

# COVID-19 Workplace Safety Policy

## 1) Purpose

- a) This policy is in place to reduce the risk of workplace exposure to COVID-19, and to fulfill the requirements of WorkSafeBC's *COVID-19 Safety Plan* and the *Collective Agreement between the Fort St. John Public Library Association and the BC Government and Service Employees' Union (BCGEU)*.

## 2) Authority

- a) Revisions to this policy can be authorized by the FSJPLA Board as defined by the Library Act (BC).

## 3) Guidelines of Interest

"COVID-19 Safety Plan." *WorkSafeBC*, 21 May 2020,

<https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>.

"Help Prevent the Spread of COVID-19: Handwashing". *WorkSafeBC*, May 2020,

<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-handwashing?lang=en>.

BC Centre for Disease Control. "Hand Hygiene." *BC Centre for Disease Control*,

[http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_Handwashing%20Poster\\_MD%20offices.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf).

"Masks". *BC Centre for Disease Control*, 20 November 2020,

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

"Mandatory Masks in Workplaces: November 19 2020 PHO order." *WorkSafeBC*, 20 November 2020,

<https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/mandatory-masks-in-workplaces>

"Province Wide Restrictions." *BC Provincial Government*, 20 November 2020, [https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/restrictions?bcgovtm=20200506\\_GCPE\\_AM\\_COVID\\_9\\_NOTIFICATION\\_BCGOV\\_BCGOV\\_EN\\_BC\\_NOTIFICATION](https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/restrictions?bcgovtm=20200506_GCPE_AM_COVID_9_NOTIFICATION_BCGOV_BCGOV_EN_BC_NOTIFICATION)

Coronavirus disease (COVID-19): Symptoms. *Government of Canada*, 21 October, 2020. <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html#s>

#### **4) Application**

- a) This policy applies to persons entering the premises of the Fort St. John Public Library (FSJPL), including but not limited to FSJPL staff, management, Board of Directors and volunteers, as well as Cultural Centre and City of Fort St. John staff, contractors, delivery personnel, visitors and patrons.
- b) This policy applies during the COVID-19 pandemic following the guidance of Public Health and WorkSafeBC.
- c) "Public Health" herein refers to the Office of the Provincial Health Officer and local BC Medical Health Officers.

#### **5) Responsibility for policy**

- a) The Director of Library Services, Library Manager or an employee requested to act in a supervisory capacity in the absence of management, is responsible for supervising adherence to this policy.
- b) In the case of Library Assistants, the Lead Library Assistant is also responsible for supervising adherence to this policy.
- c) Concerns about adherence to this policy will be directed to the Director of Library Services, Library Manager or in the case of Library Assistants, to the Lead Library Assistant. In the absence of the Director of Library Services or Library Manager, concerns will be directed to the employee requested to act in a supervisory capacity in the absence of management.

- d) Though educating others about safety expectations is recommended, any FSJPL staff member may refuse entry to anyone, other than FSJPL staff and management, who they deem not to be adhering to this policy.
- e) All personnel retain the right to refuse unsafe work.

## **6) Illness in the Workplace**

- a) The following persons are prohibited from the premises:
  - i) anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache;
  - ii) anyone directed by Public Health to self-isolate;
  - iii) anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case in the last 14 days.
- b) Anyone who develops symptoms while on library premises must put on a non-medical mask and leave the premises immediately. It is recommended that such persons contact the Library Director, Library Manager or a supervising employee afterward and inform them of the symptoms so that safety precautions can be taken. After leaving the premises, they should call 811 for further instruction.

## **7) Handwashing**

- a) All persons must wash or sanitize their hands:
  - i) on entering the library,
  - ii) between tasks,
  - iii) before and after touching shared equipment or tools,
  - iv) after using the washroom,
  - v) after handling cash, library materials and other items that have come into contact with the public,
  - vi) before and after using masks or other personal protective equipment,
  - vii) and in accordance with WorkSafe BC and/or BC Centre for Disease Control guidelines. [BC Centre for Disease Control handwashing guidelines](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf) are found at [http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_Handwashing%20Poster\\_MD%20offices.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf).

## **8) Physical distancing**

- a) All persons must maintain a distance of 6 feet (2 meters) apart from others.
- b) In situations where it is difficult to maintain a distance of 6 feet (2 metres), wearing a non-medical mask is recommended.
- c) All persons must follow posted room occupancy limits.

