



# CITY OF TERRACE MUNICIPAL BY-ELECTION

COVID-19 Safety Plan- 2021

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## Contents

Background .....	2
COVID-19.....	2
General.....	2
Health Hazards .....	2
Transmission .....	3
Prevention and Risks.....	3
Election Information .....	4
Duties & Responsibilities .....	4
Locations & Staff .....	5
Layout.....	5
Public Health Orders .....	6
Mandatory Mask Use.....	6
Workplace Safety .....	6
Safety Protocols .....	7
Public Messaging.....	7
Workplace Wellness/Sick Leave .....	7
Physical Distancing.....	7
Personal Hygiene .....	8
Handwashing.....	8
Hand Sanitizing.....	8
Respiratory (cough/sneeze) etiquette.....	8
Municipal Vehicles .....	8
Personal Protective Equipment (PPE).....	9
Refusal of Unsafe Work .....	9
Cleaning & Disinfecting.....	9
Communication & Training.....	10
Training .....	10
Policies .....	11
Revision Record.....	11
Appendix A- COVID-19 Health Check.....	1

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## Background

In February 2021, the City of Terrace announced the resignation of Councillor Jessica McCallum-Miller. As a result of this vacancy, a municipal by-election has been scheduled for June 5, 2021.

## COVID-19

In order to ensure the election process aligns with public health directives, the City of Terrace has created a safety plan to identify possible hazards, conduct risk assessments, and ensure a safe process for all electoral stakeholders, including voters, election workers, and political participants.

### General

Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe respiratory diseases. The disease caused by the new coronavirus has been named COVID-19.

COVID-19 was first identified in late 2019. It was declared a global pandemic by the World Health Organization and a public health emergency in British Columbia in March 2020. The virus can cause respiratory illness that can lead to hospitalization and death.

### Health Hazards

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. COVID-19 symptoms can range from mild to severe. Through continual research and better understanding of the virus, some symptoms are more likely related to COVID-19 than others.

Key symptoms of COVID-19:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing

Other symptoms may include:

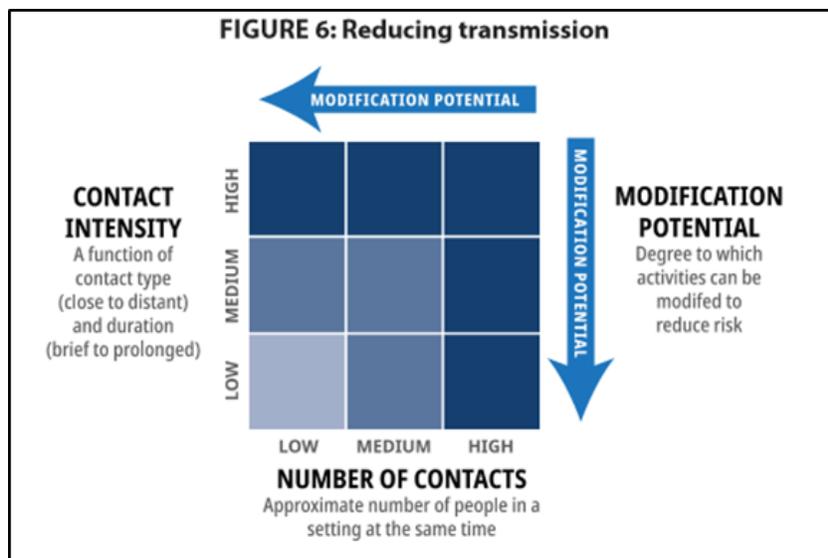
- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

## Transmission

As stated by the BC Centre for Disease Control (BCCDC), respiratory infections such as influenza (flu) and COVID-19 are mainly spread by liquid droplets that come out of the mouth and nose when a person with the virus breathes, coughs, sneezes, talks, or sings.

Larger droplets are generally heavier and will fall to the ground or other surfaces within a two metre distance. Smaller droplets are lighter and may float in the air for a longer period of time, especially in enclosed spaces if there is inadequate ventilation or lack of clean air to the outdoors.

Although COVID-19 can survive on different surfaces from hours to days, infections from contact with contaminated surfaces appear to be less common. In addition, there is no evidence that the virus transmits through food as it is destroyed almost immediately by stomach acid.



