

Exposure Control Methods and Procedures Legislative Assembly Spring Session

The Exposure Control Methods and Procedures outlined in this document are based on Section 88: Exposure Control Plan of the Occupational Health and Safety Regulations of the Northwest Territories and Nunavut.

The purpose of the Legislative Assembly Exposure Control Plan is to:

- Determine Members, staff and contractors risk of exposure to the virus;
- Inform Members, staff and contractors of their risk of exposure while at the Legislative Assembly building; and
- Outline how the Office of the Clerk will manage to eliminate or reduce those risks.

Risk Assessment Prior to Session Resuming

The Sergeant-At-Arms (SAA) will contact each Member, identified essential staff and contractors in advance of resuming Session to complete a [Risk Assessment and Worksite Precautions form](#) and a [Field Level Risk Assessment](#) as recommended by the Worker's Safety Compensation Commission.

- The Risk Assessment and Worksite Precautions tool will assess the exposure to COVID-19 when performing the tasks and jobs that are part of the normal operations of Session, and help identify protective measures.
- The Field Level Risk Assessment tool uses specific information about the job site to establish what tasks may increase exposure to COVID-19 and help determine what protective measures should be undertaken for Members, staff and contractors while at the job site.

These tools will assist in identifying what risks the Legislative Assembly needs to eliminate or minimize and steps that we can take to protect Members and staff prior to re-entering the building to resume the spring session.

Legislative Assembly Building Mitigation Measures

Following the completion of the Risk Assessment(s) by all Members and Staff a Memo will be distributed outlining the precautions to ensure everyone understands the necessary protective measures that have been put in place when returning to the Legislative Assembly building. These include but are not limited to the following:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water
- Maintain a distance of 2 metres (6 feet) between yourself and others
- Do not touch your face
- Use disposable gloves when handling items others have touched
- Follow good respiratory hygiene practices: cover your mouth and nose with your elbow or a tissue when you cough or sneeze, and throw the tissue away when done

Upon re-entry to the Legislative Assembly, the SAA will review the completed Risk Assessment with Members, staff and contractors to identify if there has been any change to the information provided and if additional mitigation measures are necessary. In addition to the protective measures previously identified the Legislative Assembly will implement the following protective measures:

- **Personal Protective Equipment (PPE).** As a last resort, when it's not possible to avoid the risk of COVID-19 by staying at least 2 metres away from people PPE should be worn. Following the completion of the Risk Assessment the Legislative Assembly will identify what PPE is necessary to protect Members and staff. We currently have the following PPE onsite:
 - Gloves. Gloves can protect the person wearing them from infectious droplets coming in contact with their clothes or hands.
 - Non-Medical Masks/Facial Coverings – The Chief Public Health Officer has recommended that people wear non-medical face masks (i.e. facial coverings) to limit the spread of COVID-19 when they are out in the community. The Legislative Assembly has acquired masks that cover your mouth and nose if you choose to wear them while in the building. They can stop germs from contacting your nose or mouth and stop you from passing germs on to others.
 - Hand sanitizer. Extra hand sanitizer has been purchased and will be available for Members and displayed throughout the building.
- **Temperature Checks.** Security Officers will check the temperature of anyone entering the Legislative Assembly Building. If Member's or staff develop

symptoms (fever, new or worsening cough, shortness of breath, fatigue, muscle aches, sore throat, runny nose, headache, diarrhea, vomiting, loss of sense of smell) or a fever (temperature of 37.8 or greater) they should wash hands, wear a mask, avoid contact with anyone, and leave the Assembly as soon as it is safe to do so, and arrange testing by contacting the local health care provider.

- **Same Day Testing.** Health and Social Services have recommended against onsite same day testing for Members who do not show any symptoms as there is a limited testing capacity and tests are imperfect especially due to potential for false negative. If Member's are experiencing symptoms it is recommended that they arrange testing by contacting the local health care provider.
- **Administrative Controls.** When it's not possible to physically isolate people from the risk with engineering controls (i.e. physical barriers within the chamber to prevent contact between Members) we need to change the way we do business. This includes practices such as increasing hand washing and cleaning schedules, increasing space between Members and limiting access to the building to only essential staff and contractors so there are fewer people working or in the building at the same time.

Modifications to accommodate in-person sitting at the Assembly

The following mitigation measures will apply to maximize safety:

- **Chamber Set-Up.** Modifications have been made to the seating arrangements within the existing Chamber to accommodate full Member participation while maintaining the six foot physical distancing requirement. See attached Chamber Mock-Up and seat allocations.
- **MACE.** To ensure the SAA does not violate the 6' spacing with the Mace it will be placed in the Chamber prior to the Members entrance.
- **Committee of the Whole.** The afternoon break will be coordinated with Committee of the Whole to ensure that the Members have exited the Chamber before the Mace can be lowered and the Committee Chair can access the Clerks table.
- **Access & Egress.** Room access will be controlled to ensure proper spacing. Directional arrows will be placed on the floor for a visual reference to guide Members.
 - **Access to Chamber.**
 - i. Access is provided through the rear door in a single file flow format in the order of the seating arrangements (first one in line goes to the farthest seat, 2nd person goes to the 2nd farthest seat, etc.).
 - ii. Members will have to enter in the order of the new seating assignments to prevent walking behind persons who may already be seated. Member's will meet in the Great Hall at the bell and then be

‘staged’ in the correct order and enter in the rear Chamber hallway (6’ intervals on the floor) into the Chamber in single file.

iii. Regular Members will be seated first, followed by Cabinet, and then the Speaker and Clerks. SAA will then call the house to order, Speaker will sit and session will commence.

○ **Egress from Chamber.**

i. Members will exit the Chamber through the main doors at the front in a single file flow format with the closest person exiting first, next closest second, etc. The SAA will monitor the spacing to ensure physical distancing requirements are met.

- **Catering Services.** Any meals/snacks that may be required will be individually wrapped/covered. Depending on circumstances the meals can be made available for pickup in the Café while maintaining distances or can be delivered to offices. Coffee and tea services will continue the same as previously. There will be no open fruit/veggie/cheese platters or jugs of fruit juice.
- **Committee Meetings.** Committee meetings will be held in the Caucus Room with Clerk and Research staff. Non-Committee Members wishing to join a Committee Meeting will be encouraged to join remotely.
- **Interpreters.** Interpretation services will be provided for Tłıchǫ, Chipewyan and French languages during Session. Public Affairs are currently exploring virtual interpretation services. If this is not possible, Interpreters who will be onsite will be required to complete a ‘Risk Assessment’ to determine the appropriate mitigation measures they will be required to adhere to while in the building.
- **Pages.** There will be no pages in attendance for the spring sitting.
- **Media.** Media will be permitted access to the Assembly during session and be seated within the public gallery to allow for physical distancing requirements to be adhered to.
- **Other Measures:**
 - Hand sanitizer, gloves, and masks will be provided to all Members and House Officers. Members can choose to wear PPE at their discretion while in the Chamber or building.
 - Public attendance will not be permitted in the Public Gallery.
 - Minimal staffing levels within the building will remain in effect.
 - Washroom access. Our current facilities are limited for space. An ‘Occupied/Unoccupied’ sign hanging on the doors will assist with ensuring single use.
 - Enhanced cleaning and disinfecting procedures and schedules.
 - Adding signage at the workplace to remind workers and clients about:
 - i. Safe behaviour for coughing and sneezing;
 - ii. Handwashing and hand sanitizing practices;

- iii. Social distancing (physical distancing) requirements; and
- iv. Signs and symptoms of COVID-19.