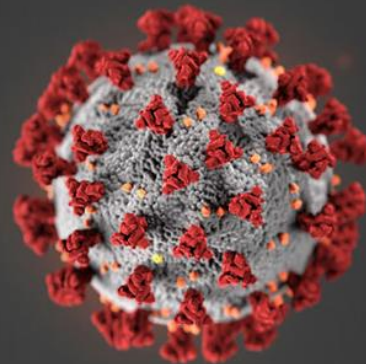


Village of Bible Hill

Pandemic Safety Plan



Coronavirus (COVID-19)



Village of Bible Hill has compiled the following pandemic safety plan, outlining the procedures in place at the Village to ensure the safety of our staff and the public and to help limit the spread of COVID-19.

Version	1.0	June 4, 2020
	1.1	August 4, 2020
	1.2	November 30, 2020
	1.3	April 29, 2021
	1.4	June 1, 2021
	1.5	June 28, 2021

Introduction

Coronaviruses are a large family of viruses. Some cause illness in people and others cause illness in animals. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

As a result of the spread of COVID-19, a Provincial state of emergency has been declared by the Province of Nova Scotia, and a public health order has been issued under the Health Protection Act, along with various directives under Emergency Management Act, among others. To view these documents, please visit the following website:

<https://novascotia.ca/coronavirus/alerts-notice/> .

Everyone is expected to follow the guidelines issued by the Provincial Government found at the following websites:

<https://novascotia.ca/coronavirus/avoiding-infection/>

<https://novascotia.ca/coronavirus/symptoms-and-testing/>

Employee Physical and Mental Health

The COVID-19 pandemic is a situation that has affected and will continue to affect everyone in many ways. Employees are encouraged to utilize sick time when starting to feel sick or unwell and for any symptoms of COVID-19. If an employee feels unwell at work, that employee should wash or sanitize their hands, wear a mask if their personal respiratory ability allows, contact another employee by phone, in the Village Chambers.

During this pandemic, the Village understands that its employees may be struggling and urges employees to take care of their physical and mental health and reach out if extra support is needed.

- The Mental Health Provincial Crisis Line is available 24/7 to anyone experiencing a mental health or addictions crisis, or someone concerned about them, by calling 1-888-429-8167 (toll free).
- The Crisis Text Line is available for adults who are going through a difficult time and need someone to text with. The service is free and available 24/7. Text NSSTRONG to 741741.
- Kids Help Phone is available 24/7, by calling 1-800-668-6868 (toll-free).

- Chamber of Commerce Group Insurance Plan Employee Assistance Program (EAP) – Arive is available by phone at 1-800-665-3365 for professional support and counselling.
- Chamber of Commerce Group Insurance Plan provides access to the premium version of the mental wellness app *Hug Authentic Connections*, provided by Arete, available on the App Store or Google Play.

Village Procedures During Provincial Reopening plan

During the provincial reopening plan, the Village will comply with the prescribed five (5) phases. The following practices shall be implemented and will override the remainder of this pandemic plan where necessary.

Phase one (1) begins June 2, 2021, when 50% of the provincial population has received one dose of a Public Health approved COVID-19 vaccination, therefore so long as the province remains in Phase one:

- Public access to the Village Office is restricted to the lobby, where one person, or one family unit is permitted. High touch surfaces will be sanitized in between visitors. Public access to the remainder of the office building is closed. Other than contractors, under no circumstances shall non-employees be permitted to enter employee working space or other office areas.
- Office staff are to continue working from home when reasonably possible, and can enter the Village Office building as needed. Masks must be worn by all staff within Village facilities, except for when a staff member is alone in their designated office.
- Public access to H. Douglas Boyce Village Hall is closed. Other than contractors, and previously approved caterers, under no circumstances shall non-employees be

permitted to enter the hall. The Administrative Services Coordinator shall contact all renters of hall bookings and inform them of cancellations.

- Public works employees are to continue work, following public health guidelines and the guidelines as written in *Village Procedures during State of Emergency: Public Works Procedures* below.
- Meetings will be held virtually, via Microsoft Teams, or another approved video conferencing platform as needed.

