

**PRRD COVID-19 RECOVERY PLAN**

Department	Board	Policy No.	
Section	General	Date Approved by Board	
Repeals		Board Resolution #	

Amended		Board Resolution #	
Amended		Board Resolution #	
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Repealed		Board Resolution #	
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Updated by CAO		Section(s) Updated	
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1. Purpose

- 1.1 The PRRD COVID-19 Recovery Plan Policy sets out the core measures that will guide the resumption of services provided by the PRRD and its partners. It is intended to help plan a cautious and phased return towards the 60% social contact maximum of the pre-COVID-19 normal, and to modify behavior and protective measures to cautiously allow for greater interactions, without putting PRRD staff and others at risk.

2. Scope

- 2.1 This Policy applies to all PRRD staff, elected officials, contractors, and PRRD operated facilities.

3. Policy

- 3.1 The "PRRD COVID-19 Recovery Plan" is attached to and forms part of this Policy.
- 3.2 The Chief Administrative Officer has the authority to amend this Policy as necessary to keep it in alignment with Federal and Provincial orders related to COVID-19.

Affiliated Procedure	
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PEACE RIVER REGIONAL DISTRICT

COVID-19 Recovery Policy & Plan

Last Updated by CAO: May 25, 2020

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BACKGROUND

In January 2020 the World Health Organization (WHO) declared the outbreak of a new coronavirus disease in Hubei Province, China to be a Public Health Emergency of International Concern. WHO stated there is a high risk of the 2019 coronavirus disease (COVID-19) spreading to other countries around the world.

The Peace River Regional District (PRRD) has developed this recovery plan based on the following:

- 1) Issued by the Province of BC:
 - a) [BC's Restart Plan: Next Steps to Move Through the Pandemic](#)
 - b) B.C. COVID-19 Go-Forward Strategy
 - c) Key Steps to Safely Operating Your Business or Organization and Reducing COVID-19 Transmission
- 2) [WorkSafe BC](#)
 - a) [COVID-19 Information & Resources](#)
 - b) [COVID-19 Safety Plan Checklist](#)
 - c) [Offices: Protocols for returning to operation](#)
 - d) [Parks: Protocols for returning to operation](#)
 - e) [Restaurants, cafes and pubs: Protocols for returning to operation](#) (with respect to food service in community halls)
- 3) [BC Centre for Disease Control](#)
 - a) COVID-19 Information
- 4) Northern Health
 - a) [Coronavirus \(COVID-19\): A Northern Health guide for your community \(May 7, 2020 edition\)](#)

Purpose of this Plan

The PRRD COVID-19 Recovery Plan sets out the core measures that will guide the resumption of services provided by the PRRD and its partners. It is intended to help plan a cautious and phased return towards the 60% social contact maximum of the pre-COVID-19 normal. Medical professionals speculate that it could be 12-18 months before a vaccine is developed. Until then, the challenge will be modifying behavior and protective measures cautiously to allow for greater interactions without putting ourselves and others at risk.

Activities will align with regional, provincial and national health orders and guidelines.

Provincial Health Officer's Orders

Each health authority has a Chief Medical Health Officer and a number of other Medical Health Officers working with the region. Medical health Officers provide the primary health interface with a local government.

Under the *Health Act*, the Provincial Health Officer has the authority to enact community-based control measures that he/she believes are important in controlling the spread of influenza and minimizing its impact (i.e., the prohibition of public gatherings).

Key [Orders](#) & guidance documents issued that relate to this plan (as of May 12, 2020):

- a) Mass Gatherings Order: no gatherings over 50 people
- b) Quarantine Order (federal): must quarantine for 14 days upon return to Canada
- c) Compliance & Enforcement Brief & Guide: guidance on enforcement of public health orders

Minister of Public Safety & Solicitor General Orders

The orders issued by Minister Mike Farnworth under the *Emergency Program Act* related to the COVID-19 pandemic will be in place for the duration of the Provincial State of Emergency for COVID-19. The Minister has the ability to rescind the orders at any time if they are no longer needed.

Key Orders

- a) Electronic Attendance at Corporate Meetings [M116](#)
 - i. [Guidance to Conduct Public Hearings](#)
- b) Local Government Meetings & Bylaw Process [M139](#)
- c) Freedom of Information & Protection of Privacy Act [M085](#)
- d) Bylaw Enforcement [M082](#)
- e) Local Authorities & Essential Goods & Supplies [M084](#)

Further information can be found:

- [COVID-19 Updates for Local Governments & Improvement Districts](#)
- [COVID-19: Frequently Asked Questions related to Provincial Orders](#)
- [COVID-19: Local Government & First Nations Frequently Asked Questions](#)

WorkSafeBC

WorkSafeBC is working to support the direction of public health agencies for slowing the progression of COVID-19 (coronavirus) by helping workplaces to take appropriate preventative measures. This plan will follow [guidelines](#) set out BC WorkSafeBC to ensure the health and safety of staff, the directors and the public.

WorkSafeBC will not be reviewing or approving the plans of individual employers, but during a WorkSafeBC inspection they will ask employers about the steps they have taken to protect their workers.

REDUCING TRANSMISSION

Transmission Facts

- 1) **Coronavirus is transmitted via** larger liquid droplets when a person coughs or sneezes but also potentially when they are talking in very close proximity to another person. **The virus in these droplets then can enter the body of another person when that person breathes in the droplets or when the droplets touch the eyes, nose or throat of that person.**
- 2) This requires you to be in close contact – less than the so-called social distancing of 3 – 6 feet. This is referred to as ‘droplet’ transmission and is believed to be the primary way COVID-19 is transmitted.
- 3) In addition, droplet transmission is much more likely when in close contact in an indoor setting. COVID-19 can also be transmitted through droplets in the environment if someone **touches the contaminated area then touches their face or eyes without cleaning their hands**. This speaks to the importance of regularly cleaning one’s hands and also cleaning of high touch areas in the environment.
- 4) A key issue in transmission is the median incubation period (the time from infection to appearance of symptoms) and the serial interval (the time between successive cases) for the Covid-19 virus. The **serial interval for Covid-19 virus is estimated to be 5-6 days**. The serial interval is 3 days for influenza with transmission taking place in the first 1-3 days of illness, **pre-symptomatic transmission** (transmission of the virus before the appearance of symptoms) being a major driver of transmission for influenza. For Covid-19 there are some emerging indications that there are people who can shed Covid-19 virus 24-48 hours prior to symptom onset, but at present, the WHO suggests that this **does not appear to be a major driver of transmission**. However, we need to acknowledge that there is debate about this and that at this time we cannot be categorical.

Core Personal Measures for the “New Normal”

There are currently no vaccines available to protect against human coronavirus infection. Medical professionals speculate that it could be 12-18 months before a vaccine is developed. Until that time, the following are core personal measures that everyone must take:

- 1) No hand shaking as the new norm.
- 2) Practice good hygiene (frequent hand washing with soap and water and use of hand sanitizers; avoid touching one’s face; respiratory etiquette; disinfect frequently touched surfaces).
- 3) Maintain reasonable physical distancing as much as possible and use a non-medical mask or face covering in situations where reasonable physical distancing cannot be consistently maintained, and engineering controls are not available (e.g. plexiglass barriers).
- 4) If you have the symptoms of a cold, flu, or Covid-19 including a cough, sneezing, runny nose, sore throat, fatigue you must stay at home (not going to school/work) and keep a safe distance from others in your family until those symptoms have completely disappeared. Retail malls, shops, and supermarkets should implement clear policies to strongly encourage customers who

have the symptoms of a cold, flu, or Covid-19 with any coughing or sneezing to not come into their stores through highly visible signage and verbal prompts if required.

- 5) A further consideration are the extra precautions individuals should consider if they are at increased risk of a more severe illness because they are over 60 years old, or if they have compromised immune systems or underlying chronic medical conditions.

