehicle.
- Try to assign the same vehicle to a person.
- If possible, attempt to have windows open for fresh air circulation.
- Maple Ridge Fire Department – Operate vehicles as per existing Operating Guidelines



<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/for-government-agencies>  
<https://www.worksafebc.com/en/about-us/news-events/announcements/2020/March/covid-19-and-the-workplace>  
<https://www.bcmsa.ca/resources/pandemic-exposure-control/>

### Vehicle Disinfection Protocols

#### **Required Personal Protective Equipment (PPE) or Supplies:**

- Disposable rags, disinfectant spray, disposable gloves, garbage bag for waste.

#### **Vehicle with Single Driver**

##### **What to clean:**

- Wipe touch points with disinfectant spray or liquid with disposable wipes, rags, towels dispose of used material.

##### **When to clean:**

- At start of each shift, or when coughing/sneezing etiquette not followed. Repeat at end of shift or after using vehicle.

#### **Vehicle Crew Assigned (Maximum 2 Occupants)**

##### **What to clean:**

- Wipe touch points with disinfectant spray or liquid with disposable wipes, rags, towels dispose of used material

##### **When to clean:**

- At start of each shift, or when coughing/sneezing etiquette not followed. Repeat at end of shift or after using vehicle.
- Clean between drivers, or when coughing/sneezing etiquette not followed.

#### **Touch Points:**

- Steering wheel, gear shift, controls (e.g. wiper blades, turn signals), handles and levers, console, glovebox, rear view mirror.

**MAXIMUM VEHICLE OCCUPANCY NOT TO EXCEED 2 PERSONS**

Revised October, 2020

## APPENDIX J: VEHICLE CLEANING

A clean work area promotes a healthy environment and will help reduce the risk of exposure to the virus that causes COVID-19. You have a role in keeping your work area clean.

If you share a work vehicle with others, you should sanitize the high-touch areas every time you take over the vehicle, or when coughing/sneezing etiquette not followed. Repeat at end of shift or after using vehicle.

Follow these easy steps:

1. Using hand sanitizer, disinfect your hands. Don disposable gloves (optional).
2. Using a disposable disinfectant wipe open the vehicle door.
3. Using the same disposable disinfectant wipe, clean the following non-porous surfaces:

- Steering wheel
- Seatbelt clasp
- Door handles
- Visor
- Switches and knobs
- Seat base and back
- Any other commonly touched surfaces



4. Carefully dispose of the wipe immediately after use (and remove gloves and dispose of also, if you have chosen to wear them).
5. Clean your hands with hand sanitizer.

## APPENDIX K: SAFE WORK PROCEDURE, WORKING FROM HOME

### Working From Home

DATE PREPARED: March 20, 2020

DATE REVISED: N/A

PREPARED BY: CMR Human Resources/OHS

APPROVED BY:

REFERENCES: CMR Occupational Health and Safety Program

#### TASK DESCRIPTION:

Working from home or working remotely. Consideration may be given to allowing workers to work from home under certain circumstances. This is for low hazard work activities (generally office type work) and must be approved by the workers manager and director.

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.

#### 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
4. Fire Protection
5. Emergency Procedures
6. Housekeeping (Slip, Trip & Fall)
7. Stress
8. Incidents and Injuries

#### PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

Work activities done from home should not include tasks that are high or moderate risk or that would require the use of personal protective equipment.

#### WORK PROCEDURES:

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.

#### **SPECIAL NOTES:**

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.

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.

**APPENDIX K (cont'd): Work from home task record**

**City of Maple Ridge -Work from Home Record**

Employee Name:
Date:
Department:
Division:
Manager:
Supervisor:
Employee Address:
Employee Emergency Contact:
Work Schedule:
Working Alone Check-in Info:

Description of Work Activities:

Safety Items Reviewed: (see SWP)

Comments & Additional Information:

## Working Remotely Health and Safety Considerations

The City of Maple Ridge would like to remind staff that are working remotely to follow safe work practices. Please use these guidelines.

March 23 2020

### WORKSTATION ERGONOMICS

It is important that your workstation is set up ergonomically to reduce the risk of musculoskeletal disorders. When using a laptop for long periods of time, it is important to have the screen elevated to eye level, and a separate keyboard and mouse is recommended. This enables you to have proper screen height and keyboard position. Please try to implement the following protocols and procedures while working remotely.

