



OCCUPATIONAL HEALTH AND SAFETY

COMMUNICABLE DISEASE PLAN

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This is a living document that will be reviewed with the Citywide Joint Occupational Health & Safety Committee and updated on a regular basis, it is subject to change depending on public health instructions, the rate of community transmission, severity of symptoms, and availability of treatment for a communicable disease. This document is supplemental to our existing Occupational Health & Safety Management System, Safety Programs, Exposure Control Plans and safe work procedures.

Please contact safety@surrey.ca if you have any questions.

PURPOSE

The purpose of this plan is to promote the health and safety of City of Surrey employees, visitors, patrons, and contractors by providing appropriate information that can be used to prevent and reduce the risk of contraction, spread and impact of communicable disease.

Communicable disease control and prevention is important to the City of Surrey. The City recognizes the unique risks and challenges that communicable disease present and, we have put measures into place to create a safe workplace for all.

Preventing communicable disease involves ongoing measures to reduce the risk of communicable disease transmission in our workplaces. It also involves implementing additional control measures when advised to do so by Public Health during periods of elevated risk.

This document is intended to be a guide to assist our employees in following policies and procedures designed to decrease the risk of communicable diseases.

INTRODUCTION - WHAT IS A COMMUNICABLE DISEASE?

WorkSafeBC advises that communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted by contact with infected individuals or their bodily discharges or fluids, by contact with contaminated surfaces or objects. Examples of communicable diseases that may circulate in a workplace include COVID-19 and seasonal influenza.

Communicable Diseases are most commonly spread from an infected person through:

- Respiratory droplets when you cough or sneeze.
- Close personal contact, such as touching or shaking hands.
- Touching something with a virus on it, then touching your eyes, nose or mouth before washing your hands.

SCOPE

Communicable diseases included in the scope of this Plan are those typically caused by viruses and normally spread through direct or indirect human contact and when the risk of communicable disease in the region or workplace is elevated, as advised and directed by public health.

Examples of communicable diseases include but are not limited to:

- Coronavirus
- Influenza

NOTE: Communicable diseases may also be spread by contact with blood or other bodily fluids which may transfer disease through cuts or other openings in the skin, transfer to the eyes, nose or mouth. Please see the City of Surrey Bloodborne Pathogens Exposure Control Plan when there is a bloodborne pathogen exposure. (The most common infectious pathogens of concern in an occupational setting found in blood and body fluids are Human Immunodeficiency Virus (HIV), Hepatitis B (HBV) and Hepatitis C (HCV).

OUR RESPONSIBILITIES*

Everyone - employers, supervisors, contractors, and workers - has responsibility for health and safety in the workplace. Stay home if you are sick, get medical guidance and follow public health recommendations and requirements.

The City of Surrey Human Resources Division will advise staff when there is a communicable disease threat affecting staff.

City of Surrey workplace communicable disease prevention, mitigation, and response activities are guided by this Communicable Disease Safety Plan. In the event of a communicable disease outbreak, City of Surrey will work with the Fraser Health Authority, notify affected staff, take actions to protect the health and safety of staff, visitors and contractors, and provide additional guidance as necessary.

Employer Responsibilities

City of Surrey will:

- Monitor and review communicable disease-related information issued by regional health officers or the Provincial Health Officer.
- Implement policies to support staff who have symptoms of communicable disease.
- Provide hand-hygiene facilities with appropriate supplies and use policies and signage to remind workers to wash their hands regularly and to cover coughs and sneezes.
- Maintain a clean environment through routine cleaning processes appropriate for the workplace.
- Ensure that building ventilation is adequate, and systems are properly maintained.
- Support employees in receiving vaccinations for vaccine-preventable conditions.
- Provide employees with communication and training surrounding safe work practices, including this Communicable Disease Safety Plan and encourage employees to ask questions and provide feedback to managers.

In addition, when advised by Public Health and during a period of elevated risk, we must:

- Follow the directions from medical health officers and the regional health authority.
- Follow all orders, guidance, recommendations, and notices issued by the Provincial Health Officer.
- Reassess policies and practices based on updated guidance from regional or provincial health authorities.

*These responsibilities compliment and do not replace the responsibilities in the OHS Policy or City of Surrey Employee Safety

Supervisor Responsibilities

Supervisors will:

- Ensure that workers are adequately instructed on the work procedures and preventative measures at their work location.
- Ensure workplace measures are being followed by workers.
- Communicate with area Exempt Managers regarding workers' concerns or illnesses. (Please maintain privacy and confidentially – seek guidance from Human Resources when clarification is required.)

