



REGIONAL DISTRICT  
**OF BULKLEY - NECHAKO**

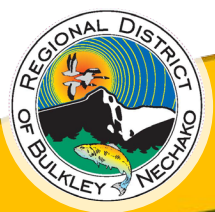
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

**Regional District of Bulkley-Nechako  
COVID-19 Safety Plan  
Updated November 24, 2020**

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# GENERAL

## Purpose of the COVID-19 Safety Plan

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The COVID-19 Safety Plan has been developed from the policies outlined in the RDBN Pandemic plan, taking into consideration the recommendations of WorkSafeBC to limit the spread of COVID-19 and to help ensure the safety of all RDBN employees during the COVID-19 pandemic. This plan is subject to change as recommended by the BC Provincial Health Authority and WorkSafeBC.

## Authority

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The Regional District of Bulkley-Nechako COVID-19 Safety plan has been constructed for the use of all RDBN personnel. It contains procedures and responsibilities in accordance and compliance with the following legislation:

- *Emergency Program Act 1996;*
- *Public Health Act 2008;*
- *Workers Compensation Act, 2019; and,*
- Provincial Health Orders as outlined in Appendix 1.

# RESPONSIBILITIES

## Regional District of Bulkley-Nechako

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### Occupational Health & Safety (OH&S) Committee

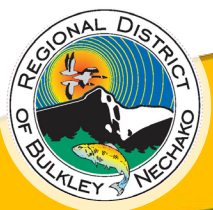
The OH&S Committee will ensure:

- an adequate supply of cleaning supplies is provided to staff;
- information about effective hygiene etiquette is posted for all staff; and,
- sufficient training is provided for all staff on sanitizing and cleaning procedures.

### Protective Services Department (PSD) Responsibilities

The PSD will:

- provide updated information of the evolving situation to the Senior Management Team;
- ensure all levels of social media, media, information technology are being monitored for up-to-date information and what response trends are transpiring locally and internationally;
- coordinate and prepare pertinent public information notices for CAO approval;
- ensure the RDBN is compliant and practicing the Pandemic Response Orders and recommendations from the Provincial Health Officer;
- coordinate the posting of COVID-19 safety rules and guidelines at all RDBN worksites; and,
- ensure there are sufficient supplies available for staff to adhere to the following procedures.





## **Senior Management Team (SMT) Responsibilities**

### **The SMT will ensure:**

- all staff are aware of and have received the required training in COVID-19 safety procedures;
- proper policy and protocols are implemented to ensure public and staff safety;
- proper policy and protocols are implemented to ensure minimal service disruption;
- all staff adhere to the Pandemic Response Protocols and recommendations from the Public Health Officer;
- where staff are unable to attend work in the office, but are able to work from home, develop a 'Work from Home' agreement with that staff member.

## **Supervisor Responsibilities**

### **All supervisors are responsible to ensure all staff under their supervision:**

- adhere to the appropriate health and safety precautions;
- have access to proper hygiene etiquette information and supplies for their workstation;
- are aware of sanitizing and cleaning procedures;
- adhere to the Pandemic Response Protocols and recommendations from the Public Health Officer;
- are aware of and have received required training in COVID-19 safety procedures.

## **Staff Responsibilities**

### **All staff are responsible to:**

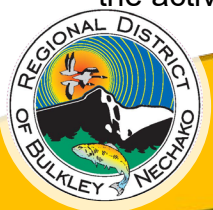
- monitor health of themselves and family members for symptoms associated with the pandemic;
- take reasonable care and precautions to protect their health and safety including staying home if you or your family members are presenting symptoms of COVID-19;
- adhere to the Pandemic Response Protocols and recommendations from the Public Health Officer;
- notify their supervisor if you are having symptoms or have been exposed to the illness causing the pandemic;
- comply with and understand policies and recommendations directed by the Chief Administrative Officer and Senior Management Team; and
- speak with your supervisor to address any concerns regarding your safety at work during a pandemic situation.

## **Province of British Columbia**

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### **Ministry of Health**

The Ministry of Health (HLTH) has overall responsibility for health services within B.C. Normally, HLTH provides administrative and strategic guidance to the health system, with operational work being carried out by the health authorities and health professionals across the Province. During an emergency, the HLTH can take on direct control of the health system to facilitate province-wide response. This is done through the activation of the Health Emergency Coordination Centre (HECC).



## **BC Centre for Disease Control**

The BC Centre for Disease Control (BCCDC) is a program of the Provincial Health Services Authority that provides provincial and national services in disease surveillance, detection, treatment, prevention, and consultation. Working closely with the Provincial Health Officer (PHO) and the medical health officers (MHO), the BCCDC provides technical expertise, research services, and testing support to the public health system.

## **Emergency Management BC**

Emergency Management BC (EMBC) maintains and updates the BC Pandemic Provincial Coordination Plan. Should it be required that the RDBN need to activate their EOC, EMBC may support the response depending on the scope of the event.

# **RISK ASSESSMENT & PROCEDURES IN PLACE**

The Senior Management Team and the Occupational Health & Safety Committee will monitor the COVID-19 situation as it continues to evolve.

All RDBN worksites will be continually assessed to ensure risks are identified and safety procedures where applicable are modified, enhanced and/or established.

If there is a substantial risk to RDBN staff and/or the general public, the RDBN Chief Administrative Officer in collaboration with Senior Management will decide what actions will be taken moving forward.

The following items have been addressed:

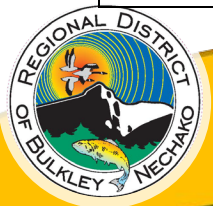
- occupancy limits have been established for each area of the main office based on physical distancing requirements of 2 meters between each person and have been posted at the listed locations;
- the tools, machinery and equipment which workers share while working have been identified at all RDBN worksites and sanitization supplies have been provided at each listed location;
- masks are available for employees and/or visitors;
- the surfaces which are touched often by more than one person have been identified;
- 'Social Distancing' and 'Maximum Capacity' signage has been posted at each listed location; and,
- All meetings with visitors (non-RDBN employees or Directors) exceeding 4 people in total are to take place in the Board Room or the upstairs meeting room (room 202).

## **Identified Risks and Procedures in Place**

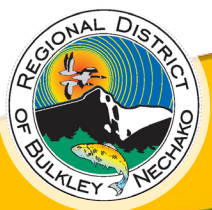
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### **Main Office**

<b>RDBN Main Office</b>		
<b>Areas</b>	<b>Occupancy Limits</b>	<b>Procedures in Place</b>
Bathrooms	1 person	
Director of Planning – room 105	4 people	Only 4 chairs are available in the room.
Downstairs Cubicles	3 people	



RDBN Main Office		
Areas	Occupancy Limits	Procedures in Place
Downstairs Front Counter	2 people	Sneeze Guards are in place
Downstairs Kitchen	2 people	Only 2 chairs are available in the room.
Downstairs Reception	3 people	Per the Public Health Officers Order – ‘Gatherings and Events’ all members of the public are required to sign in and provide a phone number or email address. Sneeze Guards are in place.
Elevator	1 person	Only 1 person or family group to a maximum of 5 people may be in the elevator at the same time.
Hallways		<p><b>All staff are required to adhere to the following procedures:</b></p> <ul style="list-style-type: none"> <li>➤ when you exit your office turn right only;</li> <li>➤ when moving through the hallways: <ul style="list-style-type: none"> <li>▪ those on the hallways closest to 3rd Avenue on both floors will travel east bound;</li> <li>▪ those on the hallways closest to back parking lot on both floors, foot traffic will travel west bound;</li> <li>▪ when in the hallway they will always maintain six feet between individuals in the hallway;</li> <li>▪ will use the stairway in the front entrance to go upstairs (one at a time); and,</li> <li>▪ use the stairway at the back entrance to go downstairs (one at a time).</li> </ul> </li> </ul> <p><b>All members of the public are required to adhere to the following procedures:</b></p> <ul style="list-style-type: none"> <li>➤ upon arrival they will wait to be escorted to an office or meeting room;</li> <li>➤ when moving through the hallways they will always maintain six feet between individuals in the hallway;</li> </ul>



