

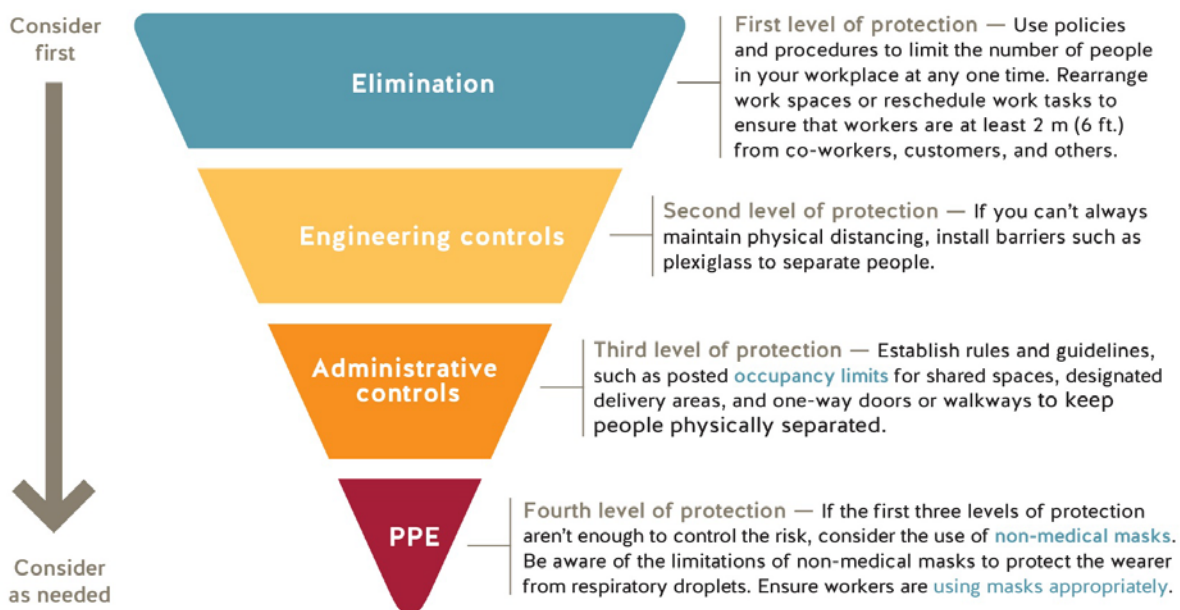
## West Vancouver Police COVID-19 Department Risk Assessment and Safety Plan

As required by WorksafeBC and in accordance with orders issued by the office of the Provincial Health Officer, this COVID-19 Safety Plan (the "Safety Plan") is in place as the West Vancouver Police Department continues/resumes operations following work interruptions related to COVID-19.

### Process:

1. The attached Safety Plan template has been created based on Corporate Guidelines, location hazards and facility controls already in place. The risk assessment and Safety Plan will identify the risks related to COVID-19 and outline the protocols (or controls) that will be put in place to address those risks.
2. Once complete, the Safety Plan will be posted and/or distributed to employees.
3. The Safety Plan should be updated as provincial regulatory guidelines are amended and/or according to operational needs.

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



Additional examples of protocols include:

- Ensuring physical distancing by:
  - Limiting the number of people in work areas / break rooms /common areas / etc. (employees and public)
  - Staggered work schedules: start/end and break times
  - Control of traffic flow (employees and public)
  - Re-arranging workstations, tables in break rooms, etc.
  - Re-organizing work tasks
  - Use of signage
  - Use of alternate entries to buildings or workspaces
  - Single-person travel in vehicles
  - Working remotely arrangements

- Holding meetings by appointment only
- Reducing in-person meetings
- Use of physical barriers or partitions (include cleaning of barriers in cleaning protocols)
- Use of PPE
- Hand washing facilities and sanitizing supplies
- Cleaning and sanitizing protocols

Potential Risk: <b>Exposure through being in close proximity to other employees</b>		Protocols to be implemented:
Identify locations where employees gather	<ol style="list-style-type: none"> <li>1. Meeting Rooms</li> <li>2. Lunch Room/kitchen</li> <li>3. Multi Stall Washroom</li> <li>4. Change room</li> <li>5. Gym</li> <li>6. Elevator</li> <li>7. Parade Room</li> <li>8. Police Vehicles</li> <li>9. Corridors</li> <li>10. Stairwells</li> <li>11. Offices</li> <li>12. Patrol Constables' area</li> <li>13. MIT/TT area</li> <li>14. Records section</li> <li>15. Booking/Cell area</li> </ol>	<ul style="list-style-type: none"> <li>• Physical Distancing Guidelines, communications &amp; signage</li> <li>• Handwashing guidelines, facilities communications &amp; signage</li> <li>• Vehicle Occupancy Guidelines</li> <li>• Stay home when sick</li> <li>• Working remotely business rules</li> <li>• Office reconfiguration where possible and/or removal of work areas</li> <li>• Reduction of tables and chairs from upstairs kitchen area</li> <li>• In person meetings replaced with Tele/Web Conferencing</li> <li>• Attendees at in person meetings capped at new room capacities</li> <li>• Shift briefing guidelines</li> <li>• Reduced workers onsite as many workers working from home</li> <li>• Staggered start times</li> <li>• Gym restrictions/cleaning</li> <li>• Occupancy Limits set and posted</li> <li>• Hand sanitizer stations</li> <li>• Visitor/interview guidelines</li> <li>• PPE available when appropriate</li> </ul>