Reducing Contact with Others

The risk of transmission in the workplace and in the community is a direct function of two variables:

- 1) The number of contacts (number of people present at the same time)
- 2) The contact intensity
 - a) type of contact – close or distant
 - b) length of contact – brief or prolonged

Steps can be taken to reduce the risk by:

- 1) Physical distancing measures – measures to reduce the density (intensity and number of contacts) of people in your setting.
- 2) Engineering controls – physical barriers (e.g. plexiglass barriers; one-way systems for customer flow; physical space between seating).
- 3) Administrative controls – rules and guidelines to reduce the likelihood of transmission in your setting (e.g. stay away if sick; hours of operation).
- 4) PPE – use of non-medical masks.
- 5) Cleaning and sanitization – increasing frequency of cleaning of high touch surfaces, cleaning or sanitizing hands on a regular basis

STEPS TOWARDS RECOVERY

The following represents a step-by-step process to resuming PRRD and partner operations in accordance with the requirements and guidelines set by the Province of BC.

Phase 1 – Mid to Late May 2020

- 1) Staff resume work in Dawson Creek and Fort St John offices
- 2) Montney Centennial Park and Iver Johnson Park opens for day-use only

Phase 2 – June to September 2020 (if transmission rates remain low or are in decline)

- 1) PRRD offices open to the public (starting June 1st)
- 2) Charlie Lake Fire members resume in-person training with conditions (starting June 1st)
- 3) PRRD community halls may resume maintenance and cleaning activities with conditions (starting June 1st)
- 4) Essential public hearings, on a case by case basis, may resume in-person if electronic options are not available and if appropriate meeting venues and sanitization requirements can be met
- 5) Blackfoot Regional Park opens for camping to the public (June 1st)
- 6) Minaker River Regional Park opens for camping (July 1st)
- 7) PRRD will consider, on a case by case basis, community halls holding small events with less than 50 people (starting in July)
- 8) Chetwynd Recreation Centre and North Peace Leisure Pool will open under the direction and control of the municipal operators
- 9) Buick and Clearview Arenas will open at the direction of School District No 60
- 10) Essential in-region travel

Phase 3 – TBD (dependent on public health, social and economic factors to be examined starting in August 2020)

- 1) Non-essential public or stakeholder meetings
- 2) Public engagement activities that involve residents opinion on services that may increase their taxes
- 3) In-person engagement with First Nations communities
- 4) Out-of-region travel

COVID-19 RECOVERY REQUIREMENTS

Note that different protocols offer different protection. Wherever possible, use the protocols that offer the highest level of protection and add additional protocols as required.

First level protection (elimination):

Use policies and procedures to keep people at a safe physical distance from one another. Limit the number of people in your workplace at any one time, and implement protocols to keep workers at least 2 metres from other workers, customers, and members of the public.

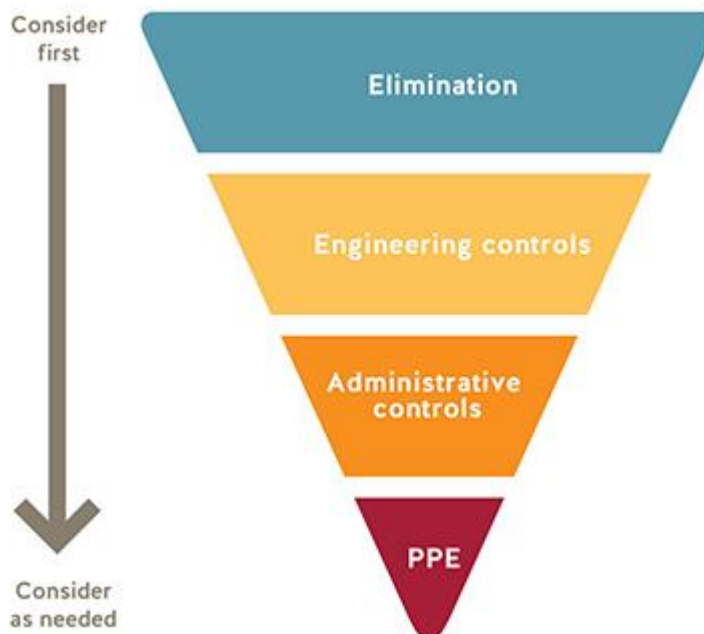
Second level protection (engineering controls):

If staff/contractors/public cannot maintain physical distancing, plexiglass barriers will be installed to separate people.

Third level protection

(administrative controls): Establish rules and guidelines, such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.

Fourth level protection (PPE): If the first three levels of protection aren't enough to control the risk, staff will consider the use of non-medical masks. Be aware of the limitation of non-medical masks to protect the wearer from respiratory droplets. Workers must use the masks appropriately.



PRRD Office Workspaces & Transportation

Starting in mid to late May 2020, staff will return to work in the PRRD offices. Many have been working from home since mid-March under remote worksite agreements. Modifications will be need to be made to many workspaces to reduce the risk of transmission at any of our work sites. Staff currently work out of the following four work sites:

- 1) Dawson Creek office (36-40 staff)
- 2) Dawson Creek warehouse (5-9 staff depending on seasonal/casual)
- 3) Fort St John office (5 staff)
- 4) Charlie Lake Fire hall (2 staff)

Where possible the use of technology (phone, email and Webex) should continue to be utilized to reduce the need for staff to move through the office environments.

Common areas will have signs posted to indicate the maximum occupancy limitations (Appendix F).

In order to bring staff back into PRRD office environments the following will be implemented prior to their return:

Physical Distancing

1) Individual Workspaces

The majority of desks within the Dawson Creek and Fort St John offices are currently spaced at minimum 6ft apart, with many having their own individual offices. For those departments where desks are not currently spaced the minimum of 6 ft apart, changes will need to be made as follows:

- a) Finance Department (Dawson Creek):
 - i. Casual finance staff will work in the downstairs meeting room when they are in the office on Mondays and Tuesdays.
 - ii. Two finance staff will be moved to temporary desk locations for the next 12-18 months so that there are only 4 staff working in the open office environment.
 - o The Grant Coordinator will move to the CFO's office.
 - o One of the Finance Clerks (EB) will be moved to the extra desk in the Community Services office area.
- b) Field Services (Warehouse)
 - i. New workspaces will be built by July 1st for casual and seasonal staff to ensure there is appropriate physical distancing at the warehouse.
- c) Information Technology
 - i. The GIS Technologist will be moved to the vacant Planning Services Manager office.

2) Lunch Room (Dawson Creek office)

- a) Maximum capacity = 10
- b) Coffee Breaks: Rotating coffee breaks will be established so that not more than 10 people will be in the room at any one time. See Appendix A for Dawson Creek staff's scheduled breaks. Staff are encouraged to take breaks at their desk if possible.
- c) Lunch Hours: the use of the room at lunch hours will be on a first come, first serve basis. Small meetings rooms may also be used for lunch breaks.

3) Board Room (Dawson Creek office)

a) Maximum Capacity = 20 without room divider; 10 each side with room divider in place.

b) Board Meetings

- i. Staff reports will be grouped together on the agenda so that department heads may enter the room for their block of reports and leave once they are complete. This will help to minimize the maximum number of people in the room. Only one person may sit at a staff desk at a time.
- ii. Staff will continue to dial into the meeting from their workspaces in order to be available to answer additional questions if needed. Or if space permits, they will attend in person.
- iii. The CAO, Corporate Officer, Deputy Corporate Officer, Legislative Services Clerk, and IT Manager will be the only staff present in the room for the duration of the meeting and will be seated at separate admin desks or will sit on either side of the plexiglass barriers. The videographer may also be present in the room.
- iv. The number of public members will be limited based on capacity ratings. If needed, the public may have the option to ask questions of the Board from the upstairs lobby office.
- v. Reception will perform a count of how many people enter the room to ensure that it does not exceed 20.

c) Committee Meetings

- i. Staff reports will be grouped together on the agenda so that managers may enter the room for their block of reports and leave once they are complete. This will help to minimize the maximum number of people in the room.
- ii. As needed, staff will continue to dial into the meeting from their workspaces in order to be available to answer additional questions.
- iii. The manager responsible for the committee and the recording clerk will be present in the room for the duration of the meeting; other staff may be present dependent on the number of elected officials and members of the public in attendance.
- iv. Committee meetings must take place around the Board table where there are plexiglass barriers between seats.

d) Staff Meetings

- i. Exempt staff meetings: exempt staff meetings will take place in the Board room by utilizing the full room and spacing staff accordingly.
- ii. All staff meetings: all staff meetings will take place through a combination of in-person attendance (up to 20 people in the Board room) and staff connecting through electronic means.
- iii. Department or project meetings: may take place in meeting rooms or electronically as determined by the Department Head.
- iv. EOC activation: where possible the EOC will operate virtually and where staff are required to be located in the PRRD EOC, the requirements set out for the Board room will apply.