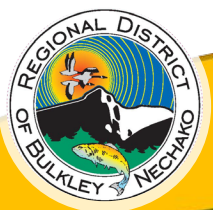
RDBN Main Office		
Areas	Occupancy Limits	Procedures in Place
		➤ when their meeting is completed, they will be escorted out of the building by a staff member.
Boardroom	24 people	Only 30 chairs will be available in the Board Room.
Room 105	4 people	Only 4 chairs will be available in the room.
Room 117B	4 people	Sneeze Guard between workstations and only four chairs are available in the office.
Meeting Room 202	4 people	Only 4 chairs will be available in the Meeting Room.
Room 206 Meeting Area	6 people	Only 6 chairs are available in the room.
Room 213	4 people	Only 4 chairs are available in the room.
All other Offices	3 people	No more than 3 chairs will be available in each of these offices.
Upstairs Kitchen	10 people	Provided 2 meter distancing can be achieved.
Upstairs Reception	3 people	Sneeze Guards are placed on counter.
Tools, Machinery and Equipment		
Item & Location	Safety Measures in Place	
Printers – throughout the office	Disinfecting wipes are provided at each location – each person is responsible for disinfecting equipment prior to using them.	
Photocopier/fax – upstairs and downstairs Photocopy rooms		
water coolers – upstairs and downstairs kitchens		
coffee maker – upstairs and downstairs kitchens		
company vehicles Onsite – outside parking lot Administration – 6, Environmental Services – 4, Building Inspection – 2	See OH&S Procedure 16-4: Vehicle Travel During a Pandemic	
Tasks & Processes		
Task or Process	Safety Measures in Place	
Greeting members of the public who enter the building	Staff and the public are required to wear masks and maintain 2 metre distancing.	
In-person meetings between staff	All in attendance will:	
In-person meetings with members of the public and/or other agency representatives	➤ adhere to the 2 meter distancing and Maximum Capacity signage;	
RDBN Board meetings	➤ wear a mask;	
Internal staff meetings	➤ members of the public will sign in, complete a daily health check, and provide a phone number;	



RDBN Main Office		
Areas	Occupancy Limits	Procedures in Place
		➤ at a refreshment break only 10 people will be in the upstairs kitchen at a time while adhering to the 2 meter distancing and wearing masks.
Staff travelling in RDBN vehicle		All staff will adhere to the OH&S Procedure 16-4: Vehicle Travel During a Pandemic – See Appendix 3
Staff coffee breaks		All in attendance will adhere to the 2 meter distancing and Maximum Capacity signage.

### Waste Management Sites

Transfer Station & Landfill Facilities	
Location	Safety Measures in Place
Transfer Station Office – All Transfer Stations	Not open to the public
Recycle Depot Office – All Transfer Stations	Not open to the public
Weight Scale shed – All Landfills	Only 1 person at the shed at a time
Recycle Depot – All Transfer Stations	Only 2 people at the bins at one time
Transfer station (2 bays)	Only 2 vehicles at the bays at one time
Reuse Sheds	Closed due to COVID-19
Reuse Bays	Everyone will maintain a 2 metre distance from each other
Yard Waste Bay	Customers must adhere to Social Distancing signage
Wood Waste pile	
Metal pile	
Tools, Machinery and Equipment	
Item & Location	Safety Measures in Place
Equipment interiors	Staff will ensure the equipment is cleaned with disinfectant every hour during their shift.
Equipment exteriors	
Knife cutter	
Recycle Tables	
Tasks & Processes	
Process	Safety Measures in Place
Greeting members of the public who enter the reception area	Staff will maintain a 2 metre distance from members of the public and provide verbal assistance only. Staff will also ensure that the public does not go beyond the public reception area unless they are escorted by someone to a meeting room.





# EXPOSURE CONTROL PLAN

## Staff

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### Daily Health Checks

Staff are required to perform daily health checks prior to entering this workplace as follows:

- are you displaying any of the following new or worsening symptoms:
  - fever or chills;
  - cough;
  - loss of sense of smell or taste;
  - difficulty breathing;
  - sore throat;
  - loss of appetite;
  - extreme fatigue or tiredness;
  - headache;
  - body aches;
  - nausea or vomiting; or
  - diarrhea.

You are not able to enter the workplace if you are displaying any of the above noted symptoms. You are also unable to enter the workspace if you:

- have travelled outside of Canada within the last 14 days;
- have been identified by Public Health as a close contact of someone with COVID-19; and/or
- have been told to isolate by Public Health.

If you are displaying symptoms consistent with COVID-19, consider:

- contacting HealthLink BC at 811;
- completing the COVID-19 Self-Assessment Tool at <https://bc.thrive.health>;
- calling the Northern Health COVID-19 hotline at 1-844-645-7811; or;
- calling your doctor.

### Reporting to your supervisor

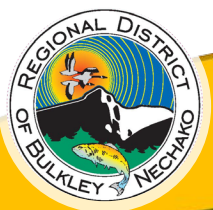
Once you have completed your daily health check, and self determined that you are safe to enter, report to your workspace, and email, text, or call your supervisor and advise that you have reported to work and completed the daily health check.

### Hygiene Etiquette

It is required that all staff practice the following:

- Complete a thorough Handwashing or Hand Cleaning Procedure (see guidelines in Appendix 2 & 3 of this document):
  - upon arrival at an RDBN site;
  - before and after eating;
  - after sneezing or coughing;
  - after using a restroom; and,
- sneezing and coughing into the elbow.

Staff have access to antiviral and antibacterial hand soap and hand sanitizer and have been provided with sanitizing wipes to clean their workstations and offices. If any of



these supplies are getting low, staff are to notify the Protective Services Assistant immediately.

### **Social Distancing**

All staff and members of the public present in attendance at a RDBN facility are required to follow social distancing recommendations. This includes interactions between staff members and between staff and members of the public. These recommendations ensure people keep a safe distance of a minimum of 2 metres between individuals to limit the potential transmission of COVID-19. Signage has been posted to communicate this requirement to the public.

Areas which have been identified in the Identified Risks section of this document as not allowing for 2 meters of space between workstations or between staff and a member of the public have had physical barriers installed.

### **Masks**

Masks are required to be worn by staff and visitors in all reception areas, common areas and shared work areas where 2 meters distancing cannot be maintained.

This includes kitchen, hallways, breakrooms, reception areas, stairwells, elevator, and copy rooms.

Masks can be removed in your workspace area, and during meetings with other staff members, provided other barriers and/or 2 m distancing can be achieved.

### **Exhibiting Symptoms**

For a complete and up to date list of COVID-19 symptoms go to <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>.

### **Recommended Procedures**

1. If you are experiencing any of the COVID-19 symptoms, please follow the recommended steps below:
  - a. consider completing the COVID-19 Self-Assessment Tool as a first step located at <https://bc.thrive.health>; or,
  - b. call the Northern Health COVID-19 hotline at 1-844-645-7811 or your doctor to obtain medical guidance on whether you should be tested;
  - c. follow the guidance received;
    - i. if the medical guidance you have received is to have COVID-19 testing completed, you will have to isolate (<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-how-to-isolate-at-home.html>) until the test results are completed, and update your supervisor accordingly;
    - ii. if the test results for all of the members of your household who were exhibiting symptoms and who were tested come back negative for COVID-19, you may return to work once you have been symptom free for 24 hours;
  - d. regardless of whether you are tested or not, stay home until you are symptom free for 24 hours



2. If a member of your household is experiencing any of the COVID-19 symptoms, the steps below are recommended to be followed:
  - a. consider completing the COVID-19 Self-Assessment Tool as a first step located at <https://bc.thrive.health>; or,
  - b. call the Northern Health COVID-19 hotline at 1-844-645-7811 or your doctor to obtain medical guidance on whether they should be tested;
  - c. follow the guidance received and contact your supervisor if you will be absent from work; and
  - d. if you are symptom free and return to work, until your family member COVID-19 test is returned negative:
    - i. please ensure that you maintain physical distancing from other staff;
    - ii. ensure you utilize hand sanitization supplies provided; and
    - iii. ensure you utilize cleaning wipes to wipe down your work area.

You may use sick time to cover time missed from work due to a Northern Health requested isolation period. If you do not have sufficient sick time banked, you are able to use up to 70 hrs of sick time to be banked retroactively.

To ensure that all staff feel safe, and that as an organization, we are working together to protect each other and our communities as we continue to provide essential services, explore working from home or an alternative work schedule, if your position is suitable to these measures, with your supervisor.

### **Public attendance at the RDBN Main Office**

Under Provincial Health Order M192 all members of the public are required to sign in and provide a method of contact. If the member of the public refuses to provide said information they will be asked to leave. Staff who are having issues dealing with the public can call on a Senior Management Team member to support this requirement.

The list of public attendees will be kept in a secure location after hours.

### **Meetings**

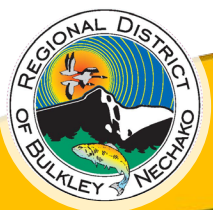
During the COVID-19 pandemic, it is strongly recommended that meetings be held virtually whenever possible. Departments should ensure they have access and the capacity to do so through the following programs:

- Microsoft Teams;
- Zoom;
- Skype; and,
- Pragmatic Conferencing Bridge.

In-person meetings must adhere to the posted occupancy limits and physical distancing requirements.

### **Personal Protective Equipment (PPE)**

Personal protective equipment will be provided to minimize exposure to potential illness when needed. If staff require additional PPE, they are to notify the Protective Services department immediately. Guides for correct usage of PPE can be found in Appendix 2.





## **Office Sanitization Plan**

### **Staff**

Workstations and areas with public access have been provided with sanitizing materials for use by staff. All staff will ensure that their own workstations, including equipment, and other surfaces are sanitized using an appropriate disinfecting agent daily.

