

City of Surrey COVID-19 Contractor Screening Guidelines

Background

As you are aware, the World Health Organization has 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.

We remain committed to providing services where possible. Our contractors/service providers are an important component to our operations and certain work must continue.

In cases where contracted resources have been engaged to provide service to our worksites, we need to ensure adequate protective steps are put in place.

We understand that these are challenging times, with emerging implications and impacts. We encourage good communications as we work through this current situation.

Employers in BC have an obligation to provide a safe workplace under the Workers Compensation Act and the Occupational Health and Safety Regulation. This includes taking reasonable and responsible measures to protect employees from a contagion like the Novel Coronavirus (COVID-19).

Purpose

This guide is intended to highlight key expectations, communicable disease preparedness and response measures that can be taken by City of Surrey contractors/service providers in relation to COVID-19. It is independent of and does not negate WorkSafe BC or other legislated requirements.

This guidance is also based upon current knowledge and it should be understood that guidance is subject to change as new data become available and new developments arise with this new virus; furthermore, unique situations may require some discretion in adjusting these guidelines which are meant to be supportive, not prescriptive.

Recommended Guidelines for Managers, Project Managers, Supervisors et al.

All contractors that enter a City of Surrey Worksite to perform services must provide their City of Surrey representative with a copy of their organizations Covid-19 Health and Safety protocols prior to commencing any work inside our facilities or with our field crews. A checklist is provided in the appendix for managers and supervisors to use.

Contractors must enter/exit through the City of Surrey designated entrance/exit only.

All contractors/service providers must sign in/out when on-site.

If anyone onsite develops flu like symptoms, they must immediately leave and self-isolate and immediately contact the project supervisor by phone and seek medical guidance. The Contractor company management or representative must inform the City immediately.

The answer to the following four screening questions must be communicated to the City representative coordinating work, prior to any contractor entering a City of Surrey building or field worksite:

1. Have you been advised by the public health authority or your family physician to self-monitor or self-isolate in the last 14 days?
2. Do you have any of the following symptoms in the last 14 days:
 - Fever
 - Cough
 - Sore throat
 - Difficulty breathing
 - Pneumonia
3. Have you just returned from outside of Canada within the last 14 days?
4. Have you been in close contact with a person who has been confirmed with coronavirus (COVID-19) (family or friend that you live with) in the last 14 days?

If any of the above questions is a **YES** the contractor is not permitted to enter the building for 14 days or cleared by Occupational Health and Safety. City of Surrey site supervisor must be notified immediately.

NOTES:

- City of Surrey as the Prime Contractor will ensure that no more than one contracting company will be in a specific area of the facility. The City will need to continue to provide worksite OHS orientation.
- At all times while performing a work process in our facility, staff must maintain 2 metres (6 feet) apart. If this cannot be maintained a risk management protocol must be established and followed. Please share protocol with the project coordinator.
- Everyone onsite needs to know where soap and water is available or hand sanitizer.

Copies of contractors Covid-19 protocols can be forwarded to safety@surrey.ca.

COVID-19 Information from City of Surrey to our Service Providers

For the most up-to-date provincial information and resources, please visit the BC Centre for Disease Control (BCCDC)'s webpage on the novel coronavirus, which is updated daily. For more information, please refer to:

- HealthLinkBC.ca – Health Feature - Coronavirus: <https://www.healthlinkbc.ca/health-feature/coronavirus>
- Government of Canada - 2019 novel coronavirus: Outbreak update: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>
- To receive non-medical information about COVID-19, British Columbians can reach service representatives seven days a week, from 7:30 a.m. to 8 p.m., by calling 1-888-COVID19.
- Online self-assessment tool at <https://covid19.thrive.health/>

How Is COVID-19 Spread? (Information below is from the BC Ministry of Health)

Step 1- The virus is spread through infected droplets.

- The main way the virus is spread is when someone who is sick with COVID-19 (i.e. fever, cough, sneezing) spreads infected droplets by coughing or sneezing.
- The droplets can travel ~ 2 meters, approximately two adult arm lengths.
- The droplets do not hang in the air, but they can land on surfaces and contaminate them (i.e. doorknobs, light switches, counters) AND/OR
- If the person coughs or sneezes into their hands, they can transfer the virus onto things that they touch.
 - Therefore, it's recommended to cough into your elbow, or a tissue that can be thrown away immediately and do frequent hand hygiene with plain soap and water or alcohol-based sanitizer with 60% alcohol content.
 - Antimicrobial soap is NOT required to prevent the spread of COVID-19.