Source 1: Province of British Columbia "BC's Restart Plan", 2020

## Prevention and Risks

In order to reduce the transmission and prevent the spread of COVID-19 in our community, the following actions are encouraged and required:

- Wash hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer containing at least 60% alcohol
- Stay home if you are sick or feeling unwell
- No social gatherings of any size are permitted outside immediate households
- Practice physical distancing and avoid crowded areas
- Wear a mask
- Travel for essential purposes only
- Cough and sneeze into a tissue or the bend of your arm, discard tissues safely, and wash your hands afterwards



- Clean and disinfect surfaces and objects
- When eligible, get immunized with a COVID-19 vaccine
- Avoid or take extra precautions and keep exposure brief in:
  - Closed spaces, crowded places and settings where you are in close contact with others.
  - It is particularly important to avoid settings where these situations overlap e.g., closed, crowded spaces where close-range conversations occur.

## Election Information

### Duties & Responsibilities

Position Title	Role & Responsibility
Presiding Election Official (PEO)	<ul style="list-style-type: none"> <li>• Oversees all election staff and voting activities at the voting place</li> <li>• Communicates CEO to ensure a smooth voting day</li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>• Assists PEO with all duties</li> <li>• When PEO instructions are given, the Supervisor may complete those responsibilities</li> </ul>
Registration Officer (RO)	<u>Ballot Table</u> <ul style="list-style-type: none"> <li>• Issues ballots</li> </ul> <u>Registration Table</u> <ul style="list-style-type: none"> <li>• Registers new electors and issues ballots</li> <li>• Processes name changes</li> </ul>
Greeter/COVID Tracing	<u>Greeters</u> <ul style="list-style-type: none"> <li>• Monitor physical distancing and occupancy limits</li> <li>• Provide initial greeting and direct questions where appropriate</li> </ul>
CEO	<ul style="list-style-type: none"> <li>• Oversee hiring of all staff</li> <li>• Oversee training</li> <li>• Oversee ordering of supplies, including ballots</li> <li>• Ensure efficient running of election on all voting days</li> <li>• Receive candidate nominations and liaise with candidates</li> <li>• Ensure all safety protocols are met</li> <li>• Visits voting place in advance and ensures all materials are available</li> </ul>
DCEO	<ul style="list-style-type: none"> <li>• Assist CEO with all duties</li> <li>• Set and oversee budget</li> <li>• Prepare legislation to administer election</li> <li>• Create and post notices of election</li> <li>• Ensure instructions are created and or updated for all procedures</li> <li>• Oversee booking of voting locations</li> <li>• Oversee ordering of supplies, including ballots</li> <li>• Request and prepare List of Electors</li> </ul>





## Public Health Orders

In order to help reduce or eliminate the transmission of COVID-19 in our community, provincial restrictions have been put in place. Some restrictions have been made by the Provincial Health Officer (PHO) under the Public Health Act (PHA), and others have been made under the Emergency Program Act (EPA). Most orders can be enforced by police, and compliance and enforcement officials.

To review the most up-to-date public health orders related to COVID-19, click [here](#).

For the most current COVID-19 updates for Local Governments & Improvement Districts, click [here](#).

## Mandatory Mask Use

On November 19, 2020, the Provincial Health Officer (PHO) announced that the solicitor general is issuing a public safety order under the Emergency Program Act (EPA) requiring everyone in all indoor public, retail settings and workplaces to wear a mask.

As outlined in the [EPA mask mandate order](#), masks are required in many public indoor settings and workplaces where common areas and areas where physical distancing cannot be maintained. This includes: elevators, kitchens, hallways, customer counters and break rooms.

There are exceptions for:

- People with health conditions or with physical, cognitive or mental impairments who cannot wear one
- People who cannot remove a mask on their own
- Children under the age of 12
- People who need to remove their mask to communicate due to another person's hearing impairment

## Workplace Safety

Effective December 16, 2020, employers must ensure that every worker working in a workplace, other than the worker's private residence, carries out a daily health check and confirmed with the employer that the worker has passed the health check.

**Health checks are mandatory self-assessments conducted by workers** and includes confirming with their employer, in written or verbal format, that they have reviewed the complete list of entry requirements and that none of the prohibited criteria apply to them.

Workers must ensure they do not enter the workplace if they are feeling ill, or are experiencing any symptoms associated with COVID-19. They must return home and use the B.C. COVID-19 Self-Assessment Tool, or 8-1-1 and follow any public health advice they have been given.



## Safety Protocols

The City of Terrace has put in place COVID-19 protocols to ensure voting places operate in accordance with current public health guidelines and direction.

