

# COVID-19 Live Response Framework



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**Workplace  
Response**

## PURPOSE

This Live Response Framework (“LRF”) pulls together existing WFN COVID-19 prevention, planning, response, and recovery measures in an easily accessible format, and is a tool that can be used to identify and address any gaps in our response measures.

Throughout the COVID-19 pandemic, Westbank First Nation (“WFN”) has been working with public health information and organizations to make decisions that balance our need to provide services while maintaining the health and safety of our Members, Workers, and community members.

The extent of control measures outlined in this LRF will depend on the level of risk to the health and safety of Members, Workers, and other visitors to our facilities. An important part of the LRF is to ensure all groups and functions are identified and assessed for their level of risk. Appropriate protective measures will vary according to the level of risk and kinds of activities a Worker performs.

## WFN FACILITY STATUS

WFN facilities are operating in **Phase** \_\_\_\_\_ of the Phased CDE Facility Operations Guide ([see Appendix A](#)), with the following exceptions:

Archeology Building	N/A	Community Services	N/A
Gymnasium	N/A	Lindley Building	N/A
Museum	N/A	Pine Acres Home	N/A
Russell Building	N/A	Sensiyusten House of Learning	N/A
Westbank Child Development Centre	N/A	Youth Centre	N/A

Facility	Details of Exceptions

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### HEALTH INFORMATION

#### Health Hazards

COVID-19 is a global pandemic and a public health emergency in British Columbia. SARS-CoV-2 is a virus that can cause the respiratory illness COVID-19. This illness can lead to hospitalization and death. The effects of COVID-19 are expected to be much more severe than for seasonal influenza because most people will not have any immunity to the virus. Although seniors and people with underlying health issues (including heart disease, diabetes and lung disease) are at a higher risk of developing severe complications, including hospitalization and death, young and healthy people are also at risk for contracting COVID-19.

#### Symptoms

COVID-19 symptoms are likely to include fever above 38C, extreme fatigue, cough, sneezing, sore throat, difficulty breathing and loss of smell. For more information please consult [Appendix B](#).

#### Transmission

The predominant mode of transmission of COVID-19 is via respiratory droplets during close, unprotected contact. Other possible routes, include contact and airborne, all of which need to be controlled.

#### **Droplet**

- Direct contact from breathing droplets in the air that have been generated when people cough or sneeze within close proximity;
- The majority of cases have been linked to person-to-person transmission through close direct contact with someone with respiratory symptoms;
- Droplets have the potential to be propelled for varying distances;

#### **Contact**

##### **Close contact**

Close contact refers to physical contact with another person, for example shaking hands or hugging. When people cough or sneeze droplets may deposit on their skin or clothing, especially if they cough or sneeze into their hands. People who are carriers of COVID-19 may transfer the virus from their hands or clothing to others during close contact.

##### **Surface contact**

Surfaces can become contaminated when droplets carrying COVID-19 deposit on them, or when they are touched by a person who is infected. Surface contact involves a worker touching a contaminated object such as a table, doorknob, telephone, or computer keyboard or tool, and then touching the eyes, nose, or mouth. Surface contact is important to consider because SARS-CoV-2 can persist for several days on surfaces.

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### Airborne

Droplets suspended in air over long distances and time. This has not been a common mode of transmission for COVID-19.

People who are exhibiting COVID-19 symptoms should stay home and call the WFN Health Team at 250-768-0227 to make an appointment to be tested. COVID-19 can be transmitted even by people who are not displaying symptoms of the disease. High viral loads have been identified in individuals who were asymptomatic or pre-symptomatic. Those who should be tested for COVID-19 include anyone who:

- has or has had symptoms of COVID-19 in the past 10 days;
- has travelled outside of Canada within the previous 14 days;
- lives with or has been in close contact to someone with COVID-19 (presumed or confirmed) within the past 14 days.

### SAFETY PRACTICES AND PRECAUTIONS

Task-based Safe Work Practises and Standard Operating Procedures have been developed to address the risks posed by COVID-19. Workers can access these documents on the Public Drive by clicking [here](#) or can request copies from their supervisor

### Good Hand Hygiene

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose and mouth – or to other surfaces that are touched. For more information about proper handwashing techniques, please consult [Appendix C](#).

Wash your hands immediately:

- Before leaving a location and after entering a location;
- After handling materials that may be contaminated; and
- Before eating, drinking, smoking, handling contact lenses, or applying makeup.

