



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

COVID 19 SAFETY PLAN

Adopted by the Alberni-Clayoquot Regional District Board of Directors
on June 24, 2020

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5	Corrected error (Boardroom Capacity)	October 27, 2020
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7	Updated staff health questionnaire, and to reflect changes related to office reopening.	May 18, 2021
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1.0 Background

This Safety Plan has been created in response to the COVID-19 pandemic. COVID-19 is an infectious disease caused by a novel coronavirus first discovered in December 2019 that spread globally into an ongoing pandemic. Countries around the world responded by suspending non-essential business operations to control the spread of the disease.

Due to the nature of our organization, the Alberni Clayoquot Regional District (ACRD) has remained open on a limited basis, following regional, provincial, national and World Health Organization guidelines. This Safety Plan outlines the steps we have taken to ensure the safety of our workers while delivering the necessary services to meet the needs of our community.

1.1 COVID-19 Facts

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19.

While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases. *1. *BC Centre for Disease Control*

COVID-19 is 10-35x more lethal than the flu, and spreads between people at a rate, on average, of 2.5x infected by every one-person contaminated. Measles measures 15 on that same scale, while colds are about 1-1.5.

Symptoms

The symptoms of COVID-19 are like other respiratory illnesses, including the flu and common cold. They include chills, cough or worsening of chronic cough, shortness of breath, sneezing, fever, sore throat, runny nose, loss of sense of smell or taste, headache, fatigue, loss of appetite, nausea and vomiting, muscle aches. Less common symptoms include stuffy nose, pink eye, dizziness, confusion, abdominal pain, skin rashes or discoloration of fingers and toes.

*2. *BC Centre for Disease Control*. The virus incubates for 2-14 days but the average is 5-7.

1.2 References

Refer to the following websites for additional information related to COVID-19 safety:

- WorkSafeBC, [COVID-19 information and resources](#)
- BC Centre for Disease Control, [COVID-19](#)
- Government of BC, [COVID-19 Provincial Support](#)
- Government of BC, [BC COVID-19 Dashboard](#)



2.0 ACRD Safety Policy

The ACRD is committed to ensuring the health, safety and well being of its employees at all times and, in particular, during the COVID-19 pandemic. As we navigate this new and difficult challenge, the ACRD is closely monitoring the situation and will refer to the information made available by the various authorities (Island Health, CDC BC, WorkSafeBC, WHO, etc.). This Safety Plan will be updated, as needed, to reflect the best, most current medical/safety information available.

3.0 Scope

This safety plan is intended for all ACRD sites, all employees, subcontractors and essential visitors.

4.0 Roles and Responsibilities

All workers at the ACRD, whether employee or subcontractor, are required to assist in all matters related to health and safety.

All personnel are to abide by ACRD safety policies and WorkSafe BC Regulations.

4.1 Management:

- Approve and distribute this COVID-19 Safety Plan.
- Implement, communicate, and train all affected workers to this Plan.
- Provide all material and PPE as outlined in this plan and the current and subsequent Hazard Assessments.

4.2 Supervisors:

- Ensure all workers are familiar with, and understand, this Safety Plan.
- Provide ongoing training to workers on the risk of contracting COVID-19 while working for the ACRD and the control measures in place to protect them.
- Continually evaluate the workplace for new hazards and to ensure the effectiveness of established control measures.
- Immediately report any concerns about uncontrolled risk of transmission and recommend appropriate control measures.

4.3 Employees and Subcontractors:

- Actively participate in training and follow all requirements to the best of their abilities while on ACRD sites.
- Alert supervision to any potential COVID-19 risk of exposure that has not yet been identified
- Have the right to refuse unsafe work.

4.4 Subcontractors:

- Ensure each employee of the subcontractor reviews the requirements of this Safety Plan.



- Provide workers an opportunity to ask any questions they may have about their exposure while onsite.
- Contractors must review and sign off on the 'Acknowledgement of Contractor's Responsibility Form before commencing work. (See Appendices 7.3)

4.5 Joint Occupational Health & Safety Committee (JOHSC) Members:

As much as possible, members must participate in the development, review and maintenance of the COVID-19 Safety Plan and associated documents. The JOHSC will consider the maintenance and ongoing implementation of the plan at regular monthly JOHSC meetings.

