

Pursuant to Section 30, 31, 32 and 39 (3) Public Health Act, S.B.C. 2008, Langley City is required by section 21 (2) (c) of the Workers Compensation Act to establish occupational health and safety policies and programs in accordance with the Occupational Health and Safety Regulations and has been directed by WorkSafeBC to develop a plan to ensure that the risk of transmission of SARS-CoV-2 at workplaces is minimized (hereinafter referred to as the “COVID-19 Safety Plan” for the purpose of the order).

Langley City has assessed the risk to the workplace, implemented protocols to reduce the risk, has developed policies, will be monitoring the workplace and will update plans as necessary and finally will assess and address risks from resuming operations. These controls are in place for employee and public safety. This document will be posted for employees and the public in order to communicate the controls that have been put into place.

**COVID-19 Symptoms:**

To minimize COVID-19 transmission employees and the public are to stay at home if they have been exposed to a confirmed case of COVID-19 (as advised by public health), if they have travelled outside of Canada within the previous 14 days or if they have symptoms of COVID-19.

The BC COVID-19 Self-Assessment Tool is available for anyone that develops symptoms and can be used to help determine further assessment or testing requirements for COVID-19.

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing>

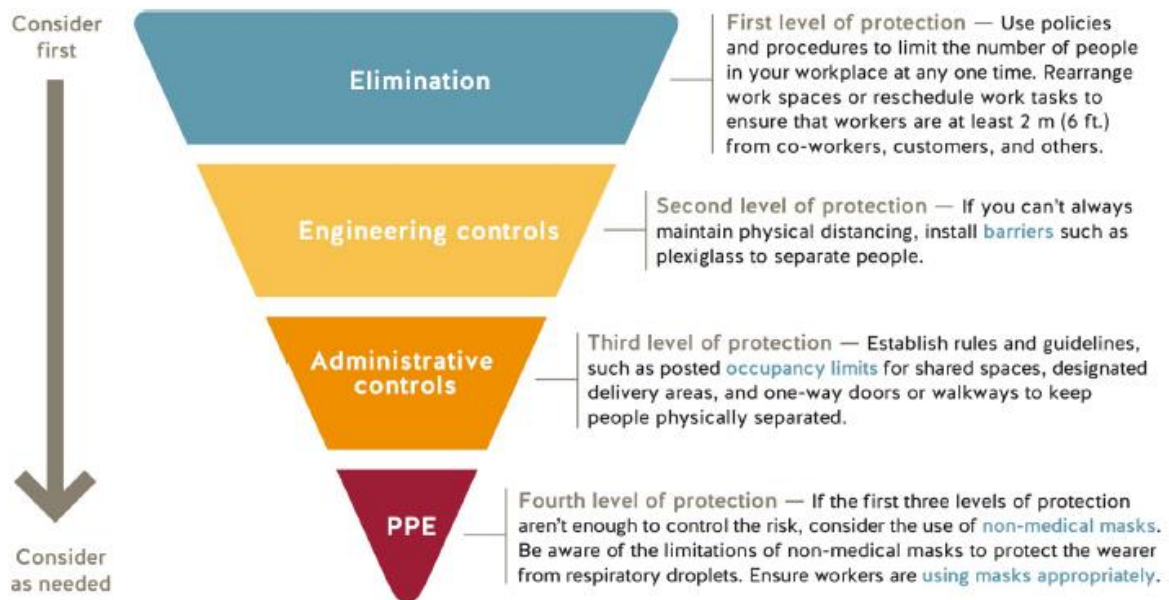
The following are symptoms as defined by the BCCD:

Fever	Sore throat	Muscle aches
Chills	Stuffy or runny nose	Fatigue
Cough	Loss of sense of smell	Loss of appetite
Shortness of breath	Headaches	

## Hierarchy of controls COVID-19

### Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



1. **Elimination or Substitution:** This involves removing the risk of exposure entirely from the workplace. This could involve postponing, re-organizing, or planning work in such a way that workers are not exposed to any risk. Having workers work remotely would be an example or eliminating the risk from the workplace.
2. **Engineering controls:** These are physical changes in the workplace, such as installing plexiglass barriers in a grocery store and using markers to control foot traffic.
3. **Administrative controls:** This involves altering work practices to minimize exposure, such as minimizing the numbers of customers inside grocery stores, staggering work shifts, making virtual appointments, working from home etc.
4. **Personal protective equipment (PPE):** This last form of protection should only be considered after careful consideration of the previous control measures. Some workplaces have specific requirements for PPE, such as in health care settings.

