



TOWN OF GOLDEN CORPORATE POLICY

COVID19 SAFETY PLAN

Effective Date: June 2 nd , 2020	Authorized By: Council – Regular Meeting Resolution No. 20-XXXX	Replaces: N/A
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INTENT

It is the purpose of this policy to establish both a corporate ethos through its public interface mandate, and a set of practices in employee conduct that align with the directives of the Provincial Health Officer and the protocols set forth by WorksafeBC, aiming to protect staff and the public from the risk of Covid19 transmission to the best and practical extent of our ability.

A. Context and Timing

In alignment with the Province's *BC Restart Plan*, it is incumbent upon the Town of Golden to begin a graduated return in restoring a level of its services to the public while maintaining protocols to reduce the risks of Covid19 transmission within the work place. Additionally, the *Workers Compensation Act* requires the development by all Employers a COVID-19 Safety Plan.

On May 14th, 2020 the Provincial Health Officer further ordered that such plans must be digitally and physically posted for review by workers, other persons who may attend at the workplace to provide services, and members of the public.

The protocol and procedure directives in this policy are effective and aligned with Phase 3 of the Province's enhanced protocol measures. Additional or reduced measures will be wholly dependent upon the level of provincial transmission rates and commensurate orders from the Public Health Officer.

B. Scope and Application

Administrative procedures for risk reduction in the work place will be developed for Town Hall, Public Works, Municipal Parks, Mount Seven Rec Plex, the South East Administration Building, Golden Municipal Pool, Golden and District Recreation Centre, Golden Fire Hall, and the Golden Municipal Airport.

Similar protocols will be developed by the operators of the Golden Municipal Campground, the Golden Civic Centre, Golden Visitor Centre and Golden Seniors Centre.

C. Risk Reduction Levels

Protocol details will follow four levels of protection consideration for all work places as appropriate and necessary:

ELIMINATION

This includes limiting the number of people in the work place at any one time; rearranging of work spaces or rescheduling of work tasks to ensure distancing from co-workers, customers, and others.

ENGINEERING CONTROLS

This includes the installation of barriers to separate people, adequate cleaning and hygiene opportunities and facilities.

ADMINISTRATIVE CONTROLS

This includes the establishment of rules and guidelines for movement, density, and location of activities to ensure separation.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

This includes the use of non-medical masks in an appropriate manner, understanding limitations of effectiveness.

D. Corporate Wide Employee Conduct

The primary responsibility for pandemic control ultimately rests with individuals and their respective conduct in the workplace, in the community, and at home.

In order to reduce the risk of Covid19 transmission it is expected that Council and Staff will employ the following personal responsibilities in and outside the workplace in compliance with this Policy and as is incumbent upon public service workers to uphold appropriate civil behavior by:

1. Staying informed, being prepared and following public health advice.
2. Practicing good hygiene by:
 - a. Washing your hands often and after physical contact with frequently touched surfaces with soap and water for at least 20 seconds; OR
 - b. If soap and water are not available, using alcohol-based hand sanitizer or rubs (ABHR) to clean hands.
 - c. When coughing or sneezing, turning your head away from others and covering your mouth with a sleeve (i.e. cough into elbow); OR
 - d. Using a tissue, and immediately after, discarding it into a garbage receptacle and washing your hands.
3. Avoiding touching your face.
4. Staying at home and away from others if feeling ill – with no exceptions - whether for school, work or socializing.
5. Maintaining physical distancing outside of your household, e.g.; no handshakes or hug, keeping contact numbers low and keeping a safe distance of at least 2m apart.

6. Increasing your cleaning of frequently touched surfaces at home and work.
7. Considering the use of nonmedical masks in situations where physical distancing cannot be maintained, such as on transit or while shipping; and.
8. Continue to minimize non-essential personal travel.

Dated this 2nd day of June, 2020

Mayor

CAO