### **Common Areas**

The Upstairs and Downstairs Administrative Assistants will be responsible to use disinfectant wipes to wipe down all common surfaces on the floor they are responsible for. The Upstairs Administrative Assistant will be responsible for the front-office stairway (Stairway to Heaven) and the Downstairs Administrative Assistant will be responsible for the back-office stairway (Highway to Hell).

### **Janitorial Services**

Sweeping Beauties Janitorial Services is responsible to ensure the RDBN Main Office implements the recommendations referenced in the 'Office Sanitization Plan'. Janitorial staff will ensure that all commonly touched surfaces identified in the 'Identified risks' section of this document are sanitized using an appropriate disinfecting agent daily.

Janitorial staff will ensure that they comply with the 'Office Sanitization Plan' by adhering to the following procedures:

- ensure disinfectant product has a Drug Identification number (DIN) on its label;
- follow product instructions for dilution, wet contact time, and safe use;
- clean visibly soiled surfaces before disinfecting;
- regularly disinfect physical barriers which have been setup between close workstations;
- all high traffic areas and heavily used surfaces are to be cleaned and sanitized using appropriate cleaner.

<b>Surfaces</b>	
<b>Type</b>	<b>Safety Measures in Place</b>
light switches	Janitorial staff will ensure the equipment is cleaned with DIN identified disinfectant at a minimum at the end of their shift.
common area door handles	
door keypads	
coffee maker	
hand sanitizer bottles	
cupboard doors	
tap handles	

### **Working from Home**

When determined feasible by the RDBN CAO and Department Head, working from home options will be considered where an employee:

- is self-isolating due to potential or confirmed exposure to COVID-19;
- is sick due to COVID-19 and is exhibiting mild infection symptoms that do not impede their ability to complete their work assignments;



- is prevented from attending to their regular workplace due to Orders from the Public Medical Health Officer or other event that causes the closure of the workplace; or
- does not feel safe attending the workplace.

All employees who work from home will be required to follow the 'RDBN Work from Home' Procedure (see Appendix 4).

### **Operations**

The Senior Management Team in consultation with the Chief Administrative Officer will determine whether services will be modified or disrupted to ensure the safety of employees and the public.

### **Building Inspection**

Building inspections will continue to be conducted during the COVID-19 pandemic. The RDBN building inspectors will enter building inspection sites for the purpose of conducting these inspections at their discretion. If they deem a situation to pose a risk to their health and safety, they will not conduct the building inspection, and will make alternative arrangements if applicable to maintain service delivery.

## **Site Access Restrictions**

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The following entry restrictions are in place for all RDBN worksites. These apply to both RDBN staff and members of the public and have been posted at all RDBN worksites.

Do not enter an RDBN facility if:

- you have a fever, cough or difficulty breathing;
- you have come in contact with someone who has an active case of COVID-19 or another respiratory illness;
- you have travelled outside of Canada within the last 14 days.

## **PUBLIC COMMUNICATION**

### **Objectives**

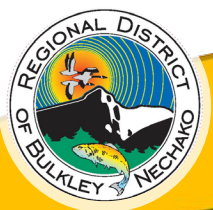
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Communication is essential to inform the RDBN residents of RDBN service disruptions and other operational changes.

Like all other emergencies, the public should be provided access to information directly from reputable government response agency links on the RDBN website and social media platforms.

Potential forms of communication to consider are:

- public notices at sites;
- COVID-19 Safety Plan posted at the RDBN Front entrance and on the RDBN Website; and,
- changes to operations, such as hours of operation, posted to the RDBN Front entrance, Bulkley-Nechako Emergency & Public Alerts, RDBN website and social media sites.



## Communications Strategies

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### Website

A specific page has been created for public information relating to COVID-19. The website is to be updated with new information as it is available. These updates should be dated with the time of the update.

Each department with service impacts will provide key messages regarding the impact to the EOC. All website updates and content will be approved by the CAO before being published.

The website will also include links to associated supports for residents like, Federal and Provincial Health Authorities or affiliated agencies with relevant information pertaining to the pandemic.

### Social Media

Some approved website updates may be posted on RDBN social media pages. Any pertinent information distributed by reputable and reliable agencies regarding support or assistance may also be shared pending CAO approval.

### Public Notices

All public notices and intended posting locations are to be approved by the CAO.

### Bulkley Nechako Emergency and Public Alerts Mass Notification System

Public Notices may be provided through the Mass Notification System to communicate service disruptions.

## Key Messages

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- The RDBN follows the advice and guidance of Northern Health and the Provincial and Federal Health Authorities for messaging relating to the COVID-19 pandemic.
- The RDBN is here to support the community and exploring options to partner with local authorities to ensure our communities are prepared for the COVID-19 pandemic.
- The RDBN's priority during this COVID-19 pandemic is to maintain essential services. There may be changes to the delivery of some services to protect the health and safety of workers and public.



# APPENDIX 1

## **Provincial Health Officer Orders**

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The Regional District of Bulkley-Nechako Workplace COVID-19 Safety Plan has been developed to ensure compliance with the Provincial Health Officer's Orders.

## Workplace COVID-19 Safety Plans, May 14, 2020



### ORDER OF THE PROVINCIAL HEALTH OFFICER (Pursuant to Sections, 30, 31, 32 and 39 (3) *Public Health Act*, S.B.C. 2008)

#### *Workplace COVID-19 Safety Plans*

The *Public Health Act* and Regulations are at:  
<http://www.bclaws.ca/civix/content/complete/statreg/08028/?xsl=/templates/browse.xsl>  
(excerpts enclosed)

**TO: EMPLOYERS**

**WHEREAS:**

- A. On March 17, 2020 I provided notice under section 52 (2) of the *Public Health Act* that the transmission of the infectious agent SARS-CoV-2, which has caused cases and outbreaks of a serious communicable disease known as COVID-19 among the population of the Province of British Columbia, constitutes a regional event as defined in section 51 of the *Public Health Act*;
- B. A person infected with SARS-CoV-2 can infect other people with whom the infected person is in direct contact, through droplets in the air, or from fluid containing SARS-CoV-2 left on surfaces;
- C. People working in close contact with one another in a workplace can promote the transmission of SARS-CoV-2 and increase the number of people who develop COVID-19;
- D. Employers are required by section 21 (2) (c) of the *Workers Compensation Act* to establish occupational health and safety policies and programs in accordance with the Occupational Health and Safety Regulation and have been directed by WorkSafeBC to develop a plan to ensure that the risk of transmission of SARS-CoV-2 at workplaces is minimized (hereinafter referred to as the "COVID-19 Safety Plan" for the purposes of this Order);
- E. You belong to the class of persons to whom this Order is addressed;
- F. I have reason to believe and do believe that
  - (i) the risk of transmission of SARS-CoV-2 and a resulting outbreak of COVID-19 among persons at a workplace, including workers and members of the public, constitutes a health hazard under the *Public Health Act*;
  - (ii) because the risk of transmission of SARS-CoV-2 and control of outbreaks extends beyond the authority of one or more medical health officers and coordinated action is needed to protect workers and the public from contracting COVID-19, it is in the public interest for me to exercise the powers in sections 30, 31, 32 and 39(3) of the *Public Health Act* **TO**

**ORDER** you to

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Ministry of Health

Office of the  
Provincial Health Officer

4<sup>th</sup> Floor, 1515 Blanshard Street  
PO Box 9648 STN PROV GOVT  
Victoria BC V8W 9P4  
Fax: (250) 952-1570  
<http://www.health.gov.bc.ca/pho/>

1. post a copy of your COVID-19 Safety Plan on your website, if you have one, and at your workplace so that it is readily available for review by workers, other persons who may attend at the workplace to provide services and members of the public;
2. provide a copy of your COVID-19 Safety Plan to a health officer or a WorkSafeBC officer, on request.

This Order does not have an expiration date.

All persons to whom this order is directed are required under section 42 of the *Public Health Act* to comply with this Order. Under section 43 of the British Columbia *Public Health Act*, you may request me to reconsider this Order if you:

1. Have additional relevant information that was not reasonably available to me when this Order was issued.
2. Have a proposal that was not presented to me when this Order was issued but, if implemented, would
  - (a) meet the objective of the order, and
  - (b) be suitable as the basis of a written agreement under section 38 [may make written agreements]
3. Require more time to comply with the order.

Under section 43 (6) an order is not suspended during the period of reconsideration unless the health officer agrees, in writing, to suspend it.


If you fail to comply with this Order, I have the authority to take enforcement action against you under Part 4, Division 6 of the *Public Health Act*.

You may contact me at:

Dr. Bonnie Henry, Provincial Health Officer  
PO Box 9648 STN PROV GOVT  
Victoria BC V8W 9P4, Fax: (250) 952-1570

DATED THIS: 14 day of May 2020

SIGNED:

  
\_\_\_\_\_  
Bonnie Henry  
MD, MPH, FRCPC  
Provincial Health Officer

DELIVERY BY posting on the BC Government website, posting on the BC Centre for Disease Control website and by email.

