



## COVID-19 SAFETY PLAN AND POLICY

Policy Number: A-010

<b>Section:</b>	Administration & Operations	<b>Resolution No.:</b>	N/A
<b>Amended by:</b>	Chief Administrative Officer	<b>Effective Date:</b>	May 27, 2020

### **Policy Statement:**

The Village of Salmo has a responsibility to ensure that the COVID-19 risk hazards are minimized for the protection and safety of all staff members and visitors.

### **Policy Goal:**

To protect our employees and reduce the risk of the virus spreading through droplets in the air and on surfaces and to implement protocols against our identified risks.

### **Policy Objectives:**

#### **OFFICE**

**First level protection: Limit the number of people at the workplace and ensure physical distancing whenever possible.**

- To reduce the number of people in the office at one time by rescheduling workers breaktimes and limiting the number of visitors to the worksite including family, general public, councillors and contractors.
- To establish and post occupancy limits for common areas such as the reception area, back office, council chambers, and washrooms.
- To implement measures to keep works and others at least 2 meters apart whenever possible.

#### **Measures in place:**

- Office is closed to general public except during posted times or via an appointment.
- Limit of 2 people in the reception area at one time.
- Office washrooms are closed to the public.
- Employees are required to wash and/or use hand sanitizer every time before entering the office building.
- Sanitization stations have been set up at all doors of the office for employees to use.
- Masks and gloves are not required but are available and will be provided if an employee chooses to wear them.
- Occupancy limits have been posted on each door of entry for the office.
- Notices regarding sanitization procedures and handwashing policies have been posted on entry doors.
- A routine cleaning schedule of the office with a sign off sheet has been implemented.
- Notices regarding limiting entry to only required personnel and contractors have been posted on entry doors.
- Limiting contractor's entry to Village office space to only necessary work area(s) and personnel.
- The Village office is kept locked at all times. Customers wanting office services such as paying a bill, must make an appointment. Only one customer at a time is allowed in. Customers are served from behind a protective screen and provided with hand sanitizer.
- Employees must wear gloves when dealing with customers and handling cash.

### **Second level of protection: Barriers and partitions**

- Install barriers where workers cannot keep physically distant from co-workers, customers, or others.
- Include barrier cleaning in our protocols.
- Install the barriers so they do not introduce other risks to workers (e.g. barriers installed instead vehicles do not affect the safe operations of the vehicle).

#### **Measures in place:**

- The office reception area has a plexiglass screen in place on the desk between the staff and customers and a sanitization station in front of the glass.
- Instructed staff that if they find a space that requires a barrier to inform the CAO, who will investigate and install barriers should she deem necessary.

### **Third Level of protection: Rules and guidelines**

- Identified rules and guidelines for how workers should conduct themselves.
- Clearly communicate these rules and guidelines to workers through a combination of training and signage.

#### **Measures in place:**

- Chief Administrative Officer to deliver training and instruction on proper procedures and policy implementation to all office employees.
- Staff must review and sign off on this policy to confirm that it has been reviewed with them.
- Staff have been instructed to remain home if showing any signs of flu or sickness symptoms.
- Staff must follow all safe hand washing and social distancing requirements as stated in this policy.
- Employees will be required to wash hands and/or use hand sanitizer on entering the office building.
- Staff have been instructed to use single-use items (disposable) product whenever possible and properly dispose of these items immediately afterwards. i.e. single fold paper towel and Lysol wipes.
- When possible, staff will work with the same team member in order to reduce contact and transmission.
- Implement cleaning and disinfection procedures and schedules for Village office. This will include these cleaning procedures to be done multiple times daily as well as need outside of the scheduled times.
- All cleaning is to be done with proper cleaning products and supplies as provided by the Village.
- All workspaces and equipment must be cleaned and sanitized upon completion of task and before it is put away.
- The office cleaning and sanitizing must also be completed twice daily at 11:30AM and 4:00PM. Cleaning for works spaces and equipment includes:
  - All workspace handles, doors, chairs, computers, keyboards, and countertops.
  - Photocopier.
  - Kitchen including fridge and coffee maker.
  - Washroom including all sinks, taps and faucets.
  - All light switches.
  - Front reception area including protective barrier, door, counters, tables, and outside door.
  - Council Chamber after each use.
  - Any other common touch points as noticed must also be cleaned.

- All necessary meetings with outside visitors, council members, or contractors must be held in the Council Chambers to allow for ample room for social distancing.
- All contractors and necessary visitors will be required to follow all of these policies and procedures while on the Village premises or in the Village buildings.
- This policy will be kept on site for reference by staff.
- Staff must notify the Chief Administrative Officer if they are planning on leaving the country for any reason.

#### **Fourth Level of protection: Using Masks**

- Review and train employees on the proper use of masks and instruction on how to use them.