5.0 Identifying and Assessing Risk at the ACRD

According to Health Canada, all persons in BC are at high risk of contracting COVID-19. To ensure employee safety, it is critical that we identify the areas in our workplace where the risk of COVID-19 transmission is introduced. Transmission can occur in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface before touching their face.

The ACRD is comprised of several departments/divisions/locations, each with their own set of circumstances lending to this risk of transmission. Each location and workgroup will therefore be considered separately, by asking the following basic questions:

- Where do people congregate? Break rooms, production lines, meeting rooms, etc.
- What job tasks or processes require workers to come within 2 meters (6 feet) of each other or members of the public?
- What tools, machinery, and equipment do people come into contact within the course of their work?
- What surfaces are touched often? Doorknobs, light switches, front countertops, card payment keypad, equipment, and shared tools, for example.

Please refer to the [ACRD COVID-19 Hazard Assessment](#) to see a complete and up-to-date listing of identified hazards and implemented control measures for each location.

6.0 Reducing the Risk of Transmission

To reduce the risk of person-to-person transmission of COVID-19 in the workplace, control measures have been implemented that address the specific hazards of each work location/group. These control measures have been selected according to the hierarchy of controls, as described below:

6.1 Elimination (First Level of Protection)

- Limit the number of people in the workplace at any one time so as to achieve physical distancing in hallways, washrooms, the lunchroom and other common areas.
- Rearrange workspaces and/or schedules to ensure workers can maintain physical distancing of at least 2 meters (6 feet) from co-workers, members of the public, etc.



The following is a list of control measures adopted at the ACRD to reduce the number of people at each of worksites and to reduce the interaction between staff and with the public:

- Work-from-home arrangements;
- Virtual meetings (including meetings of the Board of Directors and other smaller committee meetings) subject to meeting Provincial Health Act Requirements
- Rescheduling of tasks;
- Limiting the number of customers/visitors allowed at the ACRD office;
- Visitors will be limited to two members of the public in the lobby. The screening questionnaire is not required for members of the public in the lobby;
- Staff must have the public fill in the health screening questionnaire when attending a meeting and gather contact information including name and phone number of the public;
- Eliminating visitors to ACRD jobsites. Signage will be placed at entrance points of jobsites to notify the public to not enter or come near workers while they are performing tasks;
- Relocating workspaces;
- All staff working at the 3008 Fifth Avenue ACRD office will be provided an independent office or workspace to work in;
- Staff members are required to wear a mask in the ACRD administration office, Long Beach Airport, and Beaver Creek Water office when outside office space or workspaces (as per Mask Mandate Order, Ministerial Order No. M425);
- Staff are required to wear masks when engaging with the public;
- Visitors to the ACRD office are required to wear a mask;
- Developing plans to limiting the number of people allowed in common areas (lunchroom) by staggering breaks;
- Developing traffic flow patterns with signage and arrows, including the Community Services hallway as a one-way only leading into the lunchroom;
- Staff will enter and exit the ACRD office during office hours, by way of the handicap entrance to avoid interaction with the public.

In order to continue protecting the health and safety of all Regional District employees, and following WorkSafeBC recommendations, we are limiting the number of people in the following high traffic spaces at the ACRD Office and in the office overall:

Room	Occupancy Limit
Coffee Room	3 (November 27, 2020 coffee room not available as eating space)
Equipment Room	1
Ladies Washroom	2
Men's Washroom	1
Board Room	8
Downstairs Office total	6 (Increased from 4 to 6 on June 14/21)
Upstairs Office total	18 (Increased from 12 to 14 on May 25/21, increased from 14 – 18 on June 14/21)



6.2 Engineering Controls (Second Level of Protection)

Barriers such as plexiglass or other means must be used where physical distancing cannot be maintained.

The following is a list of control measures adopted by the ACRD to ensure worker separation where physical distancing cannot be maintained:

- We have installed barriers where workers may be unable to maintain physical distance from co-workers, customers, or others.
- Barriers are routinely cleaned as part of our cleaning and disinfecting regime.
- Automatic/touchless faucets and soap dispensers have been added to both the staff and public washrooms in the ACRD office building.
- ACRD staff will be required to clean front/building inspection/planning counter, debit machine pin pad in between customers.

6.3 Administrative Controls (Third Level of Protection)

Establish rules and guidelines to keep people physically separated, to keep sick workers out of the workplace, and to ensure the routine cleaning of equipment and high-touch surfaces.

