

## **CORONAVIRUS (COVID-19) SAFETY TALK FOR WORKERS**

The purpose of this safety talk is to provide information to staff about the COVID-19 virus and the key steps required to prevent the spread of the virus.

Managers and/or Supervisors must review the following information with their staff and/or have their staff complete the online COVID-19 Awareness educational training. They must ensure that workers understand the hazard and are adequately instructed on the controls at their location and are following safe work practices.

### **INTRODUCTION**

The World Health Organization declared the Novel Coronavirus (COVID-19) outbreak to be a global pandemic on March 11, 2020. The BC provincial government declared a state of emergency on March 18, 2020. In response to this situation, City of Surrey departments are taking measures to support operations, and apply the Public Health Officer orders, notices & guidance with respect to our workplaces.

This document will be updated regularly as new information arises.

### **WHAT IS CORONAVIRUS (COVID-19)?**

Coronaviruses are a large family of viruses and can cause diseases ranging from the common cold to more severe diseases such as SARS. On December 31, 2019, Chinese health authorities identified a new coronavirus through a series of reported cases of pneumonia in Wuhan, China. This coronavirus (COVID-19) is a new strain that has not previously been identified in humans. COVID-19 is a zoonotic virus.

### **WHAT ARE THE SYMPTOMS OF CORONAVIRUS (COVID-19)?**

While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases. The symptoms of COVID-19 are similar to other respiratory illnesses, including the flu and common cold. They include:

- FEVER (37.5C or higher)
- COUGH
- SNEEZING
- SORE THROAT
- DIFFICULTY BREATHING
- MUSCLE ACHES/FATIGUE
- LOSS OF APPETITE
- NAUSEA AND VOMITING
- CHILLS
- RUNNY NOSE
- DIARRHEA
- LOSS OF SENSE OF SMELL/TASTE

In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

## **ROUTES OF TRANSMISSION - HOW DOES COVID-19 SPREAD?**

The Covid-19 virus spreads in the same way as seasonal influenza. The virus spreads through infected liquid respiratory droplets.

Exposure to the virus may occur in a variety of ways, including the following:

- **Close unprotected contact with an infected person**
  - Infectious droplets from a person breathing, talking, coughing or sneezing and landing in the eye or onto the inner surfaces of the nose or mouth of another person.
  - Inhaling infectious droplets or particles (from coughing, sneezing, or aerosol-generating medical procedures on infected patients)
  - The respiratory droplets can travel ~ 2 meters, approximately two adult arm lengths. They do not hang in the air, but they can land on surfaces and contaminate them (i.e. doorknobs, light switches, counters). The virus is not known to be airborne (e.g. transmitted through the particles floating in the air) and it is not absorbed through the skin.
- **Touching a surface contaminated with the infected droplets followed by touching one's eyes, nose, or mouth and the virus gets into the body.**
  - If an infected person coughs or sneezes into their hands, they can transfer the virus onto things that they touch.
  - The virus can survive on surfaces between 4 and 72 hours depending on the type of surface.

## **SUSCEPTIBILITY**

As COVID-19 is a newly identified pathogen, there is no known pre-existing immunity in humans. Based on the epidemiologic characteristics observed so far, everyone is assumed to be susceptible, although there may be risk factors increasing susceptibility to infection.

## **COVID- 19 INCUBATION PERIOD**

A person exposed to COVID-19 virus may get sick up to 14 days after exposure (incubation period).

- If they become sick with symptoms compatible with COVID-19 (fever, cough, muscle aches, difficulty breathing, runny nose, sore throat, or diarrhea) then that person can start spreading the virus in the environment.
- It may be possible to spread the virus even when someone has mild symptoms.

