CITY OF KAMLOOPS

COVID-19 - RESUMING OPERATIONS

Site Specific Safety Plan

Development and Engineering

May 25, 2020

This plan can be viewed electronically at the following link:

S:\Safety\OH&S Program Manual Master\SP8 Emergency Preparedness\Coronavirus Information\2. Area specific Covid Info and plans\Area specific plans\DES

# **Introduction**

This plan has been developed as a result a “Return to Safe operations Risk Assessment” and a “Facility Cleaning Risk Assessment” for this work group/work area - both of which were completed in consultation with worker representation from the Joint Occupation Health and Safety Committee.

# **Facility Protocols for Public**

# **Entering and exiting the facility**

1. DES staff are available by appointment only.
2. Public will enter through the front door of 105 Seymour and access DES via the stairs (not including disabled persons). Public will exit DES down the elevator and out the front door. Public will not be permitted to exit DES via travelling down the stairs.

# **Transfer and handling of documents**

1. Public who are submitting documents relating to applications are to place them in a designated drop box – they will not submit them directly to DES clerks.
2. Public who are picking up documents relating to permits and licenses are to do so by appointment only.

# **Interaction with staff / clerks**

1. Public will be required to maintain social distancing with staff and each other when visiting DES. Markers will be installed on the floor to indicate where public are to stand when approaching clerks. Raised crowd control belts will also be installed to designate areas for public to line up for business licensing, planning, building, and general inquiries.

1. Physical transparent barriers will be installed at DES public facing counters to limit exposures between staff and public.

# **Protocols for Staff**

# **Limited occupancies**

1. Staff must adhere to occupancy limits posted on the doors of common meeting rooms, lunch rooms, etc. Note that the safe work procedure for “Use of Meeting Rooms” must be adhered to. Tentative occupancy limitations are as follows:
   1. Engineering Boardroom – 3 persons
   2. Elevator – 1 person (not including caregivers / family)
   3. DES Boardroom – 10 person
   4. DES Library – 6 Persons
   5. DES Lunch Room 8 Persons
2. Public meeting rooms 1 & 2 are being repurposed and are not to be used to meet with the public as they are not large enough to ensure social distancing.

# **Use of staff and public washrooms**

1. Staff are instructed not to use public accessed washrooms during this time.
2. Staff are also instructed to direct public to public washrooms only.

# **Limiting social interaction**

Staff are encouraged to minimize their in-person social interaction as much as possible by practising the following:

1. Try to substitute in person meetings to conference calls / other digital meetings.
2. Take lunch or coffee breaks at your desk rather than meeting in a lunchroom / meeting room.
3. Minimize the amount of hallway traffic – use a phone to call your co-workers rather than visiting them in their office in person.

If staff are required to meet with public and cannot maintain a 6ft distance – they are required to wear an N-95 respirator (which they must be fit tested for) as well as gloves and protective eyewear (see safe work procedure on “Practicing Social Distancing).

# **24 hour quarantine of non-priority mail / submittals from public**

1. Mail / other document submittals which are not priority are to be left untouched by staff for a period of 24 hours prior to being handled.
2. If there is priority mail / other documents that must be handled – this should be done in accordance with the “Handling and Transferring of materials between staff and public” safe work procedure.

# **Sanitation of common touch surfaces and equipment at DES**

1. Facilities caretakers have committed to cleaning and sanitizing common touch surfaces twice daily at DES, including door handles, handrails, countertops, etc. (not including staff workstations, printers, or kitchen appliances).
2. Point of sale transaction machines will need to be cleaned continuously by facility staff after each use by the public. See detailed task description below.
3. Staff are encouraged to sanitize their individual workstations once per day with use of neutral disinfectant or alcohol wipes. See “General Safe work procedures” below for direction on this.
4. Staff who utilize the printers or the micro-fiche machine must sanitize the workstation prior to each use. See detailed task description below.
5. Staff who utilize the kitchen / appliances must sanitize it’s common touch surfaces prior to use. See “Use of Kitchen” procedures below for more detail.