Worker Responsibilities

Workers will:

- Report any communicable disease safety concerns, unsafe conditions or acts to their supervisor or safety@surrey.ca.
- Wash hands frequently.
- Follow cough/sneeze etiquette.
- Follow established communicable disease prevention and practises approach as directed by the employer or supervisor.
- Use Personal Protective Equipment as instructed and required.
- Know the location of washing facilities, including hand sanitizer dispensing stations.
- Sanitize shared work surfaces and equipment after use.
- If you become sick with symptoms compatible with a communicable disease you need to stay at home and notify your supervisor and seek medical health guidance.
- Ask questions and provide feedback to managers on the City's communicable disease prevention safe work practices.
- If a medical accommodation is required contact the Workplace Health Specialist to confidentially discuss needs.

Surrey Fire Services

Fire Services employees are required to follow the guidance from their 2021 Surrey Fire Services Infectious Disease Exposure Manual.

Occupational Health & Safety Section

Occupational Health & Safety will involve the City-Wide Joint Occupational Health & Safety Committee in reviewing the communicable disease plan on a regular basis as done with other safety programs and practises. OHS will continue to work with the committee when identifying and resolving workplace safety issues.

RIGHT TO REFUSE UNSAFE WORK

Our 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.

The employee must report any undue hazard to their supervisor for investigation. Each refusal of unsafe work is dealt with on a case-by-case basis. If the issue is not resolved between the worker and the supervisor, the Occupational Health & Safety section and Joint Occupational Health and Safety Committee is notified of the concern and an investigation is conducted. If the matter is not resolved, a WorkSafeBC prevention officer will then investigate.

PREVENTION

Preventing communicable disease involves taking ongoing measures to reduce the risk of communicable disease transmission in the workplace. There are a multitude of methods that can be applied to control communicable disease, the primary sources of prevention include hand and surface hygiene, sanitation, isolation and immunization. Vaccines and/or acquired immunity can provide some protection against certain communicable disease, therefore it is important to limit the spread of a communicable disease before it has the potential to cause serious illness/disease by implementing the additional measures:

- Daily self-screen for symptoms prior to entering the work environment.
- Do not work when sick with flu like or communicable disease like symptoms, contact a medical professional or 8-1-1 for guidance.
- Frequently wash your hands with soap and water for 20 sec or use alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, mouth with un-sanitized hands.
- Use proper respiratory/cough sneeze etiquette:
- Avoid close contact with people displaying symptoms of respiratory illnesses.
- Routinely clean and disinfect work surfaces or high traffic touch points.
- Practice a healthy lifestyle; exercise, eat a balanced diet, and get sufficient sleep.
- Avoid public places when sick to prevent the spread of communicable disease.
- Get tested if you have communicable disease symptoms. If confirmed positive cooperate with contact tracing so others may be advised to self-monitor/self-isolate.
- Post communicable disease prevention signs and posters in the workplace.
- Maintain appropriate immunizations and vaccinations.
- Maintain social distance from others when possible.
- Directional Arrows & Signage in place to reduce congestion and remind patrons to observe social distancing.
- Plexiglass Barriers - installed at workstations, counters and other areas within the workplace.
- Use appropriate personal protective equipment:
 - N95 mask should be worn when providing first-aid or emergency first responder medical-aid services based on a field level risk assessment.
- **Any additional measures as directed by Public Health.**

RISK IDENTIFICATION

The risk of certain communicable diseases, including Coronavirus, may increase from time to time or on a seasonal basis. This may occur at a local or regional level, or within a certain workplace.

Recognizing the signs and symptoms of a communicable disease and understanding the modes of transmission is the first step in reducing the incidence of communicable diseases.

Signs and symptoms will vary depending on the disease, but common characteristics associated at the onset of most communicable diseases typically include fever and other flu-like symptoms: achiness, upset stomach, fatigue, fever, and headaches. When traveling abroad, be aware of communicable disease threats; certain communicable diseases are endemic to certain regions of the world.

Name	Vaccine Preventable?	Description of Symptoms
Coronavirus (COVID-19)	Yes	Symptoms: fever, cough, shortness of breath and breathing difficulties. Transmission: Person-to-person via droplets, coughing, sneezing, or talking; sharing items; touching contaminated objects.
Influenza	Yes	Symptoms: fever; cough; sore throat; runny or stuffy nose; muscle/body aches; headaches; fatigue; sometimes vomiting and diarrhea Transmission: person-to-person via droplets, coughing, sneezing, or talking; sharing items; touching contaminated objects

Seek medical attention from your medical health care provider and contact 8-1-1 for guidance and direction if you are symptomatic or may have come into contact with a communicable disease.

