

## COVID-19 Safety Plan

Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained.

### ELIMINATION

- The City of Nelson has established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms and elevators.
- The City of Nelson has implemented measures to keep workers and others at least 2 meters apart, wherever possible and practicable.

#### Measures include:

- Changes to start and stop times (staggering)
- Occupancy limits
- Limiting the number of public allowed to enter a common area at one time
- Providing larger meeting space to allow for appropriate social distancing measures

### ENGINEERING

- The City of Nelson has installed barriers where workers can't keep physically distant from co-workers, customers and others
- The City of Nelson has included barrier cleaning in our cleaning protocol
- The City of Nelson has installed the barriers so they don't introduce other risks to workers

#### Measures include:

- Tempered Glass at all Customer facing counters/desks and high staff traffic areas
- Privacy Panels between staff work areas in close proximity
- Physical distancing markers for public
- Additional sanitizing dispensers for staff & public at high touch areas
- Signage with maximum occupancy number listed

### ADMINISTRATIVE

- The City of Nelson has identified rules and guidelines for how workers should conduct themselves
- The City of Nelson has identified rules and guidelines for employees presenting symptoms of COVID-19 or other illness
- The City of Nelson has clearly communicated these rules and guidelines to workers through a combination of training, signage, procedural guidelines and verbal communication
- The City of Nelson has reviewed the information on cleaning and disinfecting surfaces and provided procedural guidelines to all staff
- Our workplace has enough handwashing facilities on site for all our workers.
- We have procedural guidelines for workers regarding hand washing and have communicated these to our workers
- Workers required to clean have had adequate training and materials