The following is a list of administrative controls adopted at the ACRD:

- Limited staffing permitted at the ACRD offices;
- Identifying travel pathways through common areas to ensure physical distancing can be maintained (i.e., routes through lunchroom);
- All shared equipment will be cleaned and/or disinfected before and after use;
- High-touch surfaces in common areas are cleaned and disinfected twice daily (for example, light switches);
- Sick workers are prohibited from entering or remaining at the workplace;
- Label commonly used office equipment stating it must be cleaned after each use. (Photocopiers, laminator, plotter, etc.)

Due to physical distancing requirements at this time, the ACRD will deliver this information to all persons either electronically, via crew talk, or both, and will make this plan available to workers by posting in conspicuous places.

During education sessions, every worker will be provided:

- Access to this document.
- Location information for cleaning supplies and protective equipment.
- An opportunity to ask any questions they may have about COVID-19 and the risk of exposure.

6.3.1 Maintaining Physical Distance (Critical)

- Employees, public, and subcontractors are required to keep a minimum distance of 6 feet or 2 meters from each other while at work. ACRD staff must wear a mask when engaging with the public and subcontractors. Visitors to the ACRD office are required to wear a mask.
- Do not use or touch anyone else's personal equipment.



- Employees are required to immediately wash their hands once they arrive at work and immediately before leaving in addition to before and after eating, drinking.
- In the event of an emergency where employees must evacuate to muster points, employees will make every reasonable attempt to adhere to the physical distancing protocol, remain 6 feet or 2 meters away from other employees, and wear a mask.
- Workers are asked to not carpool at this time. Prohibit more than one employee in an ACRD vehicle at this time. If this can not be avoided, a mask must be worn by all persons in the vehicle.

6.3.2 Sick Policy and Self-Monitoring for COVID-19 symptoms

Any worker demonstrating symptoms of COVID-19 is **required** to stay home or return home immediately should symptoms develop at work. You must perform a self-assessment of your health daily by answering the 3 questions below. Each worker (field/office) will be required to sign a pre-screening questionnaire before work, confirming their negative response to the following questions:

Note: If the answer to any questions below is yes, please do **NOT** go to the office/field. Call your Supervisor immediately or another Regional District Manager if your Supervisor is not available.

1. Have you experienced any of the symptoms of COVID-19 in the last 10 days?

Key symptoms include:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing

Other symptoms may include:

- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

Yes

No



PLEASE NOTE: Anyone who has symptoms of COVID-19 in the last 10 days is encouraged to use the BC COVID-19 Self-Assessment Tool. When the self-assessment recommends testing, staff are encouraged to book a test (1-844-901-8442). If a COVID test is positive, staff will be under the direction of public health and will self-isolate under their direction. If a COVID test is negative, staff can return to office/field once symptoms have resolved (note: symptoms of common respiratory illness can persist for a week or more).

2. Are you under the direction of the provincial health officer to self-isolate?

- Yes No

3. Have you arrived from outside of Canada within the last 14 days?

- Yes No

PLEASE NOTE: Anyone who has arrived from outside of Canada, OR who is a contact of confirmed COVID-19 case, is required to self-isolate for 14 days and monitor for symptoms.

Directions:

- a. Please complete the above questionnaire prior to going to the office/field (including if you are working from home and going to the field or a meeting).
- b. Staff members are required to wear a mask in the ACRD office when outside of your office or workspace. Always maintain physical distancing of 6' (2 meters).
- c. Regularly wipe down all surfaces with disinfectant and maintain a "clean" environment. This is especially important in communal areas such as washrooms, kitchens, handrails on staircases.
- d. If you experience a sudden onset of cold or flu-like symptoms such as sneezing or coughing at work, please cover your nose and mouth, put on a mask, and leave the building immediately and return home without interacting with other staff or the public. Once you are home, please contact your Supervisor or an ACRD Manager if your Supervisor is not available.
- e. If you have answered NO to the three preceding questions above, please fill in the attached form upon entering the workplace.
- f. By signing below, I confirm that I have answered NO to the three preceding questions and am "fit-for-duty".

6.3.2.1 Workers who may have been exposed to or contracted COVID-19:

- **DO NOT GO TO WORK!**
- Employees who are looking for medical advice should contact a medical professional.
- In B.C., use the self-assessment link and if needed, call 1-844-901-8442 to book a COVID test.



