

Corporate Policy

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Section:	Human Resources	07
Sub-Section:	Health and Safety	2640
Title:	COVID-19 Re-opening COVID-19 Protocols	2020-01

Related Policies

Number	Title
A04-1490-2016-01	Working Away from the Office (Administrative Policy)
01-0580-2016-01	Privacy (Corporate Policy)
01-0580-2016-02	Privacy Breach (Corporate Policy)
Intranet Page	COVID-19: FAQ (https://staff.portmoody.ca/Intranet/Site/view.cfm?pageID=2000245)
EDMS#496451	Pandemic Exposure Control Program – COVID-19
EDMS#497515	COVID-19 Remote Work Guidelines
EDMS#501394	Safe Work Procedures – Working Remotely
EDMS#504554	COVID-19 Working Remotely: Healthy Work Habits Guide
EDMS#506280	COVID-19 Management Guide

Approvals

Approval Date: July 28, 2020	Resolution #: <u>CC20/146</u>
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:

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Policy Rationale

A worldwide COVID-19 pandemic has created significant and unprecedented issues for the City to address in its operation of services, management of public facilities, and role as an employer.

The Province of British Columbia and the Provincial Health Officer issued a series of Orders (“Orders”) aimed at flattening the curve of infections; a multi-phased approach to re-opening, and operation taking into consideration the ongoing risks that will continue to exist until broad immunity or a vaccine are in place, has since been approved.

~~The~~ City of Port Moody staff and the Emergency Operations Centre team have prepared ~~implemented a~~ COVID-19 documentation ~~Safety Program, based on the following documents,~~ which provides specific and comprehensive guidance to staff and the public, with the aim of reducing the likelihood of contraction and transmission of COVID-19 in the workplace, in City facilities, and on City premises, in connection with the re-opening:

- Pandemic Exposure Control Program – COVID-19;
- COVID-19 Management Guide;
- COVID-19 Remote Work Guidelines;
- Safe Work Procedures – Working Remotely;
- COVID-19 Working Remotely: Healthy Work Habits Guide;
- COVID-19: FAQ (Intranet Page);
- COVID-19 Site Safety Plans; and
- COVID-19 Daily Active Self Screening Tool.

City staff and the Emergency Operations Centre team have implemented a phased “Moving Forward” plan (“Plan”), which aligns with BC’s Restart Plan, to deliver services and programs during the COVID-19 pandemic. The Plan balances the need to mitigate risks, while recognizing the essential nature of City services and the City’s ability to fund any additional mitigation or prevention, and carefully considers all requirements, recommendations, and guidelines from WorkSafeBC (“WorkSafe Guide”), the Provincial Health Officer, and the BC Centre for Disease Control.

The City of Port Moody does not have the expertise necessary to further consider additional potential responses beyond the Orders and ~~the WorkSafe Guide~~ WorkSafeBC, nor does it have the resources for any testing or technical/medical responses to the pandemic.

The Council of the City of Port Moody has carefully weighed and balanced the risks of re-opening, the desire of the public to follow the phased re-opening of essential services, residents’ and taxpayers’ needs for City services, and the City’s scarce financial resources, and has approved of and endorsed the Moving Forward Plan, including the references to the Orders, ~~the WorkSafe Guide~~ WorkSafeBC, ~~and the COVID-19 documentation~~ Safety Program, and the specific policy documents listed above, all defined herein as the City of Port Moody COVID-19 Protocols, Re-Opening Plan.

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1. The City will provide an option when conducting open meetings where members of the public can attend in person, in a manner that is consistent with applicable requirements or recommendations made under the *Public Health Act*.
2. If necessary, alternative facilities and technologies for public engagement, meetings, hearings, and all other in-person service requirements will be explored to enhance public participation, efficiency, and safety.
3. The City will monitor, review, and adjust operations and re-opening procedures as necessary in accordance with the directions and controls specified by the World Health Organization, the BC Centre for Disease Control, the Provincial Health Officer, the Fraser Health Authority Medical Health Officer, and the City's COVID-19 Pandemic Exposure Control Program.
4. While protection against transmission of disease, and in particular COVID-19, cannot be certain or guaranteed to any person using City facilities, ~~public recreation facilities may re-open~~ when possible facilities will be open for public access when management personnel are reasonably confident that activities can be carried out in accordance with this Policy.
5. Attendance in City facilities will be limited to the facility's maximum occupancy limits based on physical distancing requirements, as recommended by the Fraser Health Authority, WorkSafeBC, and Provincial Health Orders for specific programs. Spectators may not be allowed in recreation facilities based on direction from the Provincial Health Officer.
6. People entering City facilities are ~~encouraged~~ required to wear a ~~face covering mask~~ and or any other personal protective equipment as recommended by the Fraser Health Authority, WorkSafeBC, and Provincial Health Orders. ~~Masks may be determined a requirement and if so wearing them will be a requirement to enter all City facilities.~~
7. City Staff, Mayor and Council, contractors performing work at or on a City facility, and members of the public with a scheduled appointment at a City facility are expected to complete the COVID-19 Daily Health Screening Tool prior to entering a City facility and are expected to wear a face covering when moving around and through a City facility.
8. Staff may ask individuals or their parents/guardians specific questions relating to the symptoms of COVID-19, and may refuse entry to any City facility, and may instruct an individual to leave the facility if:
 - a. the person shows signs of illness such as fever, chills, new or worsening cough, shortness of breath, sore throat, headache, or new muscle ache; or
 - b. staff become aware that the person has arrived from outside Canada, or has been in contact with a confirmed COVID-19 case, within the past 14 days; or
 - c. the person has answered in the affirmative to any of the questions on the personal health safety check or COVID-19 Daily Health Screening Tool; or
 - d. the person is not complying with required sanitation, physical distancing, or face covering requirements.