Please follow Canada Public Health Guidelines when Traveling abroad.

The City of Surrey will monitor and review communicable disease-related information issued by Fraser Health medical health officers or the provincial health officer related to our industry, region, or workplace. This includes orders, guidance, notices, and recommendations issued by a medical health officer or the provincial health officer.

RISK CONTROLS

Once the risks levels have been identified with guidance from the Fraser Health Authority, the principles used to reduce the risk are based upon the Hierarchy of Controls.

The hierarchy of controls in order of their effectiveness:

1. **Elimination or substitution:** Has the employer fully considered eliminating or postponing work tasks that may create a risk of exposure? Are there opportunities to work from home or can work processes be changed to eliminate or reduce contact with others?

2. **Engineering controls:** Are engineering controls, such as physical barriers, practicable?
3. **Administrative controls:** Has the employer fully considered how work practices can be altered to minimize exposure, such as physical distancing or enhanced cleaning protocols?
4. **Personal protective equipment (PPE):** This last form of protection should only be considered after careful consideration of the previous control measures. The use of gloves and face masks may be considered where none of the above controls are possible/effective. If gloves and masks are used, proper usage guidelines should be followed.

Note: Within municipalities, there are many routine situations where staff will have contact with patrons, visitors, citizens, coworkers, and the physical environment itself (surfaces, doors, equipment etc.). These encounters could expose workers to a Communicable Disease, if not controlled adequately.

COMMUNICATIONS

Communicable disease events require extensive awareness communication to ensure the whole organization is communicating the same facts, risks, and controls to keep people safe. A standardized communication plan that leverages existing organizational communication methods is important.

Awareness Posters, written policies and procedures, education & training, safety meeting minutes and regular communication from Human Resources will assist in increasing the awareness of the communicable disease plan in our workplaces.

When appropriate, communications to employees with respect to the prevention of communicable diseases will be the following:

- discussed with them by their supervisor or manager.
- emailed to them.
- posted on the Occupational Health and Safety Intranet.
- posted at worksites and on safety boards.
- contact from the OHS section.

Employees are responsible to read and understand these communications. If you need clarification, then please discuss with you supervisor or contact safety@surrey.ca

From time to time, through team huddles and worksite meetings, supervisors and managers are to communicate to employees and remind them of the safety protocols put in place to prevent the transmission of communicable diseases and reminder to them not come to work when sick.

If the City is notified of an exposure to a communicable disease in the workplace, all team members potentially affected by that notification will be provided with appropriate information and directions based on the guidance of the local health authority. In all cases, the City will comply with all privacy laws and will provide information to the best of its ability, in compliance with the directions of the local health authority.

Sample Awareness Posters

Welcome
CONTINUE TO BE RESPONSIBLE



Stay home when sick



Wash / Sanitize hands often



Get vaccinated



Follow BC Health guidelines



Consider people's situations and comfort level



Respect personal space

[surrey.ca / COVID19](http://surrey.ca/COVID19)




FLU PREVENTION

WASH

YOUR HANDS FREQUENTLY


PROPER HAND HYGIENE HELPS PREVENT THE FLU FROM SPREADING




STAY HEALTHY

If you experience Flu like symptoms (i.e. fever), stay home and limit contact with others.

For questions or concerns please call HealthLink BC at 8-1-1.



Flu Prevention



PRECAUTIONARY MEASURES ARE THE KEY

Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.

Wash your hands often with soap and water, especially after you cough or sneeze.

Alcohol-based hands cleaners are also effective;

Try to avoid close contact with sick people;


If you get sick with Flu like symptoms, stay home and limit contact with others to keep from infecting them.

If your symptoms worsen contact your health care professional.

Avoid touching your eyes, nose or mouth. Germs spread that way.

STAY HEALTHY!

Public can call HealthLink BC at 8-1-1 (24 hours a day/seven days a week) if they have questions/concerns, or if feeling ill.
Fraser Health: www.fraserhealth.ca/Pages/default.aspx



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Avoid touching your eyes, nose or mouth. Germs spread that way.