- If you have been away from work due to self-quarantine, follow the direction of Island Health prior to returning to work.

Workers who are sick or suspect they are becoming sick:

- If you are feeling unwell, do not go to work and inform a supervisor immediately.
- If you suspect you may have COVID-19 take the [self assessment](#) and if needed, call 1-844-901-8442 to book a COVID test.

Travellers:

Unless an employee is exempt under the Federal Quarantine Act, all travellers arriving in B.C. from outside of Canada are required by law to self-isolate for 14 days and complete a self-isolation plan.

6.3.3 Cleaning and Hygiene Practices

Cleaning and disinfecting surfaces is a critical piece to controlling the spread of the COVID-19 virus, especially high-contact surfaces.

The ACRD has implemented a cleaning protocol for all common areas and surfaces, including washrooms, equipment, tools, common tables, desks, light switches, and door handles. All common areas and surfaces will be cleaned at least 2 times per day with an approved disinfectant. At the ACRD offices, cleaning will occur at noon each day, then again in the evening once the office is closed. For more information on location-specific protocols, please refer to the [ACRD COVID-19 Hazard Assessment](#).

6.3.3.1 Precautionary Cleaning Procedures:

- The front counter and debit machine pin pad, and planning and building inspection counters will be cleaned between customers.
- All common surface areas (toilets, doorknobs, faucets, hand sanitizer dispensers etc.) are to be cleaned at least 2 times per day with an approved disinfectant.
 - Employees are required to wear nitrile gloves when cleaning common surfaces at the beginning of their shift or throughout the day.
 - Employees who are required to use approved disinfectants will be trained in their use.
 - MSDS will be readily available to ensure that WHMIS & Hazard Communication protocols are adhered to. Cleaning staff are to supply MSDS for products used in ACRD buildings.
- If other workers tools or equipment must be used/ borrowed, the tool or equipment touch points must be cleaned immediately prior to use and immediately afterwards.
- When signing out a vehicle and when returning a vehicle for use by other staff members, the driver is required to clean high-touch surfaces including the steering wheel, seat belts, driving controls, gear lever, windows, keys, seats and door handles, Lysol wipes are available at the ACRD main reception area for disinfecting. Driver is responsible for disposing of used wipes.



6.3.3.2 Approved Cleaning/ Disinfectant Products:

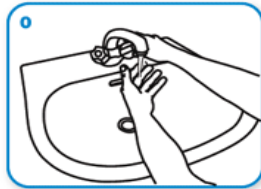
- 4 tsp. of bleach to 4 cups of water is adequate to kill this virus. Wipe down horizontal surfaces with disposable clothes on a regular basis (minimum of twice per day).
- Employees who are required to use approved disinfectants will be trained in their use. MSDS will be readily available to ensure that WHMIS and hazard communication protocols are adhered to.

6.3.3.3 Personal Hygiene (Critical):

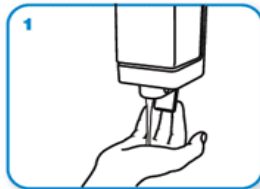
- Wash your hands often with soap and water for at least 20 seconds.
- If a sink is not available, alcohol-based hand rubs (ABHR) can be used to clean your hands if they are not visibly soiled. If they are visibly soiled, use a wipe and then ABHR to effectively clean them.
- Do not touch your face, eyes, nose, or mouth with unwashed hands.
- Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough.
- Regularly clean and disinfect frequently touched surfaces.
- Do not share food, drinks, utensils, etc.



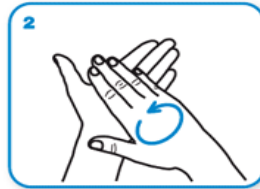
6.3.3.4 Proper Hand Washing:



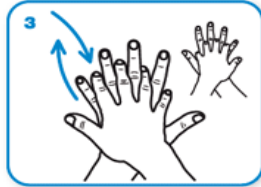
Wet hands with water



apply enough soap to cover all hand surfaces.



