



<b><i>Village of Tahsis</i></b>	<b>File #: VOT 002</b>
<b>TITLE: Municipal Hall COVID-19 Safety Plan</b>	<b>Number of Pages 6</b>

## **PURPOSE**

This Safety Plan describes the policies, guidelines and procedures for employees, members of Council, contractors and the public to reduce the risk of transmission of COVID-19 in the Village of Tahsis Municipal Hall.

## **PROTOCOLS**

WorkSafe BC Protection Levels 1 through 4 are implemented based on the type of activity.

## **BUILDING ACCESS**

- WorkSafe BC signage is posted to deny access to those exhibiting symptoms of COVID-19 <https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en>
- Hand sanitizer is placed at the front counter and at all work stations.
- Mayor and Council enter and egress the building through the Council Chamber door.
- Hand sanitizer is available in Council Chambers.

## **WORKPLACE OPERATIONS**

- Two teams of two persons per team will alternate working in the Municipal Hall and from their respective homes to ensure social distancing within the physical office.
- Evening and weekend work is permitted if approved by the CAO.
- Staff meetings are held on-line or by conference call.
- Staff to leave the office if they experience symptoms of COVID-19
- Mayor and Council hold open Council meetings electronically. If physically present for meetings, they will be seated at least two meters apart. Only the CAO will attend Council meetings in person. The CAO will be seated at least two meters from members of Council. Six is the maximum number of persons present in Council Chambers for Council meetings.

## **WORKSTATIONS**

- Workstations are placed at least two meters apart
- Other office equipment, e.g., photocopiers, are more than two meters apart.
- All workstations are sanitized daily by cleaning staff.
- No workstations or equipment are shared among staff.
- Staff meetings are held on-line or by conference call.

## **COMMUNAL SPACES**

- In the open office area, no more than two persons present
- No more than one person in the kitchen area
- Breaks and lunch periods staggered so no more than one person in the kitchen area at a time.
- Staff encouraged to eat outside or at their desk.
- Staff bring own utensils and dishes
- No communal food in the kitchen
- Shared equipment: photocopiers and microwave cleaned/wiped down after each use
- Staff wash their hands after using shared equipment.
- Mayor and Council restricted to Council Chambers and adjacent office.

## **SERVING THE PUBLIC IN PERSON**

- Sign placed at entrance to the building informing customers not to enter the building if they are exhibiting symptoms of COVID-19. Sign is placed at a location where it is visible and readable.
- One person/family unit permitted in the front counter/public space at a time. Signage at the front door informing customers to wait 2 meters back from the door if someone is at the front counter.
- Dedicated laptop and scanner for front counter use.
- Floor decals show customers where to stand and wait in the foyer/front counter space.
- Staff wash hands or use hand sanitizer after serving a member of the public.

## **FRONT COUNTER AND PAYMENTS**

- Plexiglass barrier installed at front counter
- Alcohol-based sanitizer placed on front counter for public use
- Credit/debit card payments encouraged. POS device cleaned after each use.
- Public/residents encouraged to make payments, e.g., property taxes, online or over the phone.

## **DELIVERIES**

- One staff person assigned to transport mail and parcels from the Canada Post office to the Municipal Hall

## Municipal Hall COVID-19 Transmission Prevention Procedures

### EQUIPMENT AND MATERIAL

Type	Criteria/Recommendation
Disposable Antiseptic or Disinfectant Wipes	70% alcohol or more
Hand Sanitizer or Hand Rub	Alcohol-based hand rub (ABHR) approved by Health Canada or the Province of BC
Microfiber Cloth	n/a
Cleaning solution specific for computer screens	70% isopropyl alcohol / 30% water solution
Tissues	n/a
Disposable Gloves*	Latex or nitrile based

*\*for cleaning purposes only and not as PPE*

### PERSONAL PROTECTIVE EQUIPMENT (PPE)\* – not mandatory

Type	Criteria/Recommendation
Facial Masks (disposable or washable)	N95 (paper) or cotton cloth material (hand-sewn)
Disposable Gloves**	Latex or nitrile based

*\*Emergency responders are to adhere to PPE requirements as specified by BCEHS*

*\*\*only for those that require them for particular work duties*







## PROCEDURES

The Operating Procedure ensures that proper steps take place before, during, and after an employee's shift during a pandemic response. Procedures include requirements for orientation and screening prior to working, actions while at work (hygiene, physical distancing, cleaning, and monitoring) and follow up after work has concluded each day.