#### Recommendation for sitting and proper posture

- Pre-adjust your table to your sitting height.
- Sit up with your back straight and your shoulders back. Your buttocks should touch the back of your chair.
- All three normal back curves should be present while sitting.
- Distribute your body weight evenly on both hips.
- Bend your knees at a right angle.
- Keep your feet flat on the floor.
- Try to avoid sitting in the same position for more than 30 minutes.
- When sitting in a chair that rolls and pivots, don't twist at the waist while sitting. Instead, turn your whole body.
- When standing up from the sitting position, move to the front of the seat of your chair. Stand up by straightening your legs. Avoid bending forward and immediately stretch your back after you change your



## APPENDIX L: DEPARTMENT-SPECIFIC RISK ASSESSMENTS

The following Risk Assessments have been completed by supervisors and workers, and reviewed and approved by the appropriate Joint Occupational Health and Safety Committee.

Common controls to be used by every department are listed in this Exposure Control and Safety Plan. Additional department-specific controls are in the individual Risk Assessments.

These Risk Assessments will be used in training staff in the safe performance of their duties, to eliminate or reduce the risk of exposure to the virus that causes COVID-19.

<a href="#">1 Bylaws Risk Assessment and Controls (COVID-19)</a>
<a href="#">2 Garage Risk Assessment and Controls (COVID-19)</a>
<a href="#">3 Tower 2nd Floor Risk Assessment and Controls (COVID-19)</a>
<a href="#">4 Communications &amp; Community Engagement Risk Assessment and Controls (COVID-19)</a>
<a href="#">5 Finance 3rd Floor Risk Assessment and Controls (COVID-19)</a>
<a href="#">6 Community Engagement PRC Youth Risk Assessment and Controls (COVID-19)</a>
<a href="#">6(a) Greg Moore Youth Centre Floor Map - Controls (COVID-19)</a>
<a href="#">7 Leisure Center Lobby Risk Assessment and Controls (COVID-19)</a>
<a href="#">8 Fire Department Risk Assessment and Controls (COVID-19)</a>
<a href="#">9 Waterworks Risk Assessment and Controls (COVID-19)</a>
<a href="#">10 Roads Risk Assessment and Controls (COVID-19)</a>
<a href="#">11 Sewers Risk Assessment and Controls (COVID-19)</a>
<a href="#">12 Electro Mechanical Risk Assessment and Controls (COVID-19)</a>
<a href="#">13 Operations Clerks Risk Assessment and Controls (COVID-19)</a>
<a href="#">14 Information Technology Risk Assessment and Controls (COVID-19)</a>
<a href="#">15 Engineering Risk Assessment and Controls (COVID-19)</a>
<a href="#">16 Hammond Pool Risk Assessment and Controls (COVID-19)</a>
<a href="#">17 Albion Risk Assessment and Controls (COVID-19)</a>
<a href="#">18 Kanaka Regional Park Risk Assessment and Controls (COVID-19)</a>
<a href="#">19 Peace Park Risk Assessment and Controls (COVID-19)</a>
<a href="#">20 Albion Fair Grounds Risk Assessment and Controls (COVID-19)</a>
<a href="#">21 Allco Park Risk Assessment and Controls (COVID-19)</a>
<a href="#">22 RCKC Canoe Kayak Risk Assessment and Controls (COVID-19)</a>
<a href="#">23 TH Tennis Courts Risk Assessment and Controls (COVID-19)</a>
<a href="#">24 Parks and Facilities Operations Room Risk Assessment and Controls (COVID-19)</a>
<a href="#">25 Economic Development Risk Assessment and Controls (COVID-19)</a>
<a href="#">26 Buildings and Revenue Collections Risk Assessment and Controls (COVID-19)</a>
<a href="#">27 Maple Ridge Leisure Center Lobby Risk Assessment and Controls (COVID-19)</a>
<a href="#">28 Communications Community Engagement Risk Assessment and Controls (COVID-19)</a>
<a href="#">29 Police Services Risk Assessment and Controls (COVID-19)</a>

<a href="#">30 Planning Risk Assessment and Controls (COVID-19)</a>
<a href="#">31 Maple Ridge Leisure Center 2nd Floor Risk Assessment and Controls (COVID-19)</a>
<a href="#">32 Parks Programming Risk Assessment and Controls (COVID-19)</a>
<a href="#">33 PRC Youth Greg Moore Risk Assessment and Controls (COVID-19)</a>
<a href="#">34 Action Park Mentorship Program Risk Assessment and Controls (COVID-19)</a>
<a href="#">35 Parks Ambassador Program Risk Assessment and Controls (COVID-19)</a>
<a href="#">36 Administration Risk Assessment and Controls (COVID-19)</a>
<a href="#">36(a) Administration Floor Map and Controls (COVID-19)</a>
<a href="#">37 Council Chambers Risk Assessment and Controls (COVID-19)</a>
<a href="#">38 Telosky Risk Assessment and Controls (COVID-19)</a>
<a href="#">39 Building Inspectors Risk Assessment and Controls (COVID-19)</a>
<a href="#">40 Human Resources Risk Assessments and Controls (COVID-19)</a>
<a href="#">41 Cemetery Risk Assessment and Controls (COVID-19)</a>
<a href="#">41(a) Recommendations for Cemetery</a>
<a href="#">Leisure Center Lobby - ReOpening FC July2020</a>