4) Meeting Rooms

- a) Dawson Creek Office: Maximum capacity of each small meeting room = 2 (3 if two people are from the same household - in the upstairs meeting room only).
- b) Fort St John Office: maximum capacity = 5.
- c) Charlie Lake Fire Hall: maximum capacity = 16.

5) Traffic Flow

Staff will be mindful of those working at their desks as they move through office environments. If they need to speak with another staff member, they will abide by the signs on each office and will do their best to remain 6ft away from each other.

- a) Community/Environmental Services: staff will move through the office environment in a clockwise manner, paying attention to remain 6ft away from other staff.
- b) Development Services: staff will move through the office environment in a clockwise manner, paying attention to remain 6ft away from other staff.
- c) Finance: only one staff external to the department may enter at a time; staff must stay in the center of the office environment; where possible staff external to the department should try to avoid entering the office space.
- d) Administration: before walking towards the CAO's office or Executive Assistant's Office, staff will check to see if other staff are in the hallway before proceeding.
- e) Only one staff member should be in a staircase at a time. In the event that more than one person needs to travel from upstairs to downstairs or vice versa, the person going downstairs will have the right of way and the other person will need to wait until the staircase is clear. A convex mirror will be installed on the main staircase and the staircase to the vault in order to see if others are approaching.

6) Worker Transportation

- a) Whenever possible, staff should travel alone in vehicles in order to practice physical distancing.
- b) No more than two staff must travel in the same vehicle, riders must be staggered to allow maximum distance between them. These measures may mean using larger vehicles to ensure maximum spacing or using multiple vehicles.
- c) Where staff cannot maintain 2 m/6 ft of distance between workers in a vehicle, they must wear a non-surgical masks while in the vehicle.

7) Loading/Unloading Equipment

- a) Where safe to do so, equipment should be loaded or unloaded by a single staff member.
- b) Where more than one staff member is needed to safely load or unload equipment and they cannot maintain physical distancing, non-medical masks must be worn.
- c) Workers waiting for loading/unloading should maintain physical distancing while remaining safely away from traffic or other hazards.

8) IT Assistance

- a) Where staff require assistance from the Information Technology branch and IT staff are required to work on another staff's computer, the requesting staff person will leave their workspace while IT staff work on their computer.
- b) In order to reduce physical contact, Staff are directed to submit tickets through helpdesk@prrd.bc.ca or through the helpdesk phone for technical support and should not "walk up" to IT when possible.

c) [Section “Cleaning & Transmission Controls” for further details.](#)

9) Receiving the Public

In order to maintain physical distancing, staff must not shake hands with members of the public.

a) Dawson Creek Office

- i. Members of the public will be restricted to the reception area only and will not be allowed to meet with staff in their workspaces. If needed, the lobby office or Board room may be used as a meeting space, if available.
- ii. No more than three members of the public may wait in the lobby at any time.
- iii. Retractable belt tape barriers will be placed at the entrance to the Development Services Department to restrict the public from going downstairs. Belt tape barriers will include signage stating that these areas are for staff only.
- iv. On Board and committee meeting days, seats for members of the public will be spaced to allow for physical distancing requirements. Reception will be required to count the number of people entering the meeting room, and will limit it to the maximum occupancy requirements.
- v. Visitors must provide their name and phone number to Reception, who will complete the visitor log for any non-staff member or Director, upon entry to the building for any reason (see Appendix E).

b) Fort St John Office

- i. Members of the public will be restricted to the reception area only.
- ii. Only two members of the public may be present in the office at any time.
- iii. Visitors will provide their name and phone number to Reception, who will complete the visitor log for any non-staff member or Director, upon entry to the building for any reason (Appendix E).

c) Charlie Lake Fire Hall

- i. Members of the public will be required to call the fire hall first to make an appointment to meet with staff, and will meet in the vehicle bay or training room.
- ii. Visitors will provide their name and phone number to staff who will complete the visitor log for any non-staff member or Director, upon entry to the building for any reason (Appendix E).

d) Warehouse

- i. Will receive deliveries only through the main bay doors.
- ii. Visitors will provide their name and phone number to staff who will complete the visitor log for any non-staff member or Director, upon entry to the building for any reason (Appendix E).

Engineering Controls

The following engineering controls will be utilized to reduce the risk of transmission:

1) Plexiglass

- a) Where possible barriers will be designed and installed following WorkSafe BC's guidelines (see Appendix D)

b) Barriers will be installed in the following locations:

- i. Reception desks in Dawson Creek & Fort St John to provide a barrier between staff and the public.
- ii. Development Services Coordinator to provide a barrier between staff walking past this desk.
- iii. GIS Technologist to provide a barrier between staff and the public.
- iv. Between the Environmental and Solid Waste Coordinators who usually sit facing each other.
- v. Between Community Services Clerk and Protective Services Coordinator who usually sit facing each other.
- vi. Between each Directors' seat at the Board room tables.
- vii. On each admin desk in the Board room, barriers will also be installed at the front of each desk to provide a barrier between the closest Director and the staff person.

2) Door Knobs

- a) New swing door knobs (levers) will be installed on all interior doors (non-fire doors) of the Dawson Creek and Fort St John offices to allow staff to open doors with limited touch.

Administrative Controls

- 1) WorkSafe BC entry check signs for workers will be posted at all staff entrances.

2) Managing Symptoms

Any supervisor or other person who controls the workplace has responsibility for the health and safety of employees and others there, and to ensure that employees' actions or inactions do not cause harm to others. During the workday, staff will self-monitor to determine if they are experiencing any symptoms of COVID-19.

According to Northern Health's ["Coronavirus \(COVID-19\): A Northern Health guide for your community"](#) (May 7, 2020 edition), anyone who has symptoms must:

- a) Self-isolate. This means you need to stay at home for any of the following reasons:
 - i. You have a fever. If you don't have a thermometer, you might feel hot to touch on your chest or back.
 - ii. You have a new, continuous, dry cough. This means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
 - iii. You have difficulty breathing.
 - iv. You have a sore throat.
 - v. If you have symptoms of COVID-19, you need to stay home for 10 days.
 - vi. If you're returning from international travel, you need to self-isolate for 14 days (even if you don't have symptoms) [See item 7 – Travel Outside Canada](#).
 - vii. If you live with someone who has symptoms, you need to stay home for 10 days from the day the first person in the home started having symptoms.
 - viii. If you also develop symptoms, you need to stay home for 10 days from the day your symptoms began.