STAY HEALTHY

For questions or concerns please call HealthLink BC at 8-1-1
(24 hours a day/seven days a week)

fraserhealth.ca

surrey.ca



STAY HOME WHEN YOU ARE SICK

What Employees Should Know

All employees should stay home if they have cold or flu symptoms or other gastrointestinal (vomit or diarrhea) symptoms for at least 24 hours after their fever (temperature of 100 degrees Fahrenheit or 37.8 degrees Celsius or higher) or liquid/droplet symptoms are gone. Temperature should be measured without the use of fever-reducing medicines (medicines that contains ibuprofen or acetaminophen). The employee should contact their medical health provider for further guidance and direction or call 8-1-1.

If you become sick at work

Workers who have flu symptoms upon arrival at work or become ill during the day should promptly separate themselves from other workers, don a non-medical mask, inform their supervisors and go home. Workers should seek medical attention and only return to the workplace once they have recovered. The supervisor will report to their area manager, which will inform Human Resources and request further guidance.

What Employers Should Know

An important way to reduce the spread of flu is to keep sick people away from those who are not sick. We should review and communicate our sick leave policies and practices to employees every year before flu season begins. It is important to advise all employees to stay home if they are sick for at least 24 hours after their fever is gone without the use of fever-reducing medicines, or after symptoms have improved.

Sick Benefits

Employees are required to stay home if they are feeling ill. The City provides paid sick leave or a % of premium in lieu to eligible employees to protect against loss of earnings due to personal illness or injury that disables them from attending work. These leaves are detailed in the Collective Agreement for union staff.

Absences related to COVID-19 are to be treated as stated by the "Treatment of Time guidance until August 6, 2021, when the City will reassess and make changes as necessary. Treatment of Time Information can be found on our Intranet (CityNet - Working Here - My Health & Safety - COVID-19 - Treatment of Time).

COMMUNICABLE DISEASE INCIDENT PROCEDURE

The following procedures should be followed whenever a communicable disease emergency such as a regional communicable disease outbreak, pandemic, or public health emergency is declared by local or provincial officials.

EMPLOYEES

Any City of Surrey employee who believes they have a communicable disease should:

- Seek medical attention and get tested if necessary.
- Stay home when sick and avoid close contact with others to the extent possible.
 - Do not return to work until advised to do so by a health care professional or, in the absence of medical consultation, do not return to work for the duration of the illness and 24-hours after symptoms disappear;
 - Notify your supervisor; and
 - Record your time away from work as sick leave.
 - To limit the spread of communicable disease, avoid traveling when sick, unless otherwise deemed appropriate by a health care professional.
- Follow health care providers treatment plan.
- Cooperate with Public Health
- Cooperate with Occupational Health & Safety for work related contact tracing.
(Note: employee's name is not shared with others.)

Note: for those employees who are able to work at home while they are recovering from their illness/symptoms, please refer to CityNet for information on setting up your home workstation, ergonomics tips and other resources.

SUPERVISORS

Support staff members who have symptoms of a communicable disease (e.g., fever or chills, coughing, diarrhea) so they can avoid being at the workplace when sick.

Supervisors who become aware of an employee under their supervision exhibiting communicable disease symptoms or is diagnosed with a communicable disease they must not release the employee's name, identifying information, or condition to other employees. All employee healthcare concerns must be forwarded to Human Resources. Supervisors and employees can contact Human Resources with any questions or concerns they may have regarding workplace issues surrounding communicable disease.

Supervisors will arrange to have work areas cleaned and sanitized.

CONFIDENTIALITY

All employee medical information is treated as private and confidential and will be handled in compliance with legal requirements.

PERSONAL HYGIENE/CLEANING

Hand Washing

Frequent hand washing is one of the best ways to minimize the risk of infection. 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.

Wash your hands immediately:

- Before leaving a work area.
- After handling materials that may be contaminated.
- Before eating, drinking, smoking, handling contact lenses, or applying makeup.
- Wash and rinse your hands for at least twenty seconds.

Hand Washing Procedure



Use soap and warm running water; it does not have to be hot to be effective. If water is unavailable, use a waterless hand cleanser that has at least 60% alcohol. Follow the manufacturer's instructions on how to use the cleanser.

