



# COVID-19 Return to Work Safety Plan

## Background

The District of Mission has developed a COVID-19 Safety Plan (Plan) in order to resume safe operations for employees, contractors, and the public following work interruptions related to the COVID-19 Pandemic. The Plan incorporates the minimum requirements to safely operate based on the information from the Provincial Health Officer (PHO), the Ministry of Health, the Fraser Health Authority (FHA) and WorkSafeBC (WSBC).

In order to develop this Plan, hazards have been identified and a risk assessment completed for each workplace position to ensure all appropriate steps are being taken to eliminate or control the associated risk. The system “Hierarchy of Controls” are used to determine what control measures must be taken to reduce transmission and maintain a safe workplace.

The workplace will be assessed on an on-going basis. Review of internal and external documentation, such as the District of Mission Pandemic Response Plan and Pandemic Exposure Control Plan, will be completed on an on-going basis as new information or direction is received. Interactions with the public, contractors, and other employees are expected to change during this time. Possible work stoppages, interruptions, or full closures may occur based on COVID-19 information, mandated closures and restrictions issued by the PHO, the Ministry of Health, the FHA, and WSBC.

## Purpose

As per WorkSafeBC and in accordance with the order issued by the PHO to all employers, The District of Mission is required to have a Plan that assesses the risk of exposure in the workplace, and implements measures to keep their workers safe during re-opening.

This plan **must** be posted at the worksite and updated periodically as per the direction of the PHO, BC Centre for Disease Control (BCCDC), and the FHA. The Pandemic Exposure Control Plan must be used in association and for additional information.

## Scope

The COVID-19 Return to Work Safety Plan applies to all District of Mission employees, other employees and the public who may be at risk of exposure.

**Note:** The following information only applies to the disease known as “COVID-19” or the 2019 Novel Coronavirus (SARS-CoV-2).

## Principles

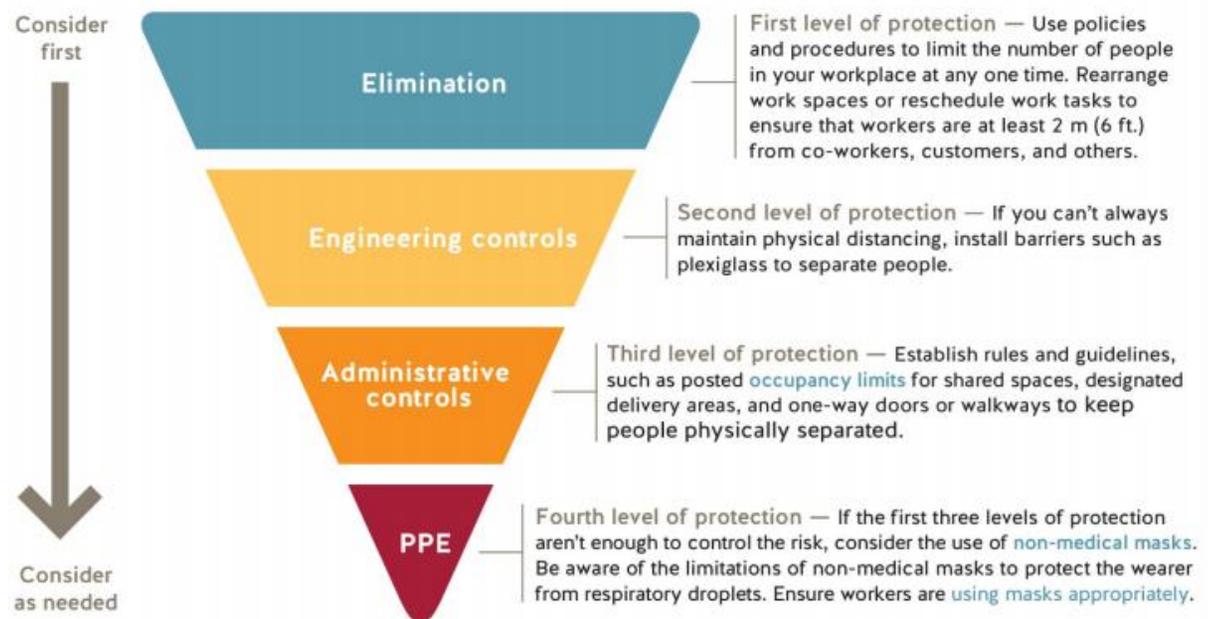
The fundamental principles related to COVID-19 that must always be adhered to regardless of the situation:

