

THE CORPORATION OF THE VILLAGE OF NEW DENVER

POLICY TITLE: COVID-19 SAFETY PLAN

EFFECTIVE DATE: July 15, 2020

SUPERSEDES: n/a

APPROVAL: Council Resolution #174/20 (review by staff as needed)

PURPOSE:

To minimize exposure to COVID-19 in municipal workspaces for employee and public safety and meet WorkSafe BC requirements while recognizing the financial, personnel and other constraints particular to the Village of New Denver.

POLICY:

The Village of New Denver will strive to reduce or eliminate exposure to COVID-19 in municipal workplaces and facilities.

Scope:

This policy applies to all municipal facilities and employees. Detailed procedures for individual municipal facilities are included as Appendices.

Definitions:

PHO – Provincial Health Officer

PPE – Personal Protective Equipment

PROCEDURE:

The Village of New Denver will assess municipal workplaces to determine the risk of COVID-19 transmission, and will involve front-line staff in the assessment process.

The Village will follow the guidance of the PHO and WorkSafeBC regarding protocols to reduce the risks of COVID-19 transmission, with consideration given to input from front-line staff.

The Village will implement elimination strategies, engineering controls, administrative controls and the use of PPE where required to reduce the risk of COVID-19 transmission.

The Village will limit the number of people in municipal workplaces and ensure physical distance wherever possible. Remote participation in municipal activities will be encouraged, within the Village's existing technological capabilities.

The Village will install physical barriers to reduce transmission risk where repeated face-to-face transactions are unavoidable.

The Village will provide guidance to all employees regarding COVID-19 protocols through a combination of training and signage.

The Village will reduce the risk of surface transmission of COVID-19 in municipal workplaces through effective cleaning and hygiene practices.

The Village will, through signage, prohibit individuals at risk of transmitting COVID-19 from entering municipal workplaces, in accordance with the guidance of the PHO and WorkSafeBC.

The Village will require employees who develop symptoms of COVID-19 while at work to self-isolate immediately.

The Village will monitor the effectiveness of this policy and update it as necessary.

VILLAGE OF NEW DENVER COVID-19 SAFETY PLAN
APPENDIX A

VILLAGE OFFICE

RISKS

Public contact for front-line staff
Common areas: break room, reception, Council Chambers
High touch surfaces (door handles, light switches, counter)
Shared equipment (copier, front counter workstation)

ELIMINATION STRATEGIES

Limit number of people in common areas
Work in individual offices whenever possible
Meet remotely or outdoors where feasible

ENGINEERING CONTROLS

Install drop box to limit front counter traffic
Install shield at front counter
Place picnic table for outdoor meetings

ADMINISTRATIVE CONTROLS

Signage to restrict entry
Signage to ensure physical distancing

PERSONAL PROTECTIVE EQUIPMENT

Hand sanitizer at front counter
Cleaning supplies at front counter

CLEANING & HYGIENE PRACTICES

Office and washroom cleaning practices updated May 26, 2020
Clean high touch surfaces between customers
Sanitize shared surfaces at start/end of shift
Frequent hand washing

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APPENDIX B

PUBLIC WORKS SHOP

RISKS

Shared equipment
Waste collection

ELIMINATION STRATEGIES

Limit sharing of equipment
Maintain physical distancing where possible

ENGINEERING CONTROLS

N/A

ADMINISTRATIVE CONTROLS

Signage to encourage hygiene
Signage to encourage physical distancing

PERSONAL PROTECTIVE EQUIPMENT

Gloves for garbage collection

CLEANING & HYGIENE PRACTICES

Wash or sanitize hands regularly
Sanitize shared surfaces at start/end of shift

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APPENDIX C

CENTENNIAL CAMPGROUND

RISKS

Public contact for front-line staff
Shared facilities: washrooms, water/wash stations, garbage, sani dump, lockers

ELIMINATION STRATEGIES

Meet outdoors only
Close washrooms before cleaning

ENGINEERING CONTROLS

N/A

ADMINISTRATIVE CONTROLS

Signage to restrict entry
Signage to ensure physical distancing

PERSONAL PROTECTIVE EQUIPMENT

Hand sanitizer at check-in

CLEANING & HYGIENE PRACTICES

Washroom cleaning practices updated May 26, 2020
Washrooms to be cleaned twice daily

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APPENDIX D

NIKKEI INTERNMENT MEMORIAL CENTRE

RISKS

Public contact for front-line staff
Gift shop merchandise

ELIMINATION STRATEGIES

Limit number of people in building
Remove extra merchandise from displays
Remove brochures, guestbook

ENGINEERING CONTROLS

Install shield at front counter
Open second gate, enforce one way traffic flow
Open windows where possible
Keep doors open so handles aren't touched

ADMINISTRATIVE CONTROLS

Signage to restrict entry
Signage to ensure physical distancing
Signage to direct traffic flow

PERSONAL PROTECTIVE EQUIPMENT

Hand sanitizer at entry and at Kyowakai Hall
Cleaning supplies at reception counter

CLEANING & HYGIENE PRACTICES

Washroom cleaning practices updated May 26, 2020
Washrooms to be cleaned daily
Clean high touch surfaces between customers
Sanitize shared surfaces at start/end of shift
Frequent hand washing

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APPENDIX E

VAULT TOILETS

RISKS

High touch surfaces (door handles)

ELIMINATION STRATEGIES

N/A

ENGINEERING CONTROLS

N/A

ADMINISTRATIVE CONTROLS

Signage to encourage hygiene
Signage to encourage physical distancing

PERSONAL PROTECTIVE EQUIPMENT

N/A

CLEANING & HYGIENE PRACTICES

Washrooms to be cleaned daily