- ix. After 10 days, if your temperature is normal and you feel better, you can return to your routine activities. You might still have a dry cough, but that's OK. Your cough might last for a few weeks, but if you just have a cough (and no other symptoms), it's OK to stop self-isolating after 10 days.
 - b) Call the Northern Health COVID-19 online clinic and information line at 1-844- 645-7811. It's run by nurses, doctors, and nurse practitioners – they will help you decide if you need to be tested.
 - c) Don't go to see your family doctor or nurse practitioner, pharmacist, or emergency department. Instead of going in person, call your family doctor or nurse practitioner.
- 3) Notifying the Employer
- a) If a staff member becomes symptomatic (or has symptomatic members of their household) they must notify their supervisor electronically or by phone, and avoid contact with co-workers until they are advised it is safe to return to work.
 - b) If a supervisor observes a staff member exhibiting symptoms, they will send the staff member home. If a supervisor sends a staff member home or is advised that one of their staff is staying home due to symptoms, the supervisor should ensure that the Human Resources Department or CAO has been advised.
- 4) Use of Sick Time
- a) Staff exhibiting symptoms of the virus must self-isolate for the 10 day self-isolation period or until negative test results clear them to return to work.
 - b) Staff can utilize their sick time and vacation banks. If staff qualify for unpaid COVID-19 leave under the Employment Standards Act s.52.12, they must contact their supervisor.
- 5) Extended Absences
- Staff members that extend beyond the 10 day self-isolation period may be required to seek confirmation from a doctor that their isolation period requires extension.
- 6) Non-Essential Travel
- Non-essential transportation or business travel will be limited, and on an exceptional basis only. Supervisors will determine with the CAO whether staff should be traveling in and out of region.
- Travel will be restricted between offices or work locations to critical business functions.

7) Travel Outside of Canada

Employees who return from out of country on or after March 12, 2020 are required by the Province of BC to self-isolate for two weeks. Based on the Province's requirement, PRRD employees who elect to travel out of country after March 12, 2020, knowing the risks, must self-isolate for 14 calendar days when they return to Canada, prior to returning to work. These additional weeks away from work must be taken from employees' sick banks, vacations banks, or banked time or employees may apply for COVID leave under the *Employment Standards Act*. Employees with depleted time away banks will be required to take leave without pay for the required absence.

Staff members who are not symptomatic, even if they have a family member who has travelled abroad and is self-isolating, are not required to self-isolate themselves.

8) Working Remotely

In exceptional circumstances, and with the approval of the CAO, staff may be able to work from home. Staff must complete/follow the (Appendix B):

- a) Working From Home Policy;
- b) Telework Agreement; and
- c) IT-Work from Home Checklist.

9) Public Access to Facilities

Signs will be posted at entrances to remind members of the public that they are not allowed to enter any of the facilities if they are showing sign of symptoms. If a member of the public enters the building and is showing visual symptoms, staff will ask them to leave immediately. See Appendix E for entry check signs.

10) Dispute Resolution Process

Workers have the right to refuse work if they believe it presents an undue hazard. If workers have a concern they must first staff must discuss the concern with their supervisor.

- a) If the concern remains unresolved, then:
 - i. CUPE staff will discuss the issue with their shop steward, who will bring it forward at a Joint Occupational Health & Safety Committee meeting.
 - ii. Exempt staff will have their supervisor forward the concern to the Joint Occupational Health & Safety Committee.
- b) If the concern continues to remain unresolved, then the concern will be considered by:
 - iii. CUPE staff: Labour Management Committee.
 - iv. Exempt staff: CAO and an HR Representative.

Personal Protective Equipment (PPE)

Where staff are not able to maintain a minimum 6ft distance from another staff member or member of the public, non-medical masks must be worn. The PRRD will provide staff with non-medical masks, or if they choose, staff may supply their own mask or scarf.

When a mask must be worn, staff will follow the procedures for the safe use of masks as set out by WorkSafe BC and found in Appendix C.

Charlie Lake Fire will follow PPE requirements as set out in their Standard Operating Guideline.

Cleaning & Transmission Controls

1) Cleaning & Sanitization

In accordance with the requirements set out in the PRRD's COVID-19 Response Plan, the following cleaning and sanitization protocols will remain in place. Following cleaning, wash your hands with soap and water or an alcohol-based hand sanitizer. (See Appendix K)

- a) Individual workspaces must be cleaned twice per day by staff.
 - i. Desks, arm rests on staff chairs, cabinet doors/drawers will be sprayed using an approved hard surface cleaner.
 - If using Purell, spray the surface and wait 60 seconds before wiping off with a paper towel. Wash or sanitize hands after wiping the area.
 - ii. Electronic components must be wiped with an alcohol wipe or cloth sprayed with an approved electronics cleaner.
 - iii. Plexiglass surfaces must be wiped with the approved "Plastic Cleaner."
- b) Common surfaces
 - i. All common surfaces must be sanitized with an approved hard surface cleaner before and after each use (e.g., before and after meetings).
- c) Spray bottles should be used to prevent double dipping into containers with cleaners.
- d) All common surfaces must be sanitized before and after each use, using an appropriate disinfecting agent (e.g., before and after meetings).
- e) Board and meeting room tables for Directors and staff must be sanitized before and after each use.
- f) All staff will wash or sanitize their hands upon entry to the office environments, before and after breaks, and before and after lunches.
- g) The public will be encouraged to sanitize their hands upon entry to the offices.
- h) Janitorial staff will ensure that common high-touch areas such as door handles, washrooms, light switches and plexiglass surfaces are sanitized using an appropriate disinfecting agent on a daily basis.
- i) IT staff will sanitize their hands before and after touching another staff person's computer. The requesting staff will lightly wipe their keyboard with a paper towel sprayed with a cleaner or alcohol wipes, before IT staff touch their computer.
- j) Charlie Lake Fire Department will follow their Standard Operating Guidelines for cleaning and sanitization requirements for training and response activities.

2) Debit Machines & Photocopiers

- a) All debit machines will be fitted with a plastic cover or plastic wrap that will be cleaned after each use or disposed of.
- b) All photocopiers can be cleaned after each use of the touch screen or key pads as follows:
 - i. Sanitize hands first
 - ii. Wiped with approved electronic cleaner
 - iii. Wiped with a lightly moistened microfiber (not paper towel) cloth with Windex and gently wipe
 - iv. Do not use bleach or ammonia

3) Vehicles

All staff will ensure that their equipment and PRRD vehicles are sanitized on a daily basis.

- a) Staff must sanitize their hands prior to touching the keys and a spray sanitizer.
- b) Spray the non-electrical components of the vehicle, such as the handles, seat belts, steering wheel, gear shifter, and wait the 60 seconds prior to wiping it off.
- c) Use the provided disposable gloves when fueling up. Dispose of the gloves once completed.
- d) Spray the same pieces of the vehicle as in #2 once completed.
- e) Staff must wash your hands following use.
- f) Please refer to [Physical Distancing – Item 6\) Worker Transportation](#) for further information of vehicle use.

4) Re-usable Dishware and Cutlery

Cups, plates, bowls and silverware will not be provided by the PRRD for use by the staff. Staff are expected to bring anything they need to eat their snacks or lunches, or to stay hydrated during the day, from home. The PRRD will provide single use disposable clothes and dish soap for cleaning. Staff may not leave items in the sinks to dry.

5) No Shared Food

Staff must bring their own food each day and must not share it. All buffet style meals, potlucks and “goodie days” are suspended.

6) Coffee Protocol

- a) Prior to making coffee, the coffee pot must be cleaned with soap and water.
- b) Staff/Directors must wash or sanitize their hands prior to touching the coffee pot, coffee supplies, sugar or creamer dispensers.
- c) Following touching the coffee pot, coffee supplies or dispenser, staff/Directors must wash or sanitize their hands.
- d) Coffee will not be provided to the general public.
- e) On Board or Committee days where lunch is provided, it must be supplied by a caterer who provides individually packed “brown bag” lunches which includes cutlery and napkins. Leftovers will be either thrown away or taken home by the same person who opened the individual lunch.

7) Disinfectants

Staff and contractors will follow the BC CDC's "Cleaning and Disinfectants for Public Settings" and will use one of the types listed (Appendix K) or [Health Canada's approved disinfectants](#).

First Aid Attendants

PRRD First Aid Attendants will follow the guidelines set out by WorkSafe BC’s “OFAA protocols during the COVID-19 pandemic: A guide for employers and occupational first aid attendants.” (See Appendix G).

This information sheet provides information to employers and occupational first aid attendants on safely treating patients during the COVID-19 pandemic. It provides additional precautions to first aid attendants on following the public health directives—including physical distancing, hand hygiene, and sanitization—while treating a patient. In this resource, staff can also review these protocols used in three first aid scenarios.

