

From: Donna Brown <Donna.Brown@metrovanancouver.org>
Date: April 9, 2020 at 1:01:44 PM PDT
To: GVRDall <gvrddall@metrovanancouver.org>
Cc: Karlene Bateman <kbateman@teamsters31.ca>, Bill Eastwood <gvrdeu@telus.net>
Subject: New Safety Protocols - COVID-19

Dear Staff,

Re: Additional Safety Protocols – COVID-19

As per previous emails, we provide critical, key services that the public is relying on and you're all doing an exceptional job under difficult circumstances. Thank you for that! We are committed to enhancing your workplace protection to limit potential exposure to COVID-19. One of these ways is with the establishment of new COVID-19 protocols.

There are currently ten (10) COVID-19 safety protocols. Today we are issuing an additional three (3) new COVID-19 protocol documents for all Metro Vancouver employees. Please read these carefully and adhere to them; these protocols are designed to protect the health and safety of our staff.

We are also issuing an *updated* COVID-19 Protocol - Providing First Aid, and Corporate Safety will be communicating to first aid attendants today regarding the update.

All protocols to date can be found attached and at the following orbit links below, as well as on our intranet [COVID-19 Information page](#) and on the [Corporate Safety page](#).

- 1 [COVID-19 Protocol – Confined Space Entry - NEW](#)
- 2 [COVID-19 Protocol – Field Worksites - NEW](#)
- 3 [COVID-19 Protocol – Physical Distancing - NEW](#)
- 4 [COVID-19 Protocol – Providing First Aid - Update \(*updated*, April 9, 2020\)](#)
- 5 [COVID-19 Protocol - Travelling in MV Vehicles](#)
- 6 [COVID-19 Protocol – Hand Hygiene Protocol](#)
- 7 [COVID-19 Protocol – Sanitizing MV Radios](#)
- 8 [COVID-19 Protocol – Sanitizing Gas Detectors](#)
- 9 [COVID-19 Protocol - Sanitizing MV Vehicles](#)
- 10 [COVID-19 Protocol - Personal Health Check](#)
- 11 [COVID-19 Protocol - Remote Work Safety](#)
- 12 [COVID-19 Protocol - Remote Work Hazards](#)
- 13 [COVID-19 Protocol - Office Area Hygiene](#)

In the coming days we expect additional protocols will be implemented to ensure enhanced protection, and will be advising as soon as these are complete. Supervisors, please ensure that those who don't have ready access to email are provided copies of this email and are instructed on the protocols.

Thanks very much everyone, please take care.

Donna

Donna Brown General Manager Human Resources and
Corporate Services t. 604-451-6151 c. 604-317-8502



COVID-19 PROTOCOL – CONFINED SPACE ENTRY

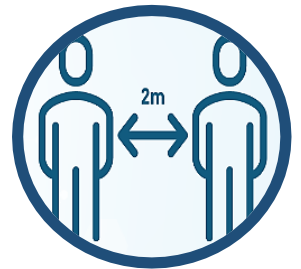
Your health and safety is our priority.

The following protocol provides guidance to Metro Vancouver staff when planning and performing confined space activities to minimize the spread of COVID-19.

According to the hierarchy of control, we must consider ways to minimize the need for entry and rearrange the work to allow for physical distancing among staff wherever possible.

The following should be implemented for all Confined Space entries:

- ✓ All staff should conduct a [Personal Health Check](#) daily before coming to work and stay home if they feel sick or have symptoms of COVID-19.
- ✓ Work will be coordinated based on assessment of workload and its priority when planning work schedules. Tasks will be organized to enable staff to maintain 2 metres physical distancing where possible – both inside and outside the confined space.
- ✓ Limit the entry to the minimum number of staff required.
- ✓ Where the work is necessary, and it is not possible to maintain physical distancing of 2 metres to complete a work task, workers must wear elastomeric air purifying respirators with P100 cartridges and eye protection (full face or half face with goggles or face shield) when working within 2 metres of a co-worker.
- ✓ The Personal Protective Equipment (PPE) requirements for working closer than 2 metres may exceed those indicated on the Confined Space Entry Procedures – always defer to the PPE with the higher level of protection for an entry.
- ✓ Staff will ensure proper [hand hygiene](#) on site and the sanitizing of high-touch points (hard surfaces) and equipment related to the entry:
 - Sanitize [portable radios](#) at the start and at the end of an entry.
 - Sanitize [gas detectors](#) at the end of an entry.
 - Do not sanitize soft gear, especially fall protection equipment as it may degrade (follow manufacturer's instructions for cleaning).
- ✓ Do not share PPE and minimize handling each other's PPE or equipment.
 - Exercise caution when removing PPE (respirators, gloves, goggles, etc.).
 - Sanitize personal respirators/PPE upon removal (use diluted bleach solution)



At the end of the entry and whenever possible, clean your hands.

COVID-19 PROTOCOL – FIELD WORKSITES

Your health and safety is our priority.

In an effort to help staff contain the potential spread of COVID-19, the following protocol has been established to provide guidance to Metro Vancouver staff at field worksites.