- **Maintain physical distance:** limit exposure to others as much as possible, maintain a minimum distance of 2 meters (6 feet).
- **Stay home if you feel sick:** employees, contractors or members of the public experiencing any flu-like symptoms must stay home.
- **Increase hand hygiene:** wash with soap and water for minimum 20 seconds, or use hand sanitizer with at least 60% alcohol.
- **Do not touch the face:** always remember to avoid touching one's face, nose, eyes or mouth.
- **Cover cough/ sneeze:** cough and sneeze into your elbow or a tissue (that is then disposed of), or consider covering your mouth and nose with a cloth covering.
- **Clean and disinfect:** ensure frequently touched surfaces inside and outside are kept clean and disinfect

## Reducing the Risks

In order to reduce the risk of person-to-person transmission during the coronavirus pandemic, assessments and different protocols must be in place to offer different levels of protection. Whenever possible, implementation of protocols that offer the highest level of protection (Elimination) must be considered first. If the first level is not practicable or does not offer complete control to address the risk, additional levels will be considered.

The following figure from WorkSafeBC shows the different levels of protection, also known as the Hierarchy of Controls.



## Identified Hazards

<b>Hazard</b>	<b>Level of Protection</b>	<b>Protective Measures</b>
<i>Biological</i>	Elimination	<ul style="list-style-type: none"> <li>• Work schedules to be staggered, flexible start times, if applicable, work offsite or remotely</li> <li>• Schedule virtual meetings or teleconferences</li> <li>• Evaluate work tasks and prioritize urgent/ critical work</li> <li>• Temporary closure of municipal building, parks and other facilities</li> <li>• After re-opening, set occupancy limit for visitors and customers</li> <li>• Rearrange workspaces to meet physical distancing requirements</li> <li>• Install floor markings (e.g. stickers, tape, etc.) for physical distancing</li> </ul>
	Engineering	<ul style="list-style-type: none"> <li>• Install physical barriers if rearranging workspaces is not possible, or when physical distancing is difficult with the general public</li> <li>• Install hand sanitizer dispensers at entrances/ exits, or other high touch locations for customers and employees</li> <li>• Limit seating options in conference rooms, meeting rooms, lunch rooms and waiting areas by removing excess chairs, etc.</li> <li>• Remove shared items where cross-contamination is possible</li> <li>• If applicable, assign entry into one door and exit out of another door</li> <li>• Use tape, decals, or delineators to mark off areas where the public can and cannot walk</li> <li>• Use machines or equipment to assist with work tasks that may require two employees, such as lifting a heavy object (e.g. dolly)</li> </ul>
	Administrative	<ul style="list-style-type: none"> <li>• Provide/ communicate policies and procedures</li> </ul>
	Personal Protection Equipment (PPE)	<ul style="list-style-type: none"> <li>• Will depend on the risk level to workers, their potential exposure in the workplace and ability to maintain a minimum of 2 meter distance apart, refer to District of Mission Pandemic Response Plan</li> </ul>
<i>Chemical</i>	Administrative	<ul style="list-style-type: none"> <li>• Provide/ communicate policies and procedures</li> </ul>
	Personal Protection Equipment (PPE)	<ul style="list-style-type: none"> <li>• Refer to SDS</li> </ul>
<i>Psycho-social</i>	Administrative	<ul style="list-style-type: none"> <li>• Provide/ communicate policies and procedures</li> <li>• Training, education and support services (EFAP)</li> </ul>
<i>Ergonomic</i>	Engineering	<ul style="list-style-type: none"> <li>• Modify existing equipment or work area design</li> <li>• Mechanical assistance and tool selection</li> </ul>
	Administrative	<ul style="list-style-type: none"> <li>• Provide/ communicate policies and procedures</li> </ul>

## Implemented Protocols

### 1- Public Messaging<sup>1</sup>

The District of Mission requests any member of the public to stay home if:

- You or someone in your household are displaying any symptoms of COVID-19, or are feeling unwell,
- If you have traveled outside of Canada within the past 14 days,
- You have underlying medical or health conditions.

We ask the public to **please call (604-820-3700) or email (info@mission.ca)** the appropriate department for inquiries or assistance rather than visit the municipal hall or facilities in person.

Each department will have specific requirements to safely operate, and **no walk-in appointments will be accepted at this time.**

- Anyone displaying symptoms of COVID-19, specifically a persistent cough, will not be permitted in the municipal hall or facilities. If you are sick, please stay home.
- Physical distancing of a minimum of 2 meters (6 feet) is required at all times.
- Anyone who is not following physical distancing requirements will be asked to leave the premises.
- Visitors with scheduled meetings or appointments, must limit time spent in the waiting area. Please wait in your vehicle, call or text message the appropriate contact to inform them that you are onsite.
- Follow all signs and floor markings to indicate distances to stand, direction of travel and occupancy limits for rooms/ areas.
- Occupancy limits will be in place at all District of Mission municipal facilities until further notice.
- Even with physical barriers installed at customer counter tops, please avoid standing directly at counter top.
- Some facilities will have public washrooms available for use, with occupancy limits. Washrooms are cleaned and disinfected regularly. Hand sanitizer dispensers will be available and located at the entrance of the facility.
- We encourage all payments to be completed electronically through your financial institute, as we want to limit cash handling.
- Beverages (coffee, tea, water) will not be offered at this time.
- The District of Mission appreciates your patience and understanding during these difficult times.

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<sup>1</sup> [BC Municipal Safety Association- Municipal Best Practices Guidelines](#)

## 2- Workplace Wellness/ Sick Leave

It is important that the following measures are communicated, understood and enforced by all employees of the District of Mission to avoid spreading illness to others.

- Any employee with a cold, flu, or COVID-19-like symptom such as fever, chills, cough or worsening of a chronic cough, shortness of breath/ difficulty breathing, sore throat, diarrhea, muscle aches, fatigue, headache, loss of appetite, runny nose, or loss of sense of smell or taste, **must stay home.**
- The District will direct any employee with a cold, flu, or COVID-19 like symptom to call 8-1-1 and/ or use the [B.C. COVID-19 Self-Assessment Tool](#) to help determine if further testing is required.
- **EXCEPTION:** If an Employee has a chronic condition that has similar symptoms, or they have been cleared of being ill with the pandemic-related illness by a medical professional, that Employee may continue to work if they have medical documentation supporting that their condition is not related to any viral-related condition and stating they are fit for duty and are not contagious.
- Any employee who has been diagnosed with COVID-19, or have been declared a 'close contact' with a confirmed COVID-19 case(s), or has been given directions by Public Health Officials to self-isolate, **must not come into the workplace.**
- Any employee who has travelled outside of Canada must self-isolate and not come into work for at least 14 days from the date they landed in Canada or were last exposed to a potential outbreak. If an employee has been declared a 'close contact' to someone who has travelled outside of Canada by Public Health Officials, they must self-isolate, self-monitor and not come into work for a least 14 days, or as directed by Public Health Officials.

If an employee develops COVID-like symptoms or begins to feel unwell while at work:

- Employees must inform their Manager or Supervisor and, if safe to do so, immediately leave the workplace to their home for self-isolation.
- Call 8-1-1 and use the BC COVID-19 Self-Assessment Tool for further assistance.
- The employees work station and any areas or tools they were using as part of their job will be cleaned and disinfected.
- In regards to detailed cleaning, temporary closure and trace contacting, The District of Mission will follow direction from the Fraser Health Authority Public Health team and B.C. Ministry of Health.

Employees who have been diagnosed with COVID-19 and symptoms are manageable at home must:

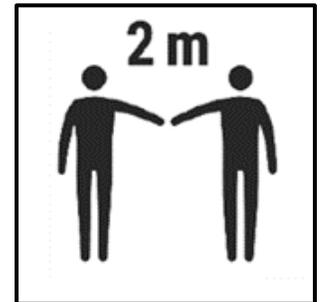
- Self-isolate for a minimum of ten days (fourteen days for those who have travelled or as directed) from when symptoms were first experienced, AND
- The fever is gone without the use of fever-reducing medications (e.g. Tylenol, Advil), AND
- They are feeling better (e.g. improvement in runny nose, sore throat, nausea, fatigue, etc.).

Note: Coughing may go on for several weeks as an employee recovers to full strength, therefore a cough alone does not mean an employee needs to continue to self-monitor and self-isolate. Call 8-1-1 for information, direction and support.

Employees who are affected by seasonal allergies are to communicate this information to their Managers/ Supervisors prior to coming into work. Testing may be required as per the direction of Public Health Officials.

### 3- Physical Distancing

In order to reduce the potential of coronavirus being transmitted, control measures such as physical distancing are one of the best ways to eliminate the risk. Physical distancing requires us to make changes to our everyday routines and to minimize close contact with others. This means keeping approximately 2 metres distance between ourselves and others (Source: WorkSafeBC).



#### In an Office Environment

- All employees are to do everything possible to limit in-person interactions and adhere to the following:
  - **Do not** come into work if you are sick,
  - Come to work prepared and committed to following physical distancing processes,
  - All existing safe work procedures in the workplace are to be followed,
  - Proper hand hygiene must be done regularly, and cough/sneeze etiquette techniques followed,
  - Physical contact with others must be avoided at all times,
  - If employees are not abiding to the physical distancing policy/ practices in the workplace, it must be reported to the department supervisor as soon as possible.

#### Hallways, Walkways and Stairs

- In wider hallways, two employees can pass each other even if there is not a full two meters distance between two employees, as long as the employees do not congregate or cause congestion. Walking by someone is considered a low risk or no risk activity.
  - Conversations should be moved to larger, open areas (e.g. meeting room, outdoors).
  - Conversations are encouraged to happen through phone, email or video conference.
- In narrow hallways, it may be difficult for two employees to pass safely.
  - Employee's exiting workstations or offices are to pause, look both ways and then proceed.
  - If employee's run into each other, one employee is to backtrack to where they started or an open area to allow the other employee to pass safely.
  - At "intersections" or corners, one employee is to pause and wait for the other employee to pass safely, prior to proceeding.
  - A designated direction of travel in narrow hallways may be established as per the department's needs.

## Customer Service Counters and Service Points

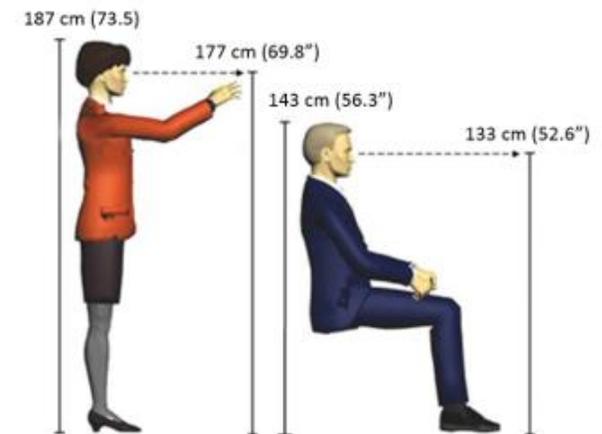
- For some service counters, physical distancing may be properly maintained where no other control measures are in place (e.g. plexiglass barriers).
  - Floor markings or tape must be placed in front of the service counter as a visual aid on where customers must stand.
  - When servicing a customer, employees are to be mindful to maintain a minimum of 2 meters away from the customer and move back if required.
  - Verbal cues will be used by the employee when a customer approaches the counter.
  - If an exchange of items (e.g. paper, keys) must occur, a basket that can be easily cleaned/ disinfected, will be used to avoid direct contact.
    - Heavier items are to be placed on the counter, floor or large container (e.g. Rubbermaid), and either the customer or employee will step back, verbally cue the other person to pick it up.
- For service counters that require additional control measures (e.g. plexiglass barriers, or counter extensions);
  - Barriers will be installed for employees and customers normal movements and safety.



## Workstations

Workstations will be configured, modified, or rearranged to ensure physical distancing is possible. Consideration to foot traffic, ergonomics, office location, work flow, emergency egress, and common areas are used in determining specific department needs. If physical distancing cannot be maintained, additional control measures will be in place.

- Employees who both sit while working and physical distancing cannot be maintained;
  - A barrier or partition between 133cm (52.6”) and 143cm (56.3”) in height has been installed.
- If one or both employees stand while working and physical distancing cannot be maintained;
  - A barrier or partition between 177cm (69.8”) and 187cm (73.5”) in height has been installed.



Supervisors or Managers may relocate or designate employees to areas in order to minimize the risk of broad transmission (e.g. ‘work pods’) for employees working together exclusively.

Note: Questions regarding workstation configuration or rearranging should be discussed with the employees Supervisor or Manager as it may need to be documented for reference. For additional information, contact the Health & Safety Advisor.

## 4- Personal Hygiene

### Handwashing

- All employees must practice proper hand washing techniques in the workplace regularly.
  - Wash hands with soap and water for at least 20 second.
  - Soap and water actively destroy the surface of the virus, and will reduce the likelihood of transmission.
- Employees must wash their hands<sup>2</sup>:
  - When they arrive to work and at the end of the day before leaving
  - Before and after going on a break
  - After using the washroom
  - After handling cash or other materials that have come into contact with the public
  - Before and after handling shared tools and equipment
  - Before and after using masks, or other personal protective equipment (PPE)
  - After blowing your nose, coughing, or sneezing
  - After touching waste or garbage

### Hand Sanitizing

- If hand washing facilities are not available, then alcohol-based hand rubs (ABHR) or hand sanitizer can be used by employees. Ensure proper techniques are followed.
  - When using a hand sanitizer, ensure your hands are not visibly soiled, if so, use a wipe first then the hand sanitizer.
- Hand sanitizer dispensers are primarily located at entrances/ exits or customer counters in the municipal hall and other facilities for employees, other employees and public use.
- For employees who are given personal hand sanitizer bottles for work travel;
  - Do not discard the original bottle as it can be refilled.
  - Occasionally clean/ disinfect the outside the bottle.
  - Hand sanitizers can be flammable. Keep product away from open flames and avoid keeping in a municipal vehicle during high temperature days.

### Respiratory (cough/ sneeze) etiquette

- All employees are expected to practice proper respiratory (cough/ sneeze) etiquette in the workplace at all times.
- Employees will follow proper hand hygiene techniques after coughing or sneezing.

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<sup>2</sup> [WorkSafeBC- Help Prevent the Spread of COVID-19](#)

## 5- Cleaning & Disinfecting

Along with enhanced cleaning/ disinfecting procedures by external janitorial services and in-house cleaning staff, all employees are expected to ensure frequently touched surfaces in their workspace(s) are cleaned and disinfected regularly (e.g. before and after shift, after lunch, before and after use of department specific equipment). Unnecessary tools and equipment will be removed from the workplace temporarily to limit touch points. Additional supplies will be placed in municipal facilities, in visible locations for easy access and use. Effective cleaning and disinfection involve a two-stage process:

- **Cleaning:** Removing surface dirt, debris and chemical/ oil residue which may deactivate the disinfectant. Use soap or detergents as a cleaning agent.
- **Disinfection:** After cleaning, apply a disinfectant to the surface or item. Leave the disinfectant on the surface or item for the recommended contact time to neutralize any viruses. Remove disinfectant with a clean paper towel/ cloth, or allow to air dry.

Frequently touch surfaces in the workplace are to be cleaned and disinfected at least once a day, and include:

- Door handles/ knobs
- Desks, counters, table tops
- Computer keyboards, mouse
- Electronic devices (e.g. laptops, cellphones, radio's, telephones)
- Light switches
- Chairs (e.g. back, top, arms)
- Lunch room counters
- Washroom counters, toilets, faucets, door locks
- TV screen remotes
- Vending machines
- Coffee machine
- Handrails on stairs

Municipal facilities such as the Library, RCMP detachment, Community Police, Fire Hall No.1 have their own private external janitorial services with their own policies, practices and procedures. Detailed plans are available for review upon request.

Other Municipal facilities such as Welton Common, Municipal Hall, Public Works, Utility Maintenance Trailer and the Visitor Centre use in-house employees for enhanced cleaning/ disinfection. Current in-house employees are assigned to specific locations and provide enhanced cleaning/ disinfecting 4-5 days a week. The cleaning/ disinfection solution used at the facilities listed above is called '**Vert2go Saber Concentrated**' and is a hydrogen peroxide base solution. The solution in the designated spray bottles remains stable for 28 days. The in-house and janitorial cleaners will replace the solution every 28 days, or on a 'as need' basis. The concentrate is diluted to a 1:16 solution and dispensed through a fill station located in the janitorial closets. All in-house cleaning/ disinfecting employees have been adequately trained and informational materials are available/ accessible at all times. Recommended personal protective equipment (PPE) includes safety glasses and chemical resistant gloves.

The Leisure Centre has developed their own facilities cleaning and disinfection plan, and can be reviewed upon request.

## 6- Shared Workspaces/ Equipment

- All employees are discouraged from sharing equipment in the workplace (e.g. pens, phones, other tools).
- The need to share workspaces and equipment will be assessed on an on-going basis and minimized where possible.
- Employees are encouraged to clean/ disinfect shared equipment such as a photocopier or cash terminal, before and after use.
- Limit direct handover of items such as papers, plans, keys, by using a basket that can be cleaned and disinfected.
- In the event of a potential positive COVID case in a shared workplace, workstation, or with a person using shared equipment, an external janitorial service will be contacted and hired to complete a thorough deep clean. The direct area(s) or equipment must not be used until approval from the employee's Manager, Human Resources and the Health and Safety Advisor.

## 7- Municipal Vehicles

In coordination with other municipalities, such as the City of Surrey, the following guidelines are subject to change as new information and direction is provided.

- Wherever operationally possible, employees are to travel alone in municipal vehicles or in their own vehicle to worksites to practice physical distancing.
- Where not operationally possible, limit to two employees per vehicle, having the employees stagger seating (e.g. one person driving, one in the opposite rear passenger seat) to allow for maximum distance.
- Larger vehicles are recommended as first choice for transport to ensure maximum spacing.
- If it is not operationally possible to ensure a minimum of 2 meters between employees in the vehicle, PPE such as non-medical masks, respirators and/ or non-latex gloves, must be worn by both employees.
- Employees will have access to hand washing facilities or sanitizing stations and must practice appropriate hand hygiene when they enter and exit the vehicle.
- When traveling to and from worksites, employees must not switch seats during their shift.
- Employees must clean/ disinfect high contact surfaces within the vehicle before and after use.
  - These areas include:
    - Door handles (inside/ out), steering wheel, seatbelts, hand holds, dashboard knobs, headrests (if material permits) and turn signal/ wiper lever(s).
- When loading/ unloading vehicles, employees that are waiting must maintain a minimum of 2 meter physical distance between each other and remain safely away from traffic (if applicable).
- Employees travelling in municipal vehicles must follow proper coughing/ sneezing etiquette.
- Employees are not to enter any municipal vehicles if they are displaying any cold, flu or COVID-like symptoms.