## WHAT SHOULD YOU DO IF YOU HAVE SYMPTOMS OR HAVE BEEN EXPOSED?

As a precaution, the Ministry of Health asks that if you have a fever or cough to self-isolate for **10 days AND** until your fever is gone **AND** you are feeling better. To monitor your fever, take your temperature every day. If you are having other symptoms such as:

- SORE THROAT
- HEADACHE
- CHILLS
- MUSCLE ACHES/FATIGUE
- LOSS OF APPETITE
- NAUSEA AND VOMITING
- RUNNY NOSE
- DIARRHEA
- LOSS OF SENSE OF SMELL/TASTE

Please self-isolate until you are feeling better, unless your symptoms are related to your usual seasonal allergies. You are encouraged to use the self-assessment tool, developed by the BCCDC and the BC Ministry of Health, this tool will help determine whether you may need further assessment or testing for COVID-19. The self-assessment tool is intended for assessment of COVID-19 only. Your symptoms may not be related to COVID-19 and could require you to seek medical attention. If you are uncertain and/or feel very sick, contact your family doctor/nurse practitioner or call 8-1-1.

Use the BCCDC Self-Assessment Tool: <https://covid19.thrive.health>



### BC COVID-19 Symptom Self-Assessment Tool

Stay Home and self-isolate if you have been in close contact with:

- A person with COVID-19 (probable or confirmed) while they were ill (cough, fever, sneezing, or sore throat); or
- A person who travelled outside of Canada in the last 14 days who has become ill (cough, fever, sneezing, or sore throat).

Self-isolate as there is a chance you could get sick since it's less than 14 days since your exposure. You should self-monitor for any symptoms, if you begin to develop symptoms you should take the self-assessment test again or contact 8-1-1 or your general practitioner.

## WHAT CAN I DO TO HELP PREVENT THE SPREAD OF VIRUS?

Steps we can follow to prevent the spread of all types of respiratory illnesses, including COVID-19 in our workplace include:

### KEY PREVENTION STEPS:

1. Social/Physical distancing is the essential strategy for the control of any infectious diseases, especially if they are respiratory infections.  
  
That means staying home when you are sick and also keeping a safe distance, at least two meters or six feet away from someone else. This is one of the most effective methods we have for halting the spread.
2. Greeting each other in a positive manner with a wave instead of a handshake (ensuring that you are two meters away).
3. Wash your hands often with soap and water for at least 20 seconds. Antibacterial soap is NOT required to prevent the spread of COVID-19. If soap and water is not available, use an alcohol-based sanitizer with 60% alcohol content.
4. Avoid touching your eyes, nose, and mouth with unwashed hands or gloved hands.
5. Cover your cough or sneeze with a disposable tissue, then throw the tissue in the trash or use the crease of your elbow when you sneeze.
6. Avoid close contact with people who are sick.
7. Clean and disinfect frequently touched objects and surfaces i.e.. door handles, light switches, tables, keyboards, phones, handles, toilets, sinks, etc.
8. Advise your supervisor or OHS if you have had a positive Covid-19 test results so that we can contact trace and inform others to self-isolate.
9. Stay home and self-isolate when you are sick or have flu like symptoms (even if they are mild symptoms).
10. Avoid close contact meetings, use tools like Microsoft Team Meetings to help maintain physical distancing.
11. Field workers should hold their safety crew talk meetings outside, while maintaining 2m physical distancing.
12. Utilizing the interim flexible work program (i.e. work from home) if possible.

## KEY PREVENTION STEPS CONTINUED:

13. Know the location of the hand sanitizer/disinfectant for your jobsite.
14. Keep your mind on your task, this is critical to prevent incidents from happening.
15. Contact your supervisor if you need any guidance and direction to perform your work safely.
16. Avoid any unnecessary travel at this time.
17. Self-screen before you come to work.
18. Embrace change. Things are changing daily; you should expect regular communications from your supervisor; and you will need to be prepared that you may be expected to change your routines.