The following should be implemented at all field worksites:

- ✓ All staff should conduct a [Personal Health Check](#) daily before coming to work and stay home if they feel sick or have symptoms of COVID-19.
- ✓ Staff should always have access to on-site sanitation including a means to clean their hands with hand sanitizer or hand-washing facilities with soap, water and disposable paper towels as per the [Hand Hygiene Protocol](#).
- ✓ Frequent on-site sanitizing of tools, equipment, radios, cell phones, and hard surfaces in common areas, washrooms, and on high-touch points.
- ✓ Do not share PPE and minimize sharing of tools and equipment where possible.
- ✓ Work will be coordinated based on assessment of workload and its priority to enable staff to maintain 2 metres physical distancing wherever possible, by doing the following:
 - Minimize the number of staff on site together (in the same area).
 - Stage work to maximize physical distancing and rotate tasks.
 - Hold on-site meetings such as tailboards in open spaces or outside.
 - Consider site movement pathways (minimizing pinch points).
- ✓ Where the work is necessary and it is not possible to maintain physical distancing of 2 metres to complete a work task, workers must wear elastomeric air purifying respirators with P100 cartridges and eye protection (full face or half face with goggles or face shield) when working within 2 metres of a co-worker.



Everyone must take individual steps to prevent the spread of COVID-19 through maintaining physical distancing, practicing good personal hygiene, and increasing the frequency of [Hand Hygiene](#).

COVID-19 PROTOCOL – PHYSICAL DISTANCING

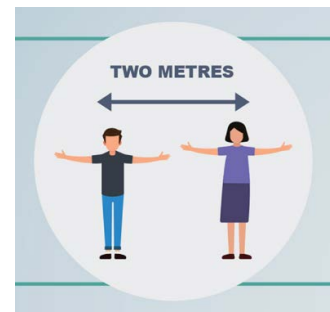
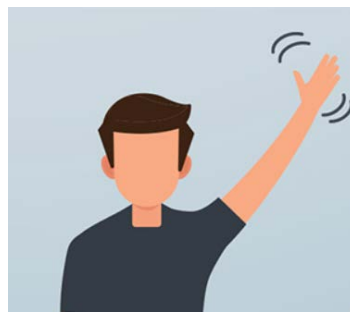
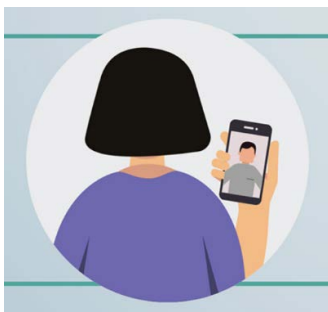
Your health and safety is our priority.

In an effort to help staff contain the potential spread of COVID-19, the following protocol has been established to provide guidance for physical distancing in Metro Vancouver workplaces.

Public health officials and WorkSafeBC advise people to keep two metres away from each other at all times when possible. This is one of the most important things we can all do to prevent COVID-19.

Look for ways to do the following:

- ✓ Conduct virtual meetings where possible.
- ✓ Greet others with a wave and not a handshake.
- ✓ Keep unavoidable in-person meetings short and stay 2 metres apart.
- ✓ Yield way to a colleague in passing and be courteous around work spaces.
- ✓ Use innovative approaches to do the work (technology, automation, etc.).
- ✓ Minimize the number of people required in a work area to ensure a minimum of 2 metre physical distancing.
- ✓ Limit the number of people in an elevator to keep 2 metre distance.
- ✓ Do not congregate in common areas where you can't maintain 2 metre distances.
- ✓ If possible, do not pass tools or equipment to each other.
- ✓ Cover your cough or sneeze and wash/sanitize hands frequently.



A respirator or 'mask' is not required for most day-to-day work; however, it is required for unique work tasks where 2 metres physical distancing cannot be maintained during the work task – see the COVID-19 Protocols for [Confined Space](#) or [Field Worksites](#) or talk to your safety advisor.

COVID-19 PROTOCOL – PROVIDING FIRST AID – Update

Your health and safety is our priority.

Notice to all Metro Vancouver Designated First Aid Attendants

The following protocol provides updated guidance regarding the provision of First Aid in Metro Vancouver workplaces during the COVID-19 Pandemic. This protocol supersedes the one issued on March 18, 2020.

COVID-19 is most commonly transmitted from an infected person through:

- Larger liquid droplets generated when a person coughs or sneezes;
- Touching something with the virus on it, then touching your mouth, nose, or eyes.

Minimize unnecessary exposure to the patient - verbally assess them from a distance of 2 metres, if possible.

Initial Patient Assessment Pre-Screening – ask the following questions:

- ① **Have you travelled outside of Canada within the last fourteen (14) days?**
 - **Where did you travel? For how long?**
- ① **Do you have COVID-19 symptoms? Cough, sneezing, difficulty breathing, sore throat, fever?**

If the patient has COVID-19 symptoms, advise the Supervisor to send the patient home after treatment and complete an IRIS report, and instruct the patient to call 8-1-1 for more information.

Treatment Protocol – for all first aid treatment, including for asymptomatic patients:

If the patient is able to self-treat under your direction, please ask them to do so and provide them the supplies they need. Please maintain 2 metres physical distance throughout. If this is not possible, then:

- 1. Put on your gloves, your respirator or surgical mask, and splash goggles;**
- 2. If possible, give the patient a disposable mask to wear while you provide first aid;**
- 3. Continue with patient assessment and treatment as per normal protocols;**
- 4. If the patient is unresponsive:**
 - **call 9-1-1 immediately and report their travel history if known**
 - **if CPR is required, use an AED (if available) or perform compression-only CPR**
- 5. Document all assessments as normally reported in the First Aid Record/Log.**

If the individual has symptoms of COVID-19 and unable (too ill) to travel home on their own, the first aid attendant will isolate the individual (in the first aid room or another quiet room away from others) and call for medical aid/ambulance to attend (9-1-1 or non-emergency number depending on severity).

Remember: Ensure proper donning and doffing of PPE, hand hygiene, and decontamination of first aid equipment and area prior to leaving scene. Also, disinfect the first aid room following any treatment – focus on hard surfaces and medical equipment. Check stock in room/kit and ensure you have adequate first aid supplies.