

FORT NELSON FIRST NATION



RETURNING TO SAFE OPERATIONS: COVID-19 EXPOSURE CONTROL SAFETY PLAN

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OVERVIEW

- 1.1 Fort Nelson First Nation (“FNFN”) will continue to carefully monitor the situation regarding preventing the spread of SARS CoV 2, leading to the COVID-19 virus. FNFN will monitor announcements from the Provincial Health Officer, the BC Centre for Disease Control (BCCDC), WorkSafe BC, and Provincial and Federal Governments. FNFN will also, consider information made available by the World Health Organization (WHO). FNFN is committed to doing its part in preventing the spread of SARS CoV 2, leading to the COVID-19 virus.. The health and safety of employees and community members is of the highest importance.
- 1.2 Fort Nelson First Nation has maintained essential services since our Emergency Office Closure on March 14, 2020.
- 1.3 The *Returning to Safe Operations: COVID-19 Safety Plan* (“the Plan”) has been developed in accordance with advice outlined by WorkSafe BC and in collaboration with our employees and the Joint Occupational Health & Safety Committee, and supervisors, and management.
- 1.4 The purpose of the Plan is to speak to the policies, protocols, and procedures necessary to manage the workplace, including policies about risk assessment and exposure control planning, as well as who can be at the workplace, how we will address illness that arises at the workplace, and how workers can be kept safe in our adjusted working conditions.
- 1.5 In accordance with the order of the Provincial Health Officer, this plan will be posted in each worksite. In addition, a digital copy will be made available on the common share (Y:). Any future revisions will be posted at each worksite and circulated to employees through the staff bulletin, and made available on the common share. Employees may also request an up-to-date copy by contacting their supervisor or Human Resources.

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- 1.6 All employees and other workers at FNFN must familiarize themselves with this safety plan and follow the guidelines and policies and protocols set out by FNFN.
- 1.7 The Executive Director of Administration shall ensure supervisors have been trained in monitoring workers and the workplace to ensure policies and procedures are being followed. The Executive Director of Administration shall have authority over the Plan.

2.0 ASSESSING WORKPLACE RISKS OF EXPOSURE

- 2.1 Adhering to the FNFN **Risk Assessment Policy**, managers and employees will assess their buildings and workplaces/jobsites and work tasks, in order to identify places and tasks where the risk of exposure and transmission of COVID-19 may be introduced. This process will also involve the Joint Occupational Health & Safety (JOHS) committee and/or worker representatives. Hereafter, managers, employees, and JOHS may be referenced as “the Parties.”
- 2.2 The Parties shall continue to assess the workplace on an ongoing basis after operations resume, ensuring risks are identified and managed.
- 2.3 The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface before touching the face. To understand the risks in the workplace, consider the following questions:
- (a) Where do workers congregate, such as break rooms, copy rooms, or meeting rooms?
 - (b) What job tasks or processes require workers to come into close proximity with one another or members of the public?
 - (c) What tools, machinery, and equipment do people come into contact with in the course of their work?
 - (d) What surfaces are touched often, such as doorknobs, light switches, equipment, and shared tools?
- 2.4 The Parties will identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.
- 2.5 The Parties will identify job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if workers travel offsite as part of their jobs).
- 2.6 The Parties will identify the tools, machinery, and equipment that workers share while working.
- 2.7 The Parties will identify surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