# **Use of kitchen**

1. Staff are encouraged (not required) to use, clean, and store their own set of plates and cutlery at this time.
2. Staff who empty dishwashers are required to don a face should and gloves to prevent contamination of clean dishes (these will be placed near the dishwasher machines).
3. When using the kitchen, the number of staff in the room must not exceed the room’s occupancy.
4. Staff must sanitize the common touch surfaces they have been in contact with after using the kitchen (including furniture, tabletops, appliances, etc.).
5. Use neutral disinfectant or other cleaning wipes / solution to disinfect common touch surfaces. Counters where food is prepared should also be wiped with a clean wet cloth or paper towel after it has been disinfected.
6. Wash your hands after disinfecting surfaces.

# **Designated traffic patterns for traveling in the office**

There may be directional arrows / indicators installed in certain hallways to direct traffic about the office. Adhere to any directional indicators as far it is reasonable and practicable to do so.

# **Site visits / field Inspections / use of company vehicles**

# Ensure social distancing is maintained during the inspection process. In unoccupied buildings (under construction), this involves limiting the people on site an in attendance. In occupied buildings (renovations etc.), if social distancing cannot be maintained or achieved the inspection is not completed and will need to be rescheduled.

# Follow any site specific COVID protocols that property owners/contractors have in place at their work site

# Field inspectors are to keep hand sanitizer and wipes in their vehicles to ensure they have the ability to disinfect should they inadvertently touch something suspect during an inspection. Company vehicles used by staff must be cleaned and disinfected as per the “Vehicle cleaning” safe work procedure.

# **Use of Printers and micro-fiche Machine**

The printers and micro-fiche machine are shared by various staff and as such should be sanitized prior to each use on their common touch surfaces. Cleaning solution, paper towels, and a garbage receptacles will be provided at each of these locations. **Do not spray electronics including printers directly with cleaning solution. Apply the solution first to a towel and then wipe down the surfaces with the moistened towel.** Staff should wash their hands after using any cleaning solutions.

# **Front counter activities**

# The public facing counter at DES will have established lines for each service area. These staff will be available by appointment only. The front counter will not distribute applications – these will be placed in a conspicuous area near the drop off totes for public to collect.

For appointments with public, the service clerks may be passing documents back and forth with the public (permits, licenses, etc.) through the slots in the plexi-glass barriers. Gloves will be made available (but are not required).

Following each individual appointment – the service clerks will wipe down their workspace with neutral disinfectant and wash their hands (if gloves are not worn).

# **Summary of Alterations to Facility Arrangement / Furnishing**

1. Public meeting rooms 1 & 2 closed.
2. Physical transparent barriers installed at public facing countertops.
3. Furnishings (couches / chairs) removed from DES front area.
4. A one way enter/exit system implemented for the public.
5. Markers installed on the floor to indicate where public are to stand when approaching clerks.
6. Raised crowd control belts installed to designate areas for public to line up.

# **Site Signage**

The following signage will be observed at DES:

|  |  |  |
| --- | --- | --- |
| **#** | **Location** | **Sign Content** |
| 1 | Front Door DES / HR (outside) | “DES Open by Appt. Only” sign. |
| 2 | Front Door DES / HR (outside) | “Do not enter if you are feeling Ill” Sign. |
| 3 | Bottom of Stairs DES | Facility Instructional Sign Indicating access by apt. only, Package drop off, 1 way traffic arrangement, social distancing floor markers. |
| 4 | Top of Stairs DES | “Please Drop of Document Submittals in tote drop off area.” |
|  | Top of Stairs DES | “Please Exit Facility Down Elevator.” |
| 5 | Elevator Top floor | Elevator Occupancy sign. |
| 6 | Elevator Top Floor | “Please Exit Facility Down Elevator.” |
| 7 | Elevator Bottom Floor | Elevator occupancy sign. |
| 8 | Printer / Mail Room X2 | Occupancy limit of this room is 2 |
| 9 | Engineering Board Room | Occupancy limit of this room is 3 |
| 10 | DES Boardroom | Occupancy limit of this room is 10 |
| 11 | DES Library | Occupancy limit of this room is 6 |
| 12 | DES Lunch Room | Occupancy Limit of this room is 8 |

# **Site Ambassador / Public communication**

# There will not be a site ambassador assigned to this location at this time.

# **General Safe Work Procedures Applicable to DES Staff**

The following SWPs have been identified as applicable to DES staff:

1. Cleaning work stations and work areas
2. Handling and transferring of materials between staff and public
3. Use of meeting rooms
4. Use of neutral disinfectant
5. Enforcing social distancing and facility protocols with public
6. Vehicle cleaning