## COVID – 19 Risk Assessment

### Essential Critical Business Services (March 16 to present):

City Hall – Closed to public	Fire Hall – Closed to public
Timms Community Centre – Closed to public	Douglas Recreation Centre – Closed to public <ul style="list-style-type: none"> <li>Douglas Recreation Centre outdoor washrooms open to public.</li> </ul>
Operations Division	Parks Division – Closed to public: <ul style="list-style-type: none"> <li>Sports courts</li> <li>Sendall Gardens Greenhouse</li> <li>Picnic shelters</li> <li>Playgrounds</li> <li>Outdoor fitness equipment</li> <li>Parkour courses</li> </ul>

### Re-opening Prior to May 19, 2020:

Administration: <ul style="list-style-type: none"> <li>Council meetings and committee and task groups meetings held by electronic means</li> </ul>	Parks Division: <ul style="list-style-type: none"> <li>Community Gardens</li> <li>Off-leash dog parks</li> <li>Public parking lots</li> <li>Parks open spaces and trails</li> </ul>
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### Phase 1 Re-opening (May 19, 2020):

Recreation Department: <ul style="list-style-type: none"> <li>Open Summer camps registration</li> </ul>	Parks Division: <ul style="list-style-type: none"> <li>Tennis courts</li> <li>Pickle ball courts</li> <li>Bike skills park and pump track</li> <li>Public washrooms</li> </ul>
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### Phase 2 Re-Opening (June 1, 2020):

City Hall 2 <sup>nd</sup> floor – Closed to public	Fire – Closed to public, Paid On Call Members return
City Hall 1 <sup>st</sup> floor (Finance Department) – Open to the public for tax and other payments	Recreation Programs – Outdoor youth drop-in program
Timms Community Centre – Serve as access to City Hall 1 <sup>st</sup> floor for tax and other payments only	Douglas Recreation Centre – Closed to public
Operations Division	Parks Division: <ul style="list-style-type: none"> <li>Sports courts</li> <li>Sendall Gardens Greenhouse</li> <li>Picnic shelters</li> <li>Playgrounds</li> <li>Outdoor fitness equipment</li> <li>Parkour courses</li> </ul>

**(Note: This document will be updated as future Phases re-open)**

## **COVID-19 Assessment:**

Langley City has taken the following steps to assessed risk. Langley City has:

- Involved front line workers, supervisors and the joint health and safety committee.
- Identified areas where people gather such as break rooms and meeting rooms.
- Identified areas where the public and workers will interact.
- Identified job tasks and processes where workers could be close to each other or the public including:
  - work place, work vehicles and working at different sites in the City.
- Identified tools, machinery and equipment workers share.
- Identified surfaces people touch often such as doorknobs, elevator buttons and light switches.

## **COVID-19 Controls**

The following are the control measures that have been implemented from March 16 when Langley City was in essential services phase and moving into Phase 2 Re-Opening for employees and for the public. Langley City has:

- Developed an Interim Employment Policy - COVID-19; communicated to all employees.
- Developed a Remote Work (Temporary) Policy, communicated to all employees.
- Developed an Exposure Control Plan - COVID-19; communicated to all employees.
- Ensured physical distancing of 2 meters by:
  - Implementing remote work arrangements.
  - limiting the number of people in work areas / break rooms / common areas / public areas (employees and public) by having occupancy numbers posted.
  - controlling public and employee foot traffic.
  - re-arranging workstations, tables and equipment.
  - using alternate entries and exits to buildings or workspaces.
  - Requiring single-person travel in vehicles.
  - holding meetings by appointment only.
  - reducing in-person meetings and utilizing on-line or phone technology.
  - re-organizing work tasks.
  - using signage for public and employees.
- Implemented physical barriers or partitions (include cleaning of barriers in cleaning protocols).
- Ensured availability of hand washing facilities and sanitizing supplies for public and employees.