### Public Messaging

- The City of Terrace requests that any member of the public do not enter or attend any voting location and stay home if:
  - They have travelled outside of Canada within the past 14 days,
  - They have been identified by public health officials as a close contact of someone with COVID-19,
  - Have been told to isolate by public health,
  - Are displaying any key or other symptoms related to COVID-19
- All members of the public must wear a mask or face covering in all voting locations. Masks will be available for voters who do not have their own.
  - Those who meet the criteria for exemption are not required to wear a mask.
  - The City of Terrace will not tolerate abusive, harassing, or belligerent behavior towards election workers enforcing the mask mandate.
    - If further assistance is needed, an enforcement officer or RCMP will be contacted.
- Occupancy limits will be posted at each voting location and will be enforced to minimize risk.
- Voters will be asked to use hand sanitizers upon entering and leaving the voting locations.
- Voters are asked to practice proper cough/sneeze etiquette. Cough or sneeze in the bend of your elbow or a tissue (that is then disposed of).
- No public washrooms will be available at any voter locations.
- Anyone who is not following COVID-19 protocols will be asked to leave the premises.

### Workplace Wellness/Sick Leave

- When arriving at the voting location, all election workers must conduct a daily health check (Appendix A).
  - Election workers who refuse or fail the health check must not be allowed to enter the workplace.
- Any election worker with a cold, flu, or COVID-19 like symptoms must stay home.
- If an election worker develops COVID-like symptoms, or begins to feel unwell while at work:
  - Immediately inform their Manager or Supervisor and, if safe to do so, immediately leave the workplace to their home for self-isolation.
  - Call 8-1-1 and use the BC COVID-19 Self-Assessment Tool for further assistance.
  - The election worker's workstation and any areas or tools they were using as part of their job will be cleaned and disinfected.

### Physical Distancing

- Voting locations will have a designated one-way entrance and a separate one-way exit.



- If voting location cannot permit designated entrances and exits, a greeter will be stationed to monitor occupancy limit, allow voters to enter and exit when safe and ensure physical distancing is maintained between voters while in line.
- Voting location layout is designed to allow one-way flow from station to station.
- Floor decals and signage will be posted as a visual aid.
- Physical distancing of 2 metres between individuals in the voting place is required at all times.
- Appropriate signage will be placed at all entryways informing all electoral stakeholders, including voters, election workers, and political participants, of the occupancy limit and that entry is prohibited if a person is showing symptoms of COVID-19.
- Additional signage will be placed in all common areas of each voting location.
- Plexi-glass barriers will be installed at stations where physical distancing is difficult to maintain.

## Personal Hygiene

### Handwashing

- All election workers must practice proper hand hygiene techniques in the workplace regularly.
- Employees must wash their hands or use hand sanitizer:
  - When they arrive to work and at the end of the day before leaving
  - Before and after going on a break
  - After using the washroom
  - After handling 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 (PPE)
  - After blowing your nose, coughing, or sneezing
  - After touching waste or garbage

### Hand Sanitizing

- When using a hand sanitizer, ensure hands are not visibly soiled, if so, use a wipe first then the hand sanitizer.
- Hand sanitizer dispensers will be located at every entryway and exit, in addition to other stations throughout the location.
- Occasionally clean/ disinfect the outside the sanitizer bottle.
- Hand sanitizers can be flammable. Keep product away from open flames.

### Respiratory (cough/sneeze) etiquette

- All election workers are expected to practice proper respiratory (cough/sneeze) etiquette in the workplace at all times.
- Election workers will follow proper hand hygiene techniques after coughing or sneezing.

### Vehicles

- Election workers are to travel alone in their own vehicle to voting locations to practice physical distancing.
- If not possible, limit to two election workers per vehicle.



- Masks must be worn by both occupants.
- Use hand sanitizer before and after entering the vehicle
- Election workers must clean and disinfect high contact surfaces within the vehicle before and after use.
  - These areas include: door handles (inside/outside). Steering wheel, seatbelts, hand holds, dashboard knobs, headrests and turn signals/wiper lever.

### Personal Protective Equipment (PPE)

- All election workers and political participants must wear a face mask for the duration of the election unless they are eating, drinking or need to remove their mask to communicate to assist a person with hearing impairment.
- Election officials who are not working at voting stations with barriers will wear protective masks and face shields.
- Disposable gloves will be available to all election workers and political participants.
  - Note: glove use will not replace good hand hygiene practices.

### Refusal of Unsafe Work

Under the Worker's Compensation Act and Occupational Health & Safety Regulations, Part 3, section 3.12, employees have the right to refuse work if they believe it presents an undue hazard.

An undue hazard is an "unwarranted, inappropriate, excessive, or disproportionate" risk, above and beyond the potential exposure a general member of the public would face through regular, day-to-day activity.

