



# TOWN OF GOLDEN ADMINISTRATIVE PROCEDURE

## Pandemic Operational Protocols – Town Hall

Effective Date: October 7 <sup>th</sup> , 2020	Authorized By: Corporate Policy 20-	Replaces: Previous – June 4 <sup>th</sup> , 2020
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### INTENT

The directives in this procedure have been developed to reduce the risk of virus transmission in the Town Hall workplace. These specific protocols align in measure and definition with Corporate Policy, *Covid19 Safety Plan* and shall be followed by all staff working within Town Hall for as long as that policy remains effective.

## Risk Reduction Level Protocols

### A. Elimination

1. Before entering into a workplace or vehicle, and throughout the day, employees should self-monitor for symptoms associated with COVID-19 by using the BC Health COVID-19 Symptom Self-Assessment Tool located here: <https://bc.thrive.health/> and answer the prompted questions, which include:
  - a. Are you experiencing symptoms consistent with COVID-19 (refer to the link above for the most up to date list of symptoms)?
  - b. In the past fourteen (14) days have you been outside of Canada?
  - c. In the past fourteen (14) days have you been in close contact with anyone who is symptomatic or has been diagnosed with COVID-19?
  - d. If the answer is 'yes' to any of the above questions, employees **must** stay home or if at work, go home immediately and contact their manager for advice.

Note: An electronic forehead thermometer is available in the coffee room for employees to spot check their body temperature at their discretion.

2. No more than 9 employees shall occupy the upper floor in a working capacity at any one time. No more than 3 employees shall occupy the lower floor in a working capacity at any one time. All employees are subject to the administrative controls set below.
3. All staff shall utilize the 'Town Hall Calendar' inputting their planned work week at least two weeks ahead of current date. Priority for occupancy presence shall be for front line Finance Department staff and the Records Coordinator, provided that s.4 below shall apply. At least 1 management level employee must occupy the building during regular working hours. Individuals are to judge their ability/need to occupy the building subject to calendar inputs.

4. Working from home provisions and scheduling may be implemented where practical, productive, and effective for employees, provided that:
  - a. All employees shall spend a minimum of 40% of their weekly working hours (2 of 5 days) in their provided Town Hall or other municipal work space, provided physical distancing can be maintained.
  - b. Priority for working from home provisions shall apply to those employees:
    - i. having children up to and including the 7<sup>th</sup> grade and,
    - ii. being immune-compromised with medical evidence.
5. No more than 2 members of the public may be in the front foyer at any one time; only the accessible upper floor washroom shall be available for public use.
6. No more than 3 employees may be in the coffee room at any one time, provided that a 4<sup>th</sup> may enter and exit for a task specific purpose (filling a coffee cup, getting utensils, placing or retrieving from the microwave etc.).
7. No more than 1 employee may be in the copy room at any one time.
8. No more than 8 individuals be they council members or staff or a combination thereof may occupy Council Chambers during a meeting in the seating areas designated for such persons provided that more members of Council may occupy these areas at the accommodation of staff.
9. No more than 4 members of the public may occupy the Council Chambers **gallery** during any meeting of Council.
10. No more than 3 members of the public may occupy the Council Chambers **foyer** during any meeting of Council.
11. Staff meetings exceeding 2 people shall be held exclusively in Council Chambers provided that if social distancing can be achieved and/or PPE is worn, 3 persons may meet in the CAO and CFO Offices only.
12. Meetings with the public shall only be held in either the Mayor/Council Office or Council Chambers which the public may only access through the Council Chambers foyer. Only two people shall occupy the Mayor/Council Office and no more than 13 individuals shall physically occupy Council Chambers.
13. Members of the public are otherwise prohibited access to any area of Town Hall other than the entrance foyers excepting any contractors required to work within the building.
14. Deliveries of goods and materials shall be deposited either outside the building main entrance or in the front foyer adjacent to the accessible stair lift.
15. Opening hours to the public shall be Monday to Friday, 10am - 4pm. If there is a line-up outside the building, the last person in line at 4pm shall be the last person served and this will be announced at the door at that time.

## B. Engineering Controls

1. A solid transparent barrier shall remain at the reception counter between the public and staff. Outside entrance and foyer signs shall be in place directing social distancing, staff interaction protocol, and other public restrictions.
2. Solid transparent barriers shall be placed between specific front line staff work spaces and as a divider between staff working the front reception counter.
3. As required, signs shall be in place outside appropriate rooms, in washrooms and congregational areas iterating occupancy limits, social distancing and hygiene expectations for both staff and the public.

## C. Administrative Controls

1. Professional in-house custodial cleaning shall be undertaken once daily in all areas of the building as typical, including **enhanced sanitation measures** for frequently touched surfaces **in common areas** including computer keyboards, mice, desk and counter surfaces, telephones, and door handles etc.
2. Personal workspaces shall be subjected to typical professional in-house custodial cleaning; **sanitation measures** for frequently touched surfaces including computer keyboards, mice, desk and counter surfaces, telephones, and door handles shall be the **responsibility of the occupant employee** for each space.
3. Employees working in walled office spaces will refrain from unnecessary movement and contact with surfaces within the building and remain in their offices as much as practically possible. Occupancy of common areas by such employees is restricted to **necessary** in-building movement only, including brief, distanced interaction with other employees if not either in the coffee room or others' offices. **Only front line staff shall utilize the central walkway through Finance Department staff.**
4. Between 0830am and 430pm, entry and exit to the building by all staff **excepting the Bylaw Officer** shall be by any door other than the main entrance.
5. All staff shall wash or sanitize their hands:
  - a. Upon entering the building.
  - b. After being exposed to surfaces touched by others on a regular basis.
  - c. After handling documents or materials introduced into the building from an outside source.
  - d. On an occasional, routine basis notwithstanding the above.
6. Appropriate reception counter surfaces and apparatus' shall be sanitized by front line staff following each interaction with a member of the public.
7. Staff shall not share or exchange office materials or tools between workspaces.

8. Applicable tabletops and other relevant surfaces shall be sanitized after every Council meeting or staff meeting involving the public by the presiding staff member at the meeting or designate.
9. All dishes and utensils used and sourced from the coffee room shall be immediately placed in the dishwasher after use.
10. Relevant photocopier surfaces and supplies in the copy room shall be sanitized **by the user** following each use other than for simple paper pick-up.

#### **D. Personal Protective Equipment**

1. Staff must use provided PPE (non-medical masks) if 2m distancing is unachievable in a specific work place for a specific purpose.



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Chief Administrative Officer