



WHISTLER

RMOW 2022 COVID-19 Safety Plan for the Resort Municipality of Whistler

Background

This Safety Plan is in accordance with the Order of the Provincial Health Officer to ensure the risk of transmission of COVID-19 at workplaces is minimized. These plans include assessing the risk of COVID-19 transmission in the workplace and developing measures to reduce these risks. Measures in the form of Safe Work Procedures and Safe Work Guidelines were introduced to staff since the declaration of the pandemic.

Purpose and Scope

This Safety Plan has been developed to ensure the safe operation of services during the COVID-19 pandemic. The procedures below will serve to eliminate, reduce and or control the hazards likely to be encountered by staff performing their work tasks.

COVID-19 Safety Plan

1. Assess Risk

Risk Assessments were conducted at the onset of the pandemic by RMOW department leadership then reviewed by (a) worker representative(s) identifying department specific areas and tasks where there may be risks to the COVID-19 virus. Risk assessments supported the development and review of Safe Work Procedures and Safe Work Guidelines, which mitigate the risk level of the potential exposure.

The risks were assessed for the following:

- Areas where people gather, for example meeting and lunchrooms, locker and change rooms
- Job tasks and processes where staff interact closely with other staff or members of the public including vehicles, customer service and public areas
- Tools, machinery and equipment that worker share
- Surfaces that are touched often by staff or public

All people interactions were reviewed for their risk level and their effective controls to reduce the risk. These interactions involve conducting municipal business with staff-to-staff, staff to public, and staff in commercial or residential settings. Positions were also cross referenced against the RMOW COVID-19 Exposure Control Plan Risk Chart. Risk controls that have implemented adhere to WorkSafeBC COVID-19 protocols, industry-specific protocols and public health agency recommendations.

2. Implement Protocols and Safe Work Procedures to reduce the risks

To reduce the risk of the virus spreading, the following protocols are implemented to protect against the risk of COVID-19.

2.1 Elimination Measures in place for maintaining physical distance

- Staff working from home or remotely as per the Temporary Remote Work Guideline when able to perform work functions
- Staggered work schedules to limit the number of staff working on site
- Staff working in cohorts to reduce the number of contacts
- Limiting, reducing or prohibiting visitors
- Conducting non-essential meetings virtually
- Identifying and establishing occupancy limits for common areas such as break rooms, meeting rooms, washrooms, etc. as per the Occupancy Limit Guideline
- Reconfiguring the workplace to keep workstations a minimum of 2 meters apart from one another
- Identifying directional flow of travel within facility corridors
- Restricting access to common areas and washrooms to facility staff

2.2 Engineering Measures – Barriers, partitions and ventilation

- Installing physical barriers in Customer Service and open workplace areas where staff cannot achieve or maintain physical distance from co-workers, customers or others
- Installing partitions in RMOW Operations Vehicles between the front and back seat
- Ensuring that HVAC systems are properly balanced and maintained

2.3 Administration Measures – Rules and Guidelines

- Adherence to the RMOW Communicable Disease Prevention Plan
- Employee and contractor complete a daily health check prior to entering a RMOW worksite
- Installing [mandatory masks](#), [physical distancing](#) and [Occupancy limits](#) posters at facility entries to ensure physical distancing is maintained
- Installing the following WorkSafeBC posters within RMOW facilities:
 - [Covering cough & sneezes](#)
 - [Handwashing](#)
 - [How to use a mask](#)
 - [Physical distancing](#)
- Rescheduling work tasks and revising work schedules wherever possible to keep workers at least 2 metres apart
- Installing additional hand sanitizing stations at entry/egress points of the facilities
- Requirement for all staff entering and or occupying an indoor facility operated by the RMOW to wear a face mask except when working in an individual office or a workstation that is distanced 2m from another workstation where there is no physical barrier
- Requirement to wear face masks in indoor public settings in adherence with the BC Public Health Office order

- Training and instructing staff to regularly wash their hands through crew talks, safe work procedures, safe work guidelines
- Implementing enhanced cleaning and disinfection of commonly touched surfaces and items to twice daily, as well as wiping down personal equipment and workstations prior to and after use
- Establishing COVID-19 protocols for visitors to the facilities including passive COVID-19 screening for visitors
- Positing facility protocols at entrances where public is welcome to orient customers

2.4 Personal Protective Equipment (PPE)

Personal protective equipment is considered for staff where higher level controls (i.e. elimination, engineering, and administration) are not appropriate or enough to control the risk of exposure to COVID-19. Personal protective equipment includes any and all of respiratory masks, gloves, eye protective and an apron or disposable coverall.

