



COVID-19 - RESUMING OPERATIONS Site Specific Safety Plan

Montrose Public Works Building

June 29, 2020

Introduction

This plan has been developed as a result of a "Return to Safe Operations Risk Assessment" for this work group/work area - both of which were completed in consultation with worker representation from the Joint Occupation Health and Safety Committee.

Facility Protocols for Public

Entering and exiting the facility

1. Public Works is not normally accessible to the general public. To access Public Works, the general public will enter and exit through the front door of the facility and access Village office services. One member of the public is allowed in the lobby at one time. Person waiting in line can wait in the outer lobby, or outside on the sidewalk and enter the lobby once the person ahead has safely exited the building.

Transfer, delivery and handling of documents/materials/equipment

1. Delivery personnel who are submitting or retrieving equipment, materials or documents relating to Public Works services are to retrieve them/place them on the parking lot area in front of the building or just inside the open bay doors as directed by public works personnel.

Interaction with staff / clerks

1. Public will be required to maintain social distancing from staff when meeting with Public Works personnel, whether at the Public Works facilities or in the field.

Protocols for Staff

Limited occupancies

- A. Staff must adhere to occupancy limits posted on the doors of the common lunch room, office etc. Tentative occupancy limitations are as follows:



- a. Office – 2 persons
- b. Main maintenance/shop area – 6 persons
- c. Lunch Room/Kitchen area 2 persons
- d. Main truck storage bay area – 2-6 depending on available space
- e. Washroom – 1 person
- f. Village vehicles – 1 person

Limiting social interaction

Staff are encouraged to minimize their in-person social interaction as much as possible by practising the following:

1. Try to substitute in person meetings with conference calls / other digital meetings.
2. Staff should practice safe distancing of 6ft min. while at work wherever possible.
3. Avoid handshakes
4. Stagger breaks/change times etc where possible or feasible.

Preventative steps

1. Wash hands often with soap and water for at least 20 seconds. Alcohol-based sanitizer is also effective.
2. Avoid touching your mouth, nose and eyes with unwashed or gloved hands.
3. Avoid close contact with people who are sick.
4. Clean frequently touched areas including handles, keyboards, tools, equipment, phones, light switches etc.
5. Stay home, get tested and self-isolate if you have flu-like symptoms.
6. Self screen for illness before you come to work.
7. Embrace change – Things are changing rapidly and you should expect and be ready to change your routine on short notice.
8. If possible, specific vehicle usage should be dedicated to one employee. Vehicles should be cleaned daily and before and after if used by another staff person.



Sanitation of common touch surfaces and equipment at DES

1. Staff have committed to cleaning and sanitizing common touch surfaces daily at the Public Works Department including door handles, countertops, tables, chairs shared work areas, tools, vehicles and equipment.
2. Staff are encouraged to sanitize their work areas once per day with use of neutral disinfectant or alcohol wipes.

Use of kitchen

1. Staff are encouraged (not required) to use, clean, and store their own set of plates and cutlery at this time.
2. Use neutral disinfectant or other cleaning wipes / solution to disinfect common touch surfaces. Counters where food is prepared should also be wiped with a clean wet cloth or paper towel after it has been disinfected.
3. Wash your hands/or sanitize after disinfecting surfaces. (gloves are available but not mandatory)

Site Signage

The following signage will be observed at the Public Works Facility:

#	Location	Sign Content
1	Inside entry door	Staff only area
2	Inside main shop area	Physical Distancing/hand washing
3	Kitchen	Physical distancing/handwashing
4	Washroom	"Proper hand washing technique sign" in washrooms

General Safe Work Procedures Applicable to Village Office Staff

The following SWPs have been identified as applicable to the Village Public Works Facility:

1. Cleaning work stations, work areas, change areas and eating areas and kitchen.
2. Limit the handling and transferring of materials between staff and public
3. Use of neutral disinfectant on high touch surfaces.
4. Enforcing social distancing and facility protocols with suppliers/ public/fellow staff
5. Stay home if feeling ill