



COVID-19 - RESUMING OPERATIONS Site Specific Safety Plan

Montrose Village Office

June 29, 2020

Introduction

This plan has been developed as a result a "Return to Safe operations Risk Assessment" and a "Facility Cleaning 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. Village staff are available by appointment or via walk-ins.
2. 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 and handling of documents

1. Public who are submitting or retrieving documents relating to Village services, taxes etc. are to retrieve them/place them on the counter via the slot in the plexiglass shield.

Interaction with staff / clerks

1. Public will be required to maintain social distancing with staff and each other when visiting the Village office. Signage will indicate that only person is allowed in the lobby area at one time. The security gate is to remain closed to prevent the public from accessing the office areas, unless invited to do so by staff.

Protocols for Staff

Limited occupancies



- A. Staff must adhere to occupancy limits posted on the doors of common meeting rooms, lunch rooms, etc. Note that the safe work procedure for “Use of Meeting Rooms” must be adhered to. Tentative occupancy limitations are as follows:
- a. Individual offices – 3 persons
 - b. Lobby area – 1 person
 - c. Council Chambers – 8 persons
 - d. Main office area – 3 persons
 - e. Lunch Room area 1 Person
 - f. Washrooms – 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

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, 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.

Sanitation of common touch surfaces and equipment at DES

1. Staff have committed to cleaning and sanitizing common touch surfaces daily at the Village office including door handles, countertops, lobby area, shared staff work areas and equipment.
2. Point of sale transaction machine will need to be cleaned by staff after each use by the public.



3. Staff are encouraged to sanitize their individual workstations 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)

Following each individual appointment if possible – staff will wipe down the front counter area with neutral disinfectant and wash their hands (if gloves are not worn).

Site Signage

The following signage will be observed at the Village Office:

#	Location	Sign Content
1	Outside Front Door	“One person in the lobby at a time” sign
2	Outside Front Door	“Do not enter if you are feeling ill” sign
3	Inside front door	“One person in the lobby at a time” sign
4	Inside front door	“Do not enter if you are feeling ill” sign
5	Security Gate	“ No admittance”
6	Lobby counter	“Use hand sanitizer/Avoid touching your face” sign
7	Washrooms	“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 Office:

1. Cleaning work stations, work areas, lobby areas and Council Chambers
2. 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 public
5. Stay home if feeling ill