

May 19, 2020

COVID-19 Safety Plan – MUNICIPAL HALL

We would like to thank you for your patience and commitment to flattening the curve and for your continued support as we move forward to the next phase of the BC Restart Plan. The health and safety of our employees and our community is our priority. The BC Restart Plan lays out steps that will be undertaken over the next phase of reopening facilities and community amenities across BC. We have implemented some changes to reflect these steps and to provide for a safe and healthy return to business at our facility.

WHAT WE ARE DOING TO MANAGE THE RISK OF COVID-19

The District of Lake Country (DLC) has conducted a risk assessment and will continue to monitor the situation as our operations resume to ensure these risks are best managed.

Physical Distancing

- We have reduced the number of workers in the workplace by implementing working from home schedules and strategically scheduling some work tasks
- Workers will maintain a 2 meter (6 feet) distance wherever possible, and where not possible, other controls have been implemented (i.e. Plexiglass, PPE, hygiene and cleaning practices)
- Decals and signs have been put in place to safely distance members of the public and to manage the flow of foot traffic through our facility
- Plexiglass has been installed in areas where physical distancing is not practical: Customer Service Counter, Upstairs Customer Counters
- Signage in place to advise members of the public to not enter the building if they have any symptoms of COVID-19

Cleaning and Hygiene

- Hand sanitizer stations have been placed throughout the workplace and public areas
- Hand washing available in workplace and public washrooms
- Thorough cleaning and disinfecting at an increased frequency with emphasis on high-touch areas and surfaces such as workstations, doorknobs, handles, light switches, countertops, and bathrooms
- Coughing and sneezing etiquette: cough and sneeze into inside of elbow or tissue, and
- Workers are reminded to wash their hands thoroughly and regularly and refrain from touching their faces

Policies and Procedures

- The DLC has developed a COVID-19 Exposure Control Plan that all employees have been trained on
- Policies and procedures that are operation-specific have been developed and implemented
- A plan is in place for managing workers that fall ill, or may have been exposed to COVID-19
 - Workers are not to come to work if they have any symptoms or if a member of their household has symptoms, or if they have been exposed to someone with COVID-19, and they are to self-isolate as per the orders by the [BC Health Officer](#).
 - Anyone required to self-isolate under the direction or order of the BC Health Officer must follow those instructions.
 - Unsafe acts and conditions will be reported and remedied without delay.

Monitoring

- The DLC is closely monitoring the recommendations, orders and updates provided by the BC Health Officer, the BC Health Minister, and the BC CDC. Policies and procedures will be updated as events continue to evolve.

For questions or concerns related to The District of Lake Country's Response to COVID-19, please go to our website: lakecountry.bc.ca, or call 250-766-5650.