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~~6.9.~~ Walk-in service for City facilities will be restricted to ensure a safe environment and ensuring business continuity.

~~7.10.~~ To minimize the risk of COVID-19 infection associated with in-person services, management and supervising staff ~~will~~:

- a. ~~will~~ restrict the number of walk-in visitors;
- b. ~~will~~ establish markers, signage, and/or physical barriers for walk-in visitors to comply with public health occupancy recommendations; ~~and~~
- c. ~~will establish~~ two-metre physical distancing requirements;
- d. ~~will establish face covering requirements;~~
- e. ~~will establish personal health check requirements;~~
- ~~b-f.~~ ~~will~~ establish required sanitation rules that are visible upon entering any City facility ~~and encourage visitors to comply with these rules;~~
- g. ~~will~~ provide hand sanitizer or other sanitization means to visitors upon entry and ensure that sanitation supplies are refilled on a regular basis;
- h. ~~will provide disposable face coverings as reasonably possible at building entrances for visitors that do not have one;~~
- ~~e-i.~~ ~~will~~ follow the requirements established in the City's COVID-19 Pandemic Exposure Control Program; ~~and~~
- ~~e.~~ ~~use personal protective equipment if distancing requirements cannot be met; and~~
- ~~e-i.~~ ~~may~~ refuse entry for visitors if:
 - i. the person shows signs of illness such as fever, chills, new or worsening cough, shortness of breath, sore throat, headache, or new muscle ache; or
 - ii. staff become aware that the person has arrived from outside Canada, or has been in contact with a confirmed COVID-19 case, within the past 14 days; ~~or~~
 - ~~iii.~~ the person is not complying with required sanitation, physical distancing, or face covering requirements.

~~8.11.~~ To minimize the risk of COVID-19 infection associated with in-person services, employees will:

- a. regularly sanitize public service counters and equipment;
- b. take all necessary safety precautions, including but not limited to, frequently sanitizing, washing hands with soap and water, wearing a mask if a two-metre distance cannot be maintained, and maintaining two-metre distancing whenever possible;
- c. avoid sharing writing tools ~~and stationery~~ at service counters; and
- d. endeavour to request the name and number of patrons you provide service to in case a COVID-19 outbreak; such information will be accessed or disclosed in accordance with Corporate Policy – 01-0580-2016-01 – Privacy, Corporate Policy – 01-0580-2016-02 – Privacy Breach, and the *Freedom of Information and Protection of Privacy Act*; and
- e. follow the requirements established in the City's COVID-19 Pandemic Exposure Control Program.

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- ~~9.12.~~ To minimize the risk of COVID-19 infection associated with in-person meetings and hearings:
- a. in-person attendance will be monitored and restricted to the venue's maximum occupancy limits and physical distancing requirements, and as recommended by Provincial Health Orders;
 - ~~b.~~ hand sanitizer or other sanitization means and disposable face coverings will be provided upon entry to City facilities;
 - ~~c.~~ the COVID-19 Active Daily Self Screening Tool will be completed prior to entering City facilities;
 - ~~b-d.~~ a face covering will be worn at all times within City facilities except when seated at the meeting and physical distancing can be maintained;
 - ~~e-g.~~ facilities will be provided to allow for frequent hand washing with soap and water;
 - ~~d-f.~~ only venues that support physical distancing requirements and recommendations per Provincial Health Orders will be considered;
 - ~~e-g.~~ technology enabling remote attendance and/or participation will be available when needed;
 - ~~f-h.~~ facilities will be set up ~~with to encourage~~ two-metre physical distancing where ever possible, incorporating markers, signage, and/or physical barriers where appropriate; and
 - ~~g-i.~~ if senior management staff believe it is necessary to address a known case or specific risk of COVID-19 spread, any public meeting may be evacuated or closed; in such an event, management will consult with the Medical Health Officer or the Fraser Health Authority, and will ensure that the public is notified of the closure and related procedures.
- ~~10.13.~~ Electronic submission of applications and permit requests via email or the City website will be promoted and encouraged to reduce foot traffic associated with walk-in service.
- ~~14.~~ All inquiries, application submissions, and application reviews will be ~~provide restricted to service~~ via telephone, email, or virtual meetings wherever possible; if necessary, in-person service will be provided only on a pre-booked appointment basis. Prior to entering a City facility for an in person appointment, the person must complete the COVID-19 Daily Active Self Screening Tool and be wearing a face covering.
- ~~14.15.~~ Building inspections will continue to be prioritized on a first-come, first-served basis via the City's Inspection Request Line. Building Officials will not enter a building if the building is occupied by anyone other than the person responsible for the inspection request. Officials will maintain a two-metre physical distance at all times. Alternative inspection methods that comply with Provincial Health Orders ~~may will be used wherever possible~~ be used to confirm substantial compliance with the *BC Building Code* and City of Port Moody Bylaws.
- ~~12.16.~~ The Recreation and Parks Sector Guideline for Restarting Operations, COVID-19: Recovery through Recreation and Parks, published by the BC Recreation and Parks