- Posted signage or other instruction that support safe work practices for the public and employees.
- Promoted regular hand washing and/or use of alcohol-based hand rub.
- Promoted the practice of hygiene etiquette (sneeze into elbow, disposing of tissues).
- Implemented cleaning and disinfecting protocols conducted by trained employees.
- Implemented training and communicating to our workers on COVID-19 procedures and protocols by:
  - Email, Exposure Control Plan, crew talks and posters
- Provided PPE for specific job duties.

## **Monitoring**

Langley City will monitor the workplace as we implement new phases of the COVID-19 Recovery Plan and re-opening plans. We will monitor by:

- Following direction from the Provincial Health Officer and Health Authorities.
- Following direction from WorkSafeBC.
- Following direction from Senior Management and Council.
- Reminding the Joint Health and Safety Committee:
  - to report hazards and unsafe work
  - how to address refusal of unsafe work procedures
  - to identify what is working well.
  - to monitor incidents and hazard reports.
- Continue to assess risks as the re-opening phases occur and adjust controls and procedures as necessary.
- Keeping informed through trusted sources.

**Critical Business Services (March 16 to present):**

- City Hall office staff
- Fire Rescue Services
- Operations Division
- Parks Division

**Re-opening Prior to May 19, 2020:**

## Administration:

- Council meetings and committee and task groups meetings held by electronic means

## Parks Division:

- Community Gardens
- Off-leash dog parks
- Public parking lots
- Parks open spaces and trails

**Phase 1 Re-opening (May 19, 2020):**

## Recreation Department:

- Open Summer camps registration
- Douglas Recreation Centre outdoor washrooms

## Parks Division:

- Tennis courts
- Pickle ball courts
- Bike skills park and pump track
- Public washrooms

**Phase 2 Re-Opening (June 1, 2020):**

- Re-opening City Hall first floor (Finance Department) and Timms first floor to the public for tax, Bylaw Ticket and garbage ticket payments only
- Resume LYFS in-person counselling
- Resume parking enforcement
- Parks Division, re-opening of:
  - Sports courts
  - Sendall Gardens Greenhouse
  - Picnic shelters
  - Playgrounds
  - Outdoor fitness equipment
  - Parkour courses

## Control Measures

The following are the control measures that have been implemented from March 16 when Langley City was in essential critical business services phase and moving into Phase 1 – Re-Opening.

## Five Principles For Every Situation

Personal Hygiene:	Stay Home if You Are Sick:	Environmental Hygiene:	Safe Social Interactions:	Physical Modifications:
<ul style="list-style-type: none"> <li>• Frequent handwashing</li> <li>• Cough into your sleeve</li> <li>• Wear a non-medical mask</li> <li>• No handshaking</li> </ul>	<ul style="list-style-type: none"> <li>• Routine daily screening</li> <li>• Anyone with any symptoms must stay away from others</li> <li>• Returning travellers must self-isolate</li> </ul>	<ul style="list-style-type: none"> <li>• More frequent cleaning</li> <li>• Enhance surface sanitation in high touch areas</li> <li>• Touch-less technology</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with small numbers of people</li> <li>• Maintain distance between you and people</li> <li>• Size of room: the bigger the better</li> <li>• Outdoor over indoor</li> </ul>	<ul style="list-style-type: none"> <li>• Spacing within rooms or in transit</li> <li>• Room design</li> <li>• Plexiglass barriers</li> <li>• Movement of people within spaces</li> </ul>