- Election workers must report to their supervisor any unsafe work conditions or concerns as soon as possible and the supervisor will investigate.
- Each refusal of unsafe work will be dealt with on a case-by-case basis.

### Cleaning & Disinfecting

Along with enhanced cleaning/disinfecting procedures by elections workers, all election workers are expected to ensure frequently touched surfaces in their workspace(s) are cleaned and disinfected regularly (e.g. before and after shift, after lunch, before and after use). Unnecessary tools and equipment will be removed from the workplace temporarily to limit touch points.

Effective cleaning and disinfection involve a two-stage process:

- **Cleaning:** Removing surface dirt, debris and chemical/oil residue which may deactivate the disinfectant. Use soap or detergents as a cleaning agent.
- **Disinfection:** After cleaning, apply a disinfectant to the surface or item. Leave the disinfectant on the surface or item for the recommended contact time to neutralize any viruses. Remove disinfectant with a clean paper towel/ cloth, or allow to air dry.



<b><u>Cleaning &amp; Disinfection Plan</u></b>	
<b>Supplies</b>	<ul style="list-style-type: none"> <li>• Spray bottles with ‘Saber’ disinfectant</li> <li>• Paper towels</li> <li>• Garbage bin with garbage bags</li> </ul>
<b>Location</b>	Each station will have access to their own spray bottle with disinfectant solution and paper towel. Additional supplies to be kept with PEO
<b>Cleaning/Disinfectant Solution</b>	Vert2go Saber Concentrate <ul style="list-style-type: none"> <li>• Hydrogen peroxide base solution</li> <li>• Pre-mix solution diluted to 1:16</li> <li>• Replace solution every 28 days or on a ‘as needed’ basis</li> <li>• Recommend to wear safety glasses and gloves during use</li> <li>• Refer to SDS for additional information</li> </ul>
<b>Frequently Touched Surfaces</b>	<ul style="list-style-type: none"> <li>• Door handles, inside hand rails on stairs</li> <li>• Table tops, desk tops</li> <li>• Chairs (e.g. back, top, arms)</li> <li>• Stationary (e.g. pens, highlighters, markers)</li> <li>• Hand sanitizer pumps</li> </ul>
<b>Cleaning Schedule</b>	Information Officers <ul style="list-style-type: none"> <li>• Clean/disinfect all high touch points at least 3 times during 12-hour voting period (11am, 3pm, 7pm).</li> </ul>
	All election workers <ul style="list-style-type: none"> <li>• Clean/disinfect regularly throughout the shift, or when needed.</li> </ul>

## Communication & Training

Communication will be done through telephone calls, e-mails, video conferencing and in-person meetings. As the COVID-19 Safety Plan is a living document and will require updating when new information becomes available, revisions and updates will be provided as necessary.

Copies of the COVID-19 Safety Plan will be available on-site for review by election workers and members of the public. Detailed information (e.g. risk assessments and planning documents) will be available upon request.

### Training

Training must be attended and successfully completed by all election workers who are assigned and scheduled to work on advanced and general voting days.



A class will be scheduled during the week of May 17<sup>th</sup>, which will be approximately 2 hours in duration to review all procedures and equipment, including safety protocols. Attendance sheets must be signed and dated by all election workers.

## Policies

The following City of Terrace policies and guidelines are in place to provide additional resources for election workers and available upon request:

- Policy No. 44 Prevention of Violence in the Workplace
- Policy No. 74 Workplace Bullying & Harassment Policy
- Policy No. 87 Employee Code of Conduct
- Policy No. 91 Scent-Free Policy for the Workplace
- Policy No. 110 Fit for Work
- Policy No. 114 Anti-Racial Discrimination & Anti-Racism Policy

## Revision Record

Date	Reason for change	Communicated how



## Appendix A- COVID-19 Health Check

 **COVID-19** Please complete before beginning your work day or when returning to the office.

### Staff Facility Sign-in Sheet

Upon entering the building **WASH YOUR HANDS** or **HAND SANITIZER**, then sign in on the sheet below.

I declare that:

1. I do not have any of the COVID-19 symptoms such as fever, chills, shortness of breath or difficulty breathing, body aches, headaches, loss of taste/smell, sore throat.
2. I have not travelled outside of Canada in the last 14 days.
3. To the best of my knowledge, I have not been around someone who has symptoms or is suspected of having COVID-19 in the last 14 days.
4. To the best of my knowledge, I have not had close contact with a confirmed or probably case of COVID-19 in the last 14 days.

\*If you have an existing health condition that gives you symptoms listed above, you should not answer YES, unless the symptom is new, different, or getting worse. Look for changes from what's normal.

Date	Name	Signature