Regional & Community Parks

The Peace River Regional District operates five regional parks and one community park.

Name	Amenities	Season
Blackfoot Regional Regional Park (campground)	15 individual campsites, 5 pit toilets, playground, garbage receptacles, caretaker site under development. No caretaker until end of June 2020. Located 45 mins from Dawson Creek on the Peace River next to the Clayhurst Bridge.	Generally May 1- September 15 of each year 2020 – opening adjusted to June 1st without attendant; June 27 th with attendant
Montney Centennial Regional Park (campground)	Boat launch and open campground (no individual sites), garbage receptacles, picnic tables, fire pits and two pit toilets. No caretaker. Located on the northeast corner of Charlie Lake.	Generally May 1 – September 15 2020 season – day-use only starting May 14
Minaker River Regional Park (campground)	Open campground with picnic tables, fire rings, garbage receptacles and one pit toilet. Located at Mile 200 of the Alaska Highway.	Generally mid-May/end of June depending on freshet (road floods) until late October 2020 season – closed until July 2020
Spencer Tuck Regional Park (day-use only)	Boat launch, 3 pit toilets, picnic tables, garbage receptacles and fire rings. Located on the north side of Moberly Lake.	Year round but maintenance limited in winter months. 2020 season – remained open for day-use only
Sundance Lake Regional Park	One double pit toilet, 2 picnic tables, and 2 garbage receptacles (one at picnic site and one near dock operated by Rec & Trails Sites BC). Located on Sundance Lake east of Chewtynd on Hwy 97S	Year round but maintenance limited in winter months. 2020 season – remained open for day-use only
Iver Johnson Community Park	One pit toilet and grassed area. Playground to be developed at later date. Located in Hasler on Middlemiss Drive.	Year round but maintenance limited in winter months. 2020 season – day-use only starting May 15, 2020

Contractors are responsible for ensuring that they meet all WorkSafe BC requirements for their staff.

Physical Distancing

- 1) Maintaining appropriate physical distancing will be the responsibility of park users at both day-use parks and campgrounds.
- 2) Signs will be posted reminding users of physical distancing requirements.
- 3) All washrooms are for individual use.

- a) Blackfoot Park
 - i. Camping will open June 1st and will continue until September 15, 2020.
 - ii. Each campsite will be signed indicating the maximum number of RV's and maximum number of people per site.
 - iii. Starting on or about June 27th, a caretaker will be on-site to provide oversight and remind park users of physical distancing and mass gatherings restrictions.
- b) Minaker River Park
 - i. Camping will be open July 1st.
 - ii. There are no designated camping spots and it will be the responsibility of the park users to maintain physical distancing.
- c) Montney Centennial Park
 - i. Will remain day-use only for the duration of the 2020 season.
 - o It is important to note that there are three other campgrounds on Charlie Lake that the public can visit - Charlie Lake Provincial Park, Beatton Provincial Park and Rotary Campground.
 - ii. Picnic tables will be signed stating "no camping, picnic area only".

Engineering Controls

N/A

Administrative Controls

Signs will be posted in each park reminding users of physical distancing requirements, maximum occupancy limits for campsites and picnic tables, to regularly clean their hands, limitations on cleaning of facilities, and closures.

Personal Protective Equipment (PPE)

Gloves must be worn while cleaning outhouses, playgrounds, picnic tables and garbage receptacles.

- 1) Gloves:
 - a) Staff will follow the procedures set out by WorkSafe BC on the safe removal of gloves (See Appendix C)

Cleaning & Transmission Controls

- 1) Blackfoot Park will be cleaned twice a week between June 1 and June 27. Once a caretaker is on-site (on or around June 27th), cleaning will be conducted daily until the park is closed on September 15th.
- 2) Montney Centennial, Spencer Tuck, Sundance Lake, Iver Johnson will be cleaned once a week between June 1 and on or about October 31, weather permitting.
- 3) Minaker River will be cleaned once every two weeks until mid-September.

- 4) The following cleaning standards will be met:
- a) Outhouses
 - i. All door handles, toilet paper dispensers and toilets will be cleaned and sanitized with an approved disinfectant.
 - ii. The interior and exterior of the outhouses will be swept.
 - iii. If muddy, the interior will be mopped.
 - b) Picnic Tables
 - i. Tables tops and seats will be cleaned and sanitized with an approved disinfectant.
 - c) Garbage Receptacles
 - i. Upon removal of garbage and recycling, all touch points will be cleaned and sanitized with an approved disinfectant.
 - d) Blackfoot Park Playground
 - i. Playground equipment will be cleaned and sanitized with an approved disinfectant.
 - ii. Signs must be posted alerting users that the playground equipment will not be regularly cleaned and they are responsible to wash or sanitize their hands after each use.
 - e) Staff and Contractors
 - i. Staff and contractors will follow the BC CDC's "Cleaning and Disinfectants for Public Settings" and will use one of the types listed (Appendix K) or [Health Canada's approved disinfectants](#).

Community Halls & Recreation Facilities

The PRRD owns or leases 10 community halls/recreation grounds, a recreation centre and a pool.

The Chetwynd Recreation Centre is operated by the District of Chetwynd and the North Peace Leisure Pool is operated by the City of Fort St John. COVID-19 safe operating plans for these two facilities are the responsibility of the operators and will conform to sector and WorkSafe BC guidelines.

The following are minimum requirements that the community facilities must follow. As operators of these facilities, societies are encouraged to develop their own plans.

Societies will need ensure that they abide by all Provincial Health Orders and guidelines as well as WorkSafe BC guidelines.

Starting June 1st, community societies will be allowed to enter their facility to conduct maintenance and clean their facility.

Starting July 1st, societies may host or rent their facility for small events of 50 people or less - upon approval from the PRRD. Societies must establish a policy outlining who will sanitize before and after each use, and the standards to which cleaning and sanitizing is done.

#	Facility Name	Physical Address	Operator	Mailing Address	Contacts	Contact Information
1	Buick Creek Recreation Grounds	15349 Rodeo Road	Buick Creek Community Club	Box 3058, Buick Creek, BC VOC 2R0	Joe Bergen Cathy Bergen	jabergen@pris.ca ; bergentc@hotmail.com
2	Cache Creek Community Hall	17031 Robinson Road	Cache Creek Community Club	Box 161, Charlie Lake, BC VOC 1H0	Tammy Bovee	tammy@fsjmail.com
3	Chetwynd Recreation Centre	4522 North Access Road	District of Chetwynd	PO Box 757, Chetwynd, BC VOC 1J0	Steve McLain	smclain@gochetwynd.com
4	Golata Creek Community Hall	6161 Golata Creek Road	Golata Creek Community Association	Box 98, Cecil Lake, BC VOC 1G0	Debbie Smith	daryns@xplornet.ca
5	Goodlow Recreation Grounds	219A O'Connel Rd	Goodlow Community Club		Matt Bruha	mbruha@tervita.com
6	Halfway Graham Recreation Grounds	22380 Highlands Sub	Halfway Graham Community Club	Box 826, Charlie Lake, BC VOC 1H0	Denise Simpson	valwal@gmail.com
7	Jackfish Community Hall	1515 Old Jackfish Road	Jackfish Community Club	Box 1469, Chetwynd, BC VOC 1J0	Betty Deck	bdeck@pris.ca
8	Kelly Lake Community Centre	107 Kelly Lake Road	Kelly Lake Community Centre Society	PO Box 206, Tomslake, BC VOC 2L0	Lois Duke	pres.klccs@gmail.com
9	Moberly Lake Community Hall	6494 Lakeshore Drive	Moberly Lake Community Association	Box 74, Moberly	Petra Rowell	prowell@shaw.ca

