

Town of Gibsons COVID-19 Safety Plan



TOWN OF GIBSONS

www.gibsons.ca

The Town of Gibsons is committed to providing a safe and healthy workplace for all employees while delivering the necessary services to meet the needs of our community.

Maintaining Physical Distance

- Increased the number of staff working remotely and on revised work schedules to reduce staff attendance at work sites
- Evaluated existing workspaces to ensure a minimum 2m distance
- Implemented measures to ensure staff can maintain a distance of 2m when serving or working with or near members of the public
- Posted occupancy limits for common areas such as break rooms, meeting rooms, and washrooms
- One staff member at a time in any shared corridor less than 2m in width
- Use of virtual meetings encouraged

Clear Public Health Policies

Our workplace guidelines ensure that staff and others do not enter the workplace if:

- They are showing symptoms of COVID-19
- Have been directed by Public Health to self-isolate
- Have arrived from outside of Canada or have had contact with a confirmed COVID-19 case.

Where Physical Distance Cannot be Maintained

- Plexiglass barrier installed along service counter
- Use of situation appropriate personal protective equipment, such as non-medical masks, N95 masks, and face-shields

Cleaning and Hygiene

- Hand washing stations identified and easily accessible to staff
- Clear hygiene policies implemented for when staff must wash their hands or use hand sanitizer, for example after handling cash
- Hand sanitizer stations provided for public use inside Town facilities
- Cleaning protocol implemented for all common areas and surfaces, including shared equipment and break room appliances
- Increased frequency and depth of contracted cleaning for staff washrooms, surfaces and shared areas
- Public washroom facilities at Town Hall closed until further notice

Communication Plans and Training

- All staff members have been advised of the guidelines for staying home when sick
- Posted signage at all worksites, including occupancy limits and effective hygiene practices
- Posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and staff with symptoms
- Supervisors have been trained on monitoring staff and the workplace to ensure policies and procedures are being followed.

May 20, 2020