

VILLAGE OF ZEBALLOS

COMMITTEE OF THE WHOLE

AGENDA

7:00 pm

July 13, 2021

Zeballos Community Hall

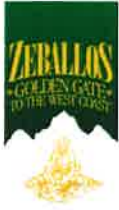
CALL TO ORDER:

BUSINESS ITEMS:

1. Covid Plan Review – discussion

Move back to Village Office?

Re-open to public?



ADMINISTRATIVE POLICY

SUBJECT:	COVID-19 Safety Plan		
DATE OF ISSUE:	May 26, 2020	ORIGIN:	Corporate Administration
REVISION DATE:	NA	COUNCIL RESOLUTION #	098-20

PURPOSE

This policy is to provide guidance to staff and Council to prevent exposure to COVID-19 in the workplace. While the province is still in a State of Emergency in response to the COVID-19 pandemic, the Village of Zeballos (Village) will continue to take direction on initiatives from the Province of BC and at the direction of the Provincial Health Officer.

SCOPE

This policy applies to all Village employees, Council members, and volunteers.

BACKGROUND

The Village of Zeballos has developed this COVID-19 Safety Plan (Plan) to provide guidance for employees returning to work during the COVID-19 pandemic. This Plan represents the minimum standards that employers must meet based on the information from the Provincial Health Officer (PHO), the Ministry of Health, the Province of BC, and WorkSafe BC. The Village will continue to take direction from the PHO and the Provincial Government. How the Village interacts with the public will change.

To develop this Plan, a hazard analysis was completed based on the "Hierarchy of Controls for COVID-19" as recommended by the PHO. This framework addresses Physical Distancing followed by Engineering Controls, Administrative Controls and lastly, Personal Protective Equipment (PPE) to reduce transmission. The application of these control measures will assist in mitigating potential hazards to maintain a safe workplace.

HAZARD ANALYSIS

During the pandemic response scenario, there is a risk of transmission whenever people come into contact with one another, share close physical space, and touch common surfaces. Pandemic-related hazards include:

- Physical: touching surfaces that are potentially contaminated with virus particles
- Biological: inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace with easily transmissible viral particles
- Chemical: exposure to disinfectants/nitrile or latex gloves/environmental sensitivities
- Psychosocial: mental distress/anxiety

HAZARDS	CONTROL	MITIGATION
<p>During the pandemic response, there is a risk of transmission whenever people come into contact with one another, share close physical space, and touch common surfaces.</p> <p><u>Physical</u>: touching surfaces that are potentially contaminated with coronavirus particles.</p> <p><u>Biological</u>: inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace or common area with easily transmissible viral particles.</p>	<p>Physical*</p>	<p>Signage should be installed regarding physical distancing including visual cues (“step” stickers) for areas where customers are required to queue.</p> <p>Common areas (public and employee) should be arranged to allow for physical distancing.</p> <p>Alternative solutions to conducting business meetings should be considered.</p> <p>Cleaning/disinfecting procedures for workspace, shared workspaces and common areas including vehicles to reduce surfaces that may potentially be contaminated with coronavirus particles, should be considered.</p>
<p><u>Biological</u>: inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace or common area with easily transmissible viral particles by an employee who is carrying or showing symptoms of COVID-19.</p>	<p>Engineering (i.e. Renovations)</p>	<p>Some workspaces may require physical barriers installed.</p> <p>Workspaces that are shared between two (2) or more employees may be re-arranged to accommodate physical distancing or may require further steps of action to ensure physical distancing.</p> <p>Provide means for the general public to provide payment with minimal or no contact with staff.</p> <p>Place hand sanitizer station near entrance doors, pay station and other high touch locations for customers and employees.</p>

HAZARDS	CONTROL	MITIGATION
<p>Pandemic-related hazards include:</p> <p><u>Physical</u>: touching surfaces that are potentially contaminated with coronavirus particles</p> <p><u>Biological</u>: inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace or common area with easily transmissible viral particles</p> <p><u>Chemical</u>: exposure to disinfectants/nitrile or latex gloves/environmental sensitivities</p> <p><u>Psychosocial</u>: mental distress/anxiety</p>	<p>Administrative</p>	<p>Provide a Policy and/or a Procedure which address the following:</p> <ul style="list-style-type: none"> • Self-monitoring • Guidance on document handling • Cleaning/disinfecting procedures • Signage • Business Meeting Protocols (for both off-site and on-site) • Stress, anxiety and mental health awareness • Proper hygiene practices
<p>Biological and Chemical (as above)</p>	<p>Personal Protective Equipment (PPE)*</p>	<p>Note: information regarding use of PPE will be addressed by administrative policy and procedure</p>
<p>*Note: Fire fighters responding to emergencies for possible or confirmed COVID-19 emergencies will follow departmental directives, plans and BC Emergency Health Services (BCEHS) guidance. Fire fighters will also continue to wear PPE appropriate to the risk, and in accordance with BCEHS and PHO direction.</p>		

The Village has focused on non-PPE controls being put in place, specifically physical distancing. Most Village employees will not require PPE for protection against coronavirus unless they are in specific situations such as cleaning public washrooms or treating wastewater.

