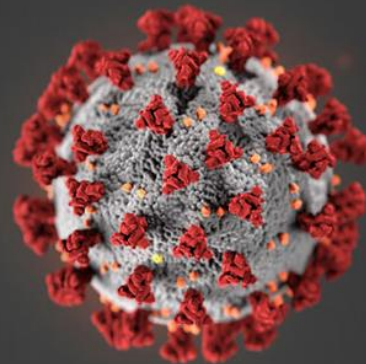


Village of Bible Hill

Pandemic Safety Plan



Coronavirus (COVID-19)



Village of Bible Hill has compiled the following pandemic safety plan, outlining the procedures in place at the Village to ensure the safety of our staff and the public and to help limit the spread of COVID-19.

Version 1.0 June 4, 2020
1.1 August 4, 2020

Introduction

Coronaviruses are a large family of viruses. Some cause illness in people and others cause illness in animals. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

As a result of the spread of COVID-19, a Provincial state of emergency has been declared by the Province of Nova Scotia, and a public health order has been issued under the Health Protection Act, along with various directives under Emergency Management Act, among others. To view these documents, please visit the following website: <https://novascotia.ca/coronavirus/alerts-notice/> .

Everyone is expected to follow the guidelines issued by the Provincial Government found at the following websites:

<https://novascotia.ca/coronavirus/staying-healthy>

<https://novascotia.ca/coronavirus/when-to-see-help/>

Employee Physical and Mental Health

The COVID-19 pandemic is a situation that has affected and will continue to affect everyone in many ways. Employees are encouraged to utilize sick time when starting to feel sick or unwell and for any symptoms of COVID-19. If an employee feels unwell at work, that employee should wash or sanitize their hands, wear a mask if their personal respiratory ability allows, contact another employee by phone, and isolate in the Village Chambers.

During this pandemic, the Village understands that its employees may be struggling and urges employees to take care of their physical and mental health and reach out if extra support is needed.

- The Mental Health Provincial Crisis Line is available 24/7 to anyone experiencing a mental health or addictions crisis, or someone concerned about them, by calling 1-888-429-8167 (toll free).
- Kids Help Phone is available 24/7, by calling 1-800-668-6868 (toll-free).
- Chamber of Commerce Group Insurance Plan Employee Assistance Program (EAP) – Arive is available by phone at 1-800-665-3365 for professional support and counselling.

Public Works Procedures

Social distancing, gathering and personal protective equipment:

- Preferably, one individual at a time shall occupy a Village maintenance vehicle or other small space, unless situation requires otherwise.
- When more than one individual is required to occupy a Village maintenance vehicle or other small space, masks must be worn by all occupants.
- All persons must wear a mask within public spaces of Village facilities.
- While municipal entities and contractors are exempt from the gathering limit and social distancing, staff shall maintain social distancing whenever possible at the discretion of each staff member. If staff choose to use masks, such equipment shall be disposed of in a garbage container whenever reasonable to assume it has been contaminated or is otherwise dirty, ripped or has been used for one regular working day.



Procedures for staff:

- Sanitize surfaces of shared-use equipment before use and other high touch surfaces at least twice per day.
- Sanitize high touch surfaces used exclusively by individual employees at least once per day.
- Wash or sanitize hands regularly (numerous hand-washing sinks are available to employees).
- Hand sanitizer will be provided for employee use.
- Work gloves used for garbage disposal duties are to be sprayed with disinfectant before and after use and strictly used for that purpose only.
- Use of high touch surfaces such as utensils, plates, glasses, and coffee makers are to be sanitized between use and employees are encouraged to frequently wash hands.



Employees are encouraged to utilize their office space or the outdoors for such activities and are encouraged to bring any desired supplies for personal use.

Procedures for the public:

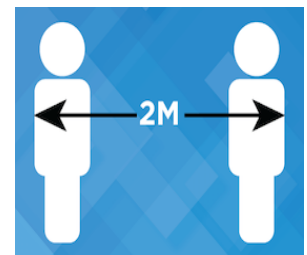
- Sanitize high touch surfaces used by the public and employees at least once per day in office (door handles, light switches, etc.)
- Maintain a log of external parties accessing buildings for maintenance or otherwise, so that areas visited can be sanitized as required.
- As of July 2, 2020, washroom facilities at the Bible Hill Recreation Park and Airport Field Park are open, and will be cleaned twice per day.
- As of July 2, 2020, the Village Hall community centre, and Chambers in the Village Office are open to the public. All persons must wear a mask within public spaces of Village facilities.
- High touch surfaces in the Village Hall and Chambers will be sanitized before public events/meetings when approved by Village staff for rental or meeting use.



Office Procedures

Social distancing, gathering and personal protective equipment:

- Public access to the Village Office is restricted to the reception area while under the state of emergency. Other than contractors, under no circumstances shall non-employees be permitted to enter employee working space or other office areas.
- Public access to the Village Office is available to one person or family unit at one time. All persons must wear a mask within public spaces of Village facilities.



- A sign will be posted on the Village Office front door, indicating only one individual or family entry at a time, masks are required to be worn, to check prior to entry for existing customer occupying reception, and noting no entry if experiencing COVID-19 symptoms which shall be listed.
- A protective barrier with speaking port will be installed between reception and the Administrative Services Coordinator office area. This protective barrier creates a buffer zone of at least 2 metres between frontline employee and customer.
- Hand sanitizer will be supplied for the public to use, if passing documents to staff.
- Any cheques or paperwork requiring signatures from non-employees is to be executed in the front lobby entrance only.
- Staff shall maintain social distancing whenever reasonably possible.
- All employees are encouraged to discuss safety matters at any time with their immediate supervisor, the joint occupational health and safety committee and/or management.
- Staff will not enter the office of another employee, unless agreed upon by staff.
- Staff will enter and exit the Village Office by way of the back door throughout the day, whereas the front door will be used by the public only.
- Village Office washrooms will not be open to the public under the state of emergency.
- The Village will supply proper PPE and other reasonable equipment such as: mask, sanitizer, gloves, work gloves and safety glasses for staff and active fire brigade members, as needed.
- The Village will assign high risk workers to low risk job tasks. Some employees may be asked to work from home, dependent on a number of factors including but not limited to operational needs, type of work performed by individual and associated risk.
- Staff are encouraged to reduce close contact with co-workers through the increased use of telephone, video calls and e-mail communication.

Procedures for staff:

- Wipes and disinfectant will be located near high touch surfaces in the Village Office, such as photocopier, break room and meeting area. These areas are to be sanitized before each use.
- Hand sanitizer will be placed in each employee's office, lobby, break room and Chambers.
- Wash or sanitize hands regularly (numerous hand-washing sinks are available to employees).
- Wash or sanitize hands after contact with mail, cash, paper, and surfaces that other employees or the public are likely to have touched.
- Each staff member is responsible for sanitizing and cleaning their office area.
- Regularly sanitize objects that are touched frequently, such as workstations, doorknobs, handles, light switches, railings, kettles, tools, etc. with disinfectants or soap and water.
- Employees are encouraged to utilize their office space or the outdoors for such activities and are encouraged to bring any desired supplies for personal use.



Procedures for the public:

- As of July 2, 2020, the Village Office and Village Hall are open to the public. All persons must wear a mask within public spaces of Village facilities.
- Village Hall kitchen will be closed to private rentals, unless exclusively used by an approved catering company, while under the state of emergency.
- The Village will hold meetings virtually, until expiry of the Minister's directive with respect to such meetings under state of emergency.
- The Village will remove magazines, brochures and papers from waiting areas or common rooms.

