

## COVID-19 INFORMATION

# RELAUNCH PLAN – Town of Calmar

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COVID-19 remains a serious health threat, in particular for older adults, people with underlying health conditions, and people with compromised immune systems.

For the purposes of this document ‘attendees’ refers to anyone who works at or goes to a site, facility, event or organization in the Town of Calmar, and includes, but is not limited to:

- Staff, contractors, workers and volunteers
- Students, congregants, faith-community members
- Visitors, guests, participants, the general public
- Clients, patrons
- Town Board and Committee members
- Elected Officials

Under current Chief Medical Officer of Health Orders, business and entities are required to:

- Implement practices to minimize the risk of transmission of infection among attendees;
- Provide procedures for rapid response if an attendee develops symptoms of illness;
- Ensure that attendees maintain high levels of sanitation and personal hygiene; and
- Comply, to the extent possible, with this guidance, and any other applicable Alberta Health guidance found at: <https://www.alberta.ca/biz/connect.aspx>.

### Principles:

The safety and wellbeing of all of our attendees is the most important consideration. The following relaunch plans include measures that reduce the risk of transmission of COVID-19 and comply with current CMOH (Chief Medical Officer of Health) Orders. Please note that no single measure or action is effective in every situation. Use multiple actions whenever possible.

## FIT FOR DUTY SCREENING

### Guidelines:

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It is recommended that a ‘Fit for Duty’ screening process is established for each person who enters Town facilities. This includes Council Chambers and outside facilities.

The Town Manager and or Designate will instruct all Town employees to:

- Take their temperatures at the beginning of their shift and the information is to be logged on provided sheets known as Schedule “A”. Employees will continue to do so until further notice.
- Wipe down all high touch points (light switches, door handles, printers, steering wheel in vehicles, etc.) before, during and after each shift.

Anyone with symptoms of COVID-19, or who have travelled internationally or been in close contact with a case of COVID-19 in the past 14 days should stay home. Self-screen for symptoms, using the COVID-19 Self-Assessment tool found at [www.myhealthalberta.ca](http://www.myhealthalberta.ca).

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## **RELAUNCH PLAN – Town of Calmar**

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### **COUNCIL / VISITORS / DELIVERY PERSONS**

#### **Guidelines:**

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It is recommended that all persons who enter the building beyond the front counter;

- Complete the Temperature Screening and log information.
- Practice physical distancing (staying 2 meters away from others) during work activities.
- Practice enhanced hygiene and sanitizing techniques.
- It is recommended to have PPE available for staff (masks and gloves) who interact with visitors and delivery & service personnel.

#### **Council**

It is recommended that all elected officials follow all guidelines and follow all pre-screening guidelines. It is suggested that Council enter the Town Office through the Council Chambers and follow all guidelines set in place such as sanitize upon entering Council Chambers, sign in/sign out and take part in the temperature read and log their temperature on the sheets provided.

#### **Visitors**

- It is recommended that if possible, all meetings be scheduled ahead of time with the appropriate department, and if there are any known health issues, a video conference may be set up.
- Encourage scheduled appointments for all Town Hall business.
- It is recommended that all visitors ensure they are signed in and out by an employee at the front counter. Their name is to be recorded in a sign in book so they are counted should an evacuation occur.
- It is recommended that visitors be limited to Council Chambers and/or Board room and not individual offices.
- It is recommended that hand sanitizer and PPE (masks, gloves) be made available to visitors and employees who are with visitors.

#### **Delivery and Service Personnel**

- It is recommended that delivery persons do not enter past the front foyer.
- Encourage scheduled times/dates for delivery and use virtual signature or verbal acceptance when available.
- It is recommended that after packages are opened boxes/wrapping are disposed of properly, counters are wiped down and staff members perform thorough hand washing.
- It is recommended to advise Shred It, Staples and other service personnel that must enter the building of these protocols.