## **9) Safety Orientation and Training**

- a) Staff will receive a safety orientation at the beginning of their first day of in-library work.
- b) Updated training will be provided as necessary, when staff are given new tasks, and as recommended by Public Health.
- c) All persons performing work on site will be provided with a copy of this policy, and will be informed of safety expectations upon entering the library.
- d) Visitors and delivery personnel must contact the Director of Library Services or a designated staff member before their visit, and will be informed of the safety expectations that apply during their visit.
- e) Signage about safety expectations will be posted according to Public Health and WorkSafeBC guidelines.

## **10) Cleaning and Sanitization**

- a) Regular cleaning of the workplace and equipment will be performed according to Public Health and WorkSafeBC guidelines and FSJPL's cleaning procedures and schedules.
- b) Appropriate cleaning products and personal protective equipment will be provided.

## **11) Known COVID-19 Infection**

- a) If the Employer becomes aware of a workplace exposure to COVID-19, they will:
  - i) inform those who were on site during any period of potential exposure, and

ii) perform cleaning and sanitization according to applicable guidelines.

## **Appendix A:**

COVID 19 Symptom Checklist:

### **COVID-19 symptoms**

Symptoms of COVID-19 can vary from person to person. They may also vary in different age groups.

Some of the more commonly reported symptoms include:

- new or worsening cough
- shortness of breath or difficulty breathing
- temperature equal to or over 38°C
- feeling feverish
- chills
- fatigue or weakness
- muscle or body aches
- new loss of smell or taste
- headache
- gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
- feeling very unwell

Children tend to have abdominal symptoms and skin changes or rashes.

Symptoms may take up to 14 days to appear after exposure to COVID-19.

## **Appendix B:**

### **Provincial Health Order: November 19<sup>th</sup>, 2020 to at least December 7<sup>th</sup> 2020**

#### **Mask requirements**

Masks are now required for everyone in all public indoor settings and workplaces. People who cannot put on or remove a mask on their own are exempt.

This policy applies to persons entering the premises of the Fort St. John Public Library (FSJPL), including but not limited to FSJPL staff, management, Board of Directors and volunteers, as well as Cultural Centre and City of Fort St. John staff, contractors, delivery personnel, visitors and patrons. They can be refused entry of service if they do not wear a mask.

#### **Masks in public indoor settings**

Masks are required in all indoor public settings and all retail stores. This includes libraries.

#### **Masks at workplaces**

Masks are required in all workplaces for shared work areas and areas where physical distancing cannot be maintained. This includes elevators, kitchens, hallways, customer counters and breakrooms.

#### **Facemasks will help protect you and those around you and are required in some settings.**

Masks have a role to play in preventing the spread of COVID-19. Masks act as a barrier and help stop the spread of droplets from a person's mouth and nose when talking, laughing, yelling, singing, coughing, or sneezing.

Wearing a mask should be combined with other important protective measures such as frequent [hand washing](#) and [physical distancing](#). A mask is not enough to prevent the spread of COVID-19 on its own.

## When to wear a mask

COVID-19 is spread through infected droplets from a person's mouth or nose. Some people can spread the virus when they have very mild symptoms or may not know that they have COVID-19.

- Wearing a non-medical, cloth mask, is now required in all indoor public spaces, such as shopping malls, grocery stores, community centres and on public transportation. It is required in retail settings and restaurants except while eating or drinking. This requirement applies to both staff and customers in these settings.
- Masks are also required in workplaces in common areas like elevators, hallways and washrooms. Employees may not need to wear a mask in their offices or cubicle if there is a physical barrier like plexiglass in place. Your individual workplace may have further mask requirements that you should follow.
- People who cannot wear a mask or who cannot put on or remove a mask on their own are exempt.
- Non-medical masks may not be required where COVID-19 safety plans and measures like cohorts and health checks are in use such as in classrooms.
- If you are sick and cannot distance from others at home, a mask should be worn.
- **Do not put a face mask or any covering including visors and eye protection on infants under two years of age.** A facemask or covering will make it difficult for a baby to breathe because their airways are still small. There is also a risk that parts of the facemask, visor or eye protection can come off and become a choking hazard.

## How to wear a mask

A properly fitted mask sits closely over the mouth, nose, cheeks and chin of the person wearing it.

- It is important to make sure the mask can be held in place comfortably with ties or ear loops to reduce the need to adjust the mask.
- Masks should only be used by one person and should never be shared.
- Re-useable masks need to be laundered daily.

I have read and understand the above Workplace Safety Policy for the Fort St. John Public Library.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Table of Approval</b>	
Date of original approval	June 8, 2020
Date of revision	October 21, 2020
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