



## VILLAGE OF FRASER LAKE

### VILLAGE OFFICE

### COVID-19 Policy

May 29, 2020

#### **Step 1: Assess the risks at your workplace**

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

- We have involved frontline workers and supervisors.
- We have identified areas where people gather, such as break rooms, and Council Chambers.
- We have identified job tasks and processes where workers are close to one another or members of the public.
- We have identified the office equipment that workers share while working.
- We have identified surfaces that people touch often, such as doorknobs, and light switches.

#### **Step 2: Implement protocols to reduce the risks**

- Social distancing in place (in the work space, break room, and Council Chambers)
- Plexiglass barrier at front counter and in the Council Chambers
- Developed a cleaning regimen with a log
- Gloves and NBW95 masks available at front counter
- No shared items out in the break room
- Installed a hand sanitizer station that is to be used when entering the building
- Signage at the front door to inform customers on workplace procedures
- Signage posted inside
- All office equipment and high touch surfaces are cleaned as necessary
- Bathrooms are closed to the general public
- Front counter is the only area that the public can access
- Five hand washing stations in the building
- Clean Council Chambers before and after use

### **Step 3: Develop policies**

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- Handouts that all staff, employees and Council Members have received and signed off on
  - Personal Health Check
  - Sanitizing Work Surfaces
  - Hand Hygiene Tips
  - Exposure Control Plans
  - What is COVID-19?
  - Mail Handling
  - Social Distancing
  - Mental Health During a Pandemic
  - Flu Prevention
  - COVID-19 Protocol – Confined Space Entry
  - COVID-19 Protocol – Field Worksites
- Following all British Columbia and Canada Health recommendations and updating policies as the situation changes
- Visitors are limited in the workplace

### **Step 4: Develop communication plans and training**

- All staff, employees, and Council Members have received the policies regarding COVID-19 as packages for staying home when sick
- Signage on the front door informing customers of the protocols within the building
- Signage posted in the building describing proper hygiene practices
- COVID-19 training for existing staff and for new hires (all policies listed above)
- New communication as is seen fit

### **Step 5: Monitor your workplace and update your plans as necessary**

- Pay attention to the provincial and federal guidelines and adapt our as needed
- Limit all public meetings to two individuals who are not employees
- Discuss any and all concerns with the CAO
- If you are sick or displaying symptoms do not come to work
- Tracking sheets for all individuals who come into the office are filled in daily

### **Step 6: Assess and address risks from resuming operation**

- N/A as we did not close