

## Legislative Assembly of British Columbia

### COVID-19 Safety Plan – July 10, 2020

The Legislative Assembly of British Columbia (Legislative Assembly) has implemented the following measures to ensure the safety of those working on the Legislative Precinct (Precinct), and members of the general public. This COVID-19 Safety Plan (Plan) has been developed in conjunction with the guidelines recommended by WorkSafeBC and the Provincial Health Officer (PHO). The Legislative Assembly will continue to review and modify the Plan based on the advice of the PHO and in response to any changes to provincial public health measures.

#### Assessing the Risks in the Workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread when a person touches a contaminated surface and then touches their face.

In organizational and public institutions, the risk of transmission is subject to two variables: the number of contacts (the number of people present at the same time) and the contact intensity (the type of contact, whether close or distant, and the length of contact, whether brief or prolonged).

The Legislative Assembly has carefully identified, considered and assessed all possible known risks in developing the Plan, based on the most current and readily available information and guidance.

#### Implementing Protocols and Measures to Reduce the Risks

The protocols and measures implemented by the Legislative Assembly to minimize the risk of transmission as described in this document are based on information and guidance from WorkSafeBC, orders, guidance and notices by the PHO, input from Precinct building occupants and the Joint Health and Safety Committee (JHSC), and other industry protocols and best practices. Legislative Assembly Administration (LAA) specific protocols and measures unique to the departmental operational requirements have also been developed and have been communicated and/or shared with staff.

#### **Reducing the Risk of Person to Person Transmission**

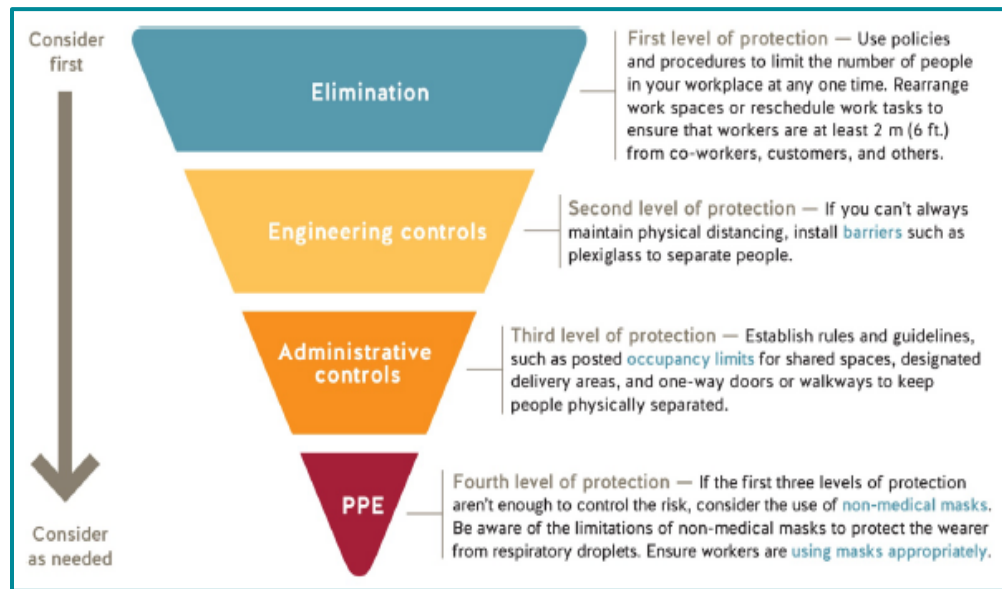
The risk of person-to-person transmission increases based on proximity, time and volume. Risk increases when people are in close contact or when they are interacting with a larger number of people as well as based on the length of time they are in proximity with other people.

In keeping with the “Hierarchy of Controls for COVID-19” framework as recommended by the PHO, the Legislative Assembly has considered and implemented a series of protocol and control measures to assist in managing and keeping virus transmission rates low including:

- Elimination or physical distancing measures – to reduce the density of people
- Engineering controls – physical barriers or increased ventilation
- Administrative controls – clear rules and guidelines

The Legislative Assembly has focused on implementing the most effective control measure, which is physical distancing. Most Precinct building occupants will not require protective personal equipment (PPE) for protection.