				Lake, BC V0C 1X0		
10	North Peace Fall Fair	15177 Rose Prairie Road	North Peace Fall Fair Society	RR #1 Site 16 Comp 56, Fort St John, BC V1J 4M6	Bruce Christensen	b&cchristensen@telus.net
11	North Peace Leisure Pool	9505 100 Street	City of Fort St John	10631 100 Street, Fort St. John, BC V1J 3Z5	Moira Green	mgreen@fortstjohn.ca
12	Osborn Community Hall	17526 Siphon Creek Road	Osborn Community Hall	Box 70, Cecil Lake, BC V0C 1G0	Tena Thiessen	tenathiessen62@gmail.com

Physical Distancing

- 1) Where possible, events should be held outdoors.
- 2) Where events are to be held indoors, maximum occupancy limits will need to be determined by each society operating the facility. The maximum number cannot exceed 50; however, due to physical distancing requirements and the size of particular facilities, the maximum occupancy may be less than 50.
 - a) Occupancy limit signs will be posted at the entrance of each facility and/or room where there are multiple rooms in a facility (see Appendix F)
 - b) Outdoor facilities where there are bleachers will need to have maximum occupancy limits calculated by the society operators. Signs will need to be posted (see Appendix F)
- 3) Chairs and tables for events must be spaced 6ft/2m apart.
 - a) Where family/friend groups are attending an event, tables and chairs may be rearranged to accommodate small groups as outlined by the Provincial Health Officer.
- 4) Food preparation:
 - a) The number of staff/volunteers handling food should be limited in order to ensure that physical distancing can take place in kitchens and food prep areas.
 - b) Societies must work with Northern Health to determine safe operating procedures.
 - c) Occupancy limit signs will need to be posted (see Appendix F)

Engineering Controls

Only as deemed necessary by the society operating the facility.

Administrative Controls

- 1) The following WorkSafe BC signs must be posted in each facility:
 - a) Entry Check Visitor Signs (Appendix E)
 - b) Handwashing (Appendix C)
 - c) How to Use a Mask (Appendix C)

- 2) Societies are required to keep a sign-in sheet or visitor log of everyone who attends or utilizes the facility. The following information must be collected and kept for the next 12-18 months, and may need to be provided to Northern Health in the event of an outbreak:
 - a) Date & time of visit
 - b) Name of visitor or volunteer
 - c) Phone number of visitor or volunteer
 - d) Reason for attending the facility (event, work bee, etc.)
- 3) Societies that rent their facilities over the next 12-18 months, must have renters complete the COVID-19 rental form. This form is in addition to rental forms that are already in use and have been recommended by the PRRD's insurance provider for the benefit of both the society and the PRRD.
- 4) Societies who plan to host events or rent their facility for an event must provide the PRRD, two weeks in advance, with a plan outlining the following:
 - a) Event description
 - b) Renter or organizer
 - c) Number of people to be attending
 - d) Food and beverage service plan
 - e) Physical distancing plan
 - f) Cleaning and sanitization plan
- 5) Societies can choose to have renters develop these plans for submission. Society operators must also be comfortable with the plans and should provide guidance to those renting their facilities.

Reopening Child Care & Summer Camps

Facilities that provide camps or childcare programs must provide the PRRD with a plan on how they will meet Provincial Health Officer requirements. This plan must be posted so that users of the facility and those accessing programs can review the plans. The following resources may help societies in developing their plans:

- 1) [ViaSport: Return to Sport](#)
- 2) [BC Recreation & Parks Association](#)
- 3) [WorkSafe BC](#)

Where societies rent facilities to a third party to operate these programs, the renter must provide the society with a plan, who in turn will submit it to the PRRD.

The basics will include routine daily screening of staff and kids; frequent cleaning; and ensuring staff and children who have cold or flu symptoms do not attend child care or summer camps. Operators are required to review and work through new practices in their specific sectoral standards such as the [Child Care Setting Practice Standards](#) (See Appendix I).

For more information on protective measures that will be required of day cares and summer camps, please refer to the "BC COVID-19 Go-Forward Management Strategy" and the "BC COVID-19 Go-Forward Management Checklist" (See Appendix H).

Personal Protective Equipment (PPE)

Where volunteers are not able to maintain a minimum 6ft distance from another volunteer member or member of the public, non-medical masks must be worn. Societies will either provide their volunteers with masks or ask their volunteers to bring their own mask or scarf.

Disposable Gloves:

- 1) Frequent and proper handwashing is always encouraged as it is the best way of preventing all respiratory virus infections and other foodborne illnesses. If a food premises chooses to use gloves, employees must wash their hands thoroughly before putting on the gloves and change them regularly. Change the gloves before you handle money or credit card machines, and afterward. Wearing gloves does not reduce the need for hand washing. Even while wearing gloves, employees must avoid touching the face. See Appendix C for glove removal procedure.

Non-Medical Masks:

- 1) When a mask must be worn, volunteers will follow the procedures for the safe use of masks as set out by WorkSafe BC and found in Appendix C.

Cleaning & Transmission Controls

1) General Cleaning & Sanitization

In accordance with the requirements set out in the PRRD's COVID-19 Response Plan, the following cleaning and sanitization protocols must be implemented by PRRD owned or leased community facilities.

- a) All common surfaces must be sanitized before and after each use, using an appropriate disinfecting agent. (e.g., before and after meetings or events). Spray bottles should be used to prevent double dipping into containers with cleaners.
- b) Volunteers and facility users will wash or sanitize their hands upon entry to the facility and throughout the day.
 - i. Common high-touch surfaces must be cleaned before and after each day that the facility is open. This includes door handles, washrooms, light switches, kitchen facilities and playgrounds.
 - ii. Societies must also follow [BC Centre for Disease Control](#) information and guidelines with respect to cleaning and food prep.
 - iii. Societies will utilize one of [Health Canada's approved disinfectants](#) and will follow the BC CDC guidelines in Appendix K.

2) Food Service

- a) If food is being served at an event at a community hall, operators must follow the applicable guidelines set out by WorkSafe BC relating to [restaurants, cafes and pubs](#) until such time there are guidelines that are more applicable to community halls.
- b) Buffets, potlucks and self-serve amenities are not allowed due to the high risk of transmission of COVID-19. Instead food be served "restaurant" style to each table.

- c) Societies must continue to follow all requirements set forth by Northern Health with respect to food preparation and service.
 - d) Societies must also follow [BC Centre for Disease Control](#) information and guidelines with respect to cleaning and food prep.
 - e) WorkSafe BC has provided the following additional recommendations:
 - i. Have guests pour their own water by providing water in a bottle or jug at the table. Or pre-pour water glasses at the bar.
 - ii. Have servers leave food and drinks at the front of the table and let guests pass them after the server has stepped away.
 - iii. Remove one chair per table and use that space as a designated place for the server to come to the table, similar to the open side on a booth. This ensures that workers don't have to squeeze in between people.
 - iv. Remove salt and pepper shakers, sauce dispensers, candles, and other table top items. Provide if requested and replace with thoroughly cleaned and sanitized ones. Consider single-use options.
 - v. Avoid touching coffee cups when refilling.
 - vi. If people ask to take unfinished food with them, provide packaging and let the customer put the food into the container.
 - vii. Enhance cleaning and disinfecting practices for high-contact areas such as surfaces in public serving zones; incorporating regular and end-of-shift cleaning and disinfection for all shared spaces; and ensuring workers are provided with appropriate supplies, such as soap and water, hand sanitizer, and disinfectant wipes.
 - viii. As much as possible, cooks should use their own high-use tools such as knives.
 - ix. Establish a system to eliminate or minimize sharing of communal equipment and small tools (implements). Any shared equipment such as small appliances, mixers, etc. should be cleaned between use and workers should wash their hands.
 - x. Ingredients and containers that are often shared should be included in your cleaning protocol.
 - xi. High touch equipment (freezer doors, oven handles, knobs) should be included in your cleaning protocol.
 - xii. Develop and establish additional handwashing procedures for all kitchen staff. This includes before and after leaving the kitchen and using equipment.
- 3) Playgrounds
- a) Playgrounds located on the facility grounds may be opened by the societies at their discretion.
 - b) Signs must be posted alerting users that the playground equipment will not be regularly cleaned, and they are responsible to wash or sanitize their hands after each use.