Enclosure: Excerpts of *Public Health Act*

## Gatherings and Events, August 7, 2020



### ORDER OF THE PROVINCIAL HEALTH OFFICER

#### *GATHERINGS AND EVENTS*

(Pursuant to Sections 30, 31, 32 and 39 (3) *Public Health Act*, S.B.C. 2008)

The *Public Health Act* is at:

<http://www.bclaws.ca/civix/content/complete/statreg/08028/?xsl=/templates/browse.xsl>  
(excerpts enclosed)

**TO: OWNERS AND OPERATORS OF PLACES AND PERSONS WHO ORGANIZE OR  
ATTEND EVENTS AT VACATION ACCOMODATION OR OTHER PLACES**

**WHEREAS:**

1. On March 17, 2020 I provided notice under section 52 (2) of the *Public Health Act* that the transmission of the infectious agent SARS-CoV-2, which has caused cases and outbreaks of a serious communicable disease known as COVID-19 among the population of the Province of British Columbia, constitutes a regional event as defined in section 51 of the *Public Health Act*;
2. The SARS-CoV-2 virus, an infectious agent, can cause outbreaks of COVID-19;
3. A person infected with SARS-CoV-2 can infect other people with whom the infected person is in direct contact, through droplets in the air, or from fluid containing SARS-CoV-2 left on surfaces;
4. The gathering together of people indoors or outdoors for the purpose of attending an event can promote the transmission of SARS-CoV-2 and increase the number of people who develop COVID-19;
5. For certainty, this Order does not apply to workers at a worksite when engaged in their work activities, workers living at a work camp; students, teachers or instructors at a school or post-secondary educational institution when engaged in educational activities; customers in a mall or retail establishment when engaged in shopping activities or seeking services; individuals attending an episodic vending market; individuals in a recreation centre, campground or any other place when not attending an event or to premises subject to the

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Ministry of Health

Office of the  
Provincial Health Officer

PO BOX 9648 STN PROV GOVT  
Victoria BC V8W 9P4  
Fax: (250) 952-1362  
<http://www.health.gov.bc.ca/pho/>



**Restaurants, Coffee Shops, Cafes, Cafeterias and Licensed Premises, including Pubs, Bars, Lounges, Nightclubs and Tasting Rooms Order.**

6. For further certainty, this Order applies to meetings or conferences held in hotels or anywhere else.
7. I have reason to believe and do believe that
  - (i) the risk of an outbreak of COVID-19 among the public constitutes a health hazard under the *Public Health Act*,
  - (ii) because the risk of outbreaks resulting from the gathering of people and attendance at events extends beyond the authority of one or more medical health officers and coordinated action is needed to protect the public from contracting COVID-19, it is in the public interest for me to exercise the powers in sections 30, 31, 32 and 39(3) of the *Public Health Act* **TO ORDER** as follows:

**THIS ORDER REPEALS AND REPLACES MY ORDER OF JULY 27, 2020 WITH RESPECT TO GATHERINGS AND EVENTS**

**Definitions in this Order:**

**“event”** refers to anything which gathers people together whether on a one-time, regular or irregular basis, including a party, worship service, ceremony or celebration of any type, reception, wedding, funeral, celebration of life, musical, theatrical or dance entertainment or performance, live band performance, disc jockey performance, strip dancing, comedic act, art show, magic show, puppet show, fashion show, book signing, reading, recitation, display, movie, film; meeting, conference, lecture, talk, educational presentation (except in a school or post-secondary educational institution); auction, fund raising benefit, contest, quiz, game, rally, festival, presentation, demonstration, or sporting or other physical activity, exhibition and fair;

**“organizer”** means the person responsible for organizing an event and the person who acts as host at an event;

**“owner”** includes an occupier or operator or person otherwise responsible for a place;

**“patron”** means an individual who attends an event but does not include staff;

**“physical barrier”** means a barrier which is designed, installed and maintained in accordance with WorksafeBC guidelines;

**“a place”** may be inside or outside, and does not include vacation accommodation;



**“vacation accommodation ”** means a house, townhouse, cottage, cabin, apartment, condominium, mobile home, recreational vehicle, hotel suite, tent, yurt, houseboat or any other type of living accommodation and associated deck, garden or yard, when used for vacation purposes by the owner, tenant, guest or any other person;

1. A maximum of five individuals may attend a social gathering or an event in vacation accommodation, in addition to the occupants.
2. The owner of vacation accommodation must require any tenant, guest or other person using or occupying the vacation accommodation to comply with the requirement in section 1.
3. Subject to section 8, the gathering of more than fifty patrons at a place for the purpose of an event is prohibited.
4. An owner or operator of a place may permit up to fifty patrons to attend an event in a place if the following conditions are met:
  - a. there is an organizer of the event;
  - b. if the organizer is not the owner or operator of the place the organizer must provide the owner or operator with the first and last names and telephone number, or email address, of the patrons who attend the event;
  - c. access to the event is controlled;
  - d. the number of patrons is closely monitored;
  - e. there is sufficient space available to permit the patrons to maintain a distance of two metres from one another;
  - f. the patrons maintain a distance of two metres from one another when standing or sitting, unless they belong to the same party;
  - g. if there are tables provided for the use of patrons, no more than six patrons sit at a table, even if they belong to the same party, and there are at least two metres between the backs of the chairs at one table and the backs of the chairs at another table, unless the chairs are separated by a physical barrier;
  - h. if live performance is provided, or there is a presenter or a presider, a physical barrier must be installed between the performer, presenter or presider and the patrons which blocks the transmission of droplets from the performer, presenter or presider, or there must be at least a three metre separation between the performer, presenter or the presider and the patrons.

- i. hand sanitation supplies are readily available to patrons;
  - j. there are washroom facilities available with running water, soap and a sanitary means for drying hands for hand washing purposes or hand sanitation supplies.
- 5. The organizer must ensure that the conditions in section 4 are met.
- 6. The organizer must
  - a. collect the first and last names and telephone number, or email address, of every patron who attends an event or of every driver of a vehicle present at a drive-in event; and
  - b. retain this information for thirty days, in case there is a need for contact tracing on the part of the medical health officer, in which case the information must be provided to the medical health officer.
- 7. If the organizer is not the owner or operator, the owner or operator must
  - a. satisfy themselves that the organizer is aware of the requirements in sections 4, 5 and 6 and, if applicable, section 8, and has the capacity to fulfill them, and
  - b. retain the names of and contact information for the patrons provided by the organizer for thirty days, in case there is a need for contact tracing on the part of the medical health officer, in which case the information must be provided to the medical health officer.
- 8. If the event is a drive in, the owner or operator may permit more than fifty patrons to be present, if the following conditions, as well as the conditions in section 4, are met:
  - a. patrons only attend in a vehicle;
  - b. no more than fifty vehicles are present at the drive in;
  - c. patrons are informed that they must stay in their vehicles except to use washroom facilities, and when outside their vehicles they must maintain a distance of two metres from other patrons, and this is monitored;
  - d. no food or drink is sold.

This Order does not have an expiration date.

You are required under section 42 of the *Public Health Act* to comply with this Order. Failure to comply with this Order is an offence under section 99 (1) (k) of the *Public Health Act*.

Under section 43 of the *Public Health Act*, you may request me to reconsider this Order if you:

1. Have additional relevant information that was not reasonably available to me when this Order was issued,
2. Have a proposal that was not presented to me when this Order was issued but, if implemented, would
  - (a) meet the objective of the order, and
  - (b) be suitable as the basis of a written agreement under section 38 [may make written agreements]
3. Require more time to comply with the order.


Under section 43 (6) an Order is not suspended during the period of reconsideration unless the health officer agrees, in writing, to suspend it.

If you fail to comply with this Order, I have the authority to take enforcement action against you under Part 4, Division 6 of the *Public Health Act*.

You may contact me at:

Dr. Bonnie Henry, Provincial Health Officer  
4th Floor, 1515 Blanshard Street  
PO Box 9648 STN PROV GOVT, Victoria BC V8W 9P4  
Fax: (250) 952-1570

DATED THIS: 7 day of August 2020

SIGNED:   
Bonnie Henry  
MD, MPH, FRCPC  
Provincial Health Officer

DELIVERY BY: Posting to the BC Government website, the BC Centre for Disease Control website and by email.