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Association, will be used as a reference to guide re-opening of City facilities, parks, playgrounds, and sports fields.

~~13.~~17. All City facilities are subject to evacuation and/or closure during certain hours and/or for extended periods of time, if management staff believe it necessary to address a known case or specific risk of COVID-19 spread; in such an event, management will consult with the Medical Health Officer or the Fraser Health Authority, and will ensure that the public is notified of the closure and related procedures.

~~14.~~18. Subject to departmental budget limitations and available staffing, to the extent practically feasible facilities will adhere to the following:

- a. signage will be posted at or near entrances to City facilities advising of physical distancing requirements (two metres/six feet) ~~and, where appropriate, the use of face covering requirements, personal health safety check requirements masks and~~ and hand washing/hand sanitizer requirements to mitigate the spread of COVID-19;
- b. signage, markers, physical barriers, and/or verbal instructions by staff and trained volunteers will be used to direct patrons through facilities and queues;
- c. hand soap, hand sanitizer and/or sanitizing wipes, ~~and disposable face coverings~~ will be available at indoor facilities and washrooms; supplies will be refilled on a regular basis;
- d. containers for disposal of wipes, face ~~coveringsmasks~~, paper towels, tissues, and other personal protective equipment will be available at convenient locations in all facilities;
- e. washrooms, door handles, communal equipment and other high touch surfaces will be cleaned and sanitized at regular intervals as appropriate in City facilities; and
- f. staff will be regularly updated on procedures and measures to prevent and mitigate the spread of COVID-19.

~~15.~~19. Subject to departmental budget limitations and available staffing, to the extent practically feasible, parks will adhere to the following:

- a. signage will be posted in parks advising of physical distancing requirements (two metres/six feet) and, where appropriate, the use of face ~~coveringsmasks~~ and hand washing/hand sanitizers to mitigate the spread of COVID-19;
- b. signage, markers, and physical barriers, will be used in applicable locations to direct patrons;
- c. hand soap will be available at park washrooms; supplies will be refilled on a regular basis;
- d. containers for disposal of wipes, face ~~coveringsmasks~~, paper towels, tissues, and other personal protective equipment will be available at convenient locations in all facilities;
- e. washroom door handles and other high touch surfaces will be cleaned and sanitized at regular intervals as appropriate;
- f. parks amenities such as benches, playground equipment, and picnic tables will not be disinfected by the City as it is not practical or financially feasible to do so; and
- g. staff will be regularly updated on procedures and measures to prevent and mitigate the spread of COVID-19.

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- ~~16. Staff may ask individuals or their parents/guardians specific questions relating to the symptoms of COVID-19, and may refuse entry to any recreation, fitness, or cultural facility, and may instruct an individual to leave the facility if:~~
- ~~a. the person shows signs of illness such as fever, chills, new or worsening cough, shortness of breath, sore throat, headache, or new muscle ache; or~~
 - ~~b. staff become aware that the person has arrived from outside Canada, or has been in contact with a confirmed COVID-19 case, within the past 14 days.~~
- ~~17:20.~~ Information requested and received regarding an individual's health will be treated as strictly confidential, and used only for the purposes of the program, and otherwise treated in accordance with the *Freedom of Information and Protection of Privacy Act* and any directives of the Information and Privacy Commissioner for BC.
- ~~18:21.~~ If in booking facility rentals are allowable, staff will require persons entering into agreements for the use of any facility to comply with all Provincial Health Orders, WorkSafeBC requirements, and City requirements, and will take steps to ensure that all persons who enter the facility under such agreements are complying with all these requirements and do not display or describe any symptoms of COVID-19.
- ~~19:22.~~ Outdoor, public infrastructure, such as traffic/pedestrian signals and buttons, water fountains, playground structures, solid waste and recycling cans, park benches, bus shelters, and railings, are not disinfected by the City as it is not practical or financially feasible to do so.
- ~~20:23.~~ While the City has comprehensive COVID-19 related protective measures in place, and follows all applicable Ministerial and Public Health Orders, the City cannot guarantee protection from exposure and/or infection from use of City facilities, parks, equipment, and infrastructure.

Monitoring/Authority

The City Manager has oversight and implementation authority for this policy.

Changes to this policy require Council approval.