- c) If the facility is being rented for an event, it is recommended that the playground be sanitized before and after the event; however, signs should remain in place reminding users that it is a “high touch” surface and they need to wash or sanitize their hands.

Landfills & Transfer Stations

The PRRD owns/operates 3 landfills, 16 transfer stations and various unmanned transfer sites. Hours of operation can be found on the PRRD [website](#).

Name	Type	Location	Telephone	Operated by
Bessborough	Landfill	6688 237 Road, Arras, BC	250 843-0026	GFL Environmental Ltd.
Chetwynd	Landfill	3978 Blair Road, Chetwynd, BC	(250) 788-1066	GFL Environmental Ltd.
North Peace Regional	Landfill	7014 269 Road	[250] 784-4361	GFL Environmental Ltd.
Cecil Lake	Transfer Station	4484 248 Rd	[250] 219-7052	Tervita
Kelly Lake	Transfer Station	280 Kelly Lake Road	[778] 256-3617	Tervita
Prespatou	Transfer Station	13139 Altona Road	[778] 256-3627	Tervita
Rose Praire	Transfer Station	12452 260 Road	[778] 256-1720	Tervita
Tomslake	Transfer Station	15093 Old Edmonton Hwy	[778] 256-3635	Tervita
Wonowon	Transfer Station	18868 Highway 97 North	[778] 256-3625	Tervita
Dawson Creek	Transfer Station	829 Highway 49	[250] 782-1099	Tervita
Buick Creek	Transfer Station	19468 Aitken Creek Rd	[250] 219-5279	Tervita
Goodlow	Transfer Station	13197 Clayhurst Rd	[250] 219-7638	Tervita
Moberly Lake	Transfer Station	6464 Lakeshore Drive	[250] 788-3763	Tervita
Pink Mountain	Transfer Station	24740 Cypress Creek Road	[778] 256-3615	Tervita
Rolla	Transfer Station	5207 213 Road	[778] 256-1417	Tervita
Upper Halfway	Transfer Station	19337 Upper Halfway Road	[778] 256-0718	Tervita
Hudson's Hope	Transfer Station	20318 Canyon Road	[250] 783-5608	Carol Johnson
Tumbler Ridge	Transfer Station	103 Ridge Road	[250] 242-3638	Doug Beale
Mile 62.5	Transfer Station	14106 Dump Road	[250] 827-3471	Lorne Chisholm
Various Unmanned	Transfer Sites			Unmanned

All contractor plans differ from site to site but utilize the same practices as listed below. Contractors are responsible for ensuring that they meet all WorkSafe BC requirements for their staff.

Physical Distancing

All sites have signage posted to remind staff and the public to maintain physical distancing (where applicable). Unmanned sites include signage to respect physical distancing (see Appendix L).

Engineering Controls

Barriers are in place at manned sites to distance staff from the public. Cash transactions are accepted via a combination of container and gloves to limit exposure risk.

Administrative Controls

Attendants remain in buildings to conduct transactions and enter waste data.

Personal Protective Equipment (PPE)

Contractors are using gloves and masks where necessary. Operators/spotters at landfill sites continue to use standard PPE regardless of COVID (hardhat, safety boots, high-visibility vests, etc.).

Cleaning & Transmission Controls

Common surfaces continue to be sanitized between each use at manned sites (specifically transaction pad). Operators sanitize common surfaces on equipment between shifts, following requirements set out in Appendix L.

Water Tankloader Stations

The PRRD operates 5 water tankloader stations which supply potable water to the public, as listed below:

Name	Type	Location	Operated by
Boundary Lake	Tankloader	1105 Cecil Lake Road	Aquatech
Buick	Tankloader	14853 Buick Creek Road	Aquatech
Feye Spring	Tankloader	1863 Imperial Avenue	Aquatech
Prespatou	Tankloader	21869 Triad Road	Aquatech
Rose Prairie (not yet open to public)	Tankloader	15615 259 Road, North Pine	Aquatech

Contractors are responsible for ensuring that they meet all WorkSafe BC requirements for their staff.

Physical Distancing

Sites are signed for the public to respect physical distancing (see Appendix L). Contractors work singly or travel separately where heavy labour is needed.

Engineering Controls

N/A

Administrative Controls

The contractor schedule has been on an alternating 14-day schedule since March 23, 2020 to space operators - with supervisors coordinating remotely. Moving forward, supervisors will be based onsite at the Sewer Receiving Station (next section) to coordinate work, as done in the pre-COVID period.

Personal Protective Equipment (PPE)

Masks, gloves and standard PPE continue to be utilized.

Cleaning & Transmission Controls

Regularly used surfaces such as keypads, hoses and handles are sanitized on each operator visit - following requirements set out in Appendix K.

Sewer Receiving Station

The PRRD owns and operates a sewer collection network and trucked waste receiving facility. While the collection network sees little to no interaction with the public, the sewer treatment facility services multiple trucking companies registered to haul wastewater

Name	Type	Location	Operated by
Charlie Lake	Trucked Waste Receiving Facility	10800 273 Road, Charlie Lake, B.C.	Aquatech

Contractors are responsible for ensuring that they meet all WorkSafe BC requirements for their staff.

Physical Distancing

Sites are signed for the public to respect physical distancing (see Appendix L). Contractors work singly or travel separately where heavy labour is needed. Interactions with truck drivers are limited to only when they need help and support.

Engineering Controls

N/A

Administrative Controls

The contractor schedule has been on an alternating 14 day schedule since March 23, 2020 to space operators - with supervisor coordinating remotely. Moving forward, supervisor will be onsite at the Sewer Receiving Station to coordinate work, as done in the pre-COVID period.

Personal Protective Equipment (PPE)

Masks, gloves and standard PPE continue to be utilized.

Cleaning & Transmission Controls

Regular used surfaces (tables, Portalogic keypad and pipe connections) are sanitized at least twice per day - following requirements set out in Appendix K.

Public Meetings

Public meetings in the communities will only be held if absolutely necessary, and when other alternatives are not available. Most community engagement activities can be conducted through electronic means, rather than hosting engagement events where people need to gather in-person.

Public Hearings: Electronic participation options will be examined first and will comply with current [Ministerial Orders](#) where applicable.

In the instance that a public meeting must take place, the following measures will be conducted:

Physical Distancing

- 1) Each meeting room will be assessed to determine reasonable occupancy limitations, giving consideration to that space needs to be provided for both visitors and hosts.
- 2) Visitor chairs and hosts chairs will be spaced at least 6ft/2m apart
- 3) Maximum occupancy signs will be posted at the entrance to the meeting room.

Engineering Controls

N/A

Administrative Controls

- 1) WorkSafe BC entry check signs (Appendix E) will be posted at entrances advising the public that they should not enter the meeting if they show any of the following symptoms:
 - a) Fever
 - b) Chills
 - c) New or worsening cough
 - d) Shortness of breath
 - e) New muscle aches or headache
 - f) Sore throat
 - g) Have travelled outside of Canada within the last 14 days
 - h) Are a close contact of a person who has tested positive for 14 days
- 2) Anyone showing visible symptoms will be asked to leave the meeting immediately.
- 3) All those attending the meeting will be required to complete the visitor log. Staff will collect names and phone numbers accordingly (see Appendix E)
- 4) No handshaking.

Personal Protective Equipment (PPE)

Masks may be worn at the discretion of staff or visitors. See Appendix C on how to use a mask effectively.

Cleaning & Transmission Controls

- 1) All contact points must be cleaned and disinfected prior to and after holding a public meeting:
 - a) Door knobs
 - b) Tables
 - c) Chairs
- 2) Food and beverages will not be served.
- 3) All staff, Directors, and the public must sanitize or wash their hands immediately upon entry to the meeting facility.
- 4) Printed materials will be limited, and will be placed on each visitor chair prior to the start of the meeting.
- 5) Appendix K will be used as a guide for disinfectants () or one of [Health Canada's approved disinfectants](#).