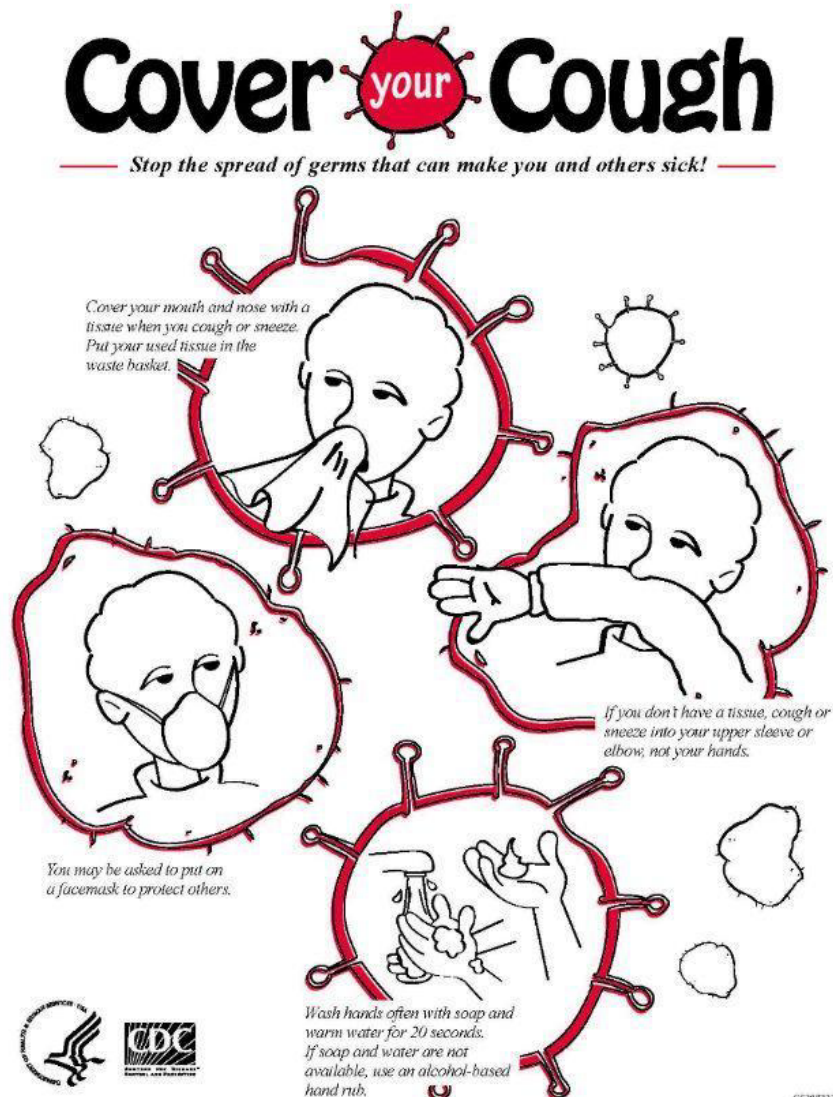
Hand sanitizing stations have been placed in our work areas for staff and visitors to use.

Hand washing signs should be displayed in washrooms and lunchrooms for staff member and visitor reference.

Respiratory Cough/Sneeze Etiquette

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

- Cover your mouth and nose with your arm, sleeve or tissue when coughing or sneezing to reduce the spread of germs.
- Immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.



USE OF MASKS

A Non-Medical Mask is a protective barrier worn on the face, covering at least the nose and mouth, and is used by the person wearing the mask to contain large droplets generated during coughing and sneezing. Non-Medical Masks help minimize the spread of potentially infectious material from the infected wearer to other people. Non-Medical Masks are not considered full protection.

Fit-tested N95 masks prevent infectious material from entering an employee's breathing zone. First-Aid attendants, first responders or employees working in close contact of others should wear one.

Masks are to be worn at a minimum according to recommendation/ guidelines from:

- Provincial Health Officer;
- WorkSafeBC;
- Human Resources -Occupational Health & Safety Section

Members of the public will also be required to follow Workplace mask protocols. They may also be refused entry or service if they do not comply. Masks will be offered if a patrons show up without one.

Masks are no longer mandatory indoors. Wearing a mask is optional for all fully vaccinated employees, wearing a mask indoors is recommended for those that are not fully vaccinated.

PROPER MASK USE:

If an employee chooses to wear a face mask it is important that the mask is worn correctly. Improper putting on and removal of a face mask creates a greater risk of infection. Always follow product instructions on the use and storage of a mask and procedures for how to put on and remove the mask. Procedures are located on the OHS Intranet page.

CLEANING AND DISINFECTING

Part of our role in keeping our workplace healthy and safe for employees, contractors, patrons and visitors means that routine cleaning and disinfecting is of great importance. Cleaning and disinfecting surfaces can also reduce the risk of infection.

Always follow standard practices and appropriate regulations specific to your type of facility for minimum standards for cleaning and disinfection.