3.0 EXPOSURE CONTROL MEASURES

- 3.1 Following the identification of any risks for exposure and the transmission of COVID-19, measures will be put in place to minimize the risk of transmission; selecting and implementing protocols will include seeking information, input, and guidance from the following sources:
- (a) Reviewing industry-specific protocols on worksafebc.com to determine whether any are relevant to our industry. Protocols developed specific to our sector will be implemented to the extent that they are applicable to the risks in the workplace. Additional protocols will be implemented if the posted protocols do not address all the risks to workers;
 - (b) Frontline workers, supervisors, and the joint health and safety committee (or worker representative);
 - (c) Orders, guidance, and notices issued by the Provincial Health Officer and relevant to our industry;
 - (d) Health and Safety Association or other professional and industry associations.
- 3.2 To reduce the risk of the virus spreading person-to-person through droplets in the air, the FNFN will implement protocols to protect against identified risks. Different protocols will offer different levels of protection (first, second, third levels, fourth). Wherever possible, the protocol that offers the highest level of protection will be implemented.
- 3.3 One control measure may not completely control the risk, and when such is the case workers will incorporate controls from various levels to address the risks in workplace.
- 3.4 The overall number of workers at the workplace at one time will be set out in accordance to maintaining physical distance. This may be done by:
- (a) implementing work-from-home schedules and virtual meetings, and/or
 - (b) rescheduling workers, and/or
 - (c) rescheduling work tasks, and/or
 - (d) where practical, at least 5 square meters of unencumbered floor space per person (workers and clients) will be maintained.
- 3.5 Worker's working alone or in isolation will also adhere to the FNFN **Working Alone Policy**.
- 3.6 Worker's working from home will also adhere to the FNFN **Working from Home Policy**.

- 3.7 Only the appropriate numbers of people are permitted in each area of a workplace to prevent workers from coming too close to one another or members of the public.
- 3.8 Building occupancy limits shall be established taking into consideration the layout of the building, the number of entrances in the building, the number of washrooms in the building, and the ability to reconfigure office furnishings, and the ability for the permitted number of occupants to maintain a physical distance of two (2) meters at all times. Building occupancy limits shall be posted at entrances, and in restricted spaces within the building.
- 3.9 Workers must maintain a distance of two (2) meters (6 feet) between workers and others wherever possible. This will be accomplished by:
- (a) revising work schedules,
 - (b) organizing work tasks,
 - (c) employing the use of dollies or other works aids for work tasks that would typically be done by more than one person.
- 3.10 Pods of workers who work together exclusively will be identified to minimize the risk of broad transmission throughout the workplace.
- 3.11 Control measures will be implemented to ensure workers can maintain a distance of two (2) meters when serving or working with or near members of the public, and this may include one or more of the following measures:
- (a) First level protection (elimination controls): limit the number of people at the workplace and ensure physical distance whenever possible. Employees will adhere to the FNFN Physical Distance Policy; and where physical distance cannot be maintained,
 - (b) Second level protection (engineering controls): Barriers and partitions. Workers will make a request for the implementation of a physical guard - separating people with partitions or plexi-glass barriers; and where this measure is not achievable or sufficient,
 - (c) Third level protection (administrative controls): The implementation of clearly communicated rules and guidelines for how workers should conduct themselves, as well as the provision of training and workplace signage.
 - (d) Fourth level protection (in addition to other control measures): Using Masks. Workers will adhere to the FNFN Personal Protective Equipment (PPE) Policy, understanding that PPE has limitations.
- 3.12 Adequate hand-washing facilities/stations will be implemented on site for all workers ensuring the location is visible and easily accessed.
- 3.13 Workers must adhere to the FNFN **Hand Cleaning Policy** and wash their hands in accordance with the policy, including:

- (a) upon arriving to work,
 - (b) before and after using the washroom,
 - (c) before and after capturing cough/sneezing with hands,
 - (d) before and after breaks,
 - (e) after handling cash, mail, paperwork, or other materials, and
 - (f) before and after handling common tools and equipment.
- 3.14 Cleaning protocols have been implemented for all common areas and surfaces, including washrooms, equipment, tools, common tables, desks, light switches, and door handles. All employees must adhere to FNFN cleaning policies, such as the **Workstation Cleaning and Disinfecting Policy** and the **Workplace Cleaning and Disinfecting Policy**.
- 3.15 Cleaning protocols have been implemented for all FNFN vehicles and equipment, and all employees must adhere to the FNFN Fleet **Vehicle Cleaning and Disinfecting Policy**. Employees will check out sanitization vehicle kits at the time of checking out vehicle keys. Supervisors will ensure workers are orientated on properly cleaning and disinfecting vehicles.
- 3.16 Unnecessary tools and equipment that may elevate the risk of transmission, including items like coffee makers and shared utensils and plates will be removed from the workplace and placed in storage (in/on the same worksite where possible).
- 3.17 FNFN has implemented a **Violence Prevention Program Policy**, to address any risk of violence that may arise as the public adapts to restrictions or modifications in the workplace.
- 3.18 All employees will participate in daily health checks to assist in ensuring employees arrive to work in a 'fit-for-work' state.

