

FORT NELSON NATURAL RESOURCE DISTRICT
COVID-19 SAFETY PLAN

ADDENDUM

This document is an addendum to the Fort Nelson District COVID-19 Safety Plan dated June 26, 2020.

In response to various Provincial Health Orders, restrictions and guidance, there is a requirement to ensure that the COVID-19 Safety Plan for the workplace is updated and that staff receive training and are knowledgeable of the safety protocols specific to the workplace.

The following protocols are implemented in addition to those identified in the Fort Nelson District COVID-19 Workplace Assessment Tool dated June 26, 2020.

Safety Protocols Added	Effective Date
1. Masks in the Workplace	November 24, 2020
2. Daily Health Checks	November 24, 2020
3. Travel Restrictions	November 24, 2020

Updated January 22, 2021

1. Masks in the Workplace

Description:

Effective November 19, 2020, face masks are required in all public indoor settings and workplaces as ordered by the BC Provincial Health Officer. People who cannot put on or remove a mask on their own are exempt. Employers are expected to enforce the mandatory mask policy with both employees and customers. Masks are required in all workplaces for shared work areas and areas where physical distancing cannot be maintained including elevators, kitchens, hallways, customer counters and break rooms.

Local Protocols:

Staff:

1. Masks must be worn in all areas of the office unless seated at your workstation.
2. Masks must be clean and properly maintained.
3. Employees must not compromise their personal safety.
4. The use of masks in accordance with existing Safe Work Procedures (Vehicles and Air Travel), remains in effect.

Client service at a counter or wicket:

1. Service will be provided to any client who is at least two metres distant or separated by a barrier even if they are not wearing a mask.
2. If a client is not wearing a mask, staff can offer the client a mask from a supply of pre-packaged masks located at the front counter.
3. Employees who are not two metres apart from each other must be separated by a barrier, or both must wear a non-medical mask.

Assisting clients in the waiting or service area:

If possible, arrange tasks so that it is not necessary for staff to assist clients in the waiting or service area.

If this cannot be avoided:

1. If the client is wearing a mask, the employee must wear at least a non-medical mask and maintain a two-metre distance from the client.
2. If the client is not wearing a mask the employee must wear an **ASTM Level 1 medical mask and eye protection**.

In all cases minimize time with the client and wash or sanitize your hands when returning from the client area.

Outdoors:

1. Clients are not required to wear a mask outside of the workplace
2. Clients should be offered a mask if they want one.
3. Staff must wear an **ASTM Level 1 medical mask and eye protection** where two metres of physical distancing is not practical or may not be maintained.

Client service or meetings in areas other than a client service area:

Clients, visiting staff and contractors who are in a non-public area of the office, such as a client room, must follow the same rules as the staff in the office.

These include:

1. Wearing a mask.
2. Maintaining physical distancing.
3. Observing the occupancy limits for meeting rooms.

Inform clients or guests of these requirements prior to being allowed to leave the waiting area. If they are unwilling to comply with these requirements, service may only be provided in the client service area using barriers and spacing.

References:

Mask Information for BC Public Service Workplaces: https://www2.gov.bc.ca/assets/gov/careers/managers-supervisors/covid-19/masks_for_public_service_workplaces.pdf

Relevant Local Safe Work Procedures: SWP Non-Medical Masks; SWP Non-Surgical Masks; SWP Vehicle Use; SWP Air Travel: <https://intranet.gov.bc.ca/flnrord/tools/safety/branch-local-office-safety/fort-nelson>

Information related to non-medical masks and face coverings (Government of Canada): <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html>

Province-wide Restrictions: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/restrictions#athletics>

2. Daily Health Checks

Description:

The Provincial Health Officer has ordered employers to complete a daily health check for all workers (staff or contractors) entering the workplace. The order applies to all workplaces, public and private sectors across the Province until at least December 7, 2020. Staff visiting a workplace from other locations are included; the order does not apply to staff working from home. All staff must complete a daily health check at the beginning of each shift and supervisors must ensure the health check has taken place with each staff member prior to them commencing work.