<p>Identify job tasks and processes where workers are close to one another:</p>	<ol style="list-style-type: none"> <li>1. Patrol Officers</li> <li>2. Training Officers</li> <li>3. Field Training Officers</li> <li>4. OFA certified Officers and civilians</li> <li>5. Travelling in the same vehicle to a site</li> <li>6. Offices where multiple staff members share space and/or computers</li> </ol>	<ul style="list-style-type: none"> <li>• Physical Distancing Guidelines, communications &amp; signage</li> <li>• Handwashing guidelines, facilities communications &amp; signage</li> <li>• Vehicle occupancy guideline of reduced workers per vehicle (1 recommended, surgical masks if 2)</li> <li>• Stay home when sick</li> <li>• COVID First Aid District protocols</li> <li>• Work stations/computer position to be adjusted where possible</li> <li>• Limited amount of in person meetings and limited numbers of attendees.</li> <li>• Telephone or video meetings favoured when possible</li> <li>• Reduced workers onsite, as many workers working remotely</li> <li>• Surgical mask recommendation when interviewing</li> <li>• PPE available when required/appropriate</li> </ul>
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Potential Risk: <b>Exposure through contact with tools, machinery and equipment</b>		Protocols to be implemented:
Identify tools, machinery and equipment that workers share while working:	<ol style="list-style-type: none"> <li>1. Kitchen utensils and equipment</li> <li>2. Printer</li> <li>3. Shared Computer Stations</li> <li>4. Office tools: stapler, hole punch</li> <li>5. Shared police equipment (vehicles, radios, etc)</li> <li>6. Gym</li> </ol>	<ul style="list-style-type: none"> <li>• Dish soap and hot water</li> <li>• Increased cleaning</li> <li>• Handwashing guidelines and facilities</li> <li>• Availability of spray cleaners and paper towels</li> <li>• Availability of cleaning products in the underground and inside vehicles.</li> <li>• Less staff in offices with remote work set ups</li> <li>• Stay home when sick</li> <li>• New cleaning protocols/equipment</li> <li>• Additional District cleaning practices</li> </ul>

Potential Risk: <b>Exposure through interaction with / being in close proximity to members of the public</b>		Protocols to be implemented:
Identify job tasks and processes where workers are in close proximity to members of the public:	<ol style="list-style-type: none"> <li>1. Front Counter</li> <li>2. Civilian Fingerprinting</li> <li>3. All policing roles</li> <li>4. Other public facing positions</li> </ol>	<ul style="list-style-type: none"> <li>• Existing glass barrier at front counter</li> <li>• Occupancy limits posted</li> <li>• Communications posted requesting sick individuals to not attend sites</li> <li>• Limiting or prohibiting visitors</li> <li>• Limiting or prohibiting volunteers</li> <li>• Limiting or prohibiting family members</li> <li>• Hand sanitizer stations in front reception</li> <li>• Signs related to physical distancing/lining up at reception</li> <li>• Signage reminding public <ul style="list-style-type: none"> <li>○ To stay home if sick</li> <li>○ Washing hands when they arrive</li> <li>○ Maintain physical distance</li> </ul> </li> <li>• PPE available when required/appropriate</li> <li>• New response protocols established for high risk persons, locations, situations</li> <li>• New protocols for attending hospitals, courts, prisoner transport.</li> </ul>
Identify what materials may be exchanged during these job tasks and processes:	<ol style="list-style-type: none"> <li>1. Identification</li> <li>2. Paperwork</li> <li>3. statements</li> <li>4. forms/tickets</li> <li>5. equipment</li> </ol>	<ul style="list-style-type: none"> <li>• Dish soap and hot water</li> <li>• Increased cleaning</li> <li>• Handwashing guidelines and facilities</li> <li>• Availability of spray cleaners and paper towels</li> <li>• Stay home when sick</li> <li>• New cleaning protocols/equipment</li> <li>• Additional district cleaning practices</li> </ul>

Potential Risk: <b>Exposure through contact with “high-touch” surfaces</b>		Protocols to be implemented (if required):
Identify surfaces that people touch often (doorknobs, elevator buttons, light switches, etc):	<ol style="list-style-type: none"> <li>1) Doorknobs</li> <li>2) Elevators</li> <li>3) Light switches</li> <li>4) Washroom doors</li> <li>5) Lunch room doors</li> <li>6) Kitchen appliances</li> <li>7) Printer</li> <li>8) Vehicle               <ol style="list-style-type: none"> <li>a. Seatbelt</li> <li>b. Steering wheel</li> <li>c. Mirrors</li> <li>d. Indicators</li> <li>e. Instrument panel</li> <li>f. Door handles</li> <li>g. Radio dials</li> </ol> </li> <li>9) Change room door</li> <li>10) Gym equipment</li> <li>11) Hand rail on stairs</li> <li>12) Front reception</li> <li>13) Cabinets and other storage with communal access requirements</li> <li>14) Police equipment</li> </ol>	<ul style="list-style-type: none"> <li>• Increased cleaning</li> <li>• Spray and paper towels available</li> <li>• Handwashing Guidelines</li> <li>• Remote work guidelines</li> <li>• Occupancy limits posted</li> <li>• Communications posted requesting sick individuals to not attend sites</li> <li>• Limiting or prohibiting visitors from accessing most areas of the building</li> <li>• Decontamination stations placed in all parking vestibules</li> <li>• Decontamination parking stall established for COVID contaminated police vehicle</li> <li>• Hand sanitizer stations in public accessible front reception</li> <li>• Signage reminding public               <ul style="list-style-type: none"> <li>○ To stay home if sick</li> <li>○ Washing hands when they arrive</li> <li>○ Maintain physical distance</li> </ul> </li> </ul>