



City of Terrace

Safety Plan – COVID-19

Information

What is COVID-19?

COVID-19 is a new coronavirus that is causing an outbreak of respiratory infections. It is transmitted when a person coughs or sneezes and may be spread by touch if a person has used their hands to cover their mouth or nose when they cough.

The symptoms of COVID-19 are similar to other respiratory illnesses, including the flu and common cold. They include cough, sneezing, fever, sore throat, and difficulty breathing.

How does COVID-19 compare to other illnesses like the flu?

Influenza and COVID-19 are different viruses, but both can result in similar symptoms of fever, headache, cough, sore throat, and/or runny nose. Symptoms in both cases can range in severity from mild to severe. Similar to influenza, some groups of people may be at increased risk for more severe illness—even death—such as older adults or those with underlying health conditions. Both illnesses are droplet-spread, so measures such as washing your hands; not touching your eyes, nose, and mouth with your hands; and covering up a cough/sneeze are effective ways to prevent the spread.

The City of Terrace (COT) continues to monitor the progression of the pandemic and refers to the direction of Provincial Health Officer and public health officials.

These safe work practices during the COVID-19 pandemic provide direction for COT employees in the office and field to minimize exposure to the virus and stop the spread.

Safe Work Practices

Employees will report to work in fit condition and implement good hygiene and rigorous sanitary measures while at work during the COVID-19 pandemic.

Employees that can fully perform their duties off-site will be encouraged to work from home when possible to do so.

Employees who have a health and/or medical condition that result in a compromised immune system will be given consideration to work in isolation.

1. Fit For Work

- During this pandemic, it is especially vital for all employees to self-monitor their health;
- Prior to reporting to work, should an employee develop flu-like symptoms they are to contact their supervisor;
- COT employees are to use the online self-assessment tool, as listed
<https://covid19.thrive.health/>
- Employees will heed self-assessment tool results and forward them to supervisor. If required, Sick Leave Administration policy will be applied;
- If an employee is at work, and begins to develop flu-like symptoms they should immediately isolate from others, contact their supervisor and follow the procedures as listed.

2. Good Hygiene and Rigorous Sanitary Measures

- Wash hands effectively and often with soap and water for a minimum of 20 seconds. Hand washing posters are displayed in the workplace.
Hand Washing Technique
 1. *Remove rings or other jewelry on the hands and wrists*
 2. *Wet your hands with warm/cold water*
 3. *Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails*
 4. *Rinse hands well under running water*
 5. *Dry hands with a clean towel or paper towel*
 6. *Use the towel to turn off the tap and open the door when you leave if you are in a public washroom*
- If soap and water is not available use an alcohol-based hand-sanitizer. Hand washing is highly recommended as this is the best way to prevent spreading of the virus and stay healthy;
- Avoid touching your face;
- Use a tissue or the inside of your elbow to sneeze or cough into. Dispose of used tissue immediately. Wash/sanitize your hands after using the tissue;
- If possible physical distance 2 meters (6 feet) away from fellow employees and members of the public. Physical distancing posters are displayed in the workplace;
- Do not shake hands or hug;
- Stay away from people who are coughing or sneezing;
- If you develop a cough isolate yourself from others and report to your supervisor;
- If you notice your co-worker begins to develop symptoms like coughing, tell them, and ensure they report to their supervisor.

3. Clean Work Areas

- Employees will dispose of their own garbage from their work area, break area, and/or from their work vehicle after use;
- Employees will disinfect their own work areas, break area, and work vehicle after use;
- Employees will clean their own dishes after use;
- Debit machines to be disinfecting after each use;
- General cleaning and disinfecting surfaces should occur at least one a day;
- Disinfecting of highly touched surfaces minimum 2 times a day
 1. Door handles/knobs
 2. Light switches
 3. Shared workstations
 4. Washroom facilities
 5. Communication equipment
 6. Desk/counters/tables
- Signage indicating maximum occupancies for conference rooms, break rooms, bathrooms;
- Remove items from counter areas that cannot be easily cleaned (e.g. newspapers, magazines, books, toys).

4. Protection

- COT will supply Personal Protection Equipment (PPE) to safely perform work duties within departments;
PPE will be:
 - 1) Selected based upon the hazard to the worker;
 - 2) Properly fitted, as applicable (e.g., respirators);
 - 3) Consistently and properly worn when required;
 - 4) Regularly inspected, maintained, and replaced, as necessary; and
 - 5) Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.
- All workers have the option to wear non-surgical masks at any time while performing work duties, riding in vehicles, etc.;
- Disposable gloves are to be used for short-term tasks;
Disposable Glove Removal Technique
 1. *Hold the glove at the wrist and peel away from the hand*
 2. *Hold the removed glove with the gloved hand*
 3. *With the ungloved hand (ensure you do not touch the outside of the glove) slide the hand into the glove along the skin and remove the second glove by turning the 2nd glove inside out*

4. *Dispose of the gloves properly into a garbage container without touching the outside of the gloves*

- If wearing non-disposable gloves, ensure that your glove removal is performed properly and store away from other personal items. Wash hands after storing gloves;
WARNING: A glove will transfer harmful germs to your face and to other surfaces the same as a bare hand—it can create a false-sense of security.
- An employee has the right to refuse work if he/she believes that a specific work task presents an undue risk of exposure to the COVID-19 virus. At such time, the employee is to contact their supervisor and together they will decide a course of action.

5. Vehicles

- Ensure vehicles are equipped with disinfectant wipes or spray;
- Before and after vehicle use, disinfect commonly touched surfaces such as:
 - 1) Door handles/knobs
 - 2) Controls/levers
 - 3) Steering wheel
 - 4) Gear shift handle
 - 5) Centre console
 - 6) Door armrest
- If travelling with a co-worker, roll down windows slightly to permit for natural air circulation.

6. Office & Common Areas

- Some staff working from home;
- Schedules may be modified to allow for proper social distancing guidelines and less people working together;
- Access will be limited and controlled to all COT buildings. This includes contractors, delivery persons, members of the public, etc.;
- Signage visible to the public indicating number of customers allowed at one time;
- Hand sanitizer will be available at front entrance for public to use when entering facility;
- Indicators on floor showing flow of pedestrian traffic;
- Meetings will be by appointment only or conducted via phone, etc.;
- Plexiglas installed at front counter;
- Staff desks socially distant from each other.