



Safe Working Measures During a Pandemic

The well-being of our employees and members of the public is a top priority for CVC. With this in mind, we are introducing the following health and safety measures when working during a pandemic. Those not following these guidelines may be subject to disciplinary action.

These guidelines provide general safety measures and therefore is not an inclusive list of all work activities. Specific team's work activities are also included or referenced in this guideline. For work activities that are not covered in this guide or in a Department Protocol please contact the Coordinator, Health and Safety to ensure you have the appropriate safety measures in place. New safety measures will be added as required or requested. Please check myCVC regularly for the most up to date version of this document.

The Office Reopening Staff Guide is an additional resource that is available for staff working at CVC offices. This guide provides additional details that work together with this guideline (e.g. meeting rooms, bathrooms, etc.). This guide is available on myCVC.

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1. GENERAL PRECAUTIONS

- Wash your hands often with soap and water or alcohol-based hand sanitizer. See **Appendix A** on how properly hand rub and handwash.
 - Wash hands before and after using the bathroom. When exiting the bathroom, use paper towel to open/close door and dispose of paper towel in the designated garbage bins set up beside/outside the bathroom doors.
- Avoid touching your eyes, nose or mouth.
- Avoid contact with people who are sick.
- Sneeze and cough into your sleeve.
- Avoid high-touch areas, where possible, or ensure you wash/clean your hands afterwards.
- Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands.
- Stay home if you are sick.
- Maintain at least 2 meters/6 feet apart from others.
- Wear a mask or face covering indoors **at all times** while at work with the only exception being when eating or drinking or outdoors when the 2 meters/6 feet distance cannot be maintained. See **Appendix B** for additional information on masks or face coverings.
- Wear eye protection as PPE if anyone comes within 2 metres of another person not wearing a mask or face covering and not separated by plexiglass or another impermeable barrier.
- Sanitization stations have been set up throughout the building in high traffic/common areas, including but not limited to reception (Head Office), kitchen counters, lunch prep rooms, meeting rooms, bathrooms and photocopier areas. Use the supplies provided (paper towel and disinfectant or wipes) to disinfect surfaces immediately after contact. If gloves are used, dispose of immediately after.

Note: Please ensure supplies remain at their respective stations.

2. BUILDING ACCESS

- Prior to entering/working at any CVC location or going out to do field work, employees must complete a self-screening assessment by using the *My Screening* portion of CVC's COVID app or the *Self-Assessment spreadsheet*.
- The first/last employee to enter/exit any property or building must wash or sanitize their hands before and after (dis)arming any security system and/or handling any gate lock (as applicable).
- After entering any building, staff are to immediately wash/sanitize their hands before touching any other surface.



- To limit contact with surfaces and to minimize access points, use only the main entrances or equivalent to enter the buildings. Also, where possible, doors within the building will be propped and remain open throughout the day. Staff are to limit activity only to necessary areas within the building.
 - For Head Office, the entrance by the Portable may also be used.
 - For Warwick, the west entrance to the 'old shop' may also be used.

3. VEHICLES

- **Until further notice, staff are expected to adhere to the one person per vehicle rule.** Each CVC fleet vehicle shall be assigned to a specific staff member for travel to work sites/locations. Vehicles shall not be shared with other staff with the following exceptions:
 - The Parks truck that will be used in the winter exclusively for snow plowing to accommodate rotating drivers on weekend per the Parks snowplow schedule.
 - Two people will be permitted in a CVC vehicle:
 - When shuttling staff from the staging area (office trailer) to the planting/restoration sites at the Jim Tovey Lakeview Conservation Area construction site.
 - When taking a vehicle in to one of the Region of Peel yards for maintenance or repair drop off.
- Where two people are permitted in a vehicle:
 - Both **MUST** wear a mask or face covering.
 - If possible, drive with the windows open to maximize the air flow. Avoid using the recirculated air option for the car's ventilation; if needed use the vehicle's vents to bring in fresh outside air.
 - For vehicles that have 4 doors, the passenger **MUST** sit in the back seat on the side opposite the driver.
 - For vehicles such as pick-up trucks or trucks that don't have 4 full doors (e.g. extended cab trucks where the backseats have half doors), two staff in those vehicles should be avoided unless there is no other option.
 - If a vehicle is to be shared it should only be shared by the same employees to the greatest extent possible (e.g snowplowing).
- Only in exceptional circumstances where no reasonable options are available should more than two people ride in a vehicle. In such circumstances ALL must be comfortable with it and **ALL** must wear masks. An example may be if a vehicle breaks down, needs to be towed and staff need a ride back to a CVC location.