Step 2 – A person is exposed to the virus through contact with infected droplets.

- Another person can be exposed to the virus if:
 - They are within 2 meters of the ill person and inhale infected droplets OR
 - They touch something that has the infected droplets on it (i.e. doorknob, light switch) and then touch their eyes, nose or mouth and the virus gets into their body.

Step 3 – The person who got exposed may get sick with COVID-19 up to 14 days after exposure.

- The virus can take up to 14 days to make someone sick after they have been exposed to COVID-19. This is called the 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 as per Step 1.
- It may be possible to spread the virus even when someone has mild symptoms.

The most effective ways to reduce the spread of covid-19:

(Learn more at <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/prevention> & <http://www.bccdc.ca/Health-Info-Site/Documents/COVID19-Prevention.pdf>)

Please see appendix (Prevention, Hand Hygiene, Physical Distancing).

What Are the Symptoms?

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 cough, fever, and difficulty breathing.

If a person has symptoms of covid-19:

- Symptoms of COVID-19 include fever, cough, difficulty breathing, chills, sore throat, runny nose, sneezing, diarrhea (learn more at: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/if-you-are-sick>).
- Any person who is ill and has symptoms should isolate for 10 days (see section below if self-isolation is not possible)
- Any person who is concerned they may have COVID-19, can access self-assessment tools via:
 - Online self-assessment tool at www.bc.thrive.ca
 - Calling 8-1-1
 - Downloaded app – BC COVID-19 support (available on the Apple App Store or Google Play)
- Anyone who is ill should cover their coughs or sneezes by:
 - Wearing a face mask (i.e. surgical/procedural mask) if it's available.
 - If a mask is not available, a [homemade mask](#) (like a bandana) could be used.
 - If no surgical or homemade mask is available, people should cough or sneeze into a tissue or their elbow and perform hand hygiene immediately after.
- If the ill person is having chest pains, or severe difficulty breathing, it could be a life-threatening emergency. Call 9-1-1 or the local emergency number immediately.

What are some of the Controls the City of Surrey has implemented to manage workplace Exposure to Influenza and COVID-19?

- Coronavirus information has been shared with all staff and the Occupational Health and Safety committees on a regular basis.
- Staff that are sick must not attend work.
- Enhanced workplace cleaning and disinfection of high traffic touch points and workstation disinfection procedures implemented.
- Encouraging staff to perform frequent hand washing with soap and water or hand sanitizer.
- Promoting sneezing and coughing etiquette.
- Restricting handshakes.

- Social distancing measures implemented; staff encouraged to maintain 6 feet from one another.
- Barrier Shields installed at finance front counter.
- Restrictions on the number of people allowed in Elevators and City vehicles.
- Enhanced screening of visitors to City Hall, appointment meetings only.
- Provide hand sanitizer and disinfection supplies to our field staff.
- Protocol developed on how to respond if City staff gets Covid-19 or flu like symptoms while at work.
- Staff informed to use Covid-19 Online Health Assessment tool (BC Health).
- Staff advised to self-isolate if they have any flu like symptoms, had close contact with a Covid-19 diagnosed person and travelled outside BC.

Thank you for your collaboration and your continued support. If you have any questions, please email safety@surrey.ca.

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Enhanced Screening for Contractors Checklist

- All contractors must provide the City of Surrey with a copy of their COVID-19 Health and Safety Protocols prior to commencing work at City of Surrey Facilities.
- Contractors must enter/exit through City of Surrey designated entrance/exit only.
- All contractors must sign in/out when on site.
- If anyone onsite develops flu like symptoms, they must immediately leave and self-isolate and immediately contact the project supervisor by phone and seek medical guidance.

Answers to the screening questions below must be communicated to the City Representative coordinating work, prior to any contractor entering a City of Surrey building

1. Have you or your staff that maybe attending a City of Surrey worksite been advised by the public health authority or their family physician(s) to self-monitor or self-isolate in the last 14 days?
2. Do you or your staff have any of the following symptoms in the last 10 days:
 - Fever
 - Cough
 - Sore throat
 - Difficulty breathing
 - Pneumonia
3. Have you or your staff that are expected to work at a City of Surrey worksite just returned from outside of Canada within the last 14 days?
4. Have you or your staff that are expected to work at the City been in close contact with a person who has been confirmed with coronavirus (COVID-19) (family or friend that you live with) in the last 14 days?

If any of the above questions is a YES the contractor is not permitted to enter the building for 14 days.

