



# **Tk'emlúps te Secwépemc COVID-19 Safety Plan**

**Approved by:**  
Chief & Council  
on  
June 15, 2020

## **COVID-19 SAFETY PLAN** **Tkemplúps te Secwépemc**

### **OVERVIEW:**

The Tkemplúps te Secwépemc (TteS) is a dynamic organization serving the needs of the TteS community. The TteS organizational structure is broad in scope with numerous work sites ranging from office environments, educational institution, for profit businesses, natural resources, cultural services and the provision of public works and utility services.

This plan provides an organizational wide COVID-19 Safety Plan policy and includes departmental specific COVID-19 Safety protocols.

The objective of the TteS COVID-19 Safety Plan is to evaluate the risk presented to TteS employees and contractors/visitors associated with the COVID-19 virus. This plan provides protocols to eliminate and manage the exposure to the COVID-19 virus in the workplace.

It is important to note that the TteS COVID-19 Safety Plan is a “living document” and measures implemented by the organization will be adjusted as circumstances warrant. Associated risk and risk mitigation vary from department to department dependent on factors including.

- The number of employees in the department
- The office/workspace design and location
- Employees exposure to the public and fellow employees,
- Environmental factors

The following TteS COVID-19 Safety Plan encompasses the entire organization. The departmental specific COVID-19 Safety Plan information can be found in the links highlighted at the conclusion of this report.

### **WORKPLACE RISK ASSESSMENT**

COVID-19 spreads in many ways. It can spread in droplets when a person coughs or sneezes and can be spread by touching contaminated surfaces and then touching your face. The risk for person-to-person transmission increases the closer you come to other people, the more time you spend near them and the more people you come near.

The risk for surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time. The Identification of risks related to COVID-19 involved collaboration between TteS Chief and Council, CAO/COO, Department Managers, Frontline Workers, Health and Safety Officer and the Emergency Planning Coordinator.

The following list of risks for exposure to the COVID-19 virus were identified at TteS:

- Areas where people gather, such as breakrooms, meeting rooms, common areas;
- Job tasks and processes where employees are close to one another or members of the public. This includes when the proximity to others may be at the workplace, in vehicles or other work locations;

- Tools, machinery, and equipment that workers share while working (i.e.: copiers, vehicles);
- Surfaces that people touch often, such as doorknobs, light switches, counter space, restrooms.

**PROTOCOLS TO REDUCE THE IDENTIFIED RISKS:**

In order to eliminate and manage the risk of person-to-person transmission of the COVID-19 virus this plan incorporates the following protocols.

**1. Elimination:** This protocol is the most effective control measure to eliminate and manage exposure to the COVID-19 virus. Elimination measures taken by TteS include:

- Remote work option for employees where viable;
- Restricting visitor access to workplaces to an appointment only process;
- Suspension of facility rentals;
- Use of virtual meeting technology;
- Staggered work schedules/start times; and
- Restricted occupancy limits to staff/break rooms/washrooms.

These measures will remain in effect until such time as it is determined they are no longer necessary to eliminate and manage exposure to the COVID-19 virus.

**2. Engineered Controls:** This level of protection includes the introduction of physical barriers in the workplace to eliminate and manage exposure to the COVID-19 virus. Engineered controls measures taken by TteS include:

- The installation of Plexi-glass barriers at employee workstations that involve interaction with the public (i.e.: reception desks, retail check-out tills). These clear barriers allow employees to interact effectively and serve the public while ensuring all involved are protected from exposure to the COVID-19 virus via air borne particulates. The cleaning of these barriers has been included in the custodial daily cleaning protocols;
- The placement of partitions between workstations where two meters physical distance cannot be ensured;
- The addition of forty-six (46) wall mounted hand sanitizer stations to the current compliment throughout TteS facilities;
- The placement of sanitizing matting at all entrances to TteS facilities (Administration Building, Chief Louis Centre, Little Fawn Nursery, Sk'elep School, Public Works Office, Water Treatment Plant, TteS Youth Centre, Museum, Petro Canada Station, White Technology Building

These measures will remain in effect until such time as it is determined they are no longer necessary to eliminate and manage exposure to the COVID-19 virus.