MITIGATION STEP	TASK INSTRUCTIONS <i>Define how each step is to be performed safely, ensuring all hazards are addressed.</i>
<b>SELF-MONITORING</b>	<p><b>Before entering into a workplace or vehicle, and throughout the day,</b> employees should self-monitor for symptoms associated with COVID-19 by using the BC Health COVID-19 Symptom Self-Assessment Tool located here: <a href="https://bc.thrive.health/">https://bc.thrive.health/</a> and answer the prompted questions, which include:</p> <ol style="list-style-type: none"> <li>1. Are you experiencing symptoms consistent with COVID-19 (refer to the link above for the most up to date list of symptoms)?</li> <li>2. In the past fourteen (14) days have you been outside of Canada or BC?</li> <li>3. In the past fourteen (14) days have you been in close contact with anyone who is symptomatic or has been diagnosed with COVID-19?</li> </ol> <p>If you answer 'yes' to any of the above questions, employees <b>must</b> stay home or if at work, go home immediately and contact their manager for advice.</p> <p><i>(Note: As symptoms and information on the pandemic change, other questions may arise in the survey. Follow the advice provided after the survey has concluded and if advised to stay home, notify your manager immediately.)</i></p>
<b>PHYSICAL DISTANCING*</b>	<p><b>During all activities,</b> maintain physical distancing from others, including co-workers and members of the public by:</p> <ol style="list-style-type: none"> <li>1. Remaining two (2)-metres or six (6)-feet apart; and</li> <li>2. Not engaging in any physical contact, such as handshaking.</li> </ol>
<b>PERSONAL HYGIENE</b>	<p><b><u>Handwashing</u></b> Employees should either:</p> <ol style="list-style-type: none"> <li>a) Wash your hands often with soap and water <b>for at least 20 seconds;</b> OR</li> <li>b) If soap and water are not available, alcohol-based hand sanitizer or rubs (ABHR) can be used to clean hands.</li> </ol> <p><b><u>Respiratory</u></b> Employees should either:</p> <ol style="list-style-type: none"> <li>a) Turn their head away from others and cover their mouths with a sleeve (i.e. cough into elbow); OR</li> <li>b) Use a tissue when coughing or sneezing, and immediately after, discard tissue(s) into a garbage receptacle and wash hands</li> </ol>

*\*While Fire fighters are required to maintain physical distancing wherever possible, it is recognized that the nature of their job does not always allow for it.*

MITIGATION STEP	TASK INSTRUCTIONS <i>Define how each step is to be performed safely, ensuring all hazards are addressed.</i>
<p><b>CLEANING/ DISINFECTING</b></p> <p><b>Note:</b> It is important to make the distinction between cleaning and disinfecting:</p> <p><b>Cleaning</b> refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.</p> <p><b>Disinfecting</b> refers to using chemicals, for example, Health Canada-registered disinfectants, to kill germs on surfaces.</p> <p><b>Deep Cleaning</b> By disinfecting (kill germs) on a surface <i>after</i> cleaning (removal of germs), it can further lower the risk of spreading infection.</p>	<p><b><u>Workspaces and Equipment</u></b></p> <p>Employees should follow these steps at least twice daily (i.e. start and end of day) or more often when visibly soiled throughout the day:</p> <ol style="list-style-type: none"> <li>1. Wash your hands and then using hand sanitizer, disinfect your hands (and put on gloves if you choose to).</li> <li>2. If surfaces are visibly dirty, they should be cleaned using a detergent or soap and water prior to disinfection (aka “deep clean”).</li> <li>3. Use a disposable antiseptic wipe to disinfect <b>hard non-porous</b> surfaces by wiping the surfaces. These include, but are not limited to: <ul style="list-style-type: none"> <li>• keyboard, mouse</li> <li>• phone, headset</li> <li>• desktop surfaces</li> <li>• chair seats and armrests</li> <li>• cabinet door, drawers</li> <li>• doorknobs, handles</li> <li>• light switches</li> <li>• photocopiers, cash registers and other shared equipment or surfaces</li> </ul> </li> <li>4. Carefully dispose of the wipe into a garbage receptacle immediately after use (and remove gloves and dispose of also if you have chosen to wear them).</li> <li>5. Wash your hands with soap and water or an alcohol-based hand sanitizer.</li> </ol> <div data-bbox="586 1079 1362 1612" data-label="Image"> </div> <p><b><u>Soft (Porous) Surfaces</u></b></p> <ol style="list-style-type: none"> <li>1. For soft (porous) surfaces such as carpeted floor, fabric chairs, and drapes, remove visible contamination when present and clean with appropriate cleaners appropriate for use for the particular material of which it is made.</li> <li>2. After cleaning, dispose of items (such as cleaning cloth) as appropriate in accordance with the manufacturer’s instructions.</li> </ol> <p><b>Note:</b> Never use a soiled or dirty cloth to clean any surface.</p>