City of Surrey site supervisor must be notified immediately

NOTES:

- City of Surrey as the Prime Contractor will ensure that no more than one contracting company will be in a specific area of the facility.
- At all times while performing a work process in our facility, staff must maintain 2 metres (6 feet) apart. If this cannot be maintained a risk management protocol must be established and followed. Please share protocol with the project coordinator.
- Everyone onsite needs to know where soap and water is available or hand sanitizer.

City of Surrey Contact/Site Supervisor Name: _____ Phone number: _____

Contractor Workplace Safety Clearance Checklist

Company Name:		Contact Number:	
Service Providing:			
Contractor's Qualified OHS Coordinator:		Contact Number:	
Name of your Staff attending City of Surrey worksite:	Contact Number:	Duration on Project:	
1) _____	1) _____	1) _____	
2) _____	2) _____	2) _____	
3) _____	3) _____	3) _____	
4) _____	4) _____	4) _____	
5) _____	5) _____	5) _____	

If I have any Occupational Health & Safety Questions or Concerns, I understand that I am to bring them to my immediate Supervisors attention.

Enhanced Screening Questions Acknowledgement

City of Surrey, the contractor must answer the following questions, pertain to any staff attending our active worksite:

YES	NO	Question
		Have any of your staff or yourself be advised by the public health authority or the family physicians to self-monitor or self-isolate in the last 14 days? If so, what action did you take: _____ _____
		Has any of your staff attending a City of Surrey worksite have the following symptoms within the last 10 days:

		<ul style="list-style-type: none"> • Fever • Cough • Sore throat • Difficulty breathing • Pneumonia <p>For staff that may have symptoms did they get medical clearance to return to work?</p>
		Have you or your staff that maybe attending at City of Surrey worksite returned from outside of Canada within the last 14 days?
		Have you or your staff that are scheduled to attend a City of Surrey worksite been in close contact with a person who has been confirmed with coronavirus (COVID-19) (family or friend that you live with)?

In the event that a contractor/worker becomes ill onsite, the contractor/worker must immediately leave the City of Surrey building and notify the Site Supervisor (Phone Number: _____)

I hereby acknowledge receipt of information on requirement for the safety and health at the City of Surrey and will adhere to the terms set herein and cooperate with all policies and procedures.

Facility Location: _____

Employee/Contractor Signature: _____ **Date:** _____

A healthy and safe workplace is everyone's responsibility. Your active participation and support are vitally important to maintaining and improving health and safety in our workplace.



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



Coronavirus Prevention



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.



WEARING A MASK IS NOT AN EFFECTIVE MEASURE TO KEEP YOURSELF SAFE FROM VIRAL INFECTION.



Ministry of Health



BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.



Coronavirus COVID-19

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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



1
Wet hands with warm (not hot or cold) running water



2
Apply liquid or foam soap



3
Lather soap covering all surfaces of hands for 20-30 seconds



4
Rinse thoroughly under running water



5
Pat hands dry thoroughly with paper towel



6
Use paper towel to turn off the tap

HOW TO USE HAND RUB



1
Ensure hands are visibly clean (if soiled, follow hand washing steps)



2
Apply about a loonie-sized amount to your hands



3
Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)

COVID19_HA_001



Ministry of Health



BC Centre for Disease Control

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Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



Physical distancing

Protect yourself, your loved ones and your community from COVID-19

March 23, 2020

Physical distancing means making changes in your everyday routines in order to minimize close contact with others.

Keeping about two metres apart when we are outside our homes is something we can all do to help stop the spread of COVID-19.



Here are some other tips to practice physical distancing while keeping up mental wellness:

- ✓ Greet with a wave instead of a handshake, kiss or hug
- ✓ Exercise at home or outside
- ✓ Get groceries and medicines at off-peak times
- ✓ Go for a walk with family or others you are living with
- ✓ Work from home
- ✓ Use food delivery services or online shopping
- ✓ Go outside for some fresh air
 - Go for a run, bike ride, rollerblade, snowshoe, walk the dog or get the mail while maintaining safe physical distance from others
- ✓ Use public transportation at off-peak times
- ✓ Have kids play in the backyard or park

Remember to:

- Stay at home when you're sick, even if symptoms are mild
- Avoid crowded places and non-essential gatherings
 - No play dates, group walks, basketball games or gathering on the beach
- Take care of your mental well-being through checking in with loved ones and self-care
- Cough and sneeze into your elbow or sleeve
- Wash your hands regularly



Learn more at bccdc.ca/covid19

March 23, 2020
Physical distancing: Protect yourself, your loved ones and your community from COVID-19



Ministry of Health



BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