## Hierarchy of Controls for COVID-19



**First Level Protection (Elimination):** Limiting the number of people at the workplace and ensuring physical distance wherever possible

Physical distancing reduces the potential of coronavirus being transmitted through airborne droplets. There is a possibility that even non-symptomatic carriers of coronavirus may transmit the virus in this manner, so physical distancing should always be observed, even in cases when people do not display symptoms of COVID-19.

The Legislative Assembly has implemented the following protocols and measures to ensure physical distancing throughout the workplace:

- ✓ Where operationally feasible, work from home arrangements, rotational work schedules, and staggered shift or work hours for workplace employees
- ✓ Use of alternative methods, such as video or conference calls, for conducting business to prevent close personal contact
- ✓ Limiting access to Precinct buildings to on-site employees and visitors.
- ✓ Sign-in protocol and safety instructions for visitors, contractors, vendors and service delivery personnel
- ✓ Closure of the Parliament Buildings to the public until further notice
- ✓ Limiting Parliamentary Dining Room dine-in and take-out service to Members, on-site employees, and their guests only; public access restricted to curbside delivery program only
- ✓ Queuing areas and occupancy limits clearly marked for dine-in, take-out and curbside delivery services, retail (Parliamentary Pop-Up Shop) services and exterior outdoor tours, to follow physical distancing practices
- ✓ Limiting business-related visitor access to essential services only



- ✓ Rearrangement and/or removal of furniture to improve physical distancing in the Chamber, committee rooms, office workspaces, and common areas, such as reception, break rooms, bike rooms, change rooms, washrooms and elevators
- ✓ In the Parliamentary Dining Room, tables spaced to physically distance staff and patrons by two meters (six feet) with no more than six patrons at a table
- ✓ For public access to proceedings of the Legislative Assembly (sitting days only), a limited number of visitors are permitted in the public galleries at any one time, who are physically distanced in the galleries
- ✓ Assigning and posting occupancy limits in all meeting rooms and common areas following public health guidelines
- ✓ Closure of the gym space until further notice
- ✓ Limiting business travel to essential travel only
- ✓ Comprehensive risk assessment of shared workspaces and common areas in collaboration with the JHSC

### Second Level Protection (Engineering): Barriers and Partitions

Engineering controls include modifications to protect employees and reduce their risk of exposure to potential hazards through the introduction of physical barriers. Examples of engineering controls include plexiglass barriers, one-way system traffic or physical space between seating.

The Legislative Assembly has implemented the following protocols and measures:

- ✓ Installation of barriers where physical distancing is not possible for:
  - Reception areas in offices
  - Security/Visitor Log-in Office
  - Parliamentary Dining Room Service Counter
  - Parliamentary Pop-Up Shop Service Counter
  - Tourist Information Podium
- ✓ Barrier cleaning protocols to ensure regular disinfecting of protective barrier services
- ✓ Use of stanchions in exterior outdoor tour zone to designate physical distancing parameters between employees and the public

### Third Level Protection (Administrative): Rules and Guidelines

Administrative controls are measures to limit the risk of virus transmission such as safe work policies, procedures and practices, training and other means for sharing critical information about the precautions for eliminating exposure, controlling transmission and reporting suspected, presumed or confirmed cases.

The Legislative Assembly has implemented the following protocols and measures:

- ✓ Identification of rules and guidelines on self-monitoring procedures, proper “hand hygiene” techniques, proper respiratory etiquette, contact avoidance techniques and physical distancing protocols
- ✓ Clear communication of these rules and guidelines through written communication and posted signage throughout the Precinct buildings and grounds including at all:
  - Main entry/exit doors
  - High traffic areas



- Common areas including break rooms, bike rooms, change rooms, washrooms and elevators
- Legislative Assembly public website and Assembly Intranet

#### Fourth Level Protection: Personal Protective Equipment (optional measure in addition to other control measures)

At the present time, the PHO has deemed the use of non-medical masks to be optional in work areas where physical distancing can be maintained. In keeping with this guidance, the Legislative Assembly has focused on non-PPE controls being put in place, specifically physical distancing.