#### **Measures in place:**

- Masks are not required but are available and will be provided if an employee chooses to wear them.
- Proper techniques of mask use will be reviewed with employees by the Civic Works foreman.

### **CIVIC WORKS**

#### **First level protection: Limit the number of people at the workplace and ensure physical distancing whenever possible.**

- To establish and post occupancy limits for our premises.
- To reduce the number of people at the worksite at one time by staggering workers break times and limiting the number of visitors to the worksite, including family members, contractors and the general public.
- To establish and post occupancy limits for common areas such as break rooms, shops, and vehicles.
- To implement measures to keep workers and others at least 2 meters apart whenever possible.

#### **Measures in place:**

- Employees will take time separate, staggered lunch breaks in order to limit the number of employees in the break room at one time.
- The civic works shop break room has been reorganized to provide ample space for employees to sit 2 meters apart.
- Employees are to travel with no more than 2 people per vehicle while going to and from job sites. When ever possible 1 person per vehicle is preferred.
- Employees are required to wash and/or use hand sanitizer every time before entering any Civic Works buildings.
- Sanitization stations have been set up at all doors of the Civic Works buildings for employees to use.
- Masks and gloves are not required but are available and will be provided if an employee chooses to wear them.
- Occupancy limits have been posted on each door of entry for the Civic Works buildings.
- Notices regarding sanitization procedures and handwashing policies have been posted on entry doors.
- A routine cleaning schedule of the Civic Works shop with a sign off sheet has been implemented.
- Notices regarding limiting entry to only required personnel and contractors have been posted on entry doors.
- Limiting contractor's entry to Village space to only necessary work area(s) and personnel.

### **Second level of protection: Barriers and partitions**

- Install barriers where workers cannot keep physically distant from co-workers, customers, or others.
- Include barrier cleaning in our protocols.
- Install the barriers so they do not introduce other risks to workers (e.g. barriers installed inside vehicles don't affect the safe operations of the vehicle.)

#### **Measures in place:**

- No barriers have been installed at this time.
- Instructed staff that if they find a space that requires a barrier to inform the Civic Works foreman who will investigate and install barriers should he deem safe to do so.

### **Third Level of protection: Rules and guidelines**

- Identified rules and guidelines for how workers should conduct themselves.
- Clearly communicate these rules and guidelines to workers through a combination of training and signage.

#### **Measures in place:**

- Civic works foreman to deliver training and instruction on proper procedures and policy implementation to all Civic Works employees.
- Staff must review and sign off on this policy to confirm that it has been reviewed with them.
- Staff have been instructed to remain home if showing any signs of flu or sickness symptoms.
- Staff must follow all safe hand washing and social distancing requirements as stated in this policy.
- Employees will be required to wash hands and/or use hand sanitizer on entering any Civic Works buildings.
- All coveralls must be washed a minimum of twice a week.
- Staff have been instructed to use single-use items (disposable) product whenever possible and properly dispose of these items immediately afterwards. i.e. single fold paper towel and Lysol wipes.
- When possible, staff will work with the same team member in order to reduce contact and transmission.
- Implement cleaning and disinfection procedures and schedules for Village buildings. This will include these cleaning procedures to be done multiple times daily as well as need outside of the scheduled times.
- All cleaning is to be done with proper cleaning products and supplies as provided by the Village.
- All vehicles and equipment must be cleaned and sanitized upon completion of task and before it is put away. The cleaning and sanitizing must also be completed prior to workers scheduled lunch breaks and before the end of the schedule shift. Cleaning for equipment and vehicles includes:
  - All handles, levers, switches and knobs (inside and out).
  - Steering wheels and gear shifts.
  - All seats, latches and buckles.

- The Civic Works shop will be cleaned and sanitized 4 times daily at 7:30AM, 11:30AM, 12:30PM and 3:00PM as well as outside of scheduled times as required. Shop cleaning and sanitizing to include:
  - All handles including doors and fridge.
  - All tables and countertops.
  - All sinks, taps and faucets.
  - All light switches.
  - All chairs and seats.
  - All computers.
  - Any other common touch points as noticed
- All contractors and necessary visitors will be required to follow all of these policies and procedures while on the Village premises or in the Village buildings.
- This policy will be kept on site for reference by staff.
- Staff must notify the Civic Works Foreman if they are planning on leaving the country for any reason.

**Fourth Level of protection: Using Masks**

- Review and train employees on the proper use of masks and instruction on how to use them.

**Measures in place:**

- Masks are not required but will be provided if an employee chooses to wear them.
- Proper techniques of mask use will be reviewed with employees by the Civic Works foreman.

This policy is valid only though the COVID-19 pandemic although some measures will remain in place for future precautions.