Examples include:

- Enforcing social distancing
- Cleaning and disinfecting your tools and work surfaces after every use
- Wellness questions being asked to ensure you are not sick before entering sites or random checks

## EMPLOYEE ASSISTANCE PROGRAM & NOT MYSELF TODAY

These are unprecedented times and you may be feeling anxious. As a City of Surrey employee, the services of our Employee Family Assistance Program (EFAP) are available for you. Please call EFAP at any time at (604) 732-6933 or 1-800-667-0993. The EFAP provides confidential, free counselling service to City staff and their dependents.

Mental health is everyone's business. **Not Myself Today** is an evidence-based, practical solution is 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.

Thank you for your collaboration and your continued support. If you have any questions, please email [safety@surrey.ca](mailto:safety@surrey.ca)

Sam Chauhan, Manager, Occupational Health & Safety

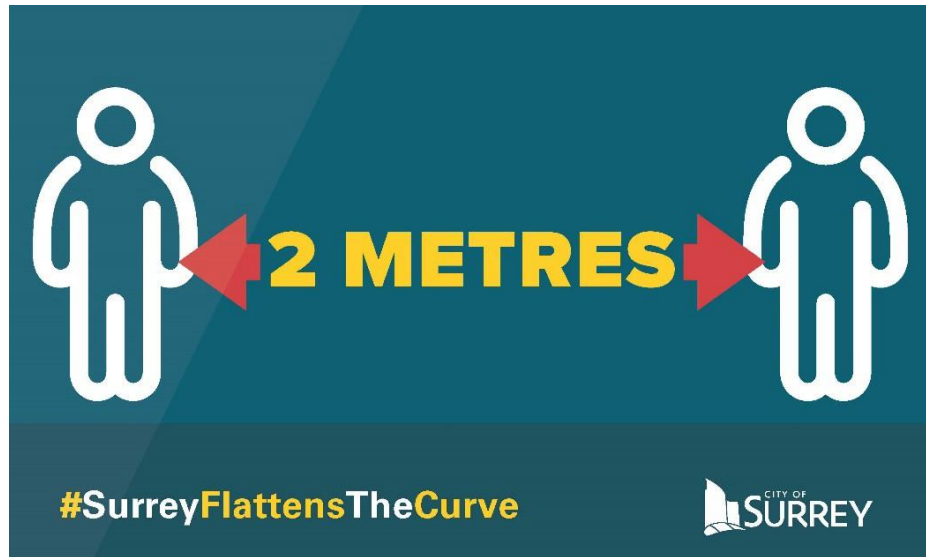
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C: 778-846-0673

**HAVE A SAFE AND HEALTHY DAY!**



### WHAT IS PHYSICAL DISTANCING?

This means making changes in your everyday routines in order to minimize close contact with others, including:

- ✓ avoiding crowded places and non-essential gatherings
- ✓ avoiding common greetings, such as handshakes
- ✓ limiting contact with people at higher risk (e.g. older adults and those in poor health)
- ✓ keeping a distance of at least 2 arms lengths (approximately 2 meters) from others, as much as possible
- ✓ Passing someone on the sidewalk is not considered close contact or a significant risk for exposure

### IMPORTANCE OF PHYSICAL DISTANCING

In order to decrease transmission of COVID-19, we must practice physical distancing.

Working outdoors does have a dilutional effect that disperses droplet particles, however at this time, we don't have enough scientific information on viral load and infection rates therefore we must be vigilant and maintain a 6 feet distance from each other whether we are inside or outside until such time the BCCDC advises otherwise.

As of April 20, in BC we have had 1699 confirmed COVID-19 cases and 86 deaths, the numbers continue to rise, we all need to take this pandemic seriously by following the key prevention steps.

