



PHASE 2 SAFETY PLAN

"We are in this together even if we are apart"

Date: July 1st, 2020

UPDATED January 19, 2021

Expires: Ongoing until further notice

EMPLOYER PROTOCOLS

Health Check

Before starting shifts in the office staff must complete the designated health self-checker.

All employees must stay home if they are sick or required to self-isolate. If an employee has a fever, a new cough or difficulty breathing, the employee is asked to call 8-1-1 and advise their immediate supervisor of the 8-1-1 direction they have received. If an employee is sick or has a sick family member, the employee is required to stay home for 10 days. The employee may return to work before the end of the 10 days if the employee or sick household member has tested negative for COVID-19, is symptom free and has been cleared by HR.

Public Areas

- Public must wear masks in municipal hall
- Plexiglass remains at reception to protect staff and the visitors
- Directional arrows on floor in reception area for the public
- Municipal hall open from 10am to 3pm and by appointment only
- Only three people permitted at a time in reception area and must remain 2 M apart when the reception desk is open
- Tape marking distanced line up to be followed upon entry of municipal hall
- Interim reception continues to be in effect
- Daily facility cleaning
- Public to enter via stairs and exit via elevator (those with mobility issues may use the elevator to enter)
- Signage to indicate only members of the same family to use the elevator at one time
- Signage to support directional signs and safe distancing procedures
- Hand sanitizer at all entrances
- Public to spend no more than 5 minutes at front desk, if longer they must book an appointment

Staff Areas

- Maximum capacity – 10 municipal hall staff (during scheduled hours only, encourage staff to stay home)
- Daily facility cleaning
- Hand sanitizer at staff entrance
- Employees must use face masks when in common areas including hallways
- Disinfectant wipes provided in kitchen, washrooms, copy room for employee use

EMPLOYEE PROTOCOLS

General Employee Considerations	Municipal Hall Protocol
<ul style="list-style-type: none"> • All municipal hall staff have the option to work from home • Employees with a CDC listed COVID-19 symptoms are required to stay home (see COVID-19 sick leave policy) • Employees who have sick family members at home must stay at home for 10 days unless the family member has tested negative for COVID-19 • Employees who have returned from international travel are required to self-isolate for 14 days • Employees must keep 2 M distance from others • Employees must follow directional indicators in municipal hall • Employees must wear masks when sharing a vehicles • One person permitted per work cubuaryicle • Employees must sanitize all workspaces and shared surface areas • For specific department safety, please follow the additional safety precautions located with department Directors and Human Resources 	<ul style="list-style-type: none"> • Staff use back entrance only • Only staff are permitted in staff areas • Only one person permitted to be in the stairway at one time • Two people permitted in kitchen at a time. Only one person at the table – please respect the time of others • Main conference room is limited to four people maximum • Small meeting room is limited to one person maximum • One person at a time in washrooms. Inner door locks to be used • Staff encouraged to use alternatives for meetings: outdoor spaces, telephone, or videoconference • Staff are only permitted to be in the municipal hall on their scheduled days or with permission from a Director
WRC Protocol	PW and Parks Protocol
<ul style="list-style-type: none"> • Daily cleaning/complete wipe down of facility surfaces • No more than three people in the lunchroom at a time • Two people permitted in a vehicle if BOTH are wearing a mask 	<ul style="list-style-type: none"> • Daily cleaning/complete wipe down of facility surfaces • No more than two people in the lunchroom at a time • Two people permitted in a vehicle if BOTH are wearing a mask

**ALL STAFF ARE ENCOURAGED TO BE A PART OF THE DISTRICT OF SECHELT COVID-19 SAFETY PLAN
PLEASE BRING IDEAS/CONCERNS TO THE HUMAN RESOURCES MANAGER AT ANYTIME**