**FRONT COUNTER**

**Guidelines:**

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- A plexi-glass barrier has been installed at the front counter.
- Maximum foyer capacity should be limited to 3 people – 1 person at the counter and 2 in line. Additional members of the public should wait outside, either in line or in their vehicle, or call for an appointment.
- It is recommended to have markers on the foyer floor and outdoor sidewalks to encourage distancing of 6' (2 meters) between those in line.
- It is recommended that all pamphlets/flyers, books and shelving units be removed from public spaces.
- It is recommended a poster is created of each pamphlet/flyer with each assigned a number to identify when required from the public and encourage digital pamphlets and flyers. Staff could also digitize each flyer and make available online to avoid further contact.
- It is recommended to minimize or eliminate handling of cash.
- Encourage online payments, pre-pay or provide contactless payment options.
- It is recommended that a plastic sleeve be placed over the debit machine and is wiped down after each use.
- If handling cash/coins is required, it is recommended staff wear single use/disposable gloves for each transaction.
- Encourage members of the public to use their own pens or sanitize/dispose of used pens.
- It is recommended that the front counter be wiped down between each customer.
- It is recommended that front desk employees sanitize hands between each customer.
- It is recommended that employees that are covering the front desk sanitize the workstation, bring their own pen and wipe down keyboard and debit machine after their shift.
- It is recommended that the front counter be used as a reception for individuals needing access to the Board room or the use of Council Chambers where appropriate/necessary.
- It is recommended that the Food Bank box (if applicable) in the main entranceway be removed.
- It is recommended to have hours of business, new department guidelines and COVID-19 educational signage posted on the entrance door with additional signage posted in the foyer and at the front counter.

## **RELAUNCH PLAN – Town of Calmar**

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### **WORKSTATIONS / OFFICES**

**Guidelines:**

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- It is recommended that no staff share a workspace with another employee except for the arena staff (facility operator office). In this case, each employee must wipe down their workstation, computer, chair etc., before the start of their shift and at least twice daily while working. Emphasize cleaning of high touch points (e.g. keyboard, phone, desktop, door handles, light switches, staplers, etc.).
- It is recommended that ALL staff wipe down their workstations before the start of every workday and at least twice daily while working. Emphasize cleaning of high touch points (e.g. keyboard, phone, desktops, door handles, light switches, staplers, etc.).
- It is recommended every staff member has a bottle of hand sanitizer and or Lysol wipes at their workstation.
- It is recommended that no stationary items are shared; everyone needs to carry their own writing utensils.
- It is recommended there is no sharing of telephones, keyboards, desks, etc. If necessary, such as the facility operator office in the arena, a thorough wipe down after use is expected.
- It is recommended that workstations are kept tidy and items are put away before the end of the workday to allow cleaning staff the ability to do a thorough cleaning each day.

### **PRINTERS / ELECTRONICS**

**Guidelines:**

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- It is recommended that the equipment is wiped down after each use using the proper cleaning procedures provided.
- It is recommended a sanitizing station be placed next to the equipment (this should include hand sanitizer and sanitizing wipes).
- It is recommended that equipment is used by dedicated individuals only (e.g. the printer in the Town Administration Office would be used solely by staff in that building only).
- It is recommended to limit activity around equipment with encouragement of fewer trips to the machines.
- It is recommended to have educational signage posted at all printers.

### **CLEANING ELECTRONIC EQUIPMENT GUIDELINES**

- DO NOT use harsh or heavy-duty cleaners on electronic equipment as it may damage Town of Calmar electronics.
- Avoid excessive wiping and submerging item(s) in cleanser to avoid damage.
- Use only approved wipes for cleaning and disinfecting of equipment.
- Using a Lysol disinfectant wipe(s) or a wipe containing 70% alcohol, gently and carefully wipe the hard, nonporous surface of the item. If you have concerns about the cleaning product being used, please refer to the manufacturer's recommendations and warning label.