Communicable disease safety measures that need to be in place include:

- Cleaning and disinfection of highly touched surfaces.
- Frequent handwashing.
- Providing hand hygiene options for patrons, contractors, visitors

When to Clean and When to Disinfect

Cleaning with products containing soap or detergent reduces germs on surfaces by removing contaminants and decreases risk of infection from surfaces.

When no people with confirmed or suspected viruses are known to have been in a space, [cleaning once a day is usually sufficient enough](#) to remove viruses that may be on surfaces and help maintain a healthy facility.

Disinfection kills any remaining germs on surfaces, which further reduces any risk of spreading infection.

You may want to either clean more frequently or choose to disinfect (in addition to cleaning) in shared spaces if the space is a high traffic area or if certain conditions apply that can increase the risk of infection from touching surfaces:

- [BC COVID Dashboard](#) in your community;
- Low vaccination rates in your community;
- Infrequent use of other prevention measures, such as hand hygiene; or
- The space is occupied by people at increased risk for severe illness.

If there has been a sick person in your facility within the last 24 hours, you should clean and disinfect the space.

Generally, the more people who touch a surface, the higher the risk. Prioritize cleaning high-touch surfaces at least once a day. If the space is a high traffic area, or if certain conditions (listed above) apply, you may choose to clean more frequently or disinfect in addition to cleaning.

BUILDING VENTILATION

For all activities that take place indoors, basic principles of good indoor air quality include supplying outdoor air to replenish indoor air by removing and diluting contaminants that naturally accumulate in indoor settings, especially in well-sealed buildings.

Civic Facilities maintains all our buildings HVAC systems and the systems are on a preventative maintenance schedule.

Where possible the HVAC system filters were upgraded during the pandemic from MERV 8 to a MERV 13 filters, and our HVAC systems fresh air exchange was increased.

MERV 13 filters should continue to be installed where possible just prior to the regular flu season and HVAC system recommended filters (MERV 8) during the summer, the system designed filters allow for better air flow when dealing with the heatwave issues.

PROMOTION OF EMPLOYEE VACCINATIONS

The City of Surrey will support Public Health messaging for vaccinations against pandemic or community diseases and may collaborate with Public Health to offer vaccination clinics in public facilities.

The City of Surrey recognizes the public health benefits of vaccination programs to reduce illness, disability and death from community acquired diseases. Employees are encouraged to participate in public health vaccination programs or the City's annual Flu vaccination clinics.

The City of Surrey recognizes every employee's right to determine their own health choices and will not mandate or discriminate against employees who choose not to get vaccinated.

Reasons to get Vaccinated*.

1. **Vaccine-preventable diseases have not gone away**
The viruses and bacteria that cause illness and death still exist and can be passed on to those who are not protected by vaccines.
2. **Vaccines will help keep you healthy**
Vaccines can prevent short term illnesses and prevent long term chronic disability or increased risk of cancer depending on the disease.
3. **Vaccines are as important to your overall health as diet and exercise**
Like eating healthy foods, exercising, and getting regular check-ups, vaccines play a vital role in keeping you healthy. Vaccines are one of the most convenient and safest preventive care measures available.
4. **Vaccination can mean the difference between life and death**
Vaccine-preventable infections can be deadly. Example: Every year in the US, prior to the COVID-19 pandemic, approximately 50,000 adults died from vaccine-preventable diseases.
5. **Vaccines are safe**
Potential side effects associated with vaccines are uncommon and much less severe than the diseases they prevent.
6. **Vaccines will not cause the diseases they are designed to prevent**
Vaccines contain either killed or weakened viruses, making it impossible to get the disease from the vaccine.
7. **Young and healthy people can get very sick, too**
Infants and older adults are at increased risk for serious infections and complications, but vaccine-preventable diseases can strike anyone. If you are young and healthy, getting vaccinated can help you stay that way.
8. **Vaccine-preventable diseases are expensive**
Diseases not only have a direct impact on individuals and their families, but also carry a high price tag for society as a whole.
9. **When you get sick, your children, grandchildren, and parents may be at risk, too**
Adults are the most common source of pertussis (whooping cough) infection in infants which can be deadly for babies. When you get vaccinated, you are protecting yourself and your family as well as those in your community who may not be able to be vaccinated.

10. Your family and co-workers need you

Millions of adults get sick from vaccine-preventable diseases, causing them to miss work and leaving them unable to care for those who depend on them, including their children and/or aging parents.

*From BCMSA

EMPLOYEE WELLBEING

City staff play a major role in helping us cultivate a safe, desirable, engaging workplace where we can do the meaningful work to serve our citizens.