**APPENDIX M: Covid-19 Mask and Face Covering Policy (Policy No. 30.19)**



**POLICY MANUAL**

<b>Title:</b> COVID-19 Mask and Face Covering Policy		<b>Policy No.:</b> 30.19  Supersedes: New
<b>Authority:</b>	<input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Operational	<b>Effective Date:</b> November 16, 2020
<b>Approval:</b>	<input type="checkbox"/> Council <input checked="" type="checkbox"/> CMT <input type="checkbox"/> General Manager	<b>Review Date:</b> 12 November 2021
<p><b>Policy Statement:</b>                  The City of Maple Ridge is committed to the health and safety of our staff and everyone on our premises by providing a safe and healthy workplace.</p> <p>The City's <i>COVID-19 Mask and Face Covering Policy</i> will be applied in a consistent and reasonable manner in accordance with direction provided by the BC Ministry of Health, the BC Provincial Health Officer, and WorkSafeBC. This policy applies to all City of Maple Ridge staff and everyone on our premises.</p>		
<p><b>Purpose:</b>                  Wearing a mask or face covering is an additional measure of protection we can take in order to reduce the transmission of COVID-19 and keep each other safe.</p> <p>Wearing a mask or face covering is required in all common areas including, but not limited to (see chart below): hallways; washrooms; break rooms; and, printer and photocopier spaces of City of Maple Ridge facilities as of November 16, 2020.</p> <p>This means that staff and everyone entering or exiting City of Maple Ridge's facilities must wear a mask or face covering. This also means that all staff and everyone on our premises must wear a mask when in common areas.</p> <p><b>Exceptions to this policy are:</b></p> <ul style="list-style-type: none"> <li>• Anyone with an underlying medical condition or disability that inhibits the ability to wear a mask or face covering;</li> <li>• Anyone unable to place or remove a mask or face covering without assistance;</li> <li>• Staff who are working behind a physical barrier, as long as they can maintain social distancing with co-workers;</li> <li>• Staff who can maintain social distancing with co-workers, excluding common areas;</li> <li>• Staff working within their own physically separated workspace;                         <ol style="list-style-type: none"> <li>I. Anyone seated physically distanced in a meeting room, training room, break room; or,</li> <li>II. Staff whose personal protective equipment (PPE) provides a higher level of respiratory protection, than a mask or face covering.</li> </ol> </li> </ul>		

**Control Measures:**

The City of Maple Ridge continues to require all staff and everyone on our premises to follow Public Health measures to reduce the risk of COVID-19 transmission. These measures include but are not limited to:

- Staying at home if you are sick and;
  - I. Contacting Human Resources for further directions;
- Maintaining physical distancing (staying 2m apart from others, whenever possible);
- Always wear masks or face coverings, when you cannot maintain safe physical distancing (2m);
- Practicing good hygiene (washing your hands, avoiding touching your face, cover your cough);
- Comply with directional signage, capacity signage and PPE signage;
- Using personal protective equipment (PPE) as required;
- Abiding by the City of Maple Ridge COVID-19 Exposure Control Plan; and,
- Limiting in-person exposure by using electronic means of communication where possible and use of physical barriers wherever possible.

The following checklist will assist staff and anyone on City premises as to when the facemasks should be used.

Situation / Location	Mask Required	Mask Strongly Encouraged	Mask as Personal Choice
Any situation or location where 2 meters of physical distancing cannot be maintained	✓		
Inside a City vehicle with 2 or more staff	✓		
Inside a member of the public's home or business (e.g. for City of Maple Ridge Inspections)	✓		
Main Entrance and Lobby Areas	✓		
All hallways	✓		
Multi-stall, accessible washrooms	✓		
Staff only foyer, entry or lobby areas	✓		
Behind a plexi-glass or other barrier (provided physical distancing behind the barrier is maintained)			✓
Personal office or workstation (provided 2m of distance from others is maintained)			✓
Printer and photocopier spaces	✓		
Meeting, training and break rooms with staff members (physical distancing maintained; room occupancy limits followed)			✓
Working outdoors and 2m of distance from others is maintained			✓

**APPENDIX N: Covid-19 Poster Masks (Exposure Levels)**

The infographic is divided into four horizontal panels, each representing a different level of risk for a healthy person exposed to a COVID-19 carrier. Each panel shows a carrier on the left and a healthy person on the right, with an arrow in the center indicating the risk level. The background of each panel is shaded to match the risk level: light green for low risk, light orange for medium risk, and light red for high risk. Red virus icons are scattered around the carriers.

