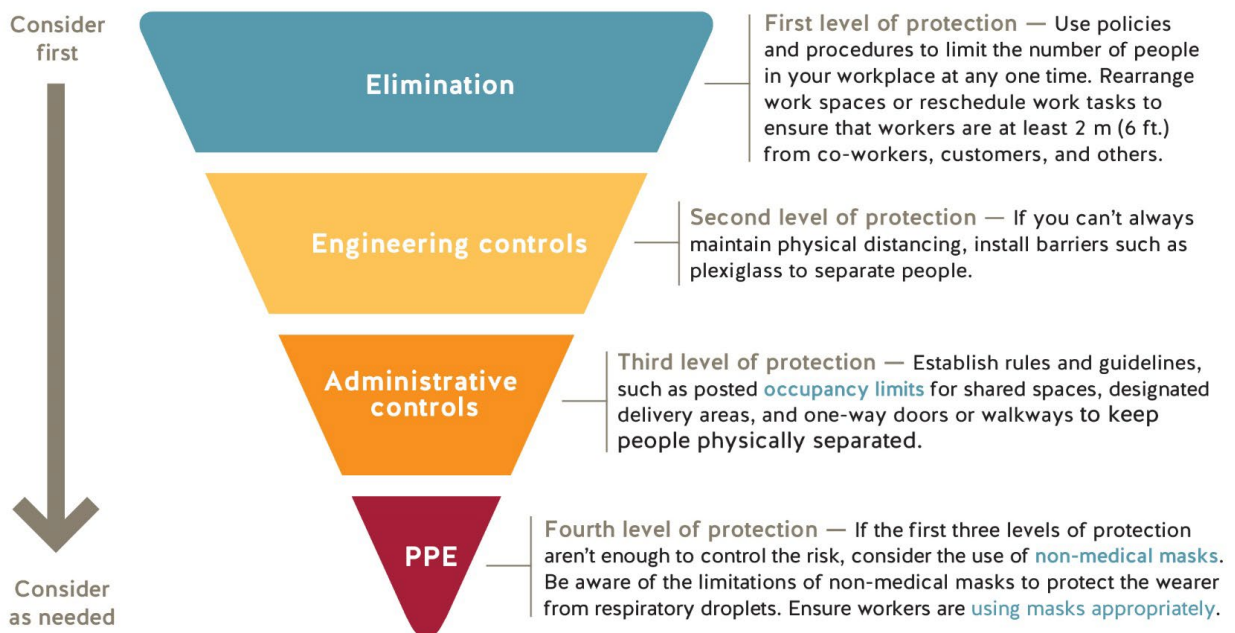


COVID-19

Department Risk Assessment & Controls

As required by WorkSafeBC (WSBC) and in accordance with orders issued by the office of the Provincial Health Officer, the Regional District Central Kootenay (RDCK) has developed a corporate COVID-19 Exposure Control Plan (ECP). As per the ECP as we start to reopen each department needs to complete their own risk assessment for activities as the RDCK starts to resume operations following work interruptions related to COVID-19. Complete the attached document in order to develop a plan and ensure safe operations for the public and RDCK during this pandemic. The risk assessment will identify the risks related to COVID-19 and outline the protocols (or controls) that will be put in place to address those risks to RDCK employees and the public.

The hierarchy of protocols that should be followed is displayed in the following graphic (WSBC, COVID-19 Safety Plan document, 05/17/20):



Additional examples of protocols include:

- Ensuring 2 meter physical distancing by:
 - Limiting the number of people in an area (employees and public)
 - Staggered public schedules: start/end times
 - Control of traffic flow
 - Re-arranging room designs, tables in lobby or waiting rooms, etc.
 - Re-organizing work tasks
 - Use of signage
 - Use of alternate entries and exists
- Use of physical barriers or partitions (include cleaning of barriers in cleaning protocols)
- Use of PPE
- Hand washing facilities and sanitizing supplies
- CDC Cleaning and sanitizing protocols

COVID-19

Department Risk Assessment & Controls

Recreation Department:	All Locations.
Rec Activity:	Camp Compass and micro camps
Date:	June 2020
Completed by:	Operations July 6 – Aug 31, 2020

Identify the potential risks related to COVID-19 that are present for your recreation activity and the protocols that will be put in place to minimize these risks.