Enclosure: Excerpts of *Public Health Act*

## COVID-19 Prevention Regional Measures, November 19, 2020



### **ORDER OF THE PROVINCIAL HEALTH OFFICER**

(Pursuant to Sections 30, 31, 32 and 39 (3) *Public Health Act*, S.B.C. 2008)

### ***COVID-19 PREVENTION REGIONAL MEASURES***

The *Public Health Act* is at:

<http://www.bclaws.ca/civix/content/complete/statreg/08028/?xsl=/templates/browse.xsl>

(excerpts enclosed)

**TO: RESIDENTS OF THE AFFECTED AREA**

**TO: PERSONS WHO PROVIDE OR PARTICIPATE IN INDOOR FITNESS ACTIVITIES IN A GROUP SETTING**

**TO: PERSONS WHO PROVIDE OR PARTICIPATE IN INDOOR SPORT**

**TO: EMPLOYERS**

**TO: PERSONS WHO TRAVEL FOR SPORT**

**WHEREAS:**

1. On March 17, 2020 I provided notice under section 52 (2) of the *Public Health Act* that the transmission of the infectious agent SARS-CoV-2, which has caused cases and outbreaks of a serious communicable disease known as COVID-19 among the population of the Province of British Columbia, constitutes a regional event as defined in section 51 of the *Public Health Act*;
2. The SARS-CoV-2 virus, an infectious agent, can cause outbreaks of COVID-19;
3. A person infected with SARS-CoV-2 can infect other people with whom the infected person is in direct contact, through droplets in the air, or from fluid containing SARS-CoV-2 left on surfaces;
4. The gathering of people in close contact with one another can promote the transmission of SARS-CoV-2 and increase the number of people who develop COVID-19 and become seriously ill;

5. In the last two weeks, there has been a rapid increase in COVID-19 cases, hospitalizations and outbreaks in health-care facilities centred primarily in the Fraser and Vancouver Coastal health authority regions;
6. There are increasing and accelerating numbers of people being hospitalized and admitted to critical care and intensive care as a result being of infected with COVID-19;
7. Outbreaks of COVID-19 were declared in 7 facilities in the Fraser and Vancouver Coastal health authority regions in a period of 24 hours from November 5 to November 6;
8. For certainty, the Order does not apply to workers at their worksite when engaged in work activities, physical fitness and sport activities provided by schools operating under the *School Act* [RSBC 1996] Ch. 412 or the *Independent School Act* [RSBC] Ch.216 or a First Nations School;
9. For certainty, Part A does not apply to the situation where a person is working at their private residence or vacation accommodation and it is necessary for them to have another person at the private residence or vacation accommodation for work related purposes, including providing services to the other person;
10. For certainty, Part A does not apply to a person who is present at the private residence or vacation accommodation of another person for the purpose of a visit by a child with a parent or guardian with whom the child does not reside on a regular basis, being provided with care, or providing assistance, care or services which can only be provided in-person including, health care, personal care, child care, educational programming or tutoring, music lessons, legal services, emergency services, housekeeping, repairs, maintenance, moving services and gardening;
11. For certainty, this order does not apply to rehabilitation or exercise therapy programs or to group outdoor fitness activities.
12. I have reason to believe and do believe that
  - (i) the risk of an outbreak of COVID-19 among the public constitutes a health hazard under the *Public Health Act*;
  - (ii) there is an immediate and urgent need for focused action in the Fraser and Vancouver Coastal health authority regions to reduce the rate of the transmission of COVID-19 which extends beyond the authority of one or more medical health officers and coordinated action is needed to protect the public from the transmission of COVID-19 in the Fraser and Vancouver Coastal health authority regions and in other parts of the province as a result of travel to and from the affected area and between the Fraser and Vancouver Coastal health authority regions for the purpose of sport related activities, and that it is in the public interest for me to exercise the powers in sections 30, 31, 32 and 39 (3) of the *Public Health Act* **TO ORDER** as follows:

**THIS ORDER REPEALS AND REPLACES MY ORDER OF NOVEMBER 11, 2020 AND IS LIMITED IN APPLICATION TO THOSE AREAS OF BRITISH COLUMBIA THAT UNDER THE *HEALTH AUTHORITIES ACT* [RSBC 1996] CH.180 HAVE BEEN DESIGNATED AS THE REGIONS FOR THE FRASER HEALTH AUTHORITY AND THE VANCOUVER COASTAL HEALTH AUTHORITY, EXCEPT THOSE AREAS WHICH MAKE UP THE LOCAL HEALTH AREAS OF BELLA COOLA VALLEY AND CENTRAL COAST [HEREINAFTER REFERRED TO AS THE “AFFECTED AREA”]**

**TO THE EXTENT THAT THE PROVISIONS OF THIS ORDER ARE INCONSISTENT WITH THE PROVISIONS OF ANY OF MY OTHER ORDERS, THE PROVISIONS OF THIS ORDER SUPERSEDE THE INCONSISTENT PROVISIONS OF MY OTHER ORDERS IN THE AFFECTED AREA**

**Definitions in this Order:**

**“group indoor fitness activity”** means an organized activity that involves a number of people doing a physical activity together indoors, examples of which are spin, pilates, zumba, other group fitness, yoga and dance;

**“sport”** means an organized sports activity that involves a number of people doing a physical activity together in a structured way;

**“vacation accommodation”** has the same meaning as in the *Gatherings and Events Order*.

**A. PRIVATE RESIDENCES AND VACATION ACCOMMODATION**

1. No person may have present at a private residence or vacation accommodation, either inside or outside, a person who does not reside with them.
2. No person may be present at another person’s private residence or vacation accommodation, either inside or outside.
3. Despite sections 1 and 2, a person who lives on their own (hereinafter referred to as the “resident”) may have up to two other persons present at their private residence or vacation accommodation, if the other persons are individuals with whom the resident regularly interacts. If the other two persons regularly interact with one another, as well as with the resident, they may be present in residence at the same time.

**B. WEDDINGS AND FUNERALS**

1. Despite the provisions of the *Gatherings and Events Order*, no person may organize, host or attend a reception or informal gathering, including at a private residence or vacation accommodation, either inside or outside, before or after a wedding or funeral.

### **C. GROUP INDOOR FITNESS ACTIVITY**

1. No person or municipality may provide or host and no person may participate in a group indoor fitness activity until guidelines for group indoor fitness activities have been approved by the provincial health officer and the person or municipality who provides or hosts the activity has submitted an updated safety plan in accordance with those guidelines with respect to the activity to the Medical Health Officer and the safety plan has been approved. Once a safety plan has been approved, it must be posted in a place easily visible to participants.

### **D. INDOOR SPORT**

1. No person or municipality may provide or host and no person may participate in an indoor sport unless the sport involves no physical contact between the participants.
2. No person may attend as a spectator at an indoor sport activity unless this is necessary to provide care to a participant.

### **E. TRAVEL RELATED TO SPORT**

1. No person may travel to or from the affected area or between the regions of the Fraser Health Authority and the Vancouver Coastal Health Authority for any sport related activity, including practice, training, games or tournaments, unless they are an identified by Canadian Sports Institute Pacific as a high performance athlete affiliated with an accredited provincial or national sports organization and are already training in the affected area and subject to the safety guidelines of their provincial sports organization.

### **F. WORKPLACE SAFETY**

1. Employers must review their COVID-19 Safety Plans to ensure that they adequately protect workers from the transmission of COVID-19 in the workplace and are consistent with WorkSafeBC requirements.
2. An employer of a worker who is working in a workplace other than the worker's private residence must ensure that the worker has done a daily health check for the symptoms of COVID-19.
3. If an employer is not satisfied that a worker has done a daily health check the employer must not permit the worker to work at the workplace.
4. Employers should encourage workers to work from their private residence if feasible, unless there is a preference on the part of the employer or the worker for the worker to work at the workplace.
5. Employers must ensure that their COVID-19 Safety Plan includes measures to prevent workers from crowding together or congregating in higher risk spaces, including elevators, lobbies, stairwells, corridors, bathrooms, break rooms and kitchens.

This Order takes effect on Saturday, November 7, 2020 at 10:00 P.M. and, unless earlier extended by me, expires on Monday, November 23, 2020 at 12:00 P.M., except PART C, which remains in effect until rescinded.

You are required under section 42 of the *Public Health Act* to comply with this Order. Failure to comply with this Order is an offence under section 99 (1) (k) of the *Public Health Act*.

Under section 43 of the *Public Health Act*, you may request me to reconsider this Order if you:

1. Have additional relevant information that was not reasonably available to me when this Order was issued,
2. Have a proposal that was not presented to me when this Order was issued but, if implemented, would
  - (a) meet the objective of the order, and
  - (b) be suitable as the basis of a written agreement under section 38 [may make written agreements]
3. Require more time to comply with the order.


Under section 43 (6) an Order is not suspended during the period of reconsideration unless the health officer agrees, in writing, to suspend it.

If you fail to comply with this Order, I have the authority to take enforcement action against you under Part 4, Division 6 of the *Public Health Act*.

You may contact me at:

Dr. Bonnie Henry, Provincial Health Officer  
4th Floor, 1515 Blanshard Street  
PO Box 9648 STN PROV GOVT, Victoria BC V8W 9P4  
Fax: (250) 952-1570  
Email: [ProvHlthOffice@gov.bc.ca](mailto:ProvHlthOffice@gov.bc.ca)

DATED THIS: 13<sup>th</sup> day of November 2020

SIGNED:   
Bonnie Henry  
MD, MPH, FRCPC  
Provincial Health Officer

DELIVERY BY: Posting to the BC Government the BC Centre for Disease Control websites.

Enclosure: Excerpts of the *Public Health Act*.