- LOW RISK:** A woman wearing a face mask (carrier) is shown next to a woman not wearing a mask (healthy person).
- MEDIUM RISK:** A woman not wearing a mask (carrier) is shown next to a man wearing a face mask (healthy person).
- MEDIUM RISK:** An older woman wearing a face mask (carrier) is shown next to a man wearing glasses and a face mask (healthy person).
- HIGH RISK:** A man with a beard not wearing a mask (carrier) is shown next to a woman not wearing a mask (healthy person).

**Let's Keep Our Risk Low**  
Dr. Henry notes that non-medical mask are an extra layer of protection. Wear your mask to protect your friends and co-workers.

 **MAPLE RIDGE**  
British Columbia

**WE ARE IN THIS TOGETHER**

## CMR Covid-19 Meeting Room Sanitizing Protocols

City of Maple Ridge staff using meeting rooms must use the following procedures to reduce the risk of exposure to Covid-19.

- 1.) Do not exceed the maximum occupancy for the meeting room.
- 2.) Maintain 2m (6ft) physical distance while in the room and while seated.
- 3.) Wear a mask while coming and going from the meeting room. The mask can be removed once you are seated and 2m (6ft) distancing from other attendees is achieved and maintained.
- 4.) There will be a laminated sign on the meeting room table that will say “ THIS MEETING SPACE IS READY TO USE” on the side it will say “SANITIZING REQUIRED”.

### 5.) **PROCEDURE FOR MEETING ROOM SANITIZING AND SIGN**

- At the beginning of the meeting the sign on the table will say “SANITIZING REQUIRED”.
  - Prior to the start of the meeting, the group having the meeting must sanitize the room. This includes:
    - Wiping down the table with disinfectant wipes or sprays and towels.
    - Wipe down the touch points including the arm rests on the chairs, phones, computer equipment such as the mouse and keyboard.
  - Once the touch points and table have been sanitized flip the sign over so it says “THIS MEETING SPACE IS READY TO USE”.
  - At the end of the meeting, flip the sign over so it says “ SANITIZING REQUIRED” so that the next group knows they must sanitize the room.
- 6.) Cleaning supplies will be stocked in the meeting rooms which will include disinfectant wipes or sprays, paper towels and gloves. Dispose of the used cleaning supplies in the meeting room garbage can.



# SANITIZING REQUIRED

**This meeting space has recently been used.**

**Please sanitize the meeting space and common  
touch points.**

**Please flip the sign over when the meeting room  
has been sanitized.**



# THIS MEETING SPACE IS READY TO USE

**This meeting space has been sanitized.**

**After using the space please flip the sign over to  
notify others to sanitize the room.**



**APPENDIX P: Covid-19 Pre-Screen Questionnaire (facility/site visit) for Contractors, Visitors and Interviewees**

**WorkSafe BC Covid-19 Entry Check Questions**

# Keep our workplace safe from COVID-19

**Please do not enter this workplace if you:**

- Have travelled outside of Canada within the last 14 days
- Have been identified by Public Health as a close contact of someone with COVID-19
- Have been told to isolate by Public Health
- Are displaying any of the following new or worsening symptoms:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing
- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

**If you are displaying symptoms consistent with COVID-19, refer to HealthLink BC at 811.**

[worksafebc.com](http://worksafebc.com)

11/20

**WORK SAFE BC**

Page 1 of 2



Covid-19 Pre-Screen Confirmation
In-Person site/facility
visit/interview

Did you answer "Yes" to any of the questions on the WorkSafe BC Entry Check poster above?

YES [ ] NO [ ]

If you answer "YES", you will be denied access to City facilities.

Location You Are Visiting - Please Check

- Fire Hall 1 [ ] 2 [ ] 3 [ ] 4 [ ] Operations [ ] RCMP Building [ ]
City Hall [ ] Tower [ ]
Youth Center [ ] Leisure Center [ ]

Please list the Department and the name of the person you will visiting:

Department: Area:

Please Print Your:

First Name:
Last Name:
Phone Number:
Email:

Signature Date and Time

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