MITIGATION STEP	TASK INSTRUCTIONS <i>Define how each step is to be performed safely, ensuring all hazards are addressed.</i>
<b>CLEANING/ DISINFECTING (Continued)</b>	<p><b><u>Vehicles</u></b>  Disinfect high-touch areas every time you enter and leave a commonly shared municipal owned vehicle using these steps, (remembering to wear gloves if you choose to following Step 1):</p> <ol style="list-style-type: none"> <li>1. Using hand sanitizer, disinfect your hands.</li> <li>2. Using a disposable disinfectant wipe open the vehicle door.</li> <li>3. Using the same disposable disinfectant wipe, clean the following non-porous surfaces: <ul style="list-style-type: none"> <li>• Steering wheel</li> <li>• Seatbelt clasp</li> <li>• Door handles</li> <li>• Visor</li> <li>• Switches and knobs</li> <li>• Seat base and back</li> <li>• Other areas that are commonly touched</li> </ul> </li> </ol> <p>11. Carefully dispose of the wipe immediately after use (and remove gloves and dispose of also, if you have chosen to wear them).</p> <p>12. Clean your hands with hand sanitizer.</p> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;">     </div> <div style="display: flex; flex-wrap: wrap; justify-content: space-around; margin-top: 10px;">   </div> <p><b><u>Electronic Screens</u></b>  This process is for cell phone screens, tablets, touch screens, computer and TV monitors and other sensitive electronic products:</p> <ol style="list-style-type: none"> <li>1. Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol / 30% water. The cloth should be damp, but not dripping wet.</li> <li>2. Wipe down monitor or computer screen.</li> <li>3. Dry surfaces thoroughly to avoid streaking or pooling of liquids.</li> </ol>

MITIGATION STEP	TASK INSTRUCTIONS <i>Define how each step is to be performed safely, ensuring all hazards are addressed.</i>
	<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Using any material other than a microfiber cloth could cause damage to the product.</li> <li>2. Avoid using any of the following chemicals or products containing these chemicals: <ul style="list-style-type: none"> <li>• Any chlorine-based cleaner, such as bleach</li> <li>• Peroxides (including hydrogen peroxide)</li> <li>• Solvents such as; acetone, paint thinner, benzene, methylene chloride or toluene</li> <li>• Ammonia (i.e. Windex)</li> <li>• Ethyl alcohol</li> </ul> </li> </ol>
<b>SIGNAGE</b>	<p>Each morning front-end employees will set out or ensure the following signage is in place:</p> <ol style="list-style-type: none"> <li>a) Post clear signs outside the main doors indicating distancing requirements.</li> </ol>
<b>BUSINESS MEETING PROTOCOLS</b>	<p>Employees should conduct business virtually as much as possible (i.e. conference calls, video conferences, email, telephone) with customers/clients and co-workers.</p> <ol style="list-style-type: none"> <li>1. Besides customers, limit business-related visitors to essential services only.. Schedule visits to eliminate people gathering in reception areas.</li> <li>2. When booking appointments, employees are encouraged to remind customers to reschedule if they become sick or are placed on self-isolation.</li> </ol>
<b>DOCUMENT HANDLING</b>	<ol style="list-style-type: none"> <li>1. Wash or disinfect hands before and after contact.</li> <li>2. Gloves can be used at the employee's discretion. Gloves should be properly disposed of and hands washed or sanitized after removing gloves.</li> </ol>
<b>PPE* (not required)</b>	<p><b>Facial Masks</b></p> <p>Since, facial masks are <u>not</u> mandatory, if an employee chooses to wear one, they are responsible for proper disposal or frequent cleaning of them, dependent on which type they choose to utilize. Information for the care and <a href="#">disposal of facial masks</a> can be found on the BC Centre for Disease Control website.</p>

- a) Fabric masks should be laundered after each day and dried on the highest temperature setting possible. They must be thoroughly dried before re-use.
- b) Paper masks should be disposed of after each day of use in accordance to the link above.

**Disposable Gloves**

These are not required unless an employee is conducting first aid or carrying out duties that regularly require the use of them. Gloves are not to be used as replacement for proper and frequent hand hygiene. Wearing gloves may actually help spread the coronavirus as workers may unintentionally touch something or someone contaminated with the coronavirus with their gloved hand.

*\* Emergency responders are required to wear PPE in accordance with risk of task and as specified by BCEHS. If a staff member is required to wear a protective mask (N95 or greater), they must be fit tested in accordance with WorkSafeBC and tested annually in accordance with Occupational Health and Safety Regulation 8.4(2.1)*

**Important Information:**

The employee assumes responsibility and risk of infection if they do not follow the guidelines provided in this document.

CAO Signature: 	Effective Date: May 26, 2020
Replaces:	Issued on Date: May 26,2020