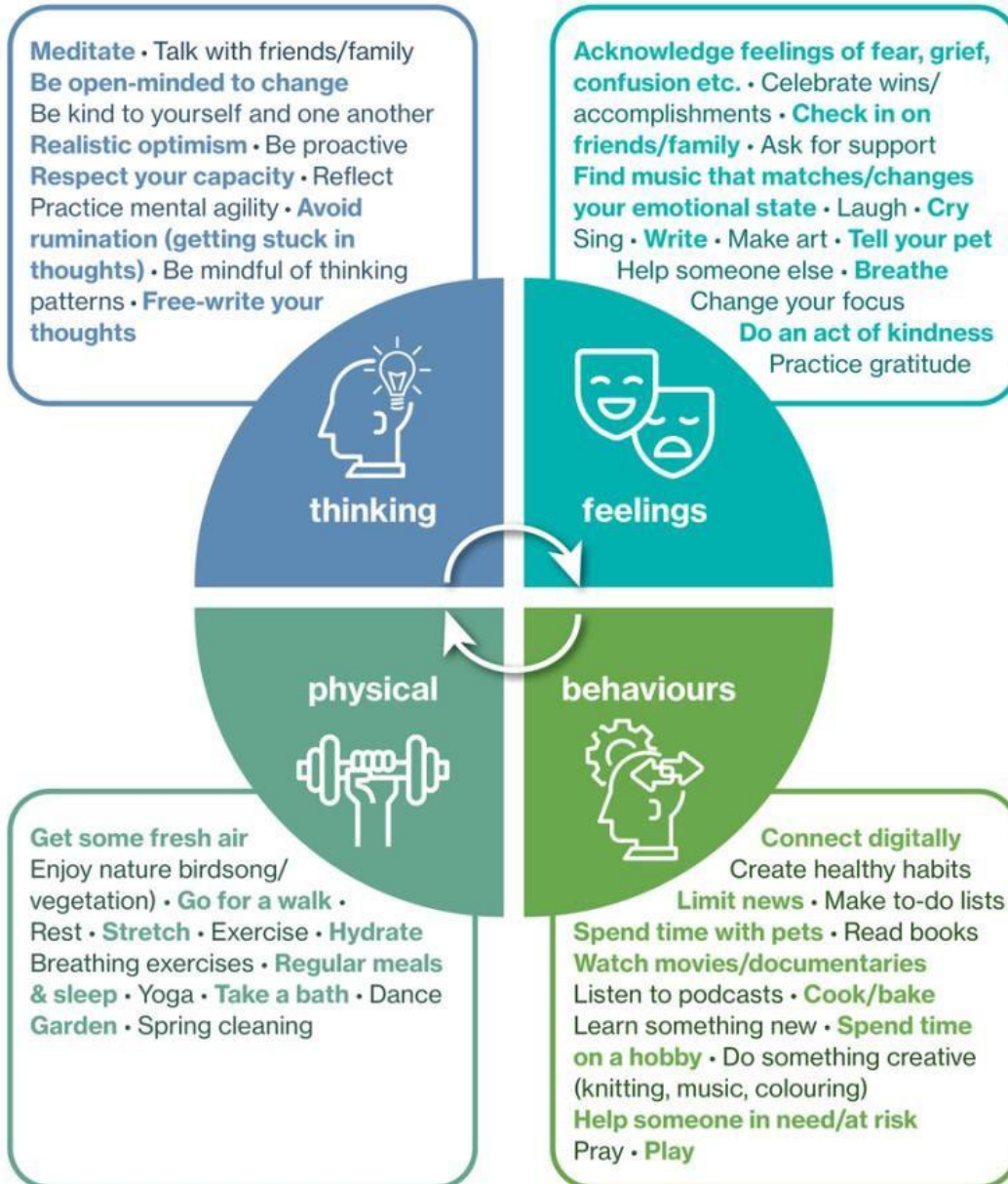
Physical distancing is so important especially because we don't have a vaccine. Maintaining a physical distance between yourself and others play a crucial part in helping prevent the spread of COVID-19.

If someone accidentally enters the 2m safety zone, you can politely say, "would you mind just being a little further away from me? We are supposed to keep six feet away from each other. I will be done my task in just a minute."

# Self-Care & Physical Distancing

## During this stressful time, it is important to care for your mental health!

Balancing a variety of activities helps maintain overall health. Adding structure can help to alleviate stress, but don't force productivity. Here are some suggestions of how to manage stress and practice self-care. Please be kind to your body and mind.