Local Protocols:

1. Staff must use the west (side) entrance to enter and exit the office.
2. Prior to entering the office, review the *Daily Health Check Questions for BC Public Service Workplaces* located on the table in the vestibule.

Personal information related to state of health is not required or recorded; the questionnaire does not need to be provided to the employer.

3. Employees that do not pass the health check as indicated in the questionnaire or do not complete the daily health check, are **not permitted** to enter the workplace.
4. Employees who pass the daily health check must proceed directly to their workstation and provide a response to the *Daily COVID-19 Health Check* email (sent daily at 8:00am). A response is to be sent to both the sender of the email and the immediate supervisor **within 10 minutes** of arrival.
5. If a staff member attends the office and does not reply to the daily health check email within 10 minutes of arrival, the designate tracking responses will attempt to contact the person either by a phone call or physically distanced in-person trip to their work area to confirm they have completed their daily health check. If the staff member cannot be located, the designate should check with the staff member's immediate supervisor.
6. Responses are tracked by a single designate.
7. Visiting staff (e.g. staff from other offices, BCWS staff) and contractors (e.g. CBRE):
In accordance with the PHO order, visiting staff should have completed a daily health check prior to starting their shift with their employer/supervisor.
If a daily health check has not been completed, the staff member receiving the visitor must ensure a health check is completed.
If a contractor or visiting staff enter the office and it is unknown whether they have completed a daily health check, staff should enquire whether a daily health check has been completed.

References:

Health Check for All BC Public Service Workplaces: <https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/safety-health-well-being/health/covid-19>

Province-wide Restrictions: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/restrictions#athletics>

WorkSafe BC – Worker Health Checks: <https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/health-checks>

3. Travel Restrictions

Description:

As of November 19, 2020, the BC Provincial Health Officer has directed that all non-essential travel must be avoided. This includes travel into and out of BC and between regions of the province. If you need to travel for essential reasons, take the same health and safety precautions you do at home (wash your hands often, practice safe distancing, travel only with yourself, household or pandemic bubble, stick to the outdoors whenever possible, clean spaces often, wear a mask in indoor spaces).

In an email to all staff (November 23, 2020), Assistant Deputy Minister, Eamon O'Donoghue stated the following in relation to work-related travel:

1. Work related Inter-health regional travel

- *No work-related travel between health regions except for time critical public safety and environmental issues. Exceptions to this only as approved by the relevant ADM in advance of the travel (expectation is there will be very few instances).*
- *Where staff are traveling under those circumstances, ADMs will provide a letter (email note) to staff to provide in the event they are stopped by officials.*

2. Work related Intra-regional travel

- *Staff are enabled to continue to travel to their place of work.*
- *Staff are enabled to continue to do essential field work and travel within the health regions.*
- *Our team will exemplify the intention of the Orders by avoiding public places if possible and/or wearing masks in all public places, along with our existing protocols such as vehicle/aircraft use, etc.*

3. Face to Face Meetings

- *General direction is to avoid face to face meetings, but if they are necessary, there must be strict adherence to the limits in the new Order.*

Local Protocols:

1. All work-related travel and fieldwork must be pre-approved by the District Manager.
2. Prior to travel or engaging in fieldwork, a travel itinerary and a COVID-19 Individual Safety Plan must be completed and reviewed and signed off by the safety designate.
3. Travel outside of the Health Region must follow ADM direction.
4. Face to face meetings should be an exception and must only occur in circumstances where no other feasible means exist.

References:

Relevant Local Safe Work Procedures: SWP Community Work; SWP Field Work; SWP Accommodation Travel; SWP Vehicle Use; SWP Air Travel: <https://intranet.gov.bc.ca/flnrord/tools/safety/branch-local-office-safety/fort-nelson>

Province-wide Restrictions: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/restrictions#athletics>