To support your health and wellbeing, the City offers a number of programs and services that promote the maintenance of your personal and work-life balance. The following CityNet link has some of the resources that are available to employees:

- https://citynet.surrey.ca/working_here/my_wellbeing

It is important that everyone focuses on their own health and well-being especially in times of communicable disease events. We frequently update our CityNet with information on how to stay healthy, safe, and mentally well.

Like our physical health, your mental health is something to be nurtured, developed and cared for. Your mental health is affected by numerous factors from your daily life, including the stress of balancing work with your health and relationships. The following CityNet link has some resources to help you stay mentally fit and healthy:

- https://citynet.surrey.ca/working_here/my_wellbeing/mental_health

Mental health is everyone's business. Not Myself Today is an evidence-based, practical solution to help transform mental health at work. Learn to support your own mental health, and to support those with mental health issues. You are encouraged to create or log into the Not Myself Today account (use the staff access code: RZHGEM) and check out the Mindful Moments guided meditation series in the Mental Health Toolkit.

You may be feeling anxious. As a City of Surrey employee, the services of our Employee Family Assistance Program (EFAP) are available for you at any time by calling (604) 732-6933 or 1-800-667-0993. The EFAP provides confidential, free counselling service to City staff and their dependents. Our EFAP Program includes many online resources.

REVIEW OF PLANS

The communicable disease plan will be reviewed with the Joint Occupational Health & Safety Committee on a regular basis.

Addendum to the Communicable Disease Plan for COVID-19

Covid-19 is a respiratory illness caused by a virus that can spread from person to person and currently the most effective form of protection is limiting spread. As a result, the City of Surrey will implement the following guidelines, adapted from recommendations given by the BCCDC, WorkSafeBC and Provincial Health Officer.

Note: Some departments may still be required to follow applicable sector-specific safety guidelines or ongoing PHO requirements (e.g., gatherings and events).

Our workplace goals are to:

- Keep everyone safe & healthy
- Prevent the virus from entering our workplaces, whether brought in by patrons, contractors, visitors or employees
- Protect employee interaction with others
- Adhere to all public health orders and regulatory requirements

Pre-BC Restart 2021 Plan – Phase 1 & 2

- Covid-19 Exposure Control Safety Plan - corporate and site specific
- Workforce Adjustment Agreement - Wage Protection Period
- Alternate Work Assignments Program
- Return to Office Guidelines
- Interim Flexible Work Program
- Interim Mask Policy

BC Restart Plan 2021 -Phase 3

- **Case Count:** low, **Covid-19 hospitalization:** declining **Dose 1:** 70% min. % of people 18+
- Masks recommended, Careful social contact, if sick, stay home and get tested
- Operate based on Safety Plan

To manage workplace risk, we use the hierarchy of controls in order of their effectiveness:

1. Elimination
2. Engineering controls
3. Administrative controls
4. Personal Protective Equipment (PPE)

WORKPLACE SAFETY PLAN: ACTIVE FROM JULY 1–Phase 4–NEXT REVIEW AND UPDATE: AUGUST 3

RISK ELIMINATION:

1. Interim Flexible Work Program

- Employees rotating to be in office 60% (3 days a week) and working from home 40% (2 days a week) until Sept. 7 – where operationally possible
- Virtual meeting - Microsoft Teams

2. Occupancy Capacity

- Occupancy Capacity – allow for 2m² per person (Fire plan allows 1m² per person) - max 5000.
- Elevator capacity to 4 people
- Vehicle limit capacity has been lifted
- Visitors by appointment and walk-ins (i.e., pay tax bill)
- Meeting room & common area's – occupancy capacity is lifted -promote careful social distancing, in person meetings encouraged with social distancing measures
- Indoor gatherings at a max. of 50 people or 50% capacity, whichever is greater.
- Temporary greeters at City Hall / promoting passive screening
- Recreational Facilities - passive screening of registered patrons
- Work task and schedules re-organized, staggered start and stop times.