Use soap and warm running water; it does not have to be hot to be effective. **If water is unavailable**, use a waterless hand cleanser that has at least 70% alcohol. Follow the manufacturer's instructions on how to use the cleanser. Wash and rinse your hands for at least twenty seconds. Workers should avoid touching your face, nose, and mouth and avoid rubbing your eyes. Dispose of anything that meets your mouth such as tissues or plastic eating utensils.

### Cough and Sneeze Etiquette

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Workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing;
- Use tissues to contain secretions, and dispose of them promptly in a waste container; and
- Turn your head away from others when coughing or sneezing.

### Health Verification and Screening

Workers attending the WFN workplace must complete a COVID-19 Daily Health Check-In prior to entering the WFN workplace. This can be done by completing the online form: <http://wfnheron/Forms/COVID> or a weekly hardcopy form located at [Appendix D](#). Workers using the weekly form must return their completed forms to their supervisor at the end of each work week.

Workers who develop flu-like symptoms including fever, cough, sneezing, sore throat must immediately report their condition to their supervisor and either return home or remain at home, as applicable. They should then:

- Complete the self-assessment via [bc.thrive.health/covid19](http://bc.thrive.health/covid19); and
- Call 8-1-1 for further review and/or call their doctor for direction

Workers may need to isolate for 10- to 14-days at home, depending on the outcomes and advice of the above.

Anyone who may have been working in close proximity to a Worker with flu-like symptoms may be required to self-monitor for symptoms

### Social and Physical Distancing

Workers are required to ensure they maintain at least six (6) feet or two (2) meters away from other Workers. Large group congregation should be avoided. WFN will strive to limit groups of Workers coming together for training/orientation, lunch, meeting rooms, crew talks, etc. Workers should not congregate at the entrances, work areas, washrooms, or any other location while attending a WFN facility. WFN will ensure that tasks that may involve two workers will be conducted with the minimum distancing measures in place; where this is not possible, additional equipment will be used to assist with the task. This will ensure that potential transmission can be minimized. Safe practises protocols and Job Hazard Analysis' will occur on a task-specific basis, and will be developed in conjunction with your supervisor.

### Cleaning and Disinfecting

Extensive cleaning and sanitizing of work areas is occurring in all WFN facilities. Hard surfaces, vehicles, tools, meeting rooms, and hard porous surface areas will be cleaned before and after use on a regular

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basis. Approved disinfectants will be used as recommended by Health Canada. Safety Data Sheets will be made available to Workers upon request and can be accessed here.

### Gloves

Workers may be provided with protective gloves, as required, and must worn pursuant to job/safe work procedure requirements. This will reduce the likelihood of transmission and may reduce instances of hand-to-face contact. Gloves should be replaced frequently and disposed of safely.

### N95 Masks

The N95 mask is typically worn by Workers directly involved in an aerosol-generating medical procedure, as defined by Health Canada. The Health Department at Community Services would be a primary user of an N95 mask when carrying out naso pharyngeal swabs or in performing duties as a first responder, as such situations can be unpredictable and have heightened levels of risk. An N95 mask is a protective barrier that is worn on the face, covers at least the nose and mouth, and is used to contain large droplets generated during coughing and sneezing. N95 masks help minimize the spread of potentially infectious material. N95 masks must be fit tested as per the City of West Kelowna Respiratory Protection Program. Instructions for properly fitting an N95 mask can be found at [Appendix E](#).

## HUMAN RESOURCES

### Position-Type Risk Assessment

WFN has completed the below assessment, to determine the levels of risk Workers in those positions are exposed to, as well as outlining the control procedures to be utilized by those Workers to mitigate and minimize such risk.

POSITION	LEVEL OF RISK	CONTROL PROCEDURES
Internal Office Worker	Low	Good Hand Hygiene; Social/Physical Distancing;
Frontline Office Worker	Low/Moderate	Good Hand Hygiene; Social/Physical Distancing; Engineered Controls; PPE, as required.
First Aid Attendant	Moderate	Good Hand Hygiene; PPE, as required.
Utilities/Public Works/Cleaners	Moderate	Good Hand Hygiene; Social/Physical Distancing; PPE, as required.

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Health Workers / First Responders	High	Good Hand Hygiene; PPE, as required.
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The Position-Type Risk Assessment Tool utilized to determine the levels of risk assigned to each position type can be found at [Appendix F](#).

## PPE Needs Assessment

WFN has completed the below assessment on the PPE needs of our Workers due to the risk posed by COVID-19. Various forms of PPE may be required or provided as an additional form of protection depending on the site or Worker comfort.