Phase two (2) begins when 60% of the provincial population has received one dose of a Public Health approved COVID-19 vaccination, therefore so long as the province remains in Phase two:

- Public access to the Village Office is restricted to the lobby, where one person, or one family unit is permitted, and the Commission Chambers, where a maximum of ten persons can meet, with physical distancing. High touch surfaces will be sanitized in between visitors. Public access to the remainder of the office building is closed. Other than contractors, under no circumstances shall non-employees be permitted to enter employee working space or other office areas not specified above.
- Office staff should return to their offices. Office staff may choose to continue working from home, and are to enter the Village Office building as needed. Masks must be worn by all staff within Village facilities, except for when a staff member is alone in their designated office.
- Public access to H. Douglas Boyce Village Hall is restricted to rental groups of twenty (20) persons or less with physical distancing, and Village day camp groups of 15, including staff, without distancing. Persons inside the hall are required to wear a mask at all times. Renters are required to maintain a contact list of all participants of their event. Other than approved renters, guardians of day camps participants, and approved caterers, under no circumstances shall non-employees be permitted to enter the hall.

- Public works employees are to continue work, following the guidelines as written in *Village Procedures during State of Emergency: Public Works Procedures* below.
- Meetings with a maximum of ten (10) persons can be held in person, in the Commission Chambers, and with a maximum of twenty (20) persons can be held in H. Douglas Boyce Village Hall, with physical distancing. Masks are to be worn at all times during the meeting.
- Fitness classes can resume in H. Douglas Boyce Village Hall, with a maximum of ten (10) persons with physical distancing. Registration is required, and no drop ins are permitted. Persons inside the hall are required to wear a mask at all times, except for when actively partaking in a fitness class.

Phase three (3) begins when 65% of the provincial population has received one dose of a Public Health approved COVID-19 vaccination, therefore so long as the province remains in Phase three:

- Public access to the Village Office is restricted to the lobby, where one person, or one family unit is permitted, and the Commission Chambers, where a maximum of ten (10) persons can meet, with physical distancing. High touch surfaces will be sanitized in between visitors. Public access to the remainder of the office building is closed. Other than contractors, under no circumstances shall non-employees be permitted to enter employee working space or other office areas not specified above.
- Office staff may return to the office. Office staff may choose to continue working from home, and are to enter the Village Office building as needed. Masks must be worn by all staff within Village facilities, except for when a staff member is alone in their designated office.
- Public access to H. Douglas Boyce Village Hall is restricted to rental groups, including fitness classes, with a maximum of twenty (20) persons with physical distancing. Persons inside the hall are required to wear a mask at all times, except for when

actively partaking in a fitness class. Renters are required to maintain a contact list of all participants of their event. Other than approved renters, guardians of day camps participants, and approved caterers, under no circumstances shall non-employees be permitted to enter the hall.

- Public works employees are to continue work, following the guidelines as written in *Village Procedures during State of Emergency: Public Works Procedures* below.
- Meetings with a maximum of ten (10) persons can be held in person, in the Commission Chambers with physical distancing. Meetings can be held in H. Douglas Boyce Village Hall, with a maximum of twenty (20) persons, with physical distancing. Masks are to be worn at all times. The meeting organizer is to keep a contact list of all meeting participants.

Phase four (4) begins when 75% of the provincial population has received one dose of a Public Health approved COVID-19 vaccination, therefore so long as the province remains in Phase four:

- Public access to the Village Office is restricted to the lobby, where one person, or one family unit is permitted, and the Commission Chambers, where a maximum of ten (10) persons can meet, with physical distancing. High touch surfaces will be sanitized in between visitors. Public access to the remainder of the office building is closed. Other than contractors, under no circumstances shall non-employees be permitted to enter employee working space or other office areas not specified above.
- Office staff are to return to the office. Masks must be worn by all staff within Village facilities, except for when a staff member is alone in their designated office.
- Public access to H. Douglas Boyce Village Hall is restricted to approved rental groups, with a maximum of twenty (20) persons with physical distancing. Persons inside the hall are required to wear a mask at all times, except for when actively partaking in a fitness class. Renters are required to maintain a contact list of all

participants of their event. Other than approved renters, groups, guardians of day camps participants, