

**Policy Title: Covid-19 Management Policy**

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## VILLAGE OF FRUITVALE COVID-19 MANAGEMENT POLICY

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### 1.0. Policy Statement

The Village of Fruitvale’s top priority is to ensure the health and safety of our employees, customers, and visitors. We are committed to creating a Village Office Covid-19 Safety Plan and a Public Works Office Covid-19 Safety Plan and providing training and education to all employees on the contents of these plans. The Village will educate customers and visitors on their responsibilities as outlined in that Plan.

Employees are responsible for taking reasonable precautions to protect their own health and safety and that of others in their workplace. This means they must adhere to this Policy, the Covid-19 Safety Plan, actively participate in all training, and be responsible for their own personal self-care. Employees are required to report unsafe conditions to their manager.

Customers and/or visitors must adhere to all Covid-19 procedures and will be notified of these procedures in a variety of ways. Failure to adhere to health and safety measures will result in the removal of the customer and/or visitor from Village premises. **Premise** is defined as any facility administered by the Village of Fruitvale including, but not limited to, the Village Office, the Public Works facilities and workplaces, the Village gym facilities, RV Park, Fruitvale Memorial Center, parks, and playgrounds.

## 2.0. Background and General Practices

The Village of Fruitvale recognizes that it is accountable and responsible for a variety of premises. Covid-19 related health and safety practices will vary from location to location, but generally, the Village of Fruitvale requires that employees, customers, and visitors adhere to the following requirements:

- Maintaining good personal and environmental hygiene;
- Providing adequate ventilation for all enclosed facilities;
- Ensuring washrooms, drains, and pipes are properly functioning;
- Ensuring proper cough/sneeze etiquette is followed (i.e. using tissues or elbows to cover mouths and noses and disposing of the tissue and washing your hands immediately);
- Maintaining physical distance at all times (at least two meters) whenever possible and use adequate personal protective equipment (**PPE**);
- Cleaning hands properly;
  - Before touching eyes, nose, and mouth;
  - After handling high contact surfaces or equipment, such as door handles, handrails, shared equipment, etc.); and
  - After handling objects soiled by respiratory or other body secretions.
- Self-isolating in the event that symptoms of Covid-19 are exhibited and contacting 8-1-1 or a doctor. Anyone exhibiting symptoms of Covid-19 are **not** to be in any facilities associated with the Village; and
- Ensuring individuals returning from international travel will self-isolate for a minimum of 14 days.

## 3.0. Employee Policies

All employees must:

- Adhere to all procedures outlined in any Village of Fruitvale Covid-19 Safety Plan;
- Maintain a physical distance of at least two meters from coworkers and customers and/or visitors unless a physical barrier is placed in

between and when the previous is not possible, employees are required to wear PPE;

- Adhere to occupancy limits outlined in any Village of Fruitvale Covid-19 Safety Plan;
- Stay home if they feel unwell or have come into contact with someone who has tested positive for Covid-19;
- Wash their hands for a minimum of 20 seconds or use hand sanitizer immediately upon entering Village premises, after touching shared items, after each delivery, after using a tissue or coughing or sneezing, after handling cash, credit, or debit cards, after using the washroom, and before leaving Village premises;
- Avoid touching their face, and
- Bring unsafe work conditions to the attention of their manager.

### **3.1 Workplace Wellness/Sick Leave Policy**

#### **3.1.1 Employee Requirements**

The Village of Fruitvale will not permit any employees to enter any Village premise if they are displaying symptoms of Covid-19 or have come into contact with an individual who has tested positive for Covid-19. This includes:

- Anyone with Covid-19 symptoms including, but not limited to, sore throat, fever, sneezing, or coughing;
- Anyone who has travelled; and
- Anyone who lives in the same household as a confirmed or clinical Covid-19 case who is self-isolating.

If any employee falls into the above listed categories, they are required to self-isolate at home for a minimum of 10 days or as long as symptoms persist (whichever is longest).

If an employee exhibits any of the symptoms listed above, they should use the [BC Ministry of Health](#) and call 8-1-1.

If an employee travels outside of the province of British Columbia, they must notify their immediate supervisor of their travel destination which will be reported to the Chief Administrative Officer. The Chief Administrative Officer will make a determination in conjunction with CUPE representatives regarding the risk associated with the employee's travel destination. If the Chief Administrative Officer and CUPE representative determine that the employee has visited a high-risk location and could put employees, customers, and visitors at risk by reporting to work, the employee will be required to self isolate for a minimum of 10 days.

In the case of the Officers of the Corporation, all travel plans outside the Province will be reported to the Council and Mayor for determination of the

risks to employees, customers and visitors. The Council and Mayor will make the determination for self isolation.

If an employee is required to self-isolate, the Village will assist with submitting short-term disability claims. If an employee does not qualify for short-term disability, they must use a combination of sick time, banked time, or vacation time. For further information regarding short-term disability claims and vacation/sick day entitlement, refer to the Pacific Blue Cross handbook for employee benefit coverage and the CUPE collective agreement.