**3. Administrative Controls:** This level of protection includes the application of workplace rules, policy, procedures and behavioural expectations to eliminate and manage exposure to the COVID-19 virus. Administrative controls measures taken by TteS include:

- The placement of signage to reinforce the necessity of maintaining a **“Two Meter Physical Distancing at All Times”** in the workplace. This signage includes posted signs at entrance ways, hallways, office/meeting spaces and on flooring;
- Where applicable, the placement of signage/markings to indicate one-way doorways and walkways.
- Signage to reinforce the necessity of employees to disinfect high frequency touch areas (i.e.: photo copiers, door handles, faucets, countertops, etc.) after each occurrence.
- Disinfectant and single-use products will be provided and have been added to the custodian’s checklist of daily cleaning protocols.
- Signage regarding proper handwashing technique.
- Occupancy limitation signage (i.e.: staff/break rooms, meeting rooms, washrooms, etc.).
- **Signage and TteS Policy to advise that anyone (employee, contractor, visitors) exhibiting any COVID-19 symptoms are to not enter any TteS facility.**
- **TteS employees are required to conduct a COVID-19 Self-Assessment daily prior to reporting to work. TteS employees are to “Stay Home If You Are Sick” and are to contact their immediate supervisor should they experience any COVID-19 symptoms and are encouraged to seek medical attention prior to returning to the workplace.**
- When in the community for employment purposes, TteS employees are required to list the individuals they interact with to ensure COVID-19 exposure is tracked. A COVID-19 Tracking Form will be available to all TteS employees.
- TteS Policy that if an employee cannot maintain a two-meter physical distancing while performing her/his duties, that the use of Personal Protective Equipment (PPE) be employed (i.e.: face masks/ shields);
- The continued reviewing and updating of this TteS COVID-19 Safety Plan, including ensuring this document is available to all employees at TteS.

These measures will remain in effect until such time as it is determined they are no longer necessary to eliminate and manage exposure to the COVID-19 virus.

#### **4. Personal Protective Equipment (PPE):**

- TteS understands that the use of face marks/shields has limitations and does not protect from contracting the COVID-19 virus. However, in the instances when an employee cannot maintain a two-meter physical distancing while performing her/his duties, face masks/shields reduces the wearers transmission of the COVID-19 virus. PPE will be provided to all TteS employees.
- Considering there are narrow hallways, staircases and walkways throughout TteS’ facilities, the use of PPE is recommended when an employee cannot maintain a two-meter physical distancing;
- Maintaining a two-meter physical distancing cannot be achieved when two or more people are travelling in a TteS vehicle. The use of PPE (face masks/shields) is required to ensure the transmission of the COVID-19 virus does not occur;
- The effective use of disposable gloves is encouraged. Disposable gloves are to be discarded after each job function (i.e.: use of photo copiers). The use of disposable gloves when performing multiple job functions transfers bacteria from one surface to another, contributing to the potential spread of the COVID-19 virus. Frequent handwashing with

warm water and soap or the use of an anti-bacterial hand sanitizer is recommended when job functions require touching of high touch surfaces.

These measures will remain in effect until such time as it is determined they are no longer necessary to eliminate and manage exposure to the COVID-19 virus.

### **TteS COVID-19 SAFETY PLAN: CONCLUSION**

We are all in this together. Our behaviour and decisions, both at work and away from the workplace, may impact others. With everyone's participation in this TteS COVID-19 Safety Plan, we can eliminate or manage exposure to this virus.

Remember:

- Maintain a two-meter physical distance.
- Use PPE when you cannot maintain a two-meter distance.
- If you have COVID-19 symptoms, do not come to work.
- To quote a true hero Dr. Bonnie Henry, "Be kind, together we will get through this."

If you have any questions, please do not hesitate to contact:

- Your department manager and/or supervisor
- Ron Tronson, Health and Safety Officer, 250-314-1596, ron.tronson@kib.ca
- Chris Hans, Emergency Planning Coordinator, 250-314-1516, eoc.director@kib.ca

### **DEPARTMENTAL SPECIFIC MEASURES**

Please click on the highlighted links below to see the COVID-19 Safety Plan measures implemented specific to each department.

- [Human Resources/Administration/Communications](#)
- [Community Services](#)
- [Corporate Executives/Assistants](#)
- [Education](#)
- [Little Fawn Nursery](#)
- [Finance](#)
- [Housing](#)
- [Custodial](#)
- Kamloops Indian Band Development Corporation
- [Lands/Lease/Taxation](#)
- [Language & Culture](#)
- [Museum](#)
- [Moccasin Square Gardens](#)
- [Natural Resources](#)
- [Planning & Engineering/Public Works/Water Treatment Plant](#)
- [Security/Maintenance](#)
- [Sk'elep School of Excellence](#)
- [Tkemlúps Petro Canada/Car Wash/Chester's Fried Chicken](#)

The Chief and Council of the Tkemlúps te Secwépemc:

- Will uphold the safety plan to the best of their ability.
- Have this plan on June 15, 2020.

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Kukwpi7 Rosanne Casimir

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Councillor Marie Baptiste

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Councillor Thomas Blank

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Councillor Justin Gottfriedson

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Councillor Katy Gottfriedson

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Councillor Jeanette Jules

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Councillor Sonny Leonard