- In an effort to adhere to the 2 metre/6 feet rule for distancing, staff may use their personal vehicle to and from a work site, with supervisor approval, provided:
 - For insurance purposes, travelling to only one site that day is acceptable.
 - If multiple sites/locations are to be visited in a day, this may compromise the individual's private vehicle insurance and staff are advised to contact their own insurance provider for coverage details.
 - Staff need to be aware that CVC will not pay for any additional vehicle insurance should you choose to use your personal vehicle as that cost is a factor considered within the mileage rate.
 - Staff are eligible for mileage reimbursement, but must be managed within program budgets subject to approval by your supervisor.
 - Managers should consider if the rental of an additional vehicle is more cost effective as compared to mileage reimbursements.
- High-touch areas in the vehicles must be disinfected using an approved disinfectant (wipe or spray) at the start of each day, at the end of each day and as often as necessary. High-touch points should be the focus and include the steering wheel, door handles, gear shift/box, seat belt, key fob and all buttons and knobs that control the radio, climate control, windows and mirrors.
 - If using disinfectant wipes, allow the surface to air-dry.
 - If using a spray application, spray the disinfectant into paper towel/cloth and then wipe the surface. Since many of the vehicle touch points are smaller surfaces this will allow for more effective application coverage rather than a liberal spray-all.
 - Health Canada's list of approved disinfectants for hard surfaces for COVID-19 can be found here: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl>
 - When disinfecting the vehicle during the cold winter temperatures, ensure that the inside is warmed up to a moderate temperature prior to taking it out for the first time and that the disinfecting supplies (spray bottle or wipes) are kept indoors and not left in the vehicle to avoid them freezing.
- Wash hands immediately afterwards before contacting any other surface.
- Used wipes, gloves, paper towel, etc. should be disposed of immediately after use.
- If alcohol-based sanitizer is to be kept in a vehicle, it is recommended that containers be kept in an upright position, properly sealed to avoid spillage and out of direct sunlight to avoid leakage from over-pressurization of the container.
- Refer to the **Conservation Areas COVID-19 Protocols** on myCVC for guidance on fueling vehicles.



- Staff should not take a CVC vehicle home unless there is a legitimate reason and approval is given from the department's Director.

4. WORK CREWS

- Crews should be reduced to the minimum number required to maintain operations while also adhering to health and safety requirements of the work being done and the worksite itself. This may include having work done in shifts by more than one crew.
- Work crews should be composed of the same team members daily, unless an alternate is required due to an absence.
- Any daily talks/tailgate meetings should be conducted in a manner that is consistent with the principle of physical distancing (2 metres/6 feet).
- Staff should refrain from congregating for breaks and lunches breaks as much as possible.
- Avoid sharing tools and equipment if possible. Handles and controls should be regularly and thoroughly disinfected, especially at the end of the workday.
- Where practical, 'clean' and 'dirty' stations/zones/areas should be set up to clean and/or disinfect tools and equipment to avoid cross contamination.
 - After finishing using a tool or piece of equipment, place it at the dirty station/zone/area to disinfect it. **Anything within this station/zone is not to be removed without first being disinfected.**
 - If using disinfectant wipes, allow the surface to air-dry.
 - If using a spray application, spray all contacted surfaces and let the disinfectant sit for the amount of time indicated on the product directions before wiping clean with a disposable paper towel; dispose of paper towel immediately.
 - Use clean paper towel to hold the cleaned tool/equipment and transfer it to the clean station/zone/area.
 - Wash hands immediately afterwards before contacting any other surface.
- Supervisors must ensure that the appropriate Personal Protective Equipment (PPE) is provided to their staff as needed including disposable gloves, masks or face coverings (disposable or reusable), face shields and/or safety glasses. **Note:** "disposable gloves" refers to single use, impermeable latex or nitrile gloves.
 - If supply allows for it, some crews/programs may be issued their own PPE and supplies based on program-specific tasks.
 - See **Appendix C** for additional information on when and to wear masks or face coverings.
 - See **Appendix B and Appendix D** for instructions how put on and take off various PPE.



- If an employee begins to feel unwell and/or is experiencing symptoms, they are to notify their supervisor and be sent home immediately. Refer to the **COVID-19 policy HR 01-04** and follow the recommended guidelines for when you are feeling ill. The supervisor must then notify the other staff members and advise them to self-monitor for symptoms.

5. WORKING IN THE VICINITY OF THE GENERAL PUBLIC

- Cordon off the work site with yellow tape, pylons or any other appropriate barrier.
- If the general public are coming too close, politely advise them to stay back a minimum of 2 metres/6 feet. If necessary, post signage that work is being conducted and CVC is requesting that the public stay back a minimum of 2 metres/6 feet.

Note: If a site visit will be reasonably short in duration and not in an area where members of the public would likely be encountered, cordoning off the site may not be necessary.

6. CONTRACTORS/ESSENTIAL VISITORS

- If contracted work can be postponed that should be given first consideration.
- If an essential visitor arrives or an external contractor is to provide on-site service (e.g maintenance) indoors at a CVC location, as per provincial direction they must be screened prior to entering any building. The staff person responsible for arranging/receiving the contractor must ensure they complete the COVID-19 Screening Assessment for Essential Visitors form. An essential visitor/contractor who does not pass this screening assessment, should not enter any facility.

