As required by WorksafeBC and in accordance with orders issued by the office of the provincial health officer, the City of Port Alberni will develop a COVID-19 Safety Plan as it resumes operations following work interruptions related to COVID-19. Each department will complete the attached document in order to develop this plan and ensure safe operations for workers and the public. The risk assessment and safety plan will identify the risks related to COVID-19 and outline the protocols (or controls) that will be put in place to address those risks.

The hierarchy of protocols that should be followed is displayed in the following graphic (WorksafeBC, COVID-19 Safety Plan document, 05/17/20):



Additional examples of protocols include:

* Ensuring physical distancing by:
  + Limiting the number of people in work areas / break rooms /common areas / etc. (employees and public)
  + Staggered work schedules: start/end and break times
  + Control of traffic flow (employees and public)
  + Re-arranging workstations, tables in break rooms, etc.
  + Re-organizing work tasks
  + Use of signage
  + Use of alternate entries to buildings or workspaces
  + Single-person travel in vehicles
  + Working from home arrangements
  + Holding meetings by appointment only
  + Reducing in-person meetings
* Use of physical barriers or partitions (include cleaning of barriers in cleaning protocols)
* Use of PPE
* Hand washing facilities and sanitizing supplies
* Cleaning and sanitizing protocols

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|  | **Department:** |  |
| **Date:** |  |
| **Completed by:** | ; |

Identify the potential risks related to COVID-19 that are present for your department and the protocols that will be put in place to minimize these risks.

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| Potential Risk:  **Exposure through being in close proximity to other employees** | | Protocols to be implemented (if required): |
| Identify locations where employees gather (break rooms, meeting rooms, etc.): | 1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Identify job tasks and processes where workers are close to one another: | 1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

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| Potential Risk:  **Exposure through contact with tools, machinery and equipment** | | | Protocols to be implemented (if required): |
| Identify tools, machinery and equipment that workers share while working: | | 1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Potential Risk:  **Exposure through interaction with / being in close proximity to members of the public** | | | Protocols to be implemented (if required): |
| Identify job tasks and processes where workers are in close proximity to members of the public: | 1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |
| Identify what materials may be exchanged during these job tasks and processes: | 1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |
| Potential Risk:  **Exposure through contact with “high-touch” surfaces** | | | Protocols to be implemented (if required): |
| Identify surfaces that people touch often (doorknobs, elevator buttons, light switches, etc): | 1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |

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| Other Potential Risks:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | Protocols to be implemented (if required): |
|  | 1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

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| Additional Comments |
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Department Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Original sent to Rondi Boehm-Shanks, OHS/RTW Coordinator – City Hall