4.0 COMMUNICATION PLANS

- 4.1 Every person entering any FNFN workplace or jobsite, including workers from other employers (i.e. contractors), must know how to keep themselves safe while at our workplace/jobsite; this will be accomplished through workplace orientation.
- 4.2 Every manager and supervisor shall ensure that:
 - (a) workers under their authority are trained on the measures put in place and the policies around staying home when sick;
 - (b) signage is clearly posted at entrances, and the information indicates who is restricted from entering the building (including visitors and workers with symptoms), as well as building occupancy limits and effective handwashing practices.
- 4.3 Ongoing workplace updates will be provided directly from supervisors to their employees, frequently and as necessary.
- 4.4 Ongoing workplace information of a general and specific nature related to public health, BCCDED, WorkSafe BC, and training and education, will be distributed to supervisors and in the staff bulletin that is delivered daily into each employee's email inbox.
- 4.5 Notification to employees, in the event of a COVID-19 outbreak in the workplace, will be provided directly to workers from their supervisors. In all cases of occurrence the Public Health Authorities will be notified when such events occur. WorkSafe BC will be notified as required through proper reporting channels.
- 4.6 Notification to the public will be provided as necessary and directed by the Public Health Authorities.

5.0 MONITORING THE WORKPLACE

- 5.1 All managers and supervisors will monitor their workers and the workplace to ensure policies and procedures are being followed.
- 5.2 As operations return to fuller staffing and client levels, if new areas of concerns are identified, or if it seems like something isn't working, employees will consult with their supervisors/managers (and managers will consult with the Executive Director of Administration in consultation with Human Resources and the JOHS committee) to take necessary steps to update policies and procedures. Workers will be involved in this process.
- 5.3 Managers and employees will monitor workplace risks, including risk of exposure, daily.
- 5.4 Changes to policies and procedures will be implemented as necessary to eliminate or reduce workplace risks.
- 5.5 Workers will report health and safety concerns to their supervisors, and/or their building representative on the JOHS committee.
- 5.6 When resolving safety issues, the JOHS committee will be involved. Please view the chart below for the current list of representatives.
- 5.7 Please view the ***JOHS Terms of Reference*** manual for more information about the roles and responsibilities of representatives on the JOHS committee.

JOHS Committee Representatives: 2018-2020 Term	
Administration Building	Heather Gairdner
Day Care Building	Miranda Dendys
Finance Building	Amanda DiMaggio
Health Building	Scott Wilson and Nadeen Sinclair
Justice Building	Maryann Kotchea/Sara Gairdner
Lands Building	Cynthia Burke and Marilyn Norby
Meyosin Building	Shania Laliberte
Public Works Shop	Cougan Purington

6.0 ORIENTATION AND TRAINING

- 6.1 The training plan to introduce new polices and protocols will adhere to the following:
- (a) Managers and supervisors, and the JOHS committee, will receive training in administrative protocols, policies, practices, and procedures or changes to the operations, such as new equipment, processes, or products due to the COVID-19 pandemic, prior to all other workers; and,
 - (b) Managers, or supervisors, or a member of the JOHS committee (as determined) will train all other workers in administrative protocols, policies, practices, and procedures or changes to the operations, such as new equipment, processes, or products due to the COVID-19 pandemic.
- 6.2 Managers shall ensure a training plan is implemented for new employees, and employees who have been out of the physical workplace during the COVID-19 pandemic, as well as for employees taking on new roles and responsibilities.
- 6.3 Managers, supervisors and employees shall have adequate training on risk assessment.
- 6.4 Managers, supervisor and employees shall have adequate training on monitoring the workplace.
- 6.5 Any employee who has been laid-off and recalled to work, or recalled to the physical workplace from a work-from-home arrangement, shall receive a workplace orientation.
- 6.6 Managers shall be responsible to ensure that their workers are apprised of all employer policies and protocols.
- 6.7 Any worker engaged in cleaning will have adequate training and materials and will receive any necessary training related to workplace hazardous materials, in compliance with the FNFN **Workplace Hazardous Materials Information System (2015) Policy**.
- 6.8 Start-up requirements for vehicles, equipment, and machinery that have been out of use shall be reviewed, and the safe process for clearing systems will be implemented. The machinery will be sanitized and cleaned effectively.
- 6.9 Training records will be maintained by Human Resources and will be produced upon request by the Executive Director, JOHS committee, or other authority.