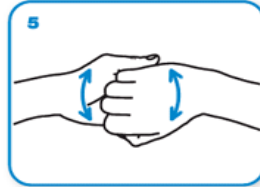
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



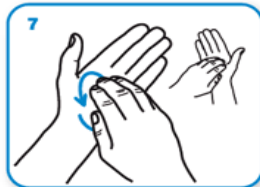
palm to palm with fingers interlaced



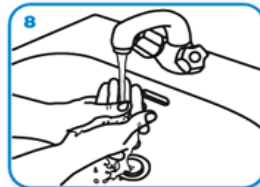
backs of fingers to opposing palms with fingers interlocked



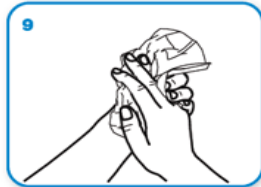
rotational rubbing of left thumb clasped in right palm and vice versa



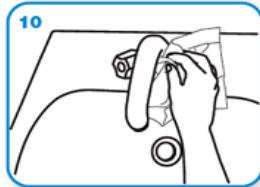
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



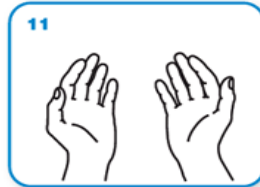
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



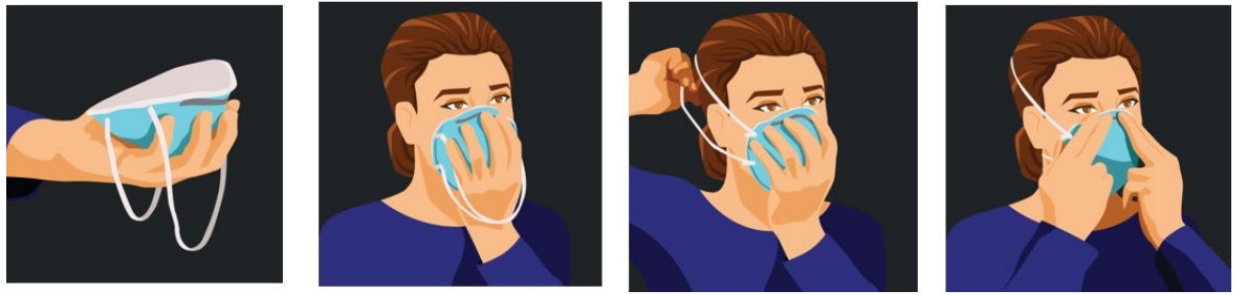
...and your hands are safe.



6.4 Personal Protective Equipment (PPE) (Fourth Level of Protection)

Where the preceding control measures are inadequate to control the risk of transmission, masks and other forms of PPE will also be used. As with any task requiring the use of specialized PPE, all workers required to wear PPE to control exposure to COVID-19 will be trained in its use, limitations, and storage and maintenance requirements. Workers will be fit-tested annually to ensure a proper seal is achieved when required to wear a mask.

6.4.1 Donning a Disposable Facemask:



6.4.2 Removing Disposable Facemask:



If wearing a mask, use clean hands to grab the ear loops and pull the mask away from the face.



Without touching the outside of the mask, discard in the garbage.



Perform Hand Hygiene.

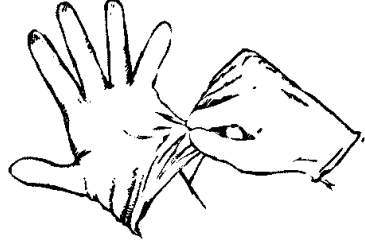
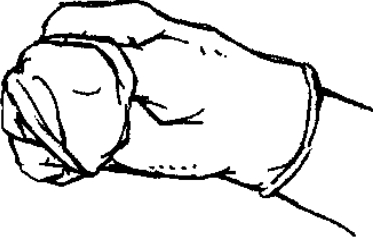
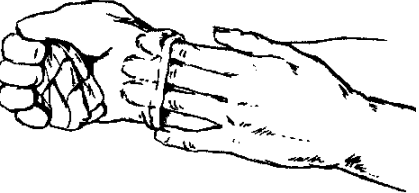
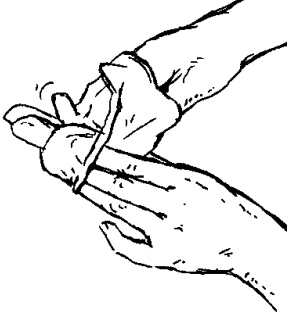
6.4.3 Removing Disposable Gloves

Remove disposable gloves as soon as possible if they become damaged or contaminated and remove them after you have completed the task that required gloves. While wearing gloves, make certain not to touch your face; if your gloves should become contaminated with the COVID-19 virus, touching your face could potentially lead to infection.

Do not wash and reuse your gloves. Use new gloves for each new task.



Follow these steps to make sure your hands do not become contaminated while removing disposable gloves:

<p>With both hands gloved, grasp the outside of one glove at the top of the wrist.</p>	
<p>Peel off this glove from wrist to fingertips while turning it inside out, as you pull the glove off your hand and away from you.</p> <p>Hold the glove you just removed in your gloved hand.</p>	
<p>With the ungloved hand peel off the second glove by inserting your fingers on the inside of the glove at the top of your wrist.</p>	
<p>Turn the glove inside out while tilting it away from you, leaving the first glove inside the second.</p>	

Place used PPE into a waste receptacle. Do not leave on counters or in vehicles.



7.0 Appendices

7.1 Vulnerability Assessment

Name: _____

Date: _____

While diseases can make anyone sick, some individuals are more at risk of getting an infection and developing severe complications due to their health or other factors.

The ACRD is committed to ensuring the safety of our workers. To that end, we must identify those within our working population that are at a higher risk for severe illness, as well as anyone who lives with or cares for anyone within this higher-risk group.

The following are conditions and other risk factors that increase a person's risk for severe illness. Please answer **Yes** or **No** below if any of these apply to yourself or someone you live with:

Risk Factor
Asthma, moderate to severe
Chronic kidney disease being treated with dialysis
Chronic lung disease
Diabetes
Hemoglobin disorders
Liver disease
People aged 65 years and older
People in nursing homes or long-term care facilities
Serious heart conditions
Severe obesity (body mass index of 40 or higher)
Smoking
Immunocompromised by conditions or treatments, such as:
Cancer
Bone marrow transplant
Solid organ transplant
Stem cells for cancer treatment
Genetic immune deficiencies
HIV
Use of oral or intravenous corticosteroids or other medicines called immunosuppressants that lower the bodies ability to fight some infections.

Do any of the above risk factors apply to yourself or someone you live with?

Yes _____

No _____



7.2 COVID Pre-Screening Questionnaire

Note: If the answer to any questions below is yes, please do **NOT** go to the office/field. Call your Supervisor immediately or another Regional District Manager if your Supervisor is not available.

4. Have you experienced any of the symptoms of COVID-19 in the last 10 days?

Key symptoms include:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing

Other symptoms may include:

- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

Yes

No

PLEASE NOTE: Anyone who has symptoms of COVID-19 in the last 10 days is encouraged to use the BC COVID-19 Self-Assessment Tool. When the self-assessment recommends testing, staff are encouraged to book a test (1-844-901-8442). If a COVID test is positive, staff will be under the direction of public health and will self-isolate under their direction. If a COVID test is negative, staff can return to office/field once symptoms have resolved (note: symptoms of common respiratory illness can persist for a week or more).

1. Are you under the direction of the provincial health officer to self-isolate?

Yes

No

2. Have you arrived from outside of Canada within the last 14 days?

Yes

No

PLEASE NOTE: Anyone who has arrived from outside of Canada, OR who is a contact of confirmed COVID-19 case, is required to self-isolate for 14 days and monitor for symptoms.



Directions:

- a. Please complete the above questionnaire prior to going to the office/field (including if you are working from home and going to the field or a meeting).
- b. Staff members are required to wear a mask in the ACRD office when outside of your office or workspace. Always maintain physical distancing of 6' (2 meters).
- c. Regularly wipe down all surfaces with disinfectant and maintain a "clean" environment. This is especially important in communal areas such as washrooms, kitchens, handrails on staircases.
- d. If you experience a sudden onset of cold or flu-like symptoms such as sneezing or coughing at work, please cover your nose and mouth, put on a mask, and leave the building immediately and return home without interacting with other staff or the public. Once you are home, please contact your Supervisor or an ACRD Manager if your Supervisor is not available.
- e. If you have answered NO to the three preceding questions above, please fill in the attached form upon entering the workplace.
- f. By signing below, I confirm that I have answered NO to the three preceding questions and am "fit-for-duty".

By signing below, I confirm that I have answered NO to the three preceding questions and am "fit-for-duty".

Print Name	Signature	Date



7.3 Acknowledgement of Contractor’s Responsibilities

EMPLOYER WORK SITES

NAME OF PROJECT: _____

ADDRESS: _____

NO.	DESCRIPTION OF RESPONSIBILITIES	YES	NO
1.	The Contractor acknowledges their appointment as a Contractor for the Alberni-Clayoquot Regional District construction project as noted above.		
2.	The Contractor understands that in any conflict of directions, WCB OHS Regulations and/or the Workers Compensation Act shall prevail.		
3.	The Contractor understands and will direct that all supervisors/coordinators must immediately report any apparent conflict as described above.		
4.	The Contractor agrees that their supervisor shall immediately notify the ACRD’s representative of any reported conflict.		
5.	The Contractor will conduct any office renovations (if applicable) outside of ACRD office hours. (if no, see Item # 17)		
6.	The Contractor has requested and received information from the ACRD regarding any known hazards to the health and safety of persons pre-existing at the workplace.		
7.	The Contractor has conducted an inspection of the workplace to verify the presence of any hazards.		
8.	The Contractor will communicate hazards information to any persons who may be affected and ensure that appropriate measures are taken to effectively control or eliminate the hazards.		
9.	The Contractor accepts that written documentation such as notes, records, inspections, meeting minutes, etc. on all health and safety issues must be available upon request to the ACRD’s representative and/or to a WCB officer at the workplace.		
10.	The Contractor will confirm that all workers are suitably trained and competent to perform the duties for which they have been assigned.		
11.	The Contractor confirms that safety orientation of all new workers will be conducted.		
12.	The Contractor’s written Safety Program has been provided to the ACRD’s representative.		
13.	The Contractor confirms that meetings to exchange information on any safety issues, concerns, hazards or safety directives will be conducted weekly, or more often if required.		
14.	The Contractor confirms that before the commencement of work, crews will attend a daily crew safety meeting.		
15.	The Contractor confirms that their supervisor has assessed and will coordinate the workplace first-aid requirements.		
16.	The Contractor confirms that the procedure to transport injured workers is established.		



17.	<p>For any office renovations that cannot be completed outside of ACRD office hours, please provide the safety precautions you will have in place to protect office workers from being exposed to any hazardous materials or irritants:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



CONFIRMATION CONTRATOR'S MAIN RESPONSIBILITIES

SINGLE EMPLOYER WORK SITES

Notes / Follow up

Name of Contractor:

Date:

Contractor Representative's Name & Title:

Date:

ACRD Representative's Name & Title:

Date:



7.4 Office Cleaning Checklist

Office Cleaning Checklist					
	Mon	Tues	Wed	Thu	Fri
Entrance					
Interior and exterior door touchpoints & Lock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lockpad, handle and touchpoints on kitchen door both sides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Top of sanitizer & pen on sign in sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light switch by reception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spot clean noticeable surface marks on surfaces, walls, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alarm key pad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protective Barriers are routinely cleaned as part of our cleaning and disinfecting regime.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Main reception, planning and engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean & sanitize hard open desk surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disinfect hard surface of chair arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All main countertops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy room countertop and outside of key lockbox	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spot clean surface marks on surfaces, walls, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All office door knobs inside/out & touchpoints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desks not in current use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboards, mouse, phone, flat surfaces, armrests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boardroom & Downstairs					
All doors inside and out touchpoints locks and handles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fridge handle and outer edges - boardroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coffee pot handle & controls - boardroom & downstairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wooden handrail leading to downstairs offices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table at entryway, top of sanitizer and pens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean and sanitize sink handles and spout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Countertops, microwave, toaster, kettle, keurig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboards, mouse, phone, flat surfaces, armrests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washrooms (5) 2 Upstairs main - 1 Boardroom 2 Downstairs					
Sinks, countertop, handles and spouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Touchpoints to stalls & partitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilet flush handle and top & bottom of seats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Office Cleaning Checklist					
	Mon	Tues	Wed	Thu	Fri
Staff kitchen upstairs					
Both Door touchpoints both sides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TV remote	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fridge handles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dishwasher handles and controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stove top, handles and controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keurig handle and container refill compartment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Touchpoints for toaster, microwave, keurig, kettle etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hard handle surfaces of seats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table & countertops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water cooler touchpoints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INITIAL EACH DAY			<input type="checkbox"/>		