



RURAL MUNICIPALITY OF MURRAY HARBOUR

COVID-19 VILLAGE OFFICE Operational Plan

This plan outlines the Rural Municipality of Murray Harbour's general COVID-19 policies and procedures for operating under the updated Public Health Order issued May 1, 2020 and in accordance with each phase of *Renew PEI Together*.

Name of Business: Rural Municipality of Murray Harbour

Civic Address: 27 Faye Fraser Drive, Murray Harbour

Owner/Manager Name: Christine Jackson, CAO

Signature:

Phone: 902-962-3835

Email: villageofmurrayharbour@outlook.com

Date:

27 May 2020

The Murray Harbour Village Office will re-open to the public on Monday, June 1, 2020 using the following procedures and protocols.

1. Social Distancing

Measures used to maintain social distancing	Steps taken to ensure minimal interaction of people. (2 metres separation)
Between employees	<ol style="list-style-type: none">1. Staggered workdays2. Assigned enclosed office space
Between clients	<ol style="list-style-type: none">1. One-way building entry (at Library/Village Office door) and exit (back entrance in Village Office) when more than one person in the building2. One person at a time permitted to enter main office area; signage will be placed instructing other clients to wait in the Waiting Area3. Hallway or small meeting room to serve as a Waiting Area (with seating arranged 2m apart) (Instructional signs will be posted)
Between employees and clients	<ol style="list-style-type: none">1. Clients will not be permitted to enter employee office space2. Clients and employees can talk through office sliding windows or meet at boardroom table (opposite ends)3. A drop-off box will be provided for receiving cheques4. Hand-washing/sanitation required after handling of cash

**** There will be no public access to washroom or kitchen facilities until the Community Centre re-opens. ****

2. Tracking: Employee/Client Sign-In–Sign-Out

All persons entering the building will be required to sign-in and sign-out on a designated form with the following statement:

“I declare by signing this sheet/form that I have not been outside of PEI within the last 14 days and am not required to self-isolate.”

3. Hand Washing /Sanitizer Stations

Practicing good hygiene is an essential part of our operational plan. All employees and individuals entering the building will be encouraged to:

- wash your hands often (in addition to routine times such as after using the washroom, before eating, when handling food for the public),
- cough/sneeze into your elbow or tissue and throw away,
- avoid touching your eyes, nose and mouth with your hands,
- use alcohol-based hand sanitizer if soap and water are not readily available.

Hand Washing Stations	Location
Staff	<ul style="list-style-type: none"> • Hand-washing facilities are available in the washrooms and kitchen facilities
Public	<ul style="list-style-type: none"> • Washroom and kitchen facilities are off-limits to the general public until the Community Centre re-opens.
Hand Sanitizer Stations	Location
Staff	<ul style="list-style-type: none"> • Disinfection stations are available at building entries/exits and in the office space
Public	<ul style="list-style-type: none"> • Disinfection stations are available at building entries/exits and in the office space.

4. Employee Illness/Exclusion Policy

Management will clearly communicate to all staff the exclusion policy in place for any employee displaying symptoms of COVID-19.

- All staff must self-monitor for symptoms and report to their supervisor if they have concerns about possible COVID exposure or possible symptoms.
- Any staff member developing symptoms of COVID-19 at work must immediately perform hand hygiene, report to manager, avoid contact with staff, and leave as soon as it is safe to do so. They will call 811 to arrange testing.
- Symptomatic staff will be required to self-isolate until tested for COVID-19 and the results are confirmed.
- If the test results are negative for COVID-19 but the staff member remains ill and/or symptomatic, they should remain on sick leave.

Symptoms of COVID-19 include:

- | | |
|---|--|
| <ul style="list-style-type: none"> • cough (new or exacerbated chronic) • headache • fever/chills • sore throat • marked fatigue | <ul style="list-style-type: none"> • sneezing • congestion • body aches • runny nose |
|---|--|

5. Enhanced Cleaning and Disinfection of Shared Areas and Surfaces

Cleaning products will remove visible soil and/or dirt from surfaces. Disinfecting products are used to destroy bacteria and viruses.

Cleaning/Disinfecting Product	Spray Nine - Cleaner and Disinfectant
Mixing instructions	None Required
Product Notes:	Kills viruses and bacteria: H1N1 Swine Flu, Influenza A2 Virus, Common Flu A2 Virus, Avian Flu H3N2 Virus, Salmonella Choleraesuis, Escherichia coli (E.coli), Hepatitis C Virus, Rhinovirus Type 37, Norwalk Virus, Herpes Simplex I and II, Poliovirus Type I, Rotavirus, MRSA, Streptococcus pyogenes, Shigella dysenteriae.

Cleaning/Disinfecting Product	Disinfecting Wipes
Mixing instructions	None Required
Product Notes:	

Cleaning/Disinfecting Location	Frequency
Entry/Exits - Door handles, light switches	At closing (by office staff)
Staff Only Washrooms - Toilet seat; taps, door handles, light switches	After every use (by office staff)
Table/Desk surfaces, computer mouse, keyboard, phone	At closing (by office staff)
Floors, surface cleaning, waste removal, etc.	Weekly (by janitorial staff)