



## COUNCIL POLICY

<b>Policy:</b> COVID-19 Village Hall Safety Plan	<b>Policy No.</b> 69
<b>Effective Date:</b> June 15, 2020	<b>Approved by</b> Council
<b>Date Amended:</b> December 1, 2020	<b>Resolution No.</b> R155/20
<b>Date Established:</b> June 15, 2020	

### PURPOSE

This Policy is to provide guidance and requirements to employees on how to minimize the risks during the return to work directive while the Province is still in a State of Emergency in response to the COVID-19 pandemic. The Village will continue to take direction on initiatives from the Province of BC and at the direction of the Provincial Health Officer.

### DEFINITIONS

“**ABHR**” means Alcohol Based Hand Rub with a minimum of 70% isopropyl alcohol.

“**Coronavirus**” means a large family of viruses that can cause illness ranging from the common cold to more severe diseases. A new coronavirus named “COVID-19” (previously known as 2019-nCoV) has been identified – one that was not previously found in humans.

“**PPE**” means personal protective equipment including gloves and face masks (disposable and washable).

“**Physical Distancing**” means the act of staying at minimum 2 metres apart from any person who does not reside with a person in their household.

“**Village**” means the Village of Anmore.

“**Village Hall**” means both the Administrative side of the Village Hall along with the Council Chambers.

“**Workplace**” means both the Village Hall and the Works Yard.

“**Works Yard**” means the trailer at the Works Yard.

## SCOPE

This policy applies to all anyone who enters the Village Hall or Works Yard, and specifically those who work regularly in the Village Hall or Works Yard, in order to assist in taking precautions to protect themselves and their co-workers from a potential coronavirus infection.

## HAZARDS

During the pandemic, there is a risk of transmission whenever people come into contact with one another, share close physical space, and touch common surfaces. Pandemic-related hazards include:

1. **Physical:** touching surfaces that are potentially contaminated with virus particles
2. **Biological:** inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace with easily transmissible viral particles
3. **Chemical:** exposure to disinfectants or latex gloves/environmental sensitivities
4. **Psycho-social:** mental distress/anxiety

## POLICY

Policy No. 69 ensures that proper steps are taken before, during, and after an employee's shift during a pandemic response. Procedures include requirements for 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 Instruction
SELF-MONITORING	<p><b>Before entering into a workplace or vehicle, and throughout the day</b>, employees <b>MUST</b> 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 displaying symptoms (e.g., fever, cough, sore throat, sneezing), whether or not the illness has been confirmed as 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, who has been advised to self-isolate or has been diagnosed with COVID-19?</li></ol>

	<p>Before entering the Workplace, employees must contact their supervisor (either the CAO or Operations Superintendent) in order to complete the COVID-19 Screening Tool.</p> <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>
<p><b>PHYSICAL DISTANCING</b></p>	<p><b>During all activities</b>, maintain physical distancing from others, including coworkers and members of the public by:</p> <ol style="list-style-type: none"> <li>1. Remaining a minimum of two (2)-metres or six (6)-feet apart;</li> <li>2. Not engaging in <u>any</u> physical contact, such as handshaking; and</li> <li>3. And follow the directional markers in Village Hall corridors.</li> </ol>
<p><b>PERSONAL HYGIENE</b></p>	<p><b>Handwashing</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></li> <li>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>Respiratory</b>                  Employees should either:</p> <ol style="list-style-type: none"> <li>a) Avoid touching your face, including eyes, nose and mouth; AND</li> <li>b) Turn their head away from others when coughing or sneezing and cover their mouths with a sleeve (i.e. cough into elbow); OR</li> <li>c) Use a tissue when coughing or sneezing, and immediately after, discard tissue(s) into a garbage receptacle and wash hands immediately afterwards.</li> </ol>

