**COVID-19 SITE-SPECIFIC SAFE WORK PLAN FOR WHITE ROCK FESTIVAL OF LIGHTS 2020**

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| **Dept/Areas Covered:** Memorial Park Plaza & Promenade – Festival of Lights  | **Date:** November 18, 2020 |
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**Background**

As the City of White Rock is preparing to resume operations, we must develop, implement and communicate plans to reopen safely, which includes assessing the risk of COVID-19 transmission in the workplace and developing measures to reduce these risks.

**Purpose and Scope**

This Safety Plan has been developed to ensure the health and safety of all people in that visit Memorial Park Plaza and the White Rock Promenade to prevent the transmission of COVID-19. This plan aims to eliminate, reduce and/or control COVID-19 related hazards. It applies to staff and patrons visiting the Festival of Lights located at Memorial Park Plaza and the Promenade in White Rock.

**COVID-19 Safety Plan**

1. **Assess the risks at the workplace**

The COVID-19 virus causes infections of the nose, throat and lungs. The virus is most commonly transmitted by an infected person through:

* Respiratory droplets generated when they cough or sneeze
* Close personal contact, such as touching or shaking hands
* Touching objects or surfaces with the virus on it, then touching your mouth, nose or eyes

Risk Assessments conducted by the Recreation and Culture identified areas where there may be risks to the COVID-19 virus. A risk assessment supports the development of Safe Work Procedures, which mitigate the risk level of the potential exposure.

[x]  Completed risk assessments are available in the public drive.

The principles used to conduct the risk assessment were based upon the Occupational Health and Safety Hierarchies; Elimination by Physical Distancing, Engineering Controls, Administration Controls or Personal Protective Equipment. All people interactions were reviewed for their risk level and their effective controls to reduce the risk; these actions would involve conducting City business with staff-to-staff, staff to public, and staff in commercial or residential settings. Each work task was assigned a risk level without controls in place, and subsequently the effective controls to mitigate the risk.





1. **Implement Measures (Controls) To Reduce Risk**

To reduce the risk of the virus spreading, the following protocols may need to be implemented to protect against the risk of COVID-19.

Indicate which of the below protocols would be effective and required for your staff:

*Elimination Measures in Place for maintaining physical distance:*

[x]  Limiting and reducing visitors by:

* Encouraging public to either stay in cars and drive by the White Rock Festival of Lights, or remain physically distanced as they walk through Memorial Plaza or along the WR Waterfront Promenade.
* Eliminated live entertainment and attractions that encourages congregation. e.g. Live Music.

[x]  Limit in-person interactions between the public by:

* Reducing areas that promote congregation.
* Volunteers from WRFL Society will be on hand to encourage visitors to keep moving through the light display.

[x]  Seating areas such as picnic tables will be spread out to ensure safe and appropriate physical distancing between the members of the public. All but 6 of the existing outdoor picnic tables will be removed.

[x]  Society members and volunteers will follow all General Physical Distancing Measures.

[x]  Contractors required to complete the setup will limit the amount of workers and ensure only the appropriate amount of workers are at the location for setup. Their COVID Safety Plans are attached.

*Engineering Measures*

[x]  Physical Barriers will be added as necessary.

[x]  Hand sanitation stations will be located at entrances to Memorial Park Plaza.

[x]  Adequate garbage locations will be put at Memorial Park Plaza to allow for the public, volunteers and contractors to remove and dispose of PPE.

[x]  Increased sanitation of high touch areas at Memorial Park Plaza and at the public washrooms during the White Rock Festival of Lights.

*Administration Measures – Rules & Guidelines*

[x]  The following signage will be placed at Memorial Park Plaza

* Physical distancing signage.
* Mask wearing signage.
* Stay home if sick signage.
* The Pier and Promenade have white lines and directional areas to direct people to stay apart 6 ft/2m.

[x]  Members of the public are encouraged to:

* Stay in vehicles while viewing the White Rock Festival of Lights; or
* Wear a mask if walking and physically distance 2m if they plan to walk at Memorial Plaza/Promenade.
* Stay home if experiencing any COVID-19 Symptoms.
* Refrain from handshaking, hugging and other close contact with people.

[x]  White Rock Festival of Lights volunteers and contractors are required to:

* Complete COVID-19 Screening prior to entering the work site and are monitoring health.
* Complete contact tracing when entering work site.
* Wear masks when unable to maintain 6 feet distance.
* Work within the same cohort throughout the entire installation of lights at Memorial Plaza.
* Remind public to keep safe social distance if they begin to congregate.
* Stay home and away from others if you feel unwell (even if mild symptoms).
* Practice proper hygiene. Including frequent hand washing, coughing or sneezing into an elbow rather than a hand, and avoid touching ones face.
* Communicate all measures to instructors and monitor for enforcement.
* Assist with sanitizing high touch areas.

[x]  Train volunteers and contractors on safety measures, procedures, physical distancing, hygiene practices, monitoring and reporting illness etc. and keep records of that training

[x]  Ensure that public, volunteers and contractors can raise safety concerns.

[x]  Identify, provide, and show location of cleaning products and when and how they will be used.

[x]  Weekly updates to Staff from SMT and/or Management on the White Rock Festival of Lights.

[x]  Weekly check-in’s with the White Rock Festival of Lights and the Director of Recreation and Culture and the Director of Engineering and Municipal Operations.

[x]  Bi-Weekly Management COVID Measures review/inspection checklists.

[x]  The White Rock Festival of Lights will use social media to promote the COVID-19 safety protocols for this event.