## **ENCLOSURE**

### **Excerpts of the Public Health Act [SBC 2008] c. 28**

#### ***Definitions***

##### ***1 In this Act:***

**"health hazard"** means

- (a) a condition, a thing or an activity that
  - (i) endangers, or is likely to endanger, public health, or
  - (ii) interferes, or is likely to interfere, with the suppression of infectious agents or hazardous agents, or
- (b) a prescribed condition, thing or activity, including a prescribed condition, thing or activity that
  - (i) is associated with injury or illness, or
  - (ii) fails to meet a prescribed standard in relation to health, injury or illness;

#### **When orders respecting health hazards and contraventions may be made**

**30** (1) A health officer may issue an order under this Division only if the health officer reasonably believes that

- (a) a health hazard exists,
- (b) a condition, a thing or an activity presents a significant risk of causing a health hazard,
- (c) a person has contravened a provision of the Act or a regulation made under it, or
- (d) a person has contravened a term or condition of a licence or permit held by the person under this Act.

(2) For greater certainty, subsection (1) (a) to (c) applies even if the person subject to the order is complying with all terms and conditions of a licence, a permit, an approval or another authorization issued under this or any other enactment.

#### **General powers respecting health hazards and contraventions**

**31** (1) If the circumstances described in section 30 [*when orders respecting health hazards and contraventions may be made*] apply, a health officer may order a person to do anything that the health officer reasonably believes is necessary for any of the following purposes:

- (a) to determine whether a health hazard exists;
- (b) to prevent or stop a health hazard, or mitigate the harm or prevent further harm from a health hazard;
- (c) to bring the person into compliance with the Act or a regulation made under it;
- (d) to bring the person into compliance with a term or condition of a licence or permit held by that person under this Act.

(2) A health officer may issue an order under subsection (1) to any of the following persons:

- (a) a person whose action or omission

- (i) is causing or has caused a health hazard, or
  - (ii) is not in compliance with the Act or a regulation made under it, or a term or condition of the person's licence or permit;
- (b) a person who has custody or control of a thing, or control of a condition, that
  - (i) is a health hazard or is causing or has caused a health hazard, or
  - (ii) is not in compliance with the Act or a regulation made under it, or a term or condition of the person's licence or permit;
- (c) the owner or occupier of a place where
  - (i) a health hazard is located, or
  - (ii) an activity is occurring that is not in compliance with the Act or a regulation made under it, or a term or condition of the licence or permit of the person doing the activity.

### **Specific powers respecting health hazards and contraventions**

#### **32 (1) An order may be made under this section only**

- (a) if the circumstances described in section 30 [*when orders respecting health hazards and contraventions may be made*] apply, and
- (b) for the purposes set out in section 31 (1) [*general powers respecting health hazards and contraventions*].

#### **(2) Without limiting section 31, a health officer may order a person to do one or more of the following:**

- (a) have a thing examined, disinfected, decontaminated, altered or destroyed, including
  - (i) by a specified person, or under the supervision or instructions of a specified person,
  - (ii) moving the thing to a specified place, and
  - (iii) taking samples of the thing, or permitting samples of the thing to be taken;
- (b) in respect of a place,
  - (i) leave the place,
  - (ii) not enter the place,
  - (iii) do specific work, including removing or altering things found in the place, and altering or locking the place to restrict or prevent entry to the place,
  - (iv) neither deal with a thing in or on the place nor dispose of a thing from the place, or deal with or dispose of the thing only in accordance with a specified procedure, and
  - (v) if the person has control of the place, assist in evacuating the place or examining persons found in the place, or taking preventive measures in respect of the place or persons found in the place;
- (c) stop operating, or not operate, a thing;
- (d) keep a thing in a specified place or in accordance with a specified procedure;
- (e) prevent persons from accessing a thing;
- (f) not dispose of, alter or destroy a thing, or dispose of, alter or destroy a thing only in accordance with a specified procedure;

- (g) provide to the health officer or a specified person information, records, samples or other matters relevant to a thing's possible infection with an infectious agent or contamination with a hazardous agent, including information respecting persons who may have been exposed to an infectious agent or hazardous agent by the thing;
- (h) wear a type of clothing or personal protective equipment, or change, remove or alter clothing or personal protective equipment, to protect the health and safety of persons;
- (i) use a type of equipment or implement a process, or remove equipment or alter equipment or processes, to protect the health and safety of persons;
- (j) provide evidence of complying with the order, including
  - (i) getting a certificate of compliance from a medical practitioner, nurse practitioner or specified person, and
  - (ii) providing to a health officer any relevant record;
- (k) take a prescribed action.

(3) If a health officer orders a thing to be destroyed, the health officer must give the person having custody or control of the thing reasonable time to request reconsideration and review of the order under sections 43 and 44 unless

- (a) the person consents in writing to the destruction of the thing, or
- (b) Part 5 [*Emergency Powers*] applies.

### **May make written agreements**

**38** (1) If the health officer reasonably believes that it would be sufficient for the protection of public health and, if applicable, would bring a person into compliance with this Act or the regulations made under it, or a term or condition of a licence or permit held by the person under this Act, a health officer may do one or both of the following:

- (a) instead of making an order under Division 1, 3 or 4, enter into a written agreement with a person, under which the person agrees to do one or more things;
- (b) order a person to do one or more things that a person has agreed under paragraph (a) to do, regardless of whether those things could otherwise have been the subject of an order under Division 1, 3 or 4.

(2) If, under the terms of an agreement under subsection (1), a health officer conducts one or more inspections, the health officer may use information resulting from the inspection as the basis of an order under this Act, but must not use the information as the basis on which to

- (a) levy an administrative penalty under this Act, or
- (b) charge a person with an offence under this Act.

### **Contents of orders**

**39** (3) An order may be made in respect of a class of persons.

### **Duty to comply with orders**

- 42** (1) A person named or described in an order made under this Part must comply with the order.  
(2) Subsection (1) applies regardless of whether the person leaves the geographic area for which the health officer who made the order is designated.

### **Reconsideration of orders**

- 43** (1) A person affected by an order, or the variance of an order, may request the health officer who issued the order or made the variance to reconsider the order or variance if the person
- (a) has additional relevant information that was not reasonably available to the health officer when the order was issued or varied,
  - (b) has a proposal that was not presented to the health officer when the order was issued or varied but, if implemented, would
    - (i) meet the objective of the order, and
    - (ii) be suitable as the basis of a written agreement under section 38 [*may make written agreements*], or
  - (c) requires more time to comply with the order.
- (2) A request for reconsideration must be made in the form required by the health officer.
- (3) After considering a request for reconsideration, a health officer may do one or more of the following:
- (a) reject the request on the basis that the information submitted in support of the request
    - (i) is not relevant, or
    - (ii) was reasonably available at the time the order was issued;
  - (b) delay the date the order is to take effect or suspend the order, if satisfied that doing so would not be detrimental to public health;
  - (c) confirm, rescind or vary the order.
- (4) A health officer must provide written reasons for a decision to reject the request under subsection (3) (a) or to confirm or vary the order under subsection (3) (c).
- (5) Following a decision made under subsection (3) (a) or (c), no further request for reconsideration may be made.
- (6) An order is not suspended during the period of reconsideration unless the health officer agrees, in writing, to suspend it.
- (7) For the purposes of this section,
- (a) if an order is made that affects a class of persons, a request for reconsideration may be made by one person on behalf of the class, and
  - (b) if multiple orders are made that affect a class of persons, or address related matters or issues, a health officer may reconsider the orders separately or together.
- (8) If a health officer is unable or unavailable to reconsider an order he or she made, a similarly designated health officer may act under this section in respect of the order as if the similarly designated health officer were reconsidering an order that he or she made.

### **Review of orders**

- 44** (1) A person affected by an order may request a review of the order under this section only after a reconsideration has been made under section 43 [*reconsideration of orders*].
- (2) A request for a review may be made,
- (a) in the case of an order made by a medical health officer, to the provincial health officer, or
  - (b) in the case of an order made by an environmental health officer, to a medical health officer having authority in the geographic area for which the environmental health officer is designated.
- (3) If a review is requested, the review is to be based on the record.
- (4) If a review is requested, the reviewer may do one or more of the following:
- (a) delay the date the order is to take effect or suspend the order, if satisfied that doing so would not be detrimental to public health;
  - (b) confirm, vary or rescind the order;
  - (c) refer the matter back to the person who made the order, with or without directions.
- (5) A reviewer must provide written reasons for an action taken under subsection (4) (b) or (c), and a person may not request further review of an order.

### **Offences**

- 99** (1) A person who contravenes any of the following provisions commits an offence:

...

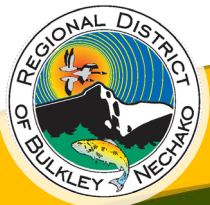
- (k) section 42 [*failure to comply with an order of a health officer*], except in respect of an order made under section 29 (2) (e) to (g) [*orders respecting examinations, diagnostic examinations or preventive measures*];

# APPENDIX 2

## PPE Usage Guides

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These guides for PPE use are based on recommendations from the BC Health Authority.