**Coronavirus COVID-19**  
BC Centre for Disease Control | BC Ministry of Health




**Hand Hygiene**

**SOAP OR ALCOHOL-BASED HAND RUB: Which is best?**



**Either will clean your hands: use soap and water if hands are visibly soiled.**



**Remove hand and wrist jewellery**

**HOW TO HAND WASH**

<p><b>1</b></p>  <p>Wet hands with warm (not hot or cold) running water</p>	<p><b>2</b></p>  <p>Apply liquid or foam soap</p>
<p><b>3</b></p>  <p>Lather soap covering all surfaces of hands for 20-30 seconds</p>	<p><b>4</b></p>  <p>Rinse thoroughly under running water</p>
<p><b>5</b></p>  <p>Pat hands dry thoroughly with paper towel</p>	<p><b>6</b></p>  <p>Use paper towel to turn off the tap</p>

**HOW TO USE HAND RUB**

<p><b>1</b></p>  <p>Ensure hands are visibly clean (if soiled, follow hand washing steps)</p>
<p><b>2</b></p>  <p>Apply about a loonie-sized amount to your hands</p>
<p><b>3</b></p>  <p>Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)</p>







**Coronavirus Prevention Tips\***



Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.



Avoid touching your eyes, nose, and mouth with unwashed hands.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



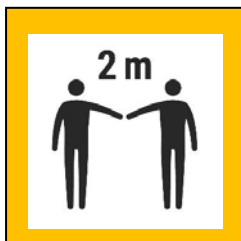
Avoid close contact with people who are sick.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick.



Physical distancing means making changes in your everyday routine in order to minimize close contact with others. Keep about 2m apart when possible.

\*BC Ministry of Health & BCCDC

**Managers/Supervisors Worksite COVID-19 Safe Practise Review**

DATE: \_\_\_\_\_ Department/Division: \_\_\_\_\_

Location: \_\_\_\_\_ Work Crew/Section: (ie.HR, Water Crew, P&D 3 floor, etc.) \_\_\_\_\_

**Met with the following staff:**

- |    |    |    |
|----|----|----|
| 1. | 4. | 7. |
| 2. | 5. | 8. |
| 3. | 6. | 9. |

**Yes No N/A**

- All staff at the worksite were following regular safe work practices.
- All contractors working with crew at the worksite were following safe work practices.
- Staff were observed more than two meters (six feet) away from one another or they had protective contact measures in place. If workers are unable to work greater than two meters apart depending on the task i.e. working in a trench on a specific task- are workers wearing masks or half face respirators.
- Do staff have easy access to at least two of the following safety cleaning/disinfectant supplies on site:
  - Disposable disinfectant cloth or spray disinfectant and/or paper towel
  - Washrooms with soap and water or hand sanitizer
  - Water jug filled with water and access to soap
- Staff and contractors at the specific work location were not displaying any flu like symptoms (coughing/sneezing, fever, difficult breathing).
- The following good safety behaviors were observed:
 

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- The following coaching was provided:
 

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**Reviewed/Discussed Key COVID-19 Preventative Measures:**

- Wash your hands often with soap and water or alcohol-based hand sanitizer.
- Sneeze and cough into your sleeve. If you use a tissue, discard immediately in the trash and wash your hands afterward.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid contact with people who are sick.
- Stay home if you are sick.
- Avoid high-touch areas, where possible, or ensure you clean your hands after.
- Disinfect tools that are being used frequently by multiple employees.
- If you are ill, notify your supervisor immediately, complete the Covid-19 self-assessment test, call 8-1-1 or your general practitioner and follow the instructions you get.
- Physical Distancing -Importance of maintaining two meters (six feet) away from one another.

Comments: \_\_\_\_\_

(Manager/Supervisor) Please Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please completed and send a copy of this document to [safety@surrey.ca](mailto:safety@surrey.ca)