A large portion of the Plan relies on the implementation of the associated operating procedure which contains more details in respect to the controls listed in the table.

To address COVID-19 health and safety concerns in the workplace, the Chief Administrative Officer (CAO) will communicate updates in respect to the pandemic response and any changes to necessary steps or actions required.

PRINCIPLES

1. Staying Informed

- a. Employees 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.

2. Self Monitoring:

- a. Pre-mitigation, including reporting and self-screening, will help to identify possible COVID-19 positive employees and proactively remove risks that they could inadvertently introduce coronavirus into the workplace.
- b. Employees with COVID-19 symptoms must stay home and not come to work for at least ten (10) days, or longer if symptoms have not resolved. As per HealthLink BC, after your ten (10) to fourteen (14) day self-isolation, you may return to your regular activities if:
 - i. At least ten (10) days have passed since any symptoms started; AND
 - ii. Your fever is gone without the use of fever-reducing medications (i.e. Tylenol, Advil); AND
 - iii. You are feeling better (there is improvement in runny nose, sore throat, nausea, vomiting, diarrhea, fatigue). Coughing may go on for several weeks, so a cough alone does not mean you need to continue to self-monitor and self-isolate; OR
 - iv. You were self-monitoring and never developed any symptoms.
- c. Employees must also stay at home when sick to avoid spreading illness to others, even if symptoms are not consistent with COVID-19, as you may be non-symptomatic.

3. Physical Distancing:

- a. 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.
- b. Access to Village workplaces should be limited and alternative methods, such as video or conference calls, be used for conducting business to prevent close personal contact.
- c. Whenever possible, employees should travel alone in vehicles to ensure physical distancing.
- d. Should a task require close personal contact, appropriate PPE and additional mitigation measures should be considered and discussed with your manager.
- e. Only essential business travel should be considered until further notice.
- f. If there are cases where, in a shared workspace, physical distancing cannot be maintained, PPE will be required as well as enhanced cleaning procedures.

4. Personal Hygiene

- a. Employees should practice proper "hand hygiene" techniques often, as it is the single most effective way of reducing the spread of infection.
- b. Proper respiratory etiquette should also be followed (i.e. sneezing into your elbow).
- c. Touching your face, including eyes, nose or mouth should be avoided and hands washed or sanitized following such touching.

5. Enhanced Cleaning/Disinfecting:

- a. Employees should disinfect common areas and other high touch surfaces before use.
- b. Employees should ensure regularly touched surfaces are disinfected frequently within their own workspace(s).

6. Shared Workspaces/Equipment Including Vehicles:

- a. Employees are discouraged from sharing equipment (i.e. pens, phones, other tools).
- b. The need to share workspaces and equipment will be minimized.
- c. When it is necessary to use a common workstation or piece of equipment, such as photocopiers or cash registers, the surface should be disinfected before and after use. If you are in doubt about the cleanliness of an area or item, employees are encouraged to disinfect the area or item before and after use to reduce the risk of contamination.
- d. In the event of a potential COVID-19 case in a shared workspace, workstation or with a person using shared equipment, the station/equipment should not be used until a deep clean can be performed which is to be delegated by the employee's manager. Employees affected by the deep clean will be accommodated to ensure safety during the cleaning period, which will be delegated by your manager.
- e. Limit the exchange of papers. If documents must be exchanged, follow the proper procedural guidelines.
- f. Employees who use municipal vehicles must ensure that high contact surfaces within the vehicle are routinely disinfected.

7. Personal Protection Equipment (PPE)

- a. Facial masks and gloves are not mandatory. If an employee chooses to use a facial mask, the Village will supply masks as long as the Village is able to obtain supplies.
- b. Gloves will be provided, and while gloves may provide protection for your hands, they do not prevent the transfer of coronavirus to other surfaces. Frequent hand washing is mandatory even when wearing gloves.

8. Stress/Anxiety/Mental Health Awareness

- a. Practice self-care. Emotional stress, anxiety or concern is natural under the present circumstances. Anyone who feels they are experiencing negative mental health implications should seek assistance as soon as possible.

DOCUMENTATION AND TRAINING

The CAO, or designate, will train all employees, Council members, and volunteers on the policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training.

If employees, Council members, or volunteers have any concerns, they may discuss them with the CAO.



Mayor



Corporate Officer



June 17, 2021

Ref: 267370

Dear Chief Administrative Officers and Corporate Officers:

[B.C.'s four-step restart plan](#) to bring B.C. back together was announced on May 25, 2021. The plan is focused on protecting people and safely getting life back to normal. Each step includes gradual changes for organized gatherings and workplaces. I encourage you to review the plan to begin to consider the impact on your operations, including for council and board meetings.

The purpose of this letter is to provide information to local governments of the current rules for council and board meetings, and to highlight the gradual shift to operations that will take place over the next weeks and months – in particular, for council and board meetings – as circumstances related to the pandemic ease.

