

1 June, 2020

## References:

1. WorkSafe BC Offices: Protocols for returning to operation
2. WorkSafe BC: Developing a COVID-19 Safety Plan
3. WorkSafe BC: Covid-19: A guide to reducing the risk

## Purpose:

The Safety Plan is to provide guidance to employees on the policies, procedures, and safety protocols that will be in place to allow for returning to operations and interacting with members of the public while a state of emergency exists in response to the Pandemic.

## Risks:

The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate the risk.

The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

## Policies and Protocols:

A COVID-19 Personnel Policy is issued as a supporting document to this plan. In summary, it lists both the actions required to support the health and well-being of employees by identifying and taking actions when suspected COVID-19 symptoms may be present.

A COVID-19 Hygiene and Infection Prevention Protocol is also issued to support this plan. In this document specific procedures, resources and handling practices are identified to safeguard workplace safety and health.

Other policies and/or protocols will be issues if required.

## Staff Involvement:

Staff and Health and Safety representatives have been involved in the development of this plan. They will be encouraged to make comment or suggest improvement at any time. The District Joint Health and Safety Committee will monitor and also make suggestions if required.

## **Plan Measures:**

### Spacing:

- All persons (employees and others) shall maintain a safe distance of 2 metres between themselves.
- The two inside front entrance doors will be propped open during open hours.
- Members of the public shall occupy the indicated safe distance spaces and respect the ribbon delineators in the entrance, stairwell, and lobby areas.
- Members of the public, if they must consult in an area other than the front lobby, shall use the upstairs small conference room only. The use of appointments is highly suggested.
- Employee workstations/desks will have chair locations no nearer than 2 metres between them.
- When entering or exiting an office or workspace, care must be taken so as to avoid congestion at the entrances. Give you and others space to enter and exit!
- The upstairs hallway will be made one-way and signed accordingly to avoid head-on traffic in this congested area.
- Staff will also be encouraged to use the rear entrance to avoid congestion.
- The front stairwell is designated for going up, and the rear stairwell for descending. Council Chambers or the File Room will be kept unlocked to allow convenient passage. Ensure the File Room door that exits to the main hallway (public area) is closed at all times when the office is open to the public.
- Staff meetings can be held in Council Chambers where safe distances cannot be maintained in other rooms.
- Plexi-glass barriers are installed at individual counter service stations.
- To maintain separation, employees will be encouraged to eat outside, at their workstation, or somewhere else, to avoid congestion in the staff room.
- The staff room will have a signed maximum capacity of four personnel at any one time.

### Hand Sanitizers:

- Employees, upon entering the building, shall use the first available hand sanitizer or wash hands prior to proceeding to their workstation.
- Periodically, through the day, employees are encouraged to wash their hands.

### Notices to the Public:

- Communication and signage will be placed making known the required safe practices when entering into District Hall.
- Warnings will be placed on the District Hall door warning anyone displaying COVID-like symptoms are not allowed to enter the building. If they do – they will be directed to leave.

## COVID-19 District Hall Safety Plan

- Should an in-person meeting with staff be required, booking appointments is to be the practice. Impromptu in-person meetings are to be avoided.
- The public are to be directed to conduct any manner of business electronically. In-person visits to District Hall should be seen as a necessary last resort.

### Front Desk Staff:

- Front desk staff shall be provided with protective gloves, disinfectant spray, and paper towels for personal use.
- High touch areas; such as countertops and Interac/debit machine pads shall be disinfected after each use.
- Cash shall only be handled with gloves being worn.

### Deliveries:

- Deliveries will only be accepted via the front door and at the front counter – Community Development side. Signage will be emplaced to ensure ease of passage.

### Miscellaneous:

- The water fountain will be signed off-limits.
- Employees are to bring and use their own dishes and utensils.
- Communal printers, shredding machines, etc. shall be disinfected after each use. (bottles of disinfectant spray and paper towels will be made available for this use).

### Staffing Levels:

- Each Director is to employ, where possible, staff at home and on a rotational basis at District Hall. This is to maintained only where workable and balancing the need to conduct/complete work with the satisfactory ability to conduct work from home.

### Training:

- Each Director is to conduct the necessary training to ensure their personnel can operate in accordance with this plan.
- Maps reflecting this plan will also be created and posted.

THIS PLAN WILL BE POSTED FOR BOTH THE PUBLIC AND STAFF TO REFERENCE.