### City Hall and Timms Community Centre

Elimination	<ul style="list-style-type: none"> <li>• Langley City is operational, but no public access on the 2<sup>nd</sup> floor and no access into office space on the 1<sup>st</sup> floor. Public washrooms remain closed.</li> <li>• Parkade closed to the public.</li> <li>• Inquiries by email, phone or by appointment.</li> <li>• Promoting payments on line.</li> <li>• Building permit applications dropped off at designated drop spot outside City Hall.</li> <li>• Bylaw disputes dropped off at designated drop spot outside City Hall.</li> <li>• Council meetings and committee meetings held by electronic means.</li> <li>• Staff working remotely as per the Remote Work Policy</li> <li>• Occupancy limits controlled by security.</li> <li>• Occupancy limits posted in common rooms/areas.</li> <li>• Social distancing:               <ul style="list-style-type: none"> <li>○ Keeping 2 meters away from other workers and the public</li> <li>○ Inspection and enforcement staff maintain 2 meters distance</li> <li>○ One person per vehicle</li> </ul> </li> <li>• Leave work / stay at home policy for flu like symptoms.</li> </ul>
Engineering Controls	<ul style="list-style-type: none"> <li>• Langley City will open City Hall (Finance Department) and Timms Community Centre 1<sup>st</sup> floor for tax, parking ticket and garbage sticker payments on June 1, 2020 and the control measures are:               <ul style="list-style-type: none"> <li>○ glass barriers between employees and the public.</li> <li>○ foot traffic control by having a security guard allowing a certain number of people in the facility to control occupancy limits, placing floor decals 2 meters apart (inside and outside of the building) with barriers (inside) to direct travel.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Barriers when social distancing isn't possible in office space.</li> <li>• Regular surface cleaning and disinfecting of surfaces, high touch items and barriers such as door handles, elevator buttons, light switches and debit machines.</li> <li>• Handwashing stations (washrooms) and use of alcohol-based hand rubs provided to the public and staff.</li> <li>• Each department/are provided disinfectant spray for equipment, surfaces and vehicles.</li> <li>• Garbage cans for public and staff.</li> </ul>
Administrative Controls	<ul style="list-style-type: none"> <li>• Signage to ask people not to enter if they are sick (public and staff).</li> <li>• COVID-19 etiquette signs (public and staff).</li> <li>• Exposure Control Plan shared with employees.</li> <li>• Reporting of hazards and unsafe work and right to refuse unsafe work.</li> <li>• New employees and returning employees trained on COVID-19 protocols before the first day.</li> <li>• Training on COVID-19 protocols to staff via emails, handouts and crew talks.</li> <li>• EAP Program or other resources shared.</li> </ul>
Protective Equipment	<ul style="list-style-type: none"> <li>• Bylaw and Building Service Workers provided gloves.</li> </ul>

**Parks:**

Elimination	<ul style="list-style-type: none"> <li>• Parks building is operational but closed to the public.</li> <li>• Staff working remotely as per the Remote Work Policy</li> <li>• Occupancy limits posted in common rooms/areas.</li> <li>• Social distancing: <ul style="list-style-type: none"> <li>○ Supervisor meets Chargehands each morning while all other staff await directions in the large shop are or outside.</li> <li>○ Keeping 2 meters away from other employees and the public.</li> </ul> </li> <li>• Leave work / stay at home policy for flu like symptoms.</li> </ul>
Engineering Controls	<ul style="list-style-type: none"> <li>• When maintenance, biohazard cleaning or other is required for public used sports courts, green house, picnic shelters, playgrounds, outdoor fitness equipment or parkour course employees, will ask the public to leave the area and will put up cones or hazard tape in order to socially distance while completing the required work.</li> <li>• Regular scheduled surface cleaning and disinfecting.</li> <li>• Limited occupancy in rooms and washrooms.</li> <li>• One-way directional signage.</li> <li>• Lunch room tables moved for distance. 1 per 6 ft. table.</li> <li>• Handwashing and use of alcohol-based hand rubs.</li> <li>• One person per vehicle.</li> <li>• Disinfected and alcohol hand rubs provided for every vehicle.</li> <li>• Vehicles and tools cleaned before using and after using.</li> </ul>



Administrative Controls	<ul style="list-style-type: none"> <li>• Signage to ask people not to enter if they are sick.</li> <li>• COVID-19 etiquette signage.</li> <li>• Exposure Control Plan shared with employees.</li> <li>• Reporting of hazards and unsafe work and right to refuse unsafe work.</li> <li>• New employees and returning employees trained on COVID-19 protocols before the first day.</li> <li>• Training on COVID-19 protocols to staff via emails, handouts and crew talks: <ul style="list-style-type: none"> <li>○ Manager reminds employees about hand washing, distancing, safety, cleaning</li> </ul> </li> <li>• EAP Program or other resources shared.</li> </ul>
Protective Equipment	<ul style="list-style-type: none"> <li>• Nitrile gloves are provided for every vehicle.</li> </ul>