*Cleaning Protocols*

[x]  Ensure adequate cleaning supplies, facial tissues, hand soap or hand sanitizer, trashcans, disinfectant solution and paper towels or wipes are always available.

[x]  Hand sanitizer stations are placed throughout Memorial Park Plaza.

 [x]  Volunteers and contractors are not permitted to share food or drink and bring it into program space.

 [x]  Staff, and volunteers must wear gloves while cleaning and disinfecting.

[x]  if anyone becomes sick during or shortly after being in the program, the program space will be thoroughly cleaned and disinfected.

[x]  Time has been allocated for cleaning of high touch point areas.

*First Aid*

[x]  If conscious and capable of answering, ask the worker the BCCDC COVID-19 Self Assessment Tool questions to verify current status of their health.

[x]  Workers who are exhibiting symptoms of COVID-19 should be isolated from other workers until they are able to be transported home or to a health-care facility

[x]  Workers who are exhibiting symptoms of COVID-19 should wear a mask while they are in isolation and during transportation to reduce the spread of droplets from their exhalations, coughs or sneezes. If a surgical mask is not available a cloth face covering could be used.

[x]  The area should be cleaned and disinfected as soon as possible after treatment has completed.

[x]  Have First Aid Attendant maintain a safe distance and walk the patient through self-treatment, if possible.

[x]  Follow all infection control procedures and utilize required personal protective equipment.

[x]  Follow COVID-19 OFAA Protocols.

1. **Developing Plans, Practices and Procedures**

The following policies and guidelines are in place in order to prevent the spread of COVID-19:

* Workers and visitors who is showing symptoms of COVID-19 are to remain home and seek the medical advice of their physician.
* Workers and visitors who have arrived from outside of Canada must self-isolate for 14 days.
* Workers and visitors directed by Public Health to self-isolate are to follow that advice and to remain at home.

Relevant Safe Work Procedures and Practices are available in the public drive and include (City Staff only):

* COVID-19- Best Practices- Physical Distancing in an office environment
* COVID-19- Entry Check Workers
* COVID-19- Facility Cleaning and Disinfection Record- template
* COVID-19- Facility Cleaning Risk Assessment- template
* COVID-19- How to use a mask
* HR-HS Notice to City OFAA’s
* COVID-19- Interim JHSC Worksite Inspections
* COVID-19- Joint Health and Safety Committees
* COVID-19- Manager/Supervisor Worksite Practices Review Checklist
* COVID-19- OFAA Protocols
* COVID-19- PPE Guidelines
* COVID-19- Prevention and Control Measures- City-wide guidance
* COVID-19- Remote Work Hazards Checklist
* COVID-19- Safety Plan- Template (WSBC)
* COVID-19- Safety Plan Implementation Checklist- template
* COVID-19- Screening Tool
* COVID-19- Selecting/using a mask
* COVID-19- Setting up, organizing and working comfortable in your home workspace
* COVID-19- Site Specific Safety Plan- template
* COVID-19- Staff with COVID-like illness- flow chart
* COVID-19- Table of Occupancy Limits- template
* COVID-19- Safety Talk (Power Point)
* COVID-19- Training Record- template
* COVID-19- Worker Awareness Info Sheet
* COVID-19- Working Remotely
* COVID-19- Workstation Cleaning Instructions
* Safe Work Practice- COVID-19 Employee General Practices
* Glove Removal Procedure
* Infectious Disease Exposure Risk Assessment- template
* Interim Employment Policy
* Interim Telecommuting Guide & Remote Access
* SWProcedure- Handwashing and Preventing the spread of illness
* SWProcedure- Putting on and taking off PPE- Disposable Half-faced respirators
* SWProcedure- Putting on and taking off PPE- General
* SWProcedure- Working Alone
1. **Communication and Training of Plans**

The White Rock Festival of Lights Society will use social media and signage to advise members of the public of the COVID-19 protocols that are in place.

The White Rock Festival of Lights Society will email and talk to each of the contractors and volunteers to ensure they are aware of the safety protocols put in place.

Signage is posted outside of the facility indicating who is restricted from entering the premises, including visitors and workers with symptoms. Additional signage promoting physical distancing will be posted throughout the facility and in the program rooms. The washrooms will have signs on handwashing.

Managers/Supervisors will communicate and train staff on their Area / Group Specific Plans as well as applicable COVID-19 pandemic hazards/risk information, control measures, (e.g. policies, practices, and procedures) and other COVID safety requirements.

Safety Plans will be posted at Memorial Park Plaza, the City website and other areas within the festival site as necessary. Copies of all areas are available on the public drive.

*The COVID-19 Prevention and Control Measures- City-Wide Guidance* document has a listing of additional Posters, Education and Signage we will follow.

1. **Monitoring the Workplace and Updating Plans as Necessary**

Things may change due to changing PHO measures. If need be, changes will be made to the Safety Plan and staff will be informed. Workers and volunteers can raise safety concerns with their supervisors.

1. **Assess and Address Risks from Resuming Operations**

Staff affected by changes made to work processes will be trained and informed of the new procedures.

Staff and volunteer safety concerns will be reviewed and addressed according to health and safety hierarchy.

**SAFETY PLANS REVIEW**

This Safety Plan will be reviewed when new information or changes need to be made.

**Attachments:**

Appendix A -Facility/Program/Service Review Document

Appendix B - WRFL COVID-19 Safety plan developed by the WRFL Society

Appendix C - COVID-19 Safety Plans for the two lighting installation contractors Festilight and Holiday Lights