7.0 WORKER TRANSPORTATION

- 7.1 Whenever possible, workers should travel alone in their vehicles in order to practice physical distancing. Employees must adhere to the safeguards related to working alone or in isolation, to ensure safety (see ***Working Alone Policy***).
- 7.2 When travel alone in vehicles is not possible, measures must be taken to ensure:
- (a) appropriate distance including having workers sit one to a seat,
 - (b) passengers are staggered to allow maximum distance between them,
 - (c) adjust the number of workers transported per trip,
 - (d) increase the total number of trips needed to transport workers to a worksite, or clients to appointments.
- 7.3 When possible use larger vehicles to ensure maximum spacing, or use multiple vehicles.
- 7.4 If it is not possible to ensure two (2) meters of distance between workers in a vehicle through these measures, other control measures, such as PPE must be implemented.
- 7.5 Employees must adhere to a process that allows for physical distancing when loading and unloading vehicles. Employees waiting for loading/unloading should maintain physical distancing while remaining safely away from traffic.
- 7.6 Authorized drivers must ensure that they carry with them, a hand sanitizing kit and vehicle cleaning kit when they operate a vehicle. Drivers must sanitize hands as they enter and exit the vehicles, and ensure the ongoing cleaning and sanitization of the vehicle as necessary.
- 7.7 Employees must ensure that contact surfaces within the vehicle are routinely cleaned and disinfected. These include seatbelts, headrests, door handles, steering wheels, and hand holds.

8.0 PROTECTING MENTAL HEALTH

8.1 Workers in the workplace may be affected by the anxiety and uncertainty created by the COVID-19 outbreak. It's important to remember that mental health is just as important as physical health, and FNFN will take measures to support mental well-being.

8.2 Employees may access the Employee and Family Assistance Program (EFAP) offered through Canada Life, and additional resources that can assist with maintaining mental health in the workplace during this time are as follows:

- a) [COVID-19 Psychological First Aid Service: Information and Signup](#) (British Columbia Psychological Association) – Free virtual counselling provided by registered psychologists – Link: <https://www.psychologists.bc.ca/covid-19-resources>
- b) [COVID-19: Staying Well In Uncertain Times](#) (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak – Link: <https://cmha.bc.ca/covid-19/>
- c) [Managing COVID-19 Stress, Anxiety and Depression](#) (Ministry of Mental Health and Addictions) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times – Link: https://www2.gov.bc.ca/assets/gov/health-safety/covid19_stressmanagement_5_accessible.pdf
- d) [Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#) (World Health Organization) – These mental health considerations were developed by the WHO's Department of Mental Health and Substance Use as messages targeting different groups to support for mental and psychosocial well-being during COVID-19 outbreak – Link: <https://www.who.int/docs/default-source/coronaviruse/mental-health-considerations.pdf>
- e) [Mental Health and COVID-10](#) (Conference Board of Canada) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation – Link: <https://www.conferenceboard.ca/insights/covid-19?AspxAutoDetectCookieSupport=1>
- f) [Taking Care of Your Mental Health](#) (COVID-19) (Public Health Agency of Canada) – Tips and resources for taking care of your mental health during the COVID-19 outbreak – Link: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/mental-health.html>

9.0 ILLNESS AND SELF-ISOLATION

9.1 The Provincial Health Officer and the BC Centre for Disease Control have issued the following guidance around self-isolation, which is also reflected in FNFN operations:

- (a) Any employee/client who has had symptoms of COVID-19 in the last 10 days must self-isolate at home and seek medical attention; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache;
- (b) Any employee/client directed by the Provincial Health Officer to self-isolate must follow those instructions;
- (c) Any employee/client who has arrived from outside of Canada, or who is a contact with a confirmed COVID-19 case, must self-isolate for 14 days and monitor for symptoms.