**Note:** Be aware that having vehicle windows open while driving may cause droplets to disperse in a wider area versus naturally settle. Recommendation is to use the vehicles air vents on a lower setting.

## 8- Personal Protection Equipment (PPE)

PPE will be provided as determined in the department risk assessment and employees' positions that may be at higher risk of exposure if physical distancing and other control measures cannot be put in place, this PPE will include, gloves, non-medical masks (or respirators as required for a work task), face shield and safety glasses/ goggles. Optional PPE is available for specific work tasks as identified per departments needs.

Personal cloth/ non-medical masks can be worn by employees as an option to existing control measures. Employees will be required to follow strict cloth mask guidelines to avoid transmission or health related illnesses.

Fire fighters and first responders will adhere to the PPE requirements as specified by BCEHS.

## 9- Stress/ Anxiety/ Mental Health Awareness

It's important for employees to acknowledge this difficult time and engage in open dialogue about concerns, difficulties and emotional stresses. Employees in the workplace may also be affected by the anxiety and uncertainty created by the pandemic. It's important that all employees remember that mental health is just as important as physical health, and to take measures to support their mental well-being. Below are some resources<sup>3</sup> that can assist with maintaining mental health in the workplace, in addition to the Employees & Family Assistance Programs (EFAP) and online resources available on the intranet (Pipeline).

- [COVID-19 Psychological First Aid Service: Information and Signup](#) (British Columbia Psychological Association)- Free virtual counselling provided by registered psychologists.
- [COVID-19: Staying Well in Uncertain Times](#) (Canadian Mental Health Association- B.C.)- Tips and resources on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak.
- [Managing COVID-19 Stress, Anxiety and Depression](#) (Ministry of Mental Health and Addiction)- Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times.
- [Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#) (World Health Organization)- These mental health considerations were developed by the WHO's Department of Mental Health and Substance Use as messages targeting different groups to support for mental psychosocial well-being during COVID-19 outbreak.
- [Mental Health and COVID-19](#) (Conference Board of Canada)- Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation.
- [Taking Care of Your Mental Health](#) (COVID-19) (Public Health Agency of Canada)- Tips and resources for taking care of your mental health during the COVID-19 outbreak.

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<sup>3</sup> WorkSafeBC- <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

Anyone who feels they may be experiencing negative mental health implications should seek assistance as soon as possible.

## 10- Refusal of Unsafe Work

Under the *Worker's Compensation Act* and Occupational Health & Safety Regulations, Part 3, section 3.12, employees have the right to refuse work if they believe it presents an undue hazard. An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” risk, above and beyond the potential exposure a general member of the public would face through regular, day-to-day activity.<sup>4</sup>

In accordance with the SMS-115- Refusal of Unsafe Work, the employee must report to their supervisor any unsafe conditions or concerns as soon as possible and the supervisor will investigate. Each refusal of unsafe work is dealt with on a case-by-case basis. If the matter is not resolved between the employee and the supervisor, the Joint Occupational Health & Safety Committee (JOHSC) will be consulted and another investigation completed. If the matter is not resolved, the District of Mission, the employee and the supervisor will contact WorkSafeBC to request an officer investigate the matter without undue delay to find a workable solution.