3. Social Distancing

- Stay apart from others, when possible, especially indoors

ENGINEERING CONTROLS:

1. Barriers & Partitions

- Plexiglass Barriers - During the Covid-19 Pandemic, plexiglass was installed in workstations, counters and other areas within the workplace. The installed barriers where workers cannot keep physically distant from co-workers, patrons, visitors, or others. Currently, it is our intent to retain the plexiglass barriers. This decision is subject to ongoing review

ADMINISTRATIVE CONTROLS:

1. Daily Health Screening - Active - Will be reviewed on a regular basis

- Daily Pre-Screening Health Check for all staff working in an office environment or close contact to others
- Stay home with symptoms/ if sick- call 8-11 for guidance and go get tested
- Daily pre-screening health checks for contractors working in City buildings
- Passive screening for Visitors & registered patrons

2. Promoting Hand Hygiene – On-going

- Staff advised to wash hands frequently
- Hand sanitization stations and supplies are placed throughout the work areas for staff to use
 - Each floor must have a hand sanitization station
- Do not touch face with un-sanitized hands
- Promoting good hand wash practise:
 - Wet your hands with clean, running water.
 - Lather your hands by rubbing them together with the soap. Make sure to lather the back of your hands, between your fingers, and under your nails.
 - Scrub your hands for at least 20 seconds (about the time it takes to sing “Happy Birthday” twice).
 - Rinse your hands well under clean, running water.
 - Dry your hands using a clean paper towel.

3. Treatment of Time Absence related to COVID-19– Will be reviewed on August 6, 2021

- Any illness – sick leave (paid or unpaid depending on balance).
- If household member has symptoms and is getting tested, City pays employee to stay home awaiting test results of close contact
- Access to sick benefits as per collective agreement or BC Government Employment Act program

4. Close Contact Confirmed Positive Exposure -on-going

- City Staff Confirmed Positive– OHS expediated contact tracing
- Paid isolation for close contacts of confirmed positive as per Treatment of Time
- Employee Family Assistance Program (EFAP) confidential counselling support is offered

5. Confirmed Positives Procedure – on-going

- Paid sick from sick bank or 3 days from WorkSafeBC
- EFAP support is offered
- City Staff Confirmed Positive– OHS performs expedited contact tracing

6. Workplace COVID-19 Mitigation Signage – on-going

- Social distancing, mask signage, directional arrows, floor markings, wash hands

7. Interim Mask Policy - review every two weeks

- Until Sunday, July 18- masks must be worn whenever staff leave their immediate work areas, especially in common areas like lunchrooms, meeting rooms, hallways and elevators.

- Effective Monday, July 19, masks will be optional for staff who are fully vaccinated (after 14 days from your second vaccine dose). Masks will be recommended for staff who are unable to or have yet to receive their first vaccination or have not taken their second dose.
- Fire Services staff exempt from mask requirement at their assigned fire hall if fully vaccinated.
- Accommodate employees who have medical exemption for mask wearing.

8. Communication -on-going

- Regular communication to staff on workplace Covid-19 status /protocols
- Regular COVID-19 updates at the Joint Occupational Health & Safety Meetings

9. Emergency Operations Center -on-going

- Active- bi-weekly meetings on Covid-19 situational reports

10. Privacy & Confidentiality – Contact Tracing -Workplace Confirmed Positive -on-going

- OHS performs contact tracing, employee privacy and confidentiality is maintained

11. Education & Training – on-going

- Staff will be trained to recognize the signs and symptoms of Covid-19 -Online COVID-19 awareness training or via a Covid-19 Awareness crew talk.
- Safety Bulletins – Variants of Concern/Vaccinations/Cleaning & Disinfection, Masks -donning/doffing-maintenance,
- First-Aid Safety Procedures for emergency response

12. OHS Services -on-gong

- Site inspections and site-specific safety plan reviews & general OHS queries
- Respirator Fit Testing for N95 respirators, if required
- OHS reviews the latest information on COVID-19 and the variants of concern
- Indoor Air Quality surveys and facility HVAC data review

13. Enhanced Cleaning and Disinfectant – on-going

- All high traffic Touch Points are cleaned a minimum of twice a day
- Each floor must have a cleaning & disinfectant supplies readily available for staff use
- Shared workstations are cleaned after each use
- Workstations are disinfected if employee calls in sick
- Electrostatic Sprayers available for efficient disinfection of our worksite

14. Interim Policy: Vaccination Appointments

- The City supports employees to get vaccinated as soon as possible

15. Health & Wellness – on-going

- It is important that everyone focuses on their own health and well-being especially in times such as these. We frequently communicate on how to stay healthy, safe, and mentally well.
- Employees have access to our Employee Family Assistance Program, which includes many online resources.
- Employees who require an accommodation can contact their Workplace Health Specialist to confidentially discuss their needs.

PERSONAL PROTECTIVE EQUIPMENT

1. Personal Protective Equipment and Supplies – on-going

- The city maintains a 120-day supply of masks, gloves, gowns, respirators, disinfectant supplies, etc.
- Non-medical masks provided to staff
- Fit-tested N95 - first responders and first-aid services providers.