As announced June 15th, B.C. is in Step 2 of our restart plan, meaning that indoor seated organized gatherings of up to 50 people are now permitted. As a result, local governments should begin planning and making best efforts to transition to limited in-person public attendance at in-person public hearings, council meetings and board meetings, as long as those hearings and meetings adhere to a local government's COVID Safety Plan and the provisions of the PHO Gatherings and Events Order that govern organized gatherings. Within that, we recognize that local governments' decisions around transitioning to in-person public attendance will depend on the unique circumstances in each community. Masks also continue to be mandatory for indoor public settings in Step 2.

In addition to following their COVID Safety Plans, local governments' events must continue to adhere to the rules for organized gatherings for each step of the restart plan, including the maximum number of people permitted. To be clear, 'maximum number of people' includes all elected officials, staff members, and members of the public present at a meeting or hearing.

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Local governments can continue to hold electronic meetings and electronic hearings under the authority of the COVID Related Measures Act (CRMA) including, [Ministerial Order M192](#). In support of the restart plan, the ministry recommends that local governments also begin to prepare for the interim steps needed after M192 under CRMA expires (90 days after the end of the state of emergency). While it is not yet possible to provide a date for the end of the state of emergency due to the changing nature of the pandemic, based on the information and data outlined in the restart plan, local governments will want to prepare for the end of the state of emergency. I will provide further communications with local governments when a firm date is confirmed.

Under CRMA

- Local governments must continue to make “best efforts” based on local circumstances to inform the public of meetings and provide alternative ways for the public to provide comment on agenda topics (e.g. email, letter, phone), participate electronically (if available) or attend in-person (if PHO health and safety requirements and guidelines can be met).
- Local governments may wish to review and confirm their current status of meetings, and if required develop a new resolution with respect to open and electronic meetings, and state how you will continue to meet the principles of openness, transparency and accountability under the current circumstances.
- All other rules prescribed in legislation or local government procedure bylaws continue to apply such as: notice requirements, voting rules, and recording of meeting minutes.

Updated information for local governments operating under CRMA and M192 can be found here: <https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/covid-19>

As you may be aware, [Bill 10: Municipal Affairs Statutes Amendments Act, 2021](#) passed and includes changes to the electronic meeting rules in the *Community Charter*. Further work to update electronic meeting regulations for the City of Vancouver, regional districts and the Islands Trust will be completed to align meeting rules to ensure that the new, broader electronic meeting authorities apply to all local governments.

Our intention is that the new rules for electronic regular and committee meetings will be brought into force by regulation at the same time as amended electronic meetings regulations and to coincide with the expiration of M192 under CRMA (90 days after the end of the state of emergency). This will allow some time for local governments to consider the new authorities and whether to amend procedure bylaws so the transition between the expiration of M192 and your new procedures is relatively seamless. Further guidance material will be provided shortly to help with the understanding of the new electronic meetings authority.

Please note that under the new rules, local governments are not required to adopt electronic meeting provisions in your procedure bylaw if you do not intend to hold electronic meetings; however, local governments are encouraged to proactively consider whether there are circumstances where the option for electronic meetings may be beneficial for your communities.

If you have any questions regarding council or board meetings or the timelines for the new electronic meeting rules, I encourage you to contact our Governance and Structure Branch. You can reach the Governance and Structure Branch by phone or email at: 250 387-4020 or LGGovernance@gov.bc.ca

Sincerely,

A handwritten signature in black ink, appearing to read "T. Faganello". The signature is written in a cursive, flowing style with a large loop at the end.

Tara Faganello
Assistant Deputy Minister

Enclosure - Attachment 1: FAQ

pc: Honourable Josie Osborne, Minister of Municipal Affairs
Gary Maclsaac, Executive Director, UBCM
Nancy Taylor, Executive Director, LGMA
Todd Pugh, Executive Director, CivicInfo

Attachment 1: FAQs

Now that the PHO is permitting the public to attend meetings, are local governments required to have in-person public meetings?

Ministerial Order 192 continues to give local governments the flexibility to conduct electronic meetings. However, the Order requires local governments to undertake “best efforts” to provide space for the public to attend open meetings and facilities that enable the public to hear, or watch and hear, meetings if the meeting is held electronically.

What do local governments do if they are unable to provide a place for the public to attend in-person and be physically distant or the technology is not available to support electronic participation at meetings?

If after “best efforts,” local governments are unable to provide space for the public to attend open meetings or provide facilities for the public to hear, or watch and hear electronic meetings, they must pass a resolution stating the basis for why they are unable to do so. The resolution must also include the means by which they are ensuring openness, transparency, accessibility and accountability in respect of the meeting.

When can local governments amend the procedure bylaw to allow for electronic regular and committee meetings?

Local governments must not amend their procedure bylaw until the amendments in Bill 10 have been brought into force by regulation. The new authorities for electronic meetings will be brought into force when M192 expires under CRMA (90 days after the end of the state of emergency). Further guidance on the new authorities will be provided to local governments in the coming weeks.

Do new authorities mean local governments must amend the procedure bylaw?

No. The new rules give local governments the choice and flexibility as to whether to choose to conduct regular or committee meetings electronically once the legislation is in force.