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- Do not use aerosol sprays, bleach or abrasive cleaners.
- Never spray cleaner directly onto an item.
- Avoid getting moisture into any openings.

## COUNCIL CHAMBERS

### Guidelines:

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- Council chambers capacity should be limited to 14 people at a time, this includes Council and CAO during Council Meetings.
- It is recommended that after each meeting, all tables, chairs and high touch points (e.g. door handle, light switches) are wiped down.
- It is recommended that multiple sanitizing stations be located in the room.
- It is recommended to have educational signage posted in the chambers.
- It is recommended that all seating is spaced so that physical distancing requirements can be met.

## SHARED KITCHEN IN TOWN OFFICE / PUBLIC WORKS

### Guidelines:

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- It is recommended that kitchen sinks be converted into a proper handwashing station with paper towel, soap dispenser and proper hand washing signage.
- It is recommended to remove all communal kitchenware (e.g. bowls, utensils, plates and cups) and cupboard be zip tied to restrict access.
- It is recommended for staff to bring individual dishes for use, and they should be taken home for cleaning the same day.
- High touch points such as the coffee machine, microwave, water cooler, fridge, sink, counters and containers should be wiped down after each use, and coffee pods be thrown out after use.
- It is recommended that the fridge is emptied and cleaned frequently, along with cleaning of the microwave, water cooler, coffee machines and counters.
- It is recommended that the fridge be stocked with single use condiments.
- It is recommended that personal condiments and containers are labeled with the individuals name and only be used by that person. Non-labeled items, not including single use, should be discarded at every cleaning.
- Town Administration office kitchen capacity should be limited to THREE (3) people at a time. When eating lunch in the Board room, limit of people should be FOUR (4) and the Public Works Shop kitchen limited to FOUR (4) people at one time, ENSURING PHYSICAL DISTANCING REQUIREMENTS ARE MET and loitering is discouraged at this time.
- It is recommended to remove the newspaper/magazine stand.
- It is recommended to have educational signage posted in all kitchens.

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**WASHROOMS**

**Guidelines**

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- It is recommended that all public washrooms be closed until further notice. Cleaning and sanitizing guidelines require monitoring and frequent cleaning.
- It is recommended to have enhanced cleaning practices by the designated cleaning company in the staff washroom.
- It is recommended that touch points are wiped down after each use.
- It is recommended that all employees wash their hands following the 20 second practice.
- It is recommended to have educational signage posted in all washrooms.

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## Temperature Log

Name	Date	Time	Temperature	Phone#



# EMPLOYEE HAND WASHING



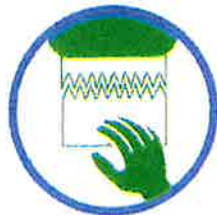
USE SOAP AND  
RUNNING WATER



RUB YOUR HANDS &  
ARMS VIGOROUSLY  
FOR 20 SECONDS



WASH ALL SURFACES  
INCLUDING: BACK OF HANDS, WRIST,  
UNDER FINGERNAILS WITH A BRUSH,  
RINSE YOUR HANDS WELL



DRY YOUR HANDS  
WITH A PAPER TOWEL

AX SIGNS

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# CLEAN WORKSPACES TWICE DAILY



- DESKS
- PHONES
- ELECTRONICS (COMPUTERS, KEYBOARDS AND MICE)
- CHAIRS
- PENS AND OTHER STATIONARY

# CLEAN SHARED SURFACES



## AFTER EVERY USE

# PLEASE PAY WITH DEBIT OR CREDIT

\*\*\*\*\*IF POSSIBLE\*\*\*\*\*

CONTACTLESS PAYMENT



Thank you for supporting  
Us in our efforts to keep our  
Patrons and staff healthy.

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Town of Calmar Re-Launch Plan

Approved by Town of Calmar Council this 20<sup>th</sup> day of July, 2020.



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Mayor Yachimetz



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Acting Town Manager Storey, CLGM