## Policies

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

- HUM. 31(A)- Working Remotely
- HUM. 13- Sick Leave
- SMS 114- New Young Worker Orientation
- SMS 115- Refusal of Unsafe Work
- SMS 119- Violence in the Workplace
- SMS 333- Working Alone or In Isolation
- SMS 918- Pandemic Exposure Control Plan

## Communication & Training

Communication and training will be in the form of bulletins, notices, emails, tailgate/ crew talks, and intranet postings (Pipeline-COVID-19 Resources).

Recertifications and future training dates will be rescheduled as per the direction from WorkSafeBC, Fraser Health and the PHO, since some external training facilities have closed during the pandemic, and the ability to safely conduct in-house training have been delayed.

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<sup>4</sup> [BC Municipal Safety Association- Municipal Best Practices Guidelines](#)

## Monitor & Review

Managers, Supervisors and employees will assist in monitoring, identifying and reporting any new areas of concern. Concerns will be investigated, addressed, and any changes or revisions will be documented and shared with all District of Mission employees, other employees and the public.

As the District of Mission gradually re-opens its facilities and increases service to the public, the COVID-19 Return to Work Safety Plan may change or be revised based on additional information or direction from the PHO, Fraser Health Authority and WorkSafeBC.

Monthly inspections will be completed through the JOHSC with one employer representative and one worker representative to identify areas of concern and determine if additional control measures are required. Monthly inspections will be shared and documented where applicable.

## Schedule for Returning to Work

As per the direction of the PHO, FHA and WorkSafeBC, the District of Mission will be staggering the re-opening of the municipal hall, playgrounds and other facilities to employees, the public and customers.

Although some departments in a municipal facility will have limited access for the public, this does not guarantee full access to the building (e.g. Tax cashier access available for in-person payments, but the rest of municipal is closed to the public).

We anticipate some delays as we implement and install appropriate control measures to limit the risk of exposure to employees, other employees and the public. The dates below are subject to change without notice as new information and direction is received.

<i>Location</i>	<b>Department</b>	<b>Opening Date to The Public (Tentative)</b>
<i>Municipal Hall (limited public access)</i>	Finance • (Taxes, Payment Center; North door)	June 01, 2020
	Forestry	July 06, 2020
	Corporate Admin (Mayor, Council)	July 06, 2020
<i>Welton Common</i>	Building Division	June 29, 2020
	Bylaw Enforcement	June 29, 2020
	Planning	June 29, 2020
	Engineering	June 29, 2020
<i>Public Works</i>	Purchasing, Maintenance, Utilities, etc.	July 06, 2020
<i>Leisure Center</i>	Various	TBD (Staggered per programs)
<i>Fire Hall (No.1, 2, 3)</i>		June 29, 2020
<i>Visitor Center</i>	Tourism, Economic Development	June 15, 2020

RCMP Detachment	Administration (front counter)	July 20, 2020
	Crime Prevention Center	July 20, 2020

Note: Strict health and safety measures will be in place and must be followed, or the risk of limitations and closures may occur. Re-opening dates for other facilities will be completed as further control measures are identified, assessed and implemented.

## Revision Record

Date	Reason for change	Communicated how
July 02, 2020	<ol style="list-style-type: none"> <li>Additional information on cleaning/ disinfection product 'Vert2go Saber Concentrated' added to section 5- <i>Cleaning &amp; Disinfecting</i></li> <li>Revised 'Opening Date to The Public'</li> </ol>	Pipeline and email
September 22, 2020	<ol style="list-style-type: none"> <li>Update to section 2 from BCCDC on clarifying what employees need to do when experiencing illness or COVID-19 symptoms.</li> <li>Added links to section 9 for mental health support.</li> </ol>	Pipeline and email

**Note:** The information in this document (COVID-19 Return to Work Safety Plan) is to be used as reference only. The District of Mission does not hold any liability for any of the information used and its implementation in the workplace, or other.