1. Potential Risk: Exposure through being in <u>close proximity to other employees</u>		Protocols to be implemented (if required):
A. Identify locations where employees gather (break rooms, meeting rooms, rest rooms, etc.):	1) Equipment room 2) Camp planning room 3) Lunchroom, photocopier 4) Filing of time sheets 5) Parks & Beach area	<ul style="list-style-type: none"> • Social Distance while selecting supplies • Social distance while planning for camps • Unloading equipment from vehicles or supply room. • Follow social distance signs and traffic flow patterns. • Staff will social distance with each other. • Staff will wear masks when they cannot maintain proper distancing

COVID-19

Department Risk Assessment & Controls

<p>B. Identify job tasks and processes where workers are close to one another:</p>	<ol style="list-style-type: none"> 1) Training/Onboarding 2) Set up /take down of equipment 3) Transportation to/from job sites 	<ul style="list-style-type: none"> • Online/virtual training and documents for review as step 1, opportunity to ask/answer questions as step 2, when all virtual and online meetings/interviews/training is complete, bring staff in to train and provide large enough space to have a 5m circumference for each person and provide masks as needed, provide hand sanitizer • Include set up/take down procedure in training with physical distance measures If physical distancing is not able, providing a mask for staff to wear when in close proximity • Adhere to Hygienic vehicle use SWP
<p>2. Potential Risk: Exposure through contact with <u>rental equipment, supplies, tools, machinery</u></p>		<p>Protocols to be implemented (if required):</p>
<p>A. Identify rental equipment, supplies, tools, machinery and equipment that workers share while working:</p>	<ol style="list-style-type: none"> 1) Tables & chairs 2) photocopier 3) Portable signage 4) Equipment for activities 	<ul style="list-style-type: none"> • Staff will wash their hands upon arrival to work and before/after washroom use and eating. • Staff will wipe down with disinfectant before and after shift, tables that they will use. • Staff will wash or disinfect hands after equipment set-up as per safe work procedure 13.4 • Staff will use a face mask if unable to adhere to physical distancing
<p>3. Potential Risk: Exposure through interaction with / being in close proximity to members of the public</p>		<p>Protocols to be implemented (if required):</p>

COVID-19

Department Risk Assessment & Controls

A. Identify job functions and processes where workers are in close proximity to members of the public:	<ol style="list-style-type: none"> 1) Supervising, playing and being leaders with the children in their programs 2) Checking children into their programs 	<ul style="list-style-type: none"> • Staff will structure activities to promote physical distancing and when not possible will wear a mask and offer a mask to kids if needed. • Staff will wear a mask when checking in children to programs • Staff will observe and move away from congested groups to ensure physical distancing. • Staff will encourage distancing of kids • Staff will verbally ask community to physical distance if approached.
B. Identify what functions may be exchanged during these job tasks and processes:	1)	•
4. Potential Risk: Exposure through contact with “high-touch” surfaces		Protocols to be implemented (if required):
A. Identify surfaces that people touch often (handrail, doorknobs, light switches, etc.):	1) Restroom doors and handles and or fixtures.	<ul style="list-style-type: none"> • Staff will wear PPE: gloves and other items based on cleaning product requirements. • Staff will use one time use - disposables cleaning towels.
5. Other Potential Risks: _____		Protocols to be implemented (if required):
		•
Attach a drawing or floor plan showing travel directions for activities: N/A		

COVID-19

Department Risk Assessment & Controls

Spacing Guide

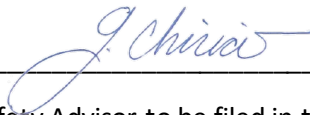
- 2 metre minimum distance between people
- 2-5 metre radius per person for active activities

Access pathways, Entrances, Exits, Spaces

Administrative controls such as markings on the ground and signage can be used to remind patrons and staff to be courteous and allow for physical distancing.

- If these pathways are narrow and busy, consider one-way directions.
- If one-way direction is not possible, consider signage to emphasize that the person coming into the space make way for the person leaving by stepping aside and turning away.

Department Manager Signature: _____



Date: July 29, 2020

Original sent to Andre Noel, Safety Advisor to be filed in the Safety Management System (SMS)