Most Legislative Precinct building occupants will not require PPE for protection. Additional guidance on PPE is provided below:

- ✓ Non-medical masks and gloves are not mandatory. If a Precinct building occupant chooses to use a non-medical mask, they are responsible for supplying their own, and for proper disposal or frequent cleaning of it, dependent on which type they choose to utilize.
- ✓ Gloves will not be provided unless a Precinct building occupant is conducting first aid or carrying out duties that regularly require the use of them. While gloves may provide protection for hands, they do not prevent the transfer of coronavirus to other surfaces. Frequent hand washing is mandatory even when wearing gloves.

#### Reducing the Risk of Surface Transmission

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time. The risk of surface transmission can be reduced through effective cleaning and hygiene practices.

The Legislative Assembly has implemented the following protocols and measures to reduce the risk of surface transmission:

##### Personal Hygiene

- ✓ Interior handwashing locations readily available, visible and easily accessed
- ✓ Exterior hand sanitizer locations visible and easily accessed
- ✓ Restricted access to drinking water fountains
- ✓ At least one no touch paper towel dispenser and faucet in each washroom

##### Cleaning & Sanitizing Protocol – General Buildings

- ✓ Training and necessary materials in place to perform enhanced cleaning and disinfecting protocols
- ✓ Continuation of standard night (evening shift) cleaning protocols
- ✓ Enhanced daily cleaning protocols, including the cleaning/ disinfecting of the following areas three (3) times daily<sup>1</sup>:
  - high touch surfaces in common areas
  - elevator button panels, doors and railings
  - stair handrails
  - door knobs



- ✓ Cleaning/disinfecting of washrooms twice daily<sup>1</sup>
- ✓ Reduction in the number of open washrooms when the House is not sitting
- ✓ Cleaning/disinfecting of all meeting room high touch surfaces, such as tables, chair arms, remote controls, conference call units and doorknobs before and after each scheduled meeting
- ✓ Readily available supply of refillable disinfectant spray bottles, paper towels and refillable bottles of hand sanitizer for each office suite or department area. Supplies are replenished as required
- ✓ Touchless hand sanitizer stations throughout Precinct buildings and at main entry and exit points
- ✓ Instructions to building occupants on how to disinfect regularly touched surfaces within their own workspace(s) recommending at least twice daily (i.e., start and end of day)

#### Cleaning & Sanitizing Protocol – Parliamentary Dining Room (Take-out & Curbside Service)

- ✓ Training and necessary materials in place to perform enhanced cleaning and disinfecting protocols
- ✓ Front counter, including all associated equipment, are sanitized at least once per hour
- ✓ POS terminals are sanitized between each user and before and after each shift. If multiple servers are assigned to a point of sale (POS) terminal, servers to sanitize their hands after each use
- ✓ Food is packaged into single use containers
- ✓ Condiments are served in single use containers
- ✓ Self-service coffee stations to include hand sanitizer with posted signage  
Menus available on-line, as well as single use disposable, and where laminated, sanitized after each use

#### Cleaning & Sanitizing Protocol – Parliamentary Dining Room (Dine-in Service)

- ✓ Training and necessary materials in place to perform enhanced cleaning and disinfecting protocols
- ✓ Front counter including all associated equipment sanitized at least once per hour
- ✓ POS terminals sanitized between each user and before and after each shift. If multiple servers are assigned to a POS terminal, servers sanitize their hands after each use
- ✓ Dining tables and chairs sanitized after each use
- ✓ Removal of all items when turning a table with tablecloths replaced after each use
- ✓ Salt and pepper shakers, condiment bottles, or other items brought to the table or available for sharing thoroughly cleaned and sanitized between uses or served in single use containers
- ✓ Bill presenters, pens and all other reusable contact items sanitized after each use
- ✓ Menus available on-line, as well as single use disposable, and where laminated, sanitized after each use