**Operations:**

Elimination	<ul style="list-style-type: none"> <li>• Operations building is operational but closed to the public.</li> <li>• Staff working remotely as per the Remote Work Policy</li> <li>• Occupancy limits posted in common rooms/areas.</li> <li>• Social distancing: <ul style="list-style-type: none"> <li>○ Supervisor meets Chargehands each morning while all other staff await directions in the large shop area or outside.</li> <li>○ Keeping 2 meters away from other employees and the public.</li> </ul> </li> <li>• Leave work / stay at home policy for flu like symptoms.</li> </ul>
Engineering Controls	<ul style="list-style-type: none"> <li>• Regular scheduled surface cleaning and disinfecting.</li> <li>• Limited occupancy in rooms.</li> <li>• Lunch times staggered, and tables moved for distance.</li> <li>• Handwashing and use of alcohol-based hand rubs.</li> <li>• One person per vehicle.</li> <li>• Disinfected and alcohol hand rubs provided for every vehicle.</li> <li>• Vehicles and tools cleaned before using and after.</li> </ul>
Administrative Controls	<ul style="list-style-type: none"> <li>• Signage to ask people not to enter if they are sick.</li> <li>• COVID-19 etiquette signage.</li> <li>• Exposure Control Plan shared with employees.</li> <li>• Reporting of hazards and unsafe work and right to refuse unsafe work.</li> <li>• New employees and returning employees trained on COVID-19 protocols before the first day.</li> <li>• Training on COVID-19 protocols to staff via emails, handouts and crew</li> </ul>

	<p>talks.</p> <ul style="list-style-type: none"> <li>• Manager reminds employees about hand washing, distancing, safety, cleaning.</li> <li>• Training in the proper care and decontamination of half mask respirators.</li> <li>• EAP Program or other resources shared.</li> </ul>
Protective Equipment	<ul style="list-style-type: none"> <li>• Nitrile gloves provided for every vehicle.</li> <li>• Half mask respirators that have been fit tested when social distancing is not possible.</li> </ul>

## Fire

Elimination	<ul style="list-style-type: none"> <li>• Public access is restricted.</li> <li>• Staff working remotely as per the Remote Work Policy</li> <li>• Social distancing.</li> <li>• The Fire Hall has been compartmentalized to reduce cross traffic of administration staff and suppression staff.</li> <li>• Staff uses different entrances to their area of work.</li> <li>• Communication is through phone or email and if in person, in a large training room allowing 2 meters per person.</li> <li>• Occupancy limits posted in common rooms/areas.</li> <li>• Leave work / stay at home policy for flu like symptoms.</li> </ul>
Engineering Controls	<ul style="list-style-type: none"> <li>• Glass barriers were already in place in the front lobby.</li> <li>• Deliveries are confined to the front lobby area.</li> <li>• Regular scheduled surface cleaning and disinfecting.</li> <li>• Limited occupancy in rooms.</li> <li>• Lunch times staggered, and tables moved for distance.</li> <li>• Handwashing and use of alcohol-based hand rubs.</li> <li>• Disinfected and alcohol hand rubs provided for every vehicle.</li> <li>• Vehicles and tools cleaned before using and after.</li> </ul>
Administrative Controls	<ul style="list-style-type: none"> <li>• New employees trained on COVID-19 protocols before the first day.</li> <li>• Returning Paid on Call trained on COVID-19 protocols.</li> <li>• Reminders about hand washing, distancing, safety, cleaning.</li> <li>• Posters on proper hand washing technique.</li> <li>• Training in the proper care and decontamination of equipment and PPE.</li> <li>• Operational Guidelines and Memo's to staff created and communicated: <ul style="list-style-type: none"> <li>○ Coronavirus Information Memo #20-01 Document #170229</li> <li>○ LCFRS Continuation of Critical Functions Operational Procedure Changes Memo #20-03 Document #171024</li> <li>○ Decontamination of Supplies on Apparatus and Decontamination Procedures Post Incident Memo #20-04</li> <li>○ Clear Face Shields in Service Memo #20-11</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Hand Sanitizer on Apparatus Memo #20-12 Document #171024</li> <li>○ Fire Hall Gym Access Memo #20-14 Document 1711804</li> <li>○ Medical PPE Disposal System Memo #20-16 Document #171896</li> <li>○ Dispatch Protocol Change Memo #20-19 Document #1711956</li> <li>○ Langley Lodge Long Term Care Facility Memo #20-26 Document #172674</li> <li>○ EAP Program or other resources shared.</li> </ul>
Protective Equipment	<ul style="list-style-type: none"> <li>● All Fire Fighting PPE and Universal Precaution PPE and First Aid PPE.</li> </ul>