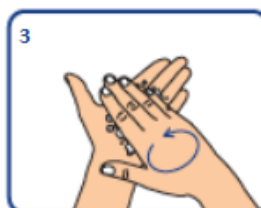
# Hand Washing Technique with Soap and Water



Wet hands  
With water



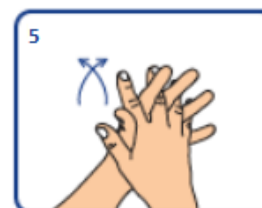
Apply enough soap  
to cover all hand  
surfaces



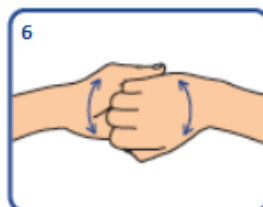
Rub hands palm  
to palm



Rub back of each hand  
with palm of other hand  
with fingers interlaced



Rub palm to palm with  
fingers interlaced



Rub with back of fingers  
to opposing palms with  
fingers interlocked



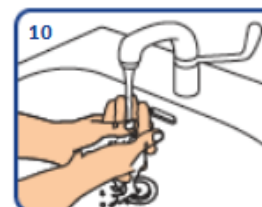
Rub each thumb clasped  
in opposite hand using a  
rotational movement



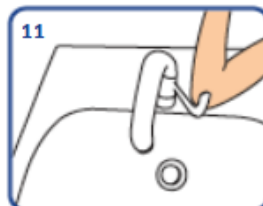
Rub tips of fingers in  
opposite palm in a  
circular motion



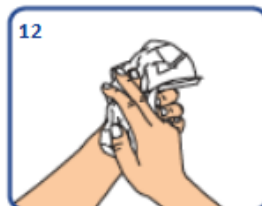
Rub each wrist with  
opposite hand



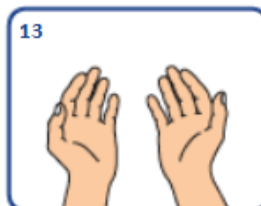
Rinse hands  
with water



Use elbow or paper  
towel to turn off tap



Dry thoroughly with  
a single-use towel



Handwashing should  
take 40-60 seconds

A complete and thorough handwashing  
procedure should take the same amount  
of time it takes you to sing the Happy  
Birthday or the Alphabet song twice.



Adapted from World Health Organization Guidelines  
on Hand Hygiene in Healthcare 2009





# Hand Cleaning Technique with Hand Sanitizer



1a



1b

Apply a palmful of the product in a cupped hand, enough to cover all surfaces



2

Rub hands palm to palm



3

Rub back of each hand with palm of other hand with fingers interlaced



4

Rub palm to palm with fingers interlaced



5

Rub with back of fingers to opposing palms with fingers interlocked



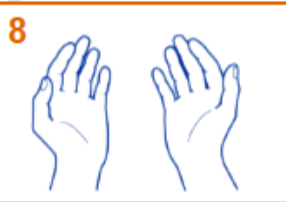
6

Rub each thumb clasped in opposite hand using a rotational movement



7

Rub tips of fingers in opposite palm in a circular motion



8

Once dry, your hands are safe

**A complete and thorough handwashing procedure should take the same amount of time it takes you to sing the Happy Birthday or the Alphabet song twice.**

Adapted from World Health Organization Guidelines on Hand Hygiene in Healthcare 2009

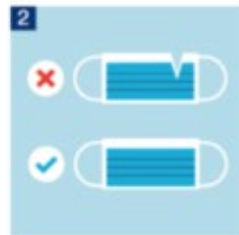




# How to Wear a Face Mask



Clean your hands



Ensure your new mask is not damaged



Face coloured side of mask outwards



Locate the metallic strip. Place it over and mold it to your nose bridge



Place an ear loop around each ear or tie the top and bottom straps



Cover mouth and nose fully. Pull the bottom of the mask to fully open and fit under your chin



Press the metallic strip again to fit the shape of your nose, and clean your hands again

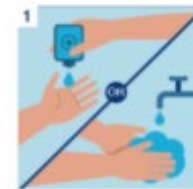


Do not touch the mask while using it



Replace the mask if it gets wet or dirty

## Removing the Mask



Clean your hands using a thorough handwashing or hand sanitizing procedure



Do not touch the front of your mask. Lean forward, gently remove the mask from behind by holding both ear loops or ties



Discard the mask in a waste container



Clean your hands using a thorough handwashing or hand sanitizing procedure



BC Centre for Disease Control Face Mask Guidelines 2020

Adapted from the BC CDC



# Donning & Doffing Non-Sterile Gloves

## Donning your Gloves



Take out a glove from its original box



Only touch one surface on the top edge of the cuff



Don the first glove



Take the second glove with your bare hand and only touch one surface on the top edge of the cuff



Avoid touching the skin of your forearm while donning the second glove



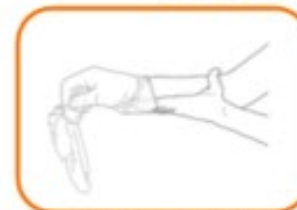
Once gloved, avoid touching anything not defined by indications and conditions for glove use

**Always clean your hands thoroughly by handwashing or hand sanitizing before donning and after doffing gloves.**

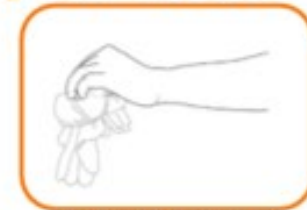
## Doffing your Gloves



Pinch one glove at the wrist without touching your skin and peel away from your hand



Hold removed glove with gloved hand. Slide fingers between the glove and wrist. Roll the second glove down the hand and fold into first glove.



Discard the removed gloves in a waste container



Adapted from World Health Organization  
Guidelines on Glove Use Information  
Leaflet 2020



# APPENDIX 3

## Procedure 16-4: Vehicle Travel During a Pandemic

These guides for PPE use are based on recommendations from the BC Health Authority.



**Part 32 Mobile Equipment**

**Policy 16-4**

**Regional District of Bulkley-Nechako  
Occupational Health & Safety Program**

**Policy No. 16-4  
Vehicular Travel During a Pandemic or Epidemic**

The following guidelines were created to help ensure the safety of all RDBN employees during a pandemic or epidemic event. They were adapted from the recommendations provided by WorkSafeBC to limit the spread of COVID-19.

**Before Each Trip:**

The following steps are recommended to be completed by a staff member who will be driving an RDBN vehicle before they travel.

- Disposable, waterproof gloves can be worn as an additional safety measure while cleaning surfaces.
- Wipe all high touch surfaces with disinfectant, such as the following areas:
  - ✓ keys;
  - ✓ inside and outside of door handles;
  - ✓ steering wheel;
  - ✓ shift lever and console;
  - ✓ dashboard;
  - ✓ power window and power door lock switches;
  - ✓ radio and climate control buttons;
  - ✓ turn signal and wiper stalks;
  - ✓ seatbelts and seat adjuster;
  - ✓ touch screen; and
  - ✓ any other parts that are commonly used and that may have been touched (for example, glove compartment, hood, rear door handle, pick-up tailgate handle)
- Wash hands when completed using proper hand washing techniques.

**During Each Trip:**

As much as possible, social distancing practices should be observed, staying at least two metres away from other people.

The maximum number of people in a vehicle is two (2) persons. When there is more than one person in the RDBN vehicle, the passenger should sit in the passenger side rear seat if available. If either of the staff members travelling are uncomfortable sharing a vehicle, they can choose to take separate vehicles.

Staff travelling with two people in a vehicle are encouraged to wear a face mask while travelling. Face masks will be available in the vehicle.





Part 32 Mobile Equipment

Policy 16-4



**After Each Trip:**

The employee is to complete a thorough cleaning of the vehicle following the same steps listed in the Before Each Trip section. All travelers must wash their hands upon return to the office.

If anyone has come in contact with someone who is exhibiting symptoms while they are travelling, or if they start to experience symptoms after completing a trip, each person travelling should stay home, self-isolate, and advise their Department Head so that additional steps can be taken to protect co-workers and other drivers using the vehicle.



# APPENDIX 4

## 'Draft RDBN Work from Home' Procedure





## REGIONAL DISTRICT OF BULKLEY-NECHAKO

### Working from Home Procedure

#### **PURPOSE:**

To provide a consistent framework for Employees to work from home.

#### **AUTHORITY:**

Chief Administrative Officer

#### **SCOPE:**

This policy shall apply to all Regional District Employees.

#### **DEFINITIONS:**

**“Work from Home”** means where an employee can complete many of their day-to-day functions from their home or other remote location that is not a Regional District workplace.

**“Workday Duration”** means the duration of a typical shift of the employee.

#### **POLICY:**

Work from Home options can be considered where an employee:

- a) is self-isolating due to potential or confirmed exposure to a communicable disease;
- b) is sick due to a communicable infection and is exhibiting mild infection symptoms that do not impede their ability to complete their work assignments;
- c) has been advised by their medical practitioner that they have existing health conditions that increase their risk to serious illness if exposed to a communicable infection;
- d) the employee is the primary caregiver of individuals that are at high risk of serious illness if exposed to a communicable infection;
- e) is prevented from attending to their regular workplace due to Orders from the Public Medical Health Officer or other event that causes the closure of the workplace; or
- f) is impacted by some other event that prevents the employee from attending to their workplace.
- g) does not feel safe attending the workplace.