#### Cleaning and Sanitizing Protocol – Parliamentary Dining Room (Kitchen Area)

- ✓ Training and necessary materials in place to perform enhanced cleaning and disinfecting protocols
- ✓ Food preparation stations sanitized at least once per hour
- ✓ Kitchens deep cleaned and sanitized at least once per day
- ✓ Wherever possible, kitchen staff use their own high-use tools, such as knives
- ✓ Shared equipment such as small appliances, mixers, etc., ingredients and containers are cleaned before and after each use and staff wash their hands or use hand sanitizer before using shared equipment
- ✓ High touch equipment (freezer doors, oven handles, knobs) sanitized at least once per hour

<sup>1</sup> For Main Building only. Evening shift cleaning protocols in effect for the 612/614 Government Street and 421/431 Menzies Street.



- ✓ All dishes on bussing station brought to dish area by kitchen eliminating community touching of bus-pans with dishes

#### Cleaning & Sanitizing Protocols – Parliamentary Pop-Up Shop

- ✓ Training and necessary materials in place to perform enhanced cleaning and disinfecting protocols
- ✓ Front counter, including all associated equipment, is sanitized at least once per hour
- ✓ POS terminals sanitized between each user and before and after each shift
- ✓ Food is packaged into single use containers
- ✓ Condiments are served in single use containers
- ✓ Self-service coffee stations include hand sanitizer with posted signage
- ✓ Gift Shop sample display items are sanitized between each user
- ✓ Shared equipment, such as small appliances, are cleaned before and after use and staff will wash their hands or use hand sanitizer before using shared equipment
- ✓ High touch equipment is sanitized at least once per hour

#### Cleaning & Sanitizing Protocols – Shared Workspaces and Equipment

- ✓ Shared workspaces and equipment minimized
- ✓ Posted instructions to building occupants on how to clean and disinfect high touch surface shared equipment, such as photocopiers, watercoolers, coffee brewers or other equipment
- ✓ Removal of all water glasses and replacement with paper cups
- ✓ Removal of all shared cutlery as necessary and posted instructions on safe kitchen protocols
- ✓ Removal of all personal items from shower rooms and posted instructions on how to clean and disinfect shower and change room both before and after each use (supplies provided)
- ✓ Limiting the exchange of papers and promoting virtual sharing of documents

### Policies and Procedures

The Legislative Assembly has policies and procedures in place to address who can be in the workplace, how to address illness that may arise in the workplace and how Precinct building occupants can be kept safe in adjusted working conditions.

#### **Staying Informed**

Precinct building occupants are encouraged to stay up-to-date and informed on the pandemic and follow public health advice, as information may change from time to time. The Legislative Assembly's website and Intranet site contains up-to-date information and resources on the pandemic.

#### **Self-Monitoring for Symptoms**

Pre-mitigation, including reporting and self-screening, will help to identify individuals who may have been exposed to COVID-19 and proactively remove risks that they could inadvertently introduce coronavirus into the workplace.

Precinct building occupants and visitors are required to be vigilant and to self-monitor for symptoms associated with COVID-19 by using the BC COVID-19 Self-Assessment Tool located here: <https://bc.thrive.health> or by calling 811 for further guidance related to testing and self-isolation.

- Anyone who has had COVID-19 symptoms **must** stay home, use the BC COVID-19 Self-Assessment Tool, and follow the advice of a medical professional. Symptoms may include fever, chills, new or worsening cough, shortness of breath, sneezing, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate **must** stay home and not come to work for at least ten (10) days, or longer if symptoms have not resolved.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case **must** self-isolate for 14 days and monitor for symptoms.

Precinct building occupants **must** also stay at home when sick to avoid spreading illness to others, even if symptoms are not consistent with COVID-19, as they may be non-symptomatic.