7. DELIVERIES

- Delivery people coming to a CVC work site or location should be directed to place any packages and signing sheets within a designated drop-off spot at least 2 metres/6 feet from any receiving staff. The delivery person should step back at least 2 metres/6 feet once the package is placed in the drop-off spot while the materials are signed for and retrieved.



8. DOCUMENT MANAGEMENT

- Staff should wear disposable gloves when handling documents, shared files, signing sheets and touching other materials or surfaces that may have been handled previously.

Note: Safety (work) gloves for PPE purposes are to be worn in the usual manner and should not be used as an alternative for disposable gloves.

9. DEPARTMENT SPECIFIC MEASURES

- Some additional protocols have been created for department-specific work activities, meant to supplement these general safety measures. They are available for reference on the COVID-19 page on myCVC.
 - Terrestrial Restoration Monitoring
 - Planning and Development Services
 - Conservation Parks
 - Head Office Field Staff
 - Outdoor Programming

Additional Resources

Landscape Ontario

https://horttrades.com/covid-19-resources?utm_source=epic48&utm_medium=email&utm_campaign=28921&utm_term=covid-19

General Tips for Work Crews

<https://horttrades.com/practical-suggestions-for-dealing-with-the-COVID-19-crisis>



APPENDIX A- How to Handrub/How to Handwash

How to handrub

Rub hands for 15 seconds



1 Apply 1 to 2 pumps of product to palms of dry hands.



2 Rub hands together, palm to palm.



3 Rub in between and around fingers.



4 Rub back of each hand with palm of other hand.



5 Rub fingertips of each hand in opposite palm.



6 Rub each thumb clasped in opposite hand.



7 Rub hands until product is dry. Do not use paper towels.



8 Once dry, your hands are safe.

How to handwash

Lather hands for 15 seconds



1 Wet hands with warm water.



2 Apply soap.



3 Lather soap and rub hands palm to palm.



4 Rub in between and around fingers.



5 Rub back of each hand with palm of other hand.



6 Rub fingertips of each hand in opposite palm.



7 Rub each thumb clasped in opposite hand.



8 Rinse thoroughly under running water.



9 Pat hands dry with paper towel.



10 Turn off water using paper towel.



11 Your hands are now safe.



**JUST CLEAN
YOUR HANDS**



APPENDIX B – How To Remove Gloves

1

How to remove gloves

Once gloves have been used, they are contaminated and are a possible source of infection. Take them off without touching their outer surface following the steps below.



Grasp the cuff of one glove



Pull the cuff towards the fingers, turning the glove inside out.



As the glove comes off, hold it in the palm of your other hand.



Slide your fingers under the cuff of the other glove.



Pull the cuff towards the fingers over the first glove.



Tie a knot in the top of the outer glove and dispose of properly—see below.



Wash your hands with soap and running water as soon as possible.

Proper Disposal

Seal the used gloves in a plastic bag and put them in your household garbage.

Check with health professionals or your first aid instructor for specific regulations in your area.



Appendix C – Wearing Masks or Face Coverings

Wearing a mask can help to prevent the spread of respiratory illnesses, but it can also become a source of infection if not worn or discarded properly. Masks alone will not prevent the spread of respiratory infections such as COVID-19. Good hygiene practices, including frequent hand washing or sanitizing along with physical distancing must be strictly adhere to.

As per Health Canada recommendations, masks or face coverings should:

- Fit securely to the head with ties or ear loops.
- Be made of three layers.
 - 2 layers should be tightly woven material (e.g. cotton or linen).
 - The third (middle) layer should be a filter-type fabric, such as non-woven polypropylene fabric.
- Be large enough to cover the nose and mouth completely and comfortably without gaping.
- Allow for easy breathing.
- Be changed as soon as possible if damp or dirty.
- Maintain their shape after washing and drying.

Important Notes:

- According to Health Canada, the fit is the most important thing when wearing a mask, the emphasis is on a pinched nose and full coverage of nose and mouth, but also comfort and breathability.
- A two-layer mask when properly worn is better than no mask at all.
- Neck gaiters, bandanas and masks with valves are not acceptable face coverings as they do not effectively protect from COVID-19 nor do they limit the spread of the virus.

Refer to the Public Health Ontario's recommendations on when and how to put on and remove a mask: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-how-to-wear-mask.pdf?la=en>

Below are some short videos to help demonstrate the donning and doffing masks :

Public Health Ontario

- [Putting on a Mask with Eye Protection](#)
- [Taking off a Mask with Eye Protection](#)

Health Canada

- [Putting on/Taking Off a Mask](#)



Appendix D – Putting on/Removing Various Personal Protective Equipment (PPE)

Refer to the Public Health Ontario's recommended steps for putting on and removing various types of PPE from gloves, to masks to eye protection.

<https://www.publichealthontario.ca/-/media/documents/ncov/ipac/ppe-recommended-steps>

Note: This infograph shows best practices and precautions for the health care sector and therefore certain PPE (gowns) may not apply to CVC.