### **Douglas Recreation Centre (DRC)**

Elimination	<ul style="list-style-type: none"> <li>● DRC building is operational, but public access is restricted.</li> <li>● Staff working remotely.</li> <li>● Occupancy limits posted in common rooms/areas.</li> <li>● Social distancing: <ul style="list-style-type: none"> <li>○ Keeping 2 meters away from other employees.</li> </ul> </li> <li>● Leave work / stay at home policy for flu like symptoms.</li> </ul>
Engineering Controls	<ul style="list-style-type: none"> <li>● Regular surface cleaning and disinfecting of surfaces, high touch items and barriers such as door handles, elevator buttons, light switches and debit machines.</li> <li>● Handwashing stations (washrooms) and use of alcohol-based hand rubs provided.</li> <li>● Disinfectant spray for equipment and surfaces.</li> </ul>
Administrative Controls	<ul style="list-style-type: none"> <li>● Signage to ask people not to enter if they are sick.</li> <li>● COVID-19 etiquette signage for the public and staff.</li> <li>● Exposure Control Plan shared with employees.</li> <li>● Reporting of hazards and unsafe work and right to refuse unsafe work.</li> <li>● New employees and returning employees trained on COVID-19 protocols before the first day.</li> <li>● Training on COVID-19 protocols to staff via emails, handouts and crew talks.</li> <li>● Manager reminds employees about hand washing, distancing, safety, cleaning.</li> <li>● EAP Program or other resources shared.</li> </ul>
Protective Equipment	<ul style="list-style-type: none"> <li>● Nitrile gloves provided as needed.</li> </ul>

## Recreation Programs - Outdoor Youth Drop-ins at Douglas Park Recreation Centre

<p>Elimination</p>	<ul style="list-style-type: none"> <li>• DRC building is operational, but public is restricted.</li> <li>• Youth are asked not to attend if they do not feel well. A youth who is presenting symptoms of sickness will be asked to leave.</li> <li>• Leave work / stay at home policy for flu like symptoms.</li> <li>• Sign-in sheets with correct contact information will be maintained to allow for contact tracing if needed.</li> <li>• Social distancing:             <ul style="list-style-type: none"> <li>○ Keeping 2 meters away from employees, patrons and the public</li> <li>○ Each space will be a square that is 2 meters away from any other square. This is to allow movement around the program space.</li> </ul> </li> <li>• Youth will not share equipment.</li> </ul>
<p>Engineering Controls</p>	
<p>Administrative Controls</p>	<ul style="list-style-type: none"> <li>• Program leader is the only staff member as long as 1:10 ratio can be maintained. Additional staff will be added as youth numbers increase to maintain the ratio.</li> <li>• Program leader to check in via phone at beginning of shift with Timms Building Service Worker (BSW) (after 4:30pm) or Supervisor prior to 4:30pm. Program leader to check in at Timms with BSW at end of shift either in-person or via phone if program is running late. Program leader must have phone on at all times.</li> <li>• Youth are to keep physical distancing measures. Youth will be subject to a 3-strike rule in this regard. If they break a rule, they must sanitize and wash hands again. Equipment must also be sanitized again. Youth who do these 3 times deliberately will be asked to leave programs.</li> <li>• Youth required to sanitize hands when entering program and before activities.</li> <li>• Outdoor washrooms are open at Douglas Recreation Centre for hand washing.</li> <li>• All participants must bring own bottles and source of water.</li> <li>• All equipment will be sanitized before programs by staff.</li> <li>• Staff are in charge of equipment. Youth must request and get equipment from staff.</li> <li>• Staff to sanitize equipment after youth are done using and before anyone else uses it. Staff will use gloves and sanitize hands frequently.</li> <li>• Equipment and materials that cannot be sanitized will be disposed of after use (e.g. paper).</li> <li>• Only equipment specific to each activity will be used.</li> <li>• Staff will place equipment on table and move 2 meters away.</li> <li>• Youth will get equipment and materials one at a time.</li> <li>• Signage to warn that programs are occurring and where they are taking place and to please keep social distancing.</li> </ul>
<p>Protective Equipment</p>	<ul style="list-style-type: none"> <li>• Gloves available for staff to use when handling equipment.</li> </ul>