- Certain work tasks with a high risk of contact with COVID-19 will require staff to put on personal protective equipment
- Staff have been trained on the proper use, maintenance, and cleaning of the PPE

Cleaning Protocols

- Enhancing daily cleaning and disinfection of high-contact touch surfaces (such as light switches, door handles/knobs, hand railings, push pads on doors, tables, paper towel dispensers, sanitizer handles, garbage can lids, buttons, soap dispensers, lunch/break tables, microwave/coffee buttons, etc.)
- Instructing departments to disinfect commonly touched surfaces/items twice daily including barrier cleaning. Less commonly touched surfaces and items will be disinfected once throughout the day.
- Instructing staff to wipe down their equipment, tools and machinery and at the start and end of their shift
- Reducing the amount of cleaning that is required by covering or boxing up equipment, tools and machinery that isn't used often
- Instructing staff to avoid using shared kitchenware

3. Policies and Guidelines

The following policies and guidelines are in place in order to prevent the spread of COVID-19:

- RMOW Communicable Disease Prevention Plan that supports staff in getting vaccinated against COVID 19
- Communication of RMOW Council Policy B-19 Proof of Vaccination to staff, volunteers and contractors
- Staff and visitors who are showing symptoms of COVID-19 are to remain home and seek the medical advice of their physician or contact 8-1-1

- Staff and visitors who have arrived from outside of Canada must follow federal testing and quarantine requirements
- Staff and visitors directed by Public Health to self-isolate are to follow that advice and to remain at home
- If a staff member feels unwell while at work, staff have been instructed to don a mask, clean and disinfect their work station, self-isolate, then contact their supervisor to report their symptoms prior to leaving work to go straight home. Staff are instructed to contact 8-1-1 for guidance on testing and self-isolation
- Where staff are working alone or in isolation, they will adhere to the department specific working alone procedure
- The RMOW Violence in the Workplace Procedure and facility Codes of Conduct are reviewed with staff who are working with members of the public as people adapt to restrictions or modifications in the workplace
- Visitors attending to facilities that are open are restricted to the areas cordoned off to the public, and required to adhere to the facility safe work procedures and posted occupancy limits

4. Communication

Staff are trained to the RMOW Communicable Disease Prevention Plan and this COVID Safety Plan by their department supervisors and managers.

Supervisors and managers will monitor staff working on site to ensure policies and procedures are being following. The Human Resources Health and Safety Advisor will advise Supervisors and Manager when procedure changes and Health and Safety updates are made.

Signage is posted outside of the facility indicating who is restricted from entering the premises, including visitors and workers with symptoms. Additional signage promoting physical distancing, occupancy limits and hygiene practices are posted throughout the facility.

COVID-19 Safety Plans are updated as necessary on the public RMOW and Whistler Public Library websites.

5. Monitoring

The RMOW COVID Safety Plan will be reviewed and amended in accordance with health agency guidance, WorkSafeBC protocols or as gradual re-opening of facilities warrants their review. If work processes change resulting in an increased risk of COVID-19, the department supervisor or manager and Human Resources Health and Safety Advisor and worker representatives will reassess the risk and amend the control to ensure they are effective. If changes are made to procedures or guidelines, staff will be informed and relevant information will be updated on the RMOW and Whistler Public Library websites for public.

6. Assess and address Risks from Resuming Operations

Staff affected by changes made to work processes will receive training and orientation to the new procedures and facility specific guidelines by their Supervisor or Manager.

Staff concerns should be directed to the department supervisor, then Joint Health and Safety Committee representative and the Human Resources Health and Safety Advisor.