9.2 Employees, other workers, and clients/member of the public attending the workplace by appointment, must complete the COVID-19 daily self-assessment health check prior to attending the employer's premises.

9.3 Any employee or other worker, or client/member of the public showing symptoms of COVID-19 are prohibited from entering the employer's workplace premises and this includes:

- (a) 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;
- (b) Anyone directed by the Public Health Officer to self-isolate,
- (c) Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.

9.4 First aid attendants are required to learn and follow the "OFAA protocols for use during the COVID-19 pandemic" as published by WorkSafe BC.

9.5 Workers, who start their shift and later may start to feel ill at work, should report even mild symptoms to their supervisor. Sick workers will be asked to:

- (a) wash or sanitize their hands,
- (b) don a mask, and
- (c) go straight home, and,
- (d) self-isolate for 10 days, and

- (e) Consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to testing and self-isolation.

9.6 If the sick worker is severely ill (e.g., difficulty breathing, chest pain), an ambulance will be dispatched.

9.7 Environmental services will be dispatched to the building/vehicle to commence a deep cleaning and disinfecting of all surfaces that the sick worker came into contact with during their shift.

10.0 PROHIBITING AND LIMITING VISITORS

10.1 All buildings will remain closed to the public until such time that a vaccine is in place.

10.2 All services with clients must be scheduled by appointment.

10.3 Any client or community member attending the premises for a scheduled appointment must not have any symptoms of the COVID-19 virus.

10.4 Any client or community member attending the premises for a scheduled appointment must complete a self-assessment prior to attending their appointment.

10.5 Anticipated (timeframe) drop-off deliveries, including mail and packages will be permitted, adhering to physical distancing and workplace cleaning and sanitization policies.

11.0 RESOLVING CONCERNS ABOUT UNSAFE WORK

11.1 Any employee can raise safety concerns; concerns may be brought forward to the direct manager/supervisor, or through the JOHS committee.

11.2 Workers have the right to refuse work if they believe it presents an undue hazard. All employees are encouraged to learn about worker rights, and more information can be found at <https://www.worksafebc.com/en/for-workers>

11.3 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.

11.4 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 the Parties to determine whether there is an undue hazard and issue orders if necessary.

11.5 Additional information can be found on the WorkSafe BC website under Occupational Health and Safety Guideline G3.12.

11.6 Interviews will be conducted for reports of unsafe work and to follow-up on reports of breach of policies.

12.0 ACKNOWLEDGEMENT & AGREEMENT

12.1 I, _____, (worker name) acknowledge that I have read and understand the Fort Nelson First Nation Returning to Safe Operations: Covid-19 Exposure Control Safety Plan.

12.2 I understand that I may raise any compliance/conformance concerns that I may have to the authorizing manager responsible for my hiring (i.e. shortage of PPE or cleaning supplies, etc.).

12.3 I understand that this safety plan applies to employees as well as contractors.

12.4 I understand that if I violate the protocols and policies set out in this safety plan, I may face disciplinary action, up to and including termination of employment.

12.5 By signing below, I agree to adhere to this safety plan and the policies outlined within and I will ensure that any employees working under my direction adhere to this safety plan.

Employee Name (Print)

Employee Name (Signature)

Witness Name (Print)

Print Date (day/month/year)

This Policy will be reviewed as needed and may be updated from time to time as needed.

Dated at Fort Nelson, British Columbia, this 16th day of June 2020.

Approved, Signed, Sealed and Delivered by the Fort Nelson First Nation Executive Director of Administration.

A handwritten signature in black ink, appearing to read 'Liz Logan', is written over a solid horizontal line.

Liz Logan
Executive Director, Administration