<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> refers to disinfecting (kill germs) on a surface after cleaning (removal of germs), it can further lower the risk of spreading infection.</p>	<p><b>Workspaces and Equipment</b></p> <p>Employees should follow these steps to clean all personal workstations and equipment 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 disinfecting spray or a disposable antiseptic wipe to disinfect <b>hard non-porous</b> surfaces by spraying/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></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> <p><b>High-touch/Common Surfaces</b></p> <p>Employees must follow these steps to clean all high-touch/common surfaces <u>after each use</u> (by an employee or member of the public):</p> <ol style="list-style-type: none"><li>1. Use a disinfecting spray or a disposable antiseptic wipe to disinfect surfaces by spraying/wiping the surfaces. These include, but are not limited to:<ul style="list-style-type: none"><li>• cash register keyboard, mouse</li><li>• POS pin pads</li><li>• front counter surface</li><li>• drawers</li><li>• doorknobs, handles</li><li>• light switches</li></ul></li></ol>
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	<ul style="list-style-type: none"><li>• photocopiers, and any other shared equipment or surfaces</li></ul> <p><b>Soft (Porous) Surfaces</b></p> <ol style="list-style-type: none"><li>1. For soft (porous) surfaces such as fabric chairs, remove visible contamination when present and clean with appropriate cleaners for use on 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><i>Note: Never use a soiled or dirty cloth to clean any surface.</i></p> <p><b>Vehicles</b></p> <p>Disinfect high-touch areas every time you enter and leave a commonly shared municipal owned vehicle using these steps:</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><li>4. Carefully dispose of the wipe immediately after use (and remove gloves and dispose of them, if you have chosen to wear them).</li><li>5. Clean your hands with hand sanitizer.</li></ol> <p><b>Electronic Screens</b></p> <p>This process is for cell phone screens, laptops, tablets, computer 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></ol>
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	<p>3. Dry surfaces thoroughly to avoid streaking or pooling of liquids.</p> <p>Notes: Using any material other than a microfiber cloth could cause damage to the product. Avoid using any of the following chemicals or products containing these chemicals:</p> <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> <p><b>Ventilation</b>                  Keep windows and doors (Administrative side only) open when possible in order to allow for and encourage air flow and ventilation, and reduce the number of high touch surfaces being used (i.e. door knobs).</p> <p><b>Kitchen/Lunch Room</b>                  No more than one (1) person is allowed in the kitchen or lunch room at any one time. Use of appliances and the staff room are to be minimized. If the toaster oven, dishwasher, kettle, coffee machine, microwave, cupboards or refrigerator are touched, the employee must use a disinfecting wipe or spray to clean the surfaces immediately after each use/contact. Employees should bring their own dishes and utensils for food consumption.</p>
<p><b>SIGNAGE</b></p>	<p>Each morning front line 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 entry doors indicating distancing requirements.</li> <li>b) Post clear signs outside all entry points that if anyone is experiences symptoms of COVID-19, that they are not to enter the building.</li> </ol>
<p><b>BUSINESS MEETING PROTOCOLS</b></p>	<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>

	<p>When booking appointments, employees are encouraged to remind visitors to reschedule if they are experiencing COVID-19 symptoms, are sick or are placed in self-isolation.</p> <p>The following are required steps when hosting meetings in Council Chambers:</p> <ol style="list-style-type: none"><li>1. Organize meetings by inviting guests through the Outlook Council Chamber calendar ~ if you are not familiar with this process, please ask Michelle or Carmen to do so on your behalf.</li><li>2. If there are specific items to be set up such as tables, chairs or equipment, email Michelle or Carmen with details to have the room prepared prior to the meeting</li><li>3. Staff and guests are strongly encouraged to wear a face mask ~ if one is required, they are available at the front counter</li><li>4. Guests are to enter through the Village Hall's front office door</li><li>5. Guests will be asked to sanitize their hands prior to entering the office and directed to council chambers</li><li>6. Everyone in attendance shall sit/stand 2 meters (6 feet) apart at all times</li><li>7. The washroom closest to the archive room is available for guests only</li><li>8. At the end of the meeting, direct guests to exit through the Council Chamber doors</li><li>9. Use provided paper towels and disinfectant to sanitize all areas to include tables, chairs, doorknobs and light switches</li></ol>
<b>STRESS, ANXIETY AND MENTAL HEALTH AWARENESS</b>	<p>Anyone who feels they are experiencing negative mental health implications should seek assistance as soon as possible:</p> <ol style="list-style-type: none"><li>1. BC Municipal Safety Association (BCMSA) has partnered with workplace mental health expert Diana Vissers, Work to Wellness, to deliver a free multimedia interactive platform with education, tools and resources to support the detection and efficient resolution of emerging and anticipated psychological and psycho-social problems. For more information, please visit the <a href="#">BCMSA website</a>.</li></ol>

	<p>The BCMSA is “an independent, non-profit organization committed to improving worker health and safety in all industries throughout the province. Your safety is our business. We work to improve safety programs and implement effective occupational health and safety management across the province. Our onsite and online courses equip employers and employees with invaluable prevention training that serves to reduce human and financial costs.”</p> <ol style="list-style-type: none"> <li>2. The BC Government has a <a href="#">webpage</a> dedicated to “Virtual Mental Health Supports During Covid-19”. In particular, BounceBack™ provides free access to online, video and phone-based coaching and skills-building program.</li> <li>3. HealthLinkBC Directory provides listings for health services provided by the provincial government, provincial health authorities, and non-profit agencies across the province. <a href="#">Program: 310 Mental Health Support</a> in particular provides a toll-free number connecting callers to a BC crisis line, without a wait or busy signal. Offers emotional support, information on appropriate referral options, and a wide range of support relating to mental health concerns.</li> </ol>
<p><b>PPE</b></p>	<p><b>Face Masks</b></p> <p>The wearing of face masks when you are not seated at your workstation or at a meeting table is required. Masks should be worn when entering the Village Hall or Council Chambers and while you are travelling between spaces until such time as you are in your own workspace or sat at a meeting table (i.e. Council table).</p> <p>Employees are responsible for proper disposal or frequent cleaning of face masks, dependent on which type they choose to utilize. Information for the care and disposal of facial masks can be found on the BC Centre for Disease Control website.</p> <ol style="list-style-type: none"> <li>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.</li> <li>b) Paper masks should be disposed of after each day of use in accordance to the link above.</li> </ol>



	<p><b>Disposable Gloves</b></p> <p>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.</p>
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**IMPORANT INFORMATION**

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

**MONITORING/AUTHORITY**

The Chief Administrative Officer or her designate shall monitor and have authority over this policy, and it shall be in effective for the duration of the Province of British Columbia State of Provincial Emergency and any orders given by the Provincial Health Officer.