

Surface Transmission Disinfection Practices:

High contact touch surfaces in common areas not open to the public will be disinfected by office staff for their area twice per day (mid day and end of the day). Public spaces will be disinfected by facilities staff or contractors twice per day (mid day and end of the day). Some of these surfaces include washroom countertops, railings, door handles and knobs, etc.

Where possible, inside doors will be propped open and lights will be left on to reduce contact points. Main outside entrance doors will not be propped open.

Hand sanitization stations have been placed at entrance points, reception counters and staff workstations.

Staff not in contact with the public will wash their hands at the start of each day, before and after every break and at then end of the day.

Staff in contact with the public will regularly wash their hands or use hand sanitizer every 60 minutes when dealing with the public.

Shared office equipment will be sanitized after each use. Some examples are photocopiers, fax machines, coffee makers and shared desks. Other office equipment that is typically only used by a single staff member (such as personal desk space, mouse, phone, etc.) will be sanitized at the start and end of each shift.

Common use items such as coffee cups, utensils and plates have been assigned to each staff person. Any excess items have been removed from staff rooms.

Healthy Workplace Practices:

Employees who have experienced symptoms of COVID-19 within the last 10 days are prohibited from attending the workplace. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache. (Staff will consult with the BC COVID-19 Self-Assessment Tool or call 811 for further guidance related to testing and self-isolation.)

Any staff member who falls ill at work, even with mild symptoms, will report to the First Aid attendant. (Staff will consult with the BC COVID-19 Self-Assessment Tool or call 811 for further guidance related to testing and self-isolation). Any surfaces that staff member may have been in contact with will be immediately disinfected and a list of other staff contacts will be created.

Anyone directed by the Health Authority to self-isolate may not attend the workplace.

First Aid attendants have been provided with masks, gowns, and face shields, and instructed on OFA COVID-19 protocols regarding treatment of injuries.

Managers who have employees working remotely/from home, will complete the “District of Peachland –Work from Home record”.

COMMUNICATION PLANS AND TRAINING

This plan will be posted on staff bulletin boards, reviewed, and updated as appropriate.