#### **GENERAL**

The key principles that would support a Work from Home arrangement are the following:

1. the nature of the work is such that it can be ‘effectively performed from a remote location’; and,







Regional District of Bulkley-Nechako  
Work at Home Procedure  
March 20, 2020

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2. the specific circumstances are operationally and financially feasible.

In addition to these key principles the basic conditions of a Work from Home arrangement are as follows:

- a. working from home is a useful work option in appropriate circumstances, however, not every job or position will be suited to working from home. Working from home is not an employee right or a term of employment;
- b. working from home will not alter the employees' status, benefits, responsibilities, entitlements, salary, eligibility for authorized overtime, access to advancement opportunities or access to organizational information and services;
- c. employees will work an equivalent amount of time consistent to their regular Workday Duration;
- d. employees will have some latitude to dictate their working hours throughout a day when working from home;
- e. working prior to a regular start time or beyond a regular finish time will not attract overtime rates of pay, unless prior arrangements have been made between the Employee and their Supervisor;
- f. employees will be expected to meet deadlines and be available to participate in meetings throughout a workday;
- g. employees shall sustain their overall productivity, including quality, quantity and timeliness of work, carried out while working from home;
- h. employees will be monitored by their supervisor, to ensure performance objectives and goals are met;
- i. employees who work from home must provide and maintain a dedicated, designated, safe, suitable and secure off-site workspace, at their own expense;
- j. work and or set-up at the designated Telework location must be 'cost effective' to the Regional District;
- k. Terms and Conditions of Employment, and the application of existing policies and legislation will continue to apply in Work from Home arrangements;
- l. approval of each Work from Home arrangement will be on a case-by-case basis, at the sole discretion of the Chief Administrative Officer;
- m. employees who work from home will call the Administration Clerk Monday to Friday at 8:40 am, 11:30 am, and at 4:00 pm.

**DISCONTINUATION OF WORK FROM HOME ARRANGEMENTS**

Work from home arrangements will not be considered permanent work arrangements.

- a. A work from home arrangement can be discontinued at any time, with reasonable written notice, by either party.
- b. Upon discontinuation of the agreement, the Employee will return to their regular workplace for their Workday Duration.





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- c. Arrangements will be made for the return of all Work from Home related property supplied by the Employer.
- d. If the Employee changes positions, the Work from Home arrangement may not be transferable to the new position.

**Health and Safety Reporting**

- a. The Work from Home location will be considered an extension of the Regional District workplace.
- b. Employees are expected to make reasonable efforts to ensure their Work from Home location is free of hazards that may result in a workplace injury.
- c. Employees will be expected to comply with, and therefore will be subject to, and governed by Regional District Health and Safety procedures, applicable Workers' Compensation legislation and WorkSafeBC rules and regulations.
- d. Employees will comply with normal reporting requirements for any work-related accident or injury.

**PROTECTION OF PROPRIETARY AND OTHER INFORMATION**

- a. All Regional District department security, privacy, Information Technology and confidentiality policies will continue to apply.
- b. Employees will continue to be bound by the Freedom of Information and Protection of Privacy Act of British Columbia and any other applicable legislation.
- c. Employees will comply with the following guidelines when taking records home:

➤ **Responsibility**

You are responsible for the Regional District records you take home. It is important that they are not damaged, lost, stolen, destroyed, or otherwise made unavailable permanently. The protection of the personal and confidential information inside of the records is also your responsibility.

Only take the records you require to do your work. If the records come from a filing room then follow the Service Area Sign-Out Processes or leave your name and contact number (business cell or personal).

➤ **Prevent Opportunities for Loss and/or Disclosure**

Do not leave anything of potential value in sight and keep your vehicle locked. Do not leave files or records in your vehicle.

➤ **Be Mindful of Storage and Temperature**

Records should be stored in a location that can maintain 18 to 21 degrees Celsius and humidity should not exceed 50%.

**Tip:** If the room is comfortable for you, it's comfortable for records.

➤ **Be Aware of the Daily and Local Hazards**

Protect the records from the daily and local hazards that can include:

- pets and animals;





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- children;
- workers;
- food and drink
- open Windows;
- watering plants, water sources, heaters, and other ambient dangers.

Think about your household and the people, pets, and things inside or those who will be going into your household. What could potentially affect the records in a negative way?

➤ **Records in Transit**

Certain precautions will be followed when records need to be taken to another location.

▪ **Visibility Reduction**

Ensure records are not easily visible. For example, keep records in-transit secured in the trunk of a vehicle and away from windows.



▪ **Organization Visibility Reduction**

Do not store records in a bag or a case with a visible Regional District logo on the outside. These may be targets because of the association with an organization, even if the contents are unknown.



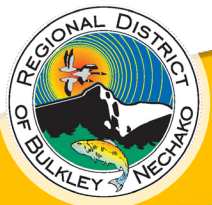
▪ **Attendance**

Records should not be left unattended when possible. For example, if staying at a hotel for a night, bring the record into the hotel rather than leaving it in the vehicle.



▪ **What to Do, and What Not to Do for transport**

Do	Do Not
<ul style="list-style-type: none"> <li>➤ Place the records in a file folder secured by a binder clip, secured in a binder, or compiled in another appropriate container during transport. In the event of sudden stops or an incident the records will not come apart.</li> <li>➤ If the records are too numerous to safely store in the vehicle, place them in a banker box with a lid. Store the box in the trunk if you need to make any stops on the way back to your home.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Do not place records on the floor near the vents – the hot air could damage the paper, ink, or materials.</li> <li>➤ Do not store records near liquids and food – there is a risk of grease, sauces or liquids getting on the records.</li> <li>➤ Do not leave records in the vehicle for long periods of time during cold weather – the frost will damage the records and encourage mold growth.</li> </ul>







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Do	Do Not
<ul style="list-style-type: none"><li>➤ Drive carefully and obey all traffic laws. Records could be stuck in the vehicle if it is impounded.</li><li>➤ Lock the doors <u>every time</u> you exit the vehicle.</li></ul>	

➤ **How to Secure Paper Records**

- no drinks or food near the records;
- set up a designated workspace;
- use banker boxes to store unused files;

➤ **How To Secure Electronic Records**

- Encryption
- Password protect your digital storage devices, digital files or digital folders.
- Physically Secure Digital Device

➤ **Personal and Confidential Information**

Personal information is information specific to an individual, such as phone numbers, signatures, e-mails, addresses, or other information that can identify an individual. Confidential information is information specific to the Regional District that should not be released to the public. Under FOIPPA the Regional District has a duty to protect the personal information it collects. If you do not require taking records containing personal information home, do not do so.

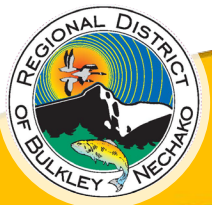
The benefit of working inside of an office is there are controls for the management of this information to prevent accidental release. This includes doors and controlled accesses, records and record rooms are within sight of employees, network securities prevent unauthorized access, and lockable cabinets and drawers for records.

While working from home the risk of this information being leaked increases significantly as many of these controls are not available, and there is only you to prevent the release of this information. Family members, children, and visitors have not been trained on how to handle this information.

This information isn't only restricted to records – it is also through the conversations you have over the phone.

**Remember:** You are responsible for the protection of records and personal information at home.

Some protections you can implement to better protect this information include:





➤ **Find a Private Space for Phone Calls**

Family members, children, and visitors can overhear details of phone calls that could be considered personal: phone numbers of an applicant when confirming their contact info, issues with another employee or a member of the public, a discussion with a client about their health, or anything else that a person would not want to be made public.

When overhearing this information family members, children or visitors may pass this information.

It is recommended to:

- find a private location to have phone conversations; and
- communicate to the household that when you are in the private location you are not to be disturbed.

➤ **Always Lock Your Computer when it is Unattended**

Always lock your computer using "Ctrl + Alt + Del" to prevent others from using your computer, view e-mails, records, and other information.

➤ **Lock or Hide All Records at the End of the Day**

When you are done for the day lock up or hide all records, as stated previously, and close all computer applications and sign off of the computer.





## Work at Home Form

This Working from home arrangement will commence on \_\_\_\_\_ and will be reviewed weekly. Working from home arrangements may be modified, extended or stopped at any time. Daily check-ins are required via phone, e-mail or other. Please forward this form to your Supervisor.

Employee Information	
Name	
Position	
Department/Division	
Current Hours of Work	
Date	

Workplace Location		
Address and City		
Phone number		
Cell number		
Hours of Work		
	Start Time	Finish Time
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Employee and Manager have agreed to the following: (eg: listing performance goals/measures, objectives, phone meeting schedule, estimated hours per task, etc.)

(use separate page if required)

- 
- 
- 
- 
- 
- 

All employment contract provisions apply. By signature, the Employee confirms they agree to the Working From Home policy:

	Name	Signature	Date
Employee			
Department Director			
CAO			