Charlie Lake Fire Department

Fire Operations - Training

Starting: June 1st, 2020

Charlie Lake Fire Department (CLFD) training will start on rotating Thursday evenings (Regular practice nights)

- 1) Platoons A & B, C & D will start practicing as directed.
- 2) Groups shall be no larger than 16 members, plus an instructor.
- 3) CLFD will continue with the Fire Operation Plan until COVID-19 measures are over, or when they are allowed to carry out normal fire department training operations.
 - i. The chance of having all members from a platoon showing up are slim, this will allow for groups of 16 or less in most cases.
- 4) Platoons “A” & “B” will come together on Thursday evenings for practice, the next Thursday “C” & “D” will attend practice. Groups shall not be larger than 16 members, plus an instructor. This will continue on until COVID-19 allows the Department to get back to normal practice nights.
- 5) 1001’s will join their Platoons for Thursday practice nights.
- 6) 1001’s continue online self-study.
- 7) 1001’s, in small groups, get together for skill training.
- 8) 1001’s, in small groups, get together for skill testing.
- 9) 1001’s, in small groups, get together for test nights (until the whole group has completed testing).
- 10) Trained Firefighters will come together for training practices as directed/instructed by the Deputy Fire Chief.
- 11) Trained Firefighters will come together for any testing that is require to maintain their qualifications, as directed by the Deputy Fire Chief.

Physical Distancing

- 1) Preventing Illness with Physical Distancing
 - a) To the extent possible, continue to minimize the number of member’s onsite by:
 - i. assessing Members prior to their arrival at the hall;
 - ii. educating members to prevent all symptomatic individuals from arriving at the hall;
 - iii. recommending self-screening prior attending training events; and
 - iv. distancing enforced by all members. Officers will encourage enforcement with all members.
 - b) Management from the PRRD may send any member home if they appear to have COVID-19 like symptoms, if identified on arrival.

- i. Special Note: Upon confirmation of a positive COVID-19 test result of a CLFD Member, that may come to light following the following infection control protocols will be implemented (Chief Officers or Officer in Charge (OIC) will collect information):
 - o Notification to Northern Health and PRRD CAO;
 - o gathering case background specifics;
 - o delivering appropriate notifications;
 - o conducting ongoing monitoring and screening;
 - o invoking enhanced cleaning measures for primary work areas (if it was a Member);
 - o conducting case follow up, including monitoring and liaising with Public Health; and
 - o notifying the Fire Chief immediately of suspected symptoms or of a member testing positive of symptoms of CLFD member(s) .

2) CLFD Group Settings

a) Practice nights

- i. Indoors up to 16 personnel plus instructor(s), maintain reasonable physical distancing of 2 meters.
 - o Weather permitting, open windows and doors to improve air circulation in the room.
- ii. When able, split groups into smaller work groups.
- iii. Outdoors - up to 50, risk is much lower (as per WorkSafeBC). Maintain physical distancing practices.
 - o Training Room (Upstairs/Apparatus Bays)
 - Limit to 16 personnel, plus instructor – no mask required if physical distancing can be maintained, if physical distance cannot be maintained face coverings must be worn.
 - Seating – maintain distance per table. Tables shall be spread apart to maintain distance if necessary. No more than two personnel per table.
 - If more than two people per table masks must be worn. (Ex. Special Meeting).
 - Conduct cleaning of high touch areas after each event.

b) Work Parties (Truck Checks)

- i. Work in pairs, practice maintaining physical distance of 2m.
- ii. Working closer than 2m, non-surgical masks shall be worn (See Appendix C).
- iii. Truck Checks shall be completed by the Platoon on Duty.
- iv. Conduct cleaning of equipment during truck checks if handled (cab, equipment, handles, etc.).

c) Visitors – During a Practice Event

- i. Maintain/continue with safe distancing procedures of 2m for visitors.
- ii. Visitors – visit by appointment only (meetings, sales, repairs).
 - o Conduct cleaning of high touch areas after each visit.
 - o Maintain distancing of 2m.
 - o Visitors shall be directed to the Officer in charge.

Engineering Controls

- 1) The following engineering controls will be utilized to reduce the risk of transmission:
 - a) Cleaning practices will be maintained, facility decontamination performed at the end of practice.
 - b) High use/touch items: enhanced cleaning practices will be maintained and enforced.
- 2) The Charlie Lake Fire Department will not be installing barriers at this time, groups setting will follow distancing measures. Once CLFD has more information and/or updates either from the PRRD, Office of the Fire Commissioner (OFC) or Fire Chiefs Association of BC (FCABC) these practices will continue. CLFD will adopt to all recommended changes as necessary.

Administrative Controls

Please refer to [PRRD Office Workspaces & Transportation – Administrative Controls](#) section.

Personal Protective Equipment (PPE)

- 1) Where staff or members are not able to maintain a minimum 2m distance from another staff person/member or member of the public, non-medical masks must be worn.
 - a) CLFD will provide staff/members with either medical or non-medical masks or face covering product, or if they choose, staff/members may supply their own mask or scarf.
- 2) CLFD will follow PPE requirements as set out in their Standard Operating Guideline.
- 3) When able, and if not in bunker gear, staff/members will wear coveralls during practice events. Coveralls shall be washed after each training event. Washing coveralls is the responsibility of the user.
- 4) PPE shall be worn for all emergencies as per the Guidelines.
- 5) Contaminated PPE – Decontaminated Procedures will be followed, as per the Guidelines.
- 6) Cleaning PPE - See [Cleaning & Transmission Controls](#) Section:
- 7) Any personnel coming into contact with known flu like systems will follow self-monitoring procedures as per Health Authorities, WorkSafe, CLFD/PRRD Policy.
- 8) CLFD members will monitor and self-isolate, using the self-assessment tool before returning.
 - a) Self-assess for symptoms and return when healthy.
- 9) The first pillar of the mitigation strategy will be to make efforts to prevent illness from arriving in the hall in the first place. The best approach to this end will be to screen incoming members on the basis of symptom presentation. This will not eliminate asymptomatic people but is key to reducing potential arrival of illness.

Cleaning & Transmission Controls

Enhanced Cleaning

- 1) Facility Decontamination Performed at the End of Practice
 - a) Keep doors open to eliminate high touch points.
 - b) Cleaning supplies will be used as supplied.

- c) Cleaning equipment and apparatus, spray and leave or wipe down to decontaminate as necessary, applicable to the equipment being cleaned.
 - d) Firefighters will perform a post-structure fire decon of structural PPE at the end of each practice.
 - i. Instructors, who require PPE will not be required to perform this decon.
 - e) Instructors will wear station issued coveralls while training or applicable to the training event.
 - ii. They can be easily doffed and cleaned at the end of the training day.
- 2) Additional Measures
- a) No sharing of SCBA or Radios during any given practice day.
 - b) New Recruit firefighter PPE will be stored away from the gear of regular firefighters (stay in designated area / once new intake of members are in place).
- 3) Cleaning PPE
- a) PPE will be maintained and cleaned by each member as per the Standard Operating Guidelines.
 - b) Cleaning of PPE cleaning will be carried out after interaction with public (working within 2m of public interaction).
 - c) Any PPE/equipment that is used when in contact with known flu like symptoms will be washed, following decontamination procedures/guidelines.
- 4) Communications
- a) Each day's lesson will begin with a safety briefing, which will include an overview of COVID precautions to be taken during the session.
 - b) Each day's lesson will conclude with a safety "wrap up", where all firefighters and instructors will have the opportunity to suggest improvements to this plan.
- 5) Continual Improvement
- a) This plan will be reviewed each week to ensure that lessons learned from the previous weekend's practices can be incorporated. Updated plans will be shared with both shifts.

SECOND WAVE

In the instance that there is a second wave of COVID-19 and health officials recommend that increased protective measures must take place. In such a situation, the PRRD will refer to the COVID-19 Response Plan.