



COVID 19 – RDEK Safety Plan

Office Protocols & Policies

Revised August 23, 2021

Effective August 23, 2021 and in place until further notice

The COVID 19 RDEK Safety Plan, Office Protocols & Policies supplements the WorkSafeBC COVID19 Safety Plan planning tool document. This Plan was developed in consultation with the H&S Committee along with input from management and other staff. This Safety Plan will be monitored on an ongoing basis and changes to the protocols and policies will be made as needed.

1. Communications & Training

- The COVID 19 – RDEK Safety Plan, Protocols and Policies and the WorkSafeBC COVID19 Safety Plan planning tool document will be posted at the Cranbrook and Columbia Valley Offices, on The Peak and on DATS for employees to review and sign off.
- Instructional posters and safety protocols will be displayed throughout the workplace.

2. Sick Staff

- If you are sick, stay home and advise your manager.
- If you become sick at work, advise your manager. You will be asked to go home.
- If you think you may have COVID-19 or showing symptoms associated with COVID-19, please get in touch with your health care provider, and/or call 8-1-1 for instructions before coming into the office.
- Anyone with symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing, must not enter the building.
- Anyone under the direction of public health to self-isolate must follow those instructions.
- Anyone who is a contact of a confirmed COVID-19, call 8-1-1 immediately for instruction regarding self-isolation and testing protocols.
- Anyone who has arrived from outside of Canada, must follow federal rules regarding testing, self-isolation, and reporting before returning to work.

3. Working from Home

- If you are unable to come to work because of symptoms but are able to work from home during this time, talk to your manager for more information.

4. Masks

- Masks are required in the office whenever you are not in your seat. You must wear a mask when you enter the building until you sit down at your desk, and anytime you get up from your chair. Everyone has been provided a mask, however if you require a mask there are some available at the front.
- Masks are required if you are in an RDEK vehicle with anyone besides yourself.

5. Prevention Protocols

The following protocols have been established to minimize or eliminate the risk of COVID-19 in the workplace.

a. Hygiene Protocol

Respiratory Etiquette

- When you cough or sneeze do so into the fold of your arm or a tissue. Dispose of the tissue immediately.
- Turn away from others when coughing or sneezing into your arm.

Hand Hygiene

- Hand sanitizers are located in higher traffic areas – front doors, front desks.

b. Cleaning Protocol

Cleaning spaces and equipment that is shared within the office is an important role that **we are all responsible for**.

All employees

If you have touched a phone, a computer, or shared office equipment, you must wipe it down with a cleaning wipe or a disinfectant after each use.

Janitors

- Clean and disinfect the offices each night.

c. Physical Distancing – Careful Social Contact

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

- Keep two metres apart, when possible.
- Greet with a wave instead of a handshake.
- Consider taking your breaks outside or at your desk, when possible.
- Have your lunch at your desk or outside, when possible.

6. Use of Office Equipment and Supplies

- Use only your own office equipment or supplies at your desk (desks, pens, staplers, phones, etc.).

7. Common Areas and Shared Office Equipment

- Common areas are places in the office that can be occupied or used by multiple staff at one time or in sequence. For the purpose of this section, common areas include:

- Washrooms
 - Hallways
 - Photocopiers & copy rooms
 - Supply closet
 - Coat closets
 - First aid equipment
 - Any other area with shared office equipment
- Barriers are installed at public facing areas.
- a. Washrooms**
- Only one person at a time.
 - Outside of each washroom will be an identifier used to indicate if the washroom is in use or vacant.
- b. First Aid Equipment**
- Designated F/A Attendants will use, clean, disinfect and return when done.

8. Meeting Rooms

Employees are required to sanitize meeting rooms after use. Employees must follow the mandatory mask protocol.

9. Vehicles

- One person, per vehicle wherever operationally possible, where it is not possible, masks must be worn.
- Use of own personal vehicle is permitted as per RDEK policy.

10. Tools/Machines

- Don't share your RDEK issued tools.
- Use your own pens on site.
- Use your phone as a calculator instead of calculators on site
- Utility Rounds – sanitize sites of the rounds you've done (North, South or East Side) every Friday (doorknobs, light switches, desk top surface etc.) so it's disinfected for the following week.

11. Interactions with the Public – Operators – Off Site

Communicate with Contractors or Home Owners using phone/email communication instead of in person, where possible.

Meter reading

For meter readings, if you absolutely have to go in someone's house, don't touch anything besides the meter.

- Wear gloves
- Wear a mask
- Wear booties over your outdoor shoes
- After plumber installs new meter, just do a drive by read to make sure it picks up.

12. Interaction with the Public – All Staff – Off Site

Sites where there is no occupancy:

- If other contractors/persons are on site:
 - Wear appropriate PPE – gloves and/or mask if necessary.
 - Where working on a job site, adhere to physical distancing or use PPE when physical distancing is not possible.

Sites where there is/has been occupancy:

- Put on all necessary PPE:
 - Booties over boots – do not remove shoes in home
 - Gloves
 - Masks
- Before and after every site visit, use hand sanitizer. Hand sanitizer should always be in the vehicle.
- Do not eat or drink on sites.
- If returning to the office, wash hands upon return.

13. Worker Concerns

If you have a concern about your Health and Safety at the Workplace, you can talk to your manager or any member of the H&S Committee. H&S Committee members are posted on The Peak.

Right to Refuse Unsafe Work

Workers have the right to refuse work if they believe it presents an undue hazard. An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” hazard. For COVID-19, an “undue hazard” would be one where a worker’s job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure.

In these circumstances, the worker should follow steps within their workplace to resolve the issue (see WorkSafeBC website for protocol). The worker would begin by reporting the undue hazard to their employer for investigation and the employer would then need to consider the refusal.

If the matter is not resolved, the worker and the supervisor or employer must contact WorkSafeBC. Once that occurs, a prevention officer will consult with workplace parties to determine whether there is an undue hazard and issue orders if necessary.

For more information, see WorkSafeBC Occupational Health and Safety Guideline G3.12.

14. Public Access to RDEK Offices

- Voluntary sign in sheet maintained at the front desk for public contact tracing.
- Minimize non-essential in-person interaction between workers and visitors (e.g., use of virtual meeting tools, email, or telephone).
- Waiting areas arranged to maintain physical distancing requirement. Barriers installed between receptionists and visitors (e.g., Plexiglass).
- Visitor-facing staff have hand sanitizer for their use only.
- Non-essential communal items removed, such as magazines and public phone.
- Beverages (coffee, tea, water) should not be offered at this time.
- Provide a safe place for visitors to dispose of used sanitizing wipes and other personal protective equipment.

15. References

Posters

- [Handwashing](#)
- [Physical Distancing](#)
- [Do Not Enter](#)
- [Occupancy Limit](#)
- [How to Remove Gloves](#)
- [Cleaning and Disinfecting in Public Settings](#)
- [How to Select a Mask](#)
- [How To Use a Mask](#)
- [Coughs and Sneezes](#)

Other Materials

- [Covid-19 Health & Safety Cleaning and Disinfecting Guidelines](#)
- [Office Protocols WorkSafeBC](#)
- [COVID 19 Safety Plan - WorkSafeBC](#)
- [OFFA Protocols](#)