Precinct building occupants who start to feel ill **while at work** must adhere to the following protocols:

- Immediately report to their supervisor, even with mild symptoms
- Wash or sanitize their hands. The individual will be provided with a mask, isolated and will be asked to go straight home
- If the individual is severely ill (e.g., difficulty breathing, chest pain), alert the Legislative Assembly Protective Services (First Aid) by calling 250-387-5555 and Human Resource Operations by calling 250-387-5532

### **Alternative Work Arrangements**

The Legislative Assembly has a remote work policy in place for all Assembly Administration employees. While the majority of Legislative Assembly positions can be temporarily accommodated using remote work arrangements, not all positions are suited to remote work arrangements. Examples include those positions requiring face-to-face contact with a supervisor or other employees, vendors or the public, or who require routine access to information or materials that are available only on site. In these cases, the Legislative Assembly will consider alternative arrangements in the case of suspected or confirmed illness.

### **Stress/Anxiety and Mental Health Awareness**

The Legislative Assembly encourages all Precinct building occupants to practice self-care. Emotional stress, anxiety or concern is natural under the present circumstances. Anyone who feels they are experiencing negative mental health implications or feels unsafe is encouraged to seek assistance as soon as possible, starting with speaking with your supervisor or the Director, Human Resource Operations. Other available resources include:

- ✓ Resource materials and FAQs located on the Legislative Assembly's Intranet site at [COVID-19 Update](#); and/or
- ✓ Access to a professionally trained counsellor through the [Employee Assistance Program \(EAP\)](#)<sup>2</sup>



## Communication and Training

The health and safety of those working at the Legislative Precinct remains our number one priority. The following steps have been taken to address and communicate COVID-19 health and safety concerns in the workplace:<sup>2</sup>

- ✓ Regular communication updates to all building occupants in respect of the pandemic response and any changes to necessary steps or actions required through the Office of the Clerk
- ✓ An up-to-date COVID-19 intranet page containing information, resources and supports
- ✓ Department-specific safety plans unique to each area and their specific requirements
- ✓ Any workplace safety or health concerns communicated to the Clerk
- ✓ Posting of signage outside the main doors and in high traffic areas throughout the Precinct buildings indicating physical distancing protocols
- ✓ Posting of signage on proper “hand hygiene” techniques, proper respiratory etiquette, personal contact and physical distancing protocols throughout the Precinct buildings and grounds

## Monitoring the Plan and Updating as Necessary

The Legislative Assembly will continue to refine and update the Plan and all related policies and procedures as onsite operations resume, and in response to the advice of provincial health experts. The Legislative Assembly will also continue to work proactively with the JHSC to address and resolve all workplace health and safety concerns.

## Assessing and Addressing Risks from Resuming Operations

The pandemic is an extraordinary event that has required the implementation of many new measures and policies. The Legislative Assembly acknowledges that there may be new risks that arise and need to be managed as Precinct building occupants begin to return to the workplace and onsite operations resume. Precinct building occupants who may have concerns with returning to work (i.e., family care, setup of office equipment, transportation challenges, or may require some other form of accommodation) should contact their supervisor immediately to discuss return to work options.

## Resources

### **WorkSafeBC**

<https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan>

### **Office of the Provincial Health Officer**

<https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

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<sup>2</sup> This service is available to Members of the Legislative Assembly, Caucus staff, Legislative Assembly employees and constituency office staff only. BC government employees can review the link [here](#). Non-government building occupants leasing space on the Precinct are encouraged to speak with their respective employer regarding similar available services.





## Version Control

Version Number	Purpose/Change	Date
1-0	Final Version - approved by the Clerk of the Legislative Assembly	01/06/2020
1-1	Updates to: <ul style="list-style-type: none"><li>• Parliamentary Dining Room cleaning and sanitizing protocols for dine-in services and self-service station</li><li>• Parliamentary Pop-Up Shop cleaning and sanitizing protocols for self-service station</li><li>• Physical distancing protocols for Parliamentary Dining Room dine-in services and addition of Security/Visitor Log-in Office</li><li>• Provisions relating to public access to observe proceedings of the Legislative Assembly from the public galleries during sitting periods</li></ul>	10/07/2020