An employee who is required to self-isolate may opt to work from home. An employee's eligibility to work from home must be discussed with their manager prior to them leaving the country or province.

### **3.1.2 Village Requirements**

If an employee reports having Covid-19 symptoms while at work, the Village of Fruitvale is required to:

- Send the employee home immediately to recover for the prescribed self-isolation period. They must also be advised to call 8-1-1 for further direction;
- Clean and disinfect the employee's workstation and any areas or tools that they were using as part of their job; and
- Follow any directions from BC Public Health regarding detailed cleaning, temporary closure, and trace contacting.

The Village is required to communicate expectations regarding symptoms and self-isolation to all employees and must establish a process for communicating with employees who may fall into one of the categories listed in Section 3.1.1 and must not enter Village premises.

### **3.2 Stress/Anxiety/Mental Health Policy**

The Village recognizes that employees may be affected by the anxiety and uncertainty created by the Covid-19 outbreak. The Village will provide employees with reasonable support to aid them in navigating mental health challenges. This support will be aligned with the Pacific Blue Cross employee benefit plan and the CUPE Collective Agreement.

### **4.0. Contractor Policy**

All contractors must adhere to all Village of Fruitvale policies and procedures when carrying out work on behalf of the Village unless the contractor has a policy or procedure that is more rigorous than the Village's. Contractors with a crew size of less than 2 individuals will be permitted to use Village washroom and wash facilities. Contractors with crews larger than 2 individuals will be required to provide their own washroom and wash facilities. The Village will be responsible for cleaning and disinfecting all washroom and wash facilities used by contractors.

## **5.0. Customer and/or Visitor Policy**

Any customers and/or visitors to any Village premises who are exhibiting symptoms of Covid-19 will not be permitted on the premises. Similarly, any customers and/or visitors will not be permitted on any Village premises if they have travelled outside of Canada until they have self-isolated for 14 days.

All customers and/or visitors will be required to maintain physical distance (a minimum of 2 meters) from other customers, visitors, and employees. Failure to observe physical distancing will result in the customer and/or visitor being asked to leave the premise.

Customers and/or visitors will not be permitted access to any Village Office or Public Works washrooms and will be asked to sanitize their hands before entering any premise.

Signage will be posted outside of all Village premises to this effect.

## **6.0. Physical Distancing Policy**

### **6.1 Physical Distancing for Employees**

The Village of Fruitvale has implemented physical distancing measures to ensure the health and safety of their employees. Employees will be required to maintain at least 2 meters of physical distance between themselves and any coworkers, customers, and/or visitors when possible. When physical distance is not possible, employees must wear adequate PPE.

Whenever possible, employees should limit the number of employees being transported in a vehicle at any given time and priority will be given to employees driving alone in vehicles. If physical distance is not possible, the Village will provide employees with PPE.

Refer to the Village of Fruitvale Covid-19 Safety Plans for further requirements regarding physical distance between employees and requirements for specific duties.

### **6.2 Physical Distancing for Customers and/or Visitors**

The Village will require that all customers and/or visitors maintain a 2-meter distance from all employees and other customers and/or visitors. Whenever possible, customers and/or visitors must remain behind the plexiglass barrier in the front reception area at the Village Office.

All customers and/or visitors will be required to adhere to any occupancy limits imposed on any Village premises and to sanitize their hands prior to entry. All occupancy limits will be posted in a visible location outside of each Village premise.

## **7.0. Sanitation and Hygiene**

All individuals entering Village premises will be required to either wash their hands thoroughly for a minimum of 20 seconds or use hand sanitizer immediately upon entry. Hand sanitizer will be provided by the Village, free of charge, for all employees, customers, and visitors.

All protective barriers will be cleaned at least twice daily. Similarly, any items that may have come into contact with customers and/or visitors (including handrails, handles, counters, etc.) will be disinfected at least twice daily. Items that come into frequently direct contact with employees, customers, and visitors will be disinfected after each use.

PPE will be provided to employees as an additional risk control but will not replace any other risk or infection control. Sufficient stock of PPE will be kept.

Whenever possible, items that have a high risk of contamination (e.g. mail) will be left for a minimum of 24 hours to serve as a decontamination period. Employees will still be expected to adhere to risk and infection controls such as hand washing and sanitization to further reduce the spread of Covid-19.

Only cleaning products approved by Health Canada will be used.

## **8.0. Employee and Public Communications**

The Village of Fruitvale will use a variety of communication platforms to ensure employees and the public are aware of the procedures in place to prevent the spread of Covid-19.

The Village will ensure employees receive adequate training regarding the procedures in place and the expectation of them. This training will include verbal training, posters, emails, safety plans, and anything else deemed appropriate by management.

The Village will similarly use posters and signage to notify the public of the expectations the Village has of them when entering Village premises. Expectations will also be communicated to the public via a mail out and social media platforms.