



Policy Title:	WORKPLACE COVID-19 OPERATIONS POLICY	Policy #:	HR-2020-12
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Section: HUMAN RESOURCES

Initially Approved: N/A

Last Reviewed: N/A

Council Approval: _____

Next Review Scheduled: _____

PURPOSE:

The purpose of this policy is to provide Village of Warfield staff with the means to work as safely as possible during the COVID-19 or any infectious disease outbreak.

POLICY GOAL:

The Village of Warfield is an essential service and must remain functional. In order to maintain function and protect the health of Village employees, this policy will outline some recommendations supported by WorkSafeBC that staff are expected to follow.

SCOPE:

This policy applies to all Village of Warfield employees regardless of employment agreement or rank.

POLICY REQUIREMENTS:

Social distancing requires us to make changes to our everyday routines and to minimize close contact with others. This means keeping 2 arms' length (approximately 2 meters) distance between ourselves and others. Limiting the number of employees on site can ensure these requirements are met.

Employees are expected to minimize sharing of office space, including work vehicles. When a space is shared, employees will clean and disinfect frequently touched surfaces before leaving the space. For vehicles, this includes the steering wheel, gear shift, and radio. For desks this includes the computer keyboard and mouse, desk surface, and phone.

Employees will schedule rotating coffee and meal breaks to allow for 2 meters distance between workers in all break rooms, and will not share food or drinks.

When possible, schedules will be rearranged (added, moved, or omitted), to reduce the risk of exposure and improve social distancing.

When possible, employees who may work remotely will do so.

When required to work on site, employees will perform their tasks further apart when possible.

Employees may use available sick time, banked hours, or vacation in the event of a quarantine or self-isolation and/or to supplement reduced regular working hours.

When possible, there will be no more than two administrative staff working in the Village office at one time.

Only the Works foreman or lead hand will check in daily at the Village office.

Only one person will use a Village vehicle at one time.

<https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/what-employers-should-do>

<https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/staying-safe-at-work>