RISK LEVEL	Low Risk	Moderate risk	High risk
	Workers who typically have no contact with people infected with pandemic influenza	Workers who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces	Workers who may have contact with infected people or with infected persons in small, poorly ventilated workspaces
<b>Hand Hygiene</b>	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
<b>Disposable gloves</b>	Not required	Not required, unless handling contaminated objects on a regular basis	<b>Yes</b> , in some cases, such as when working directly with pandemic influenza patients
<b>Aprons, gowns, or similar body protection</b>	Not required	Outbreak/transmission dependent.	<b>Yes</b> , in some cases, such as when working directly with pandemic influenza patients
<b>Eye protection – goggles or face shield</b>	Not required	Outbreak/transmission dependent	<b>Yes</b> , in some cases, such as when working directly with pandemic influenza patients

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<b>Airway protection – respirators</b>	Not required	Not required unless likely to be exposed to coughing and sneezing	Yes (minimum N95 respirator or equivalent) This is only recommended if working with patients who require COVID testing or are COVID positive, otherwise a surgical mask is recommended at other times. N95 masks must be fit tested for each brand of mask and correct donning and doffing is essential to prevent spread
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### Essential Services and Worker Designations

Essential Services are those daily services essential to preserving life, health, public safety, and basic societal functioning. WFN has completed an assessment of the services we provide and has determined which Workers are responsible for providing Essential Services. Some Essential Service Workers are required to attend the workplace in order to perform their function, others are able to perform their duties remotely. Any questions relating to Essential Services within each department should be raised with department Directors.

### Working From Home Arrangements

The ability for a Worker to perform their job duties from home is based on several factors. These include, but are not limited to:

- Does that Worker perform an Essential Service?
- Are there technical factors that require the Worker to perform their function in the workplace?
- Does working outside of the workplace impact the performance of that Worker?

Each Director will assess their departments and decide where each Worker in their department will perform their function.

### Return to Work Protocol

In the event that a Worker is required to self-isolate or quarantine as a result of contracting, confirmed exposure, or possible exposure to COVID-19, the Worker must work with their supervisor on a Return to Work Plan, that must be approved by their Director. Many factors must be considered by Workers and supervisors in creating a Return to Work Plan, details of which can be found in [Appendix G](#).

Further information relating to Return to Work Plans can be found [here](#).

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### Travel Restrictions

WFN has determined travel outside of the areas of a Worker's regular workplace and home is not permitted without prior approval.

Those Workers who must travel outside of these areas to perform their job function can only do so with the prior approval of the Director of Operations/CAO.

Those Workers who must travel outside of these areas for essential personal reasons require the approval of their Director, inclusive of a Return to Work Plan. A determination on whether personal travel is essential or not will be made by your Director, on a case-by-case basis.

Those Workers who choose to travel outside of these areas for Non-Essential Personal Travel are strongly discouraged from doing so, but must secure the approval of their Director, inclusive of a Return to Work Plan prior to leaving the area.

A determination on whether personal travel is essential or not will be made by your Director, on a case-by-case basis.

Contravention of these measures may result in Worker being subject to disciplinary action, up to and including termination, pursuant to the WFN Personnel Policy.

### Training

Training will be provided to Workers in the form of staff bulletins, email communications, and intranet postings. Should relevant information be produced by Public Health Authorities, WFN will make those resources available to staff through our [WFN COVID-19 Resources Library](#) or under the "Resources" section of this LRF.

### OTHER RESOURCES

FNHA Influenza (Flu) Information

<http://www.fnha.ca/what-we-do/communicable-disease-control/influenza-information>

BC Health Links

<http://www.healthlinkbc.ca/healthtopics/content.asp?hwid=hw122012>

<http://www.healthlinkbc.ca/healthfeatures/flu.html>

Flu Resources and Fact Sheets

<http://www.healthlinkbc.ca/healthfiles/series.asp#Flu>

PHAC

<http://healthycanadians.gc.ca/diseases-conditions-maladies-affections/disease-maladie/flu-grippe/index-eng.php>



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Immunize BC

<http://www.immunizebc.ca/diseases-vaccinations/influenza>

BC's Pandemic Influenza Response Plan (2020)

<http://www.health.gov.bc.ca/pandemic/planning.html>

Return to Work

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

Self-isolation Information

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>

Mask Information

<https://www.canada.ca/en/health-canada/services/drugs-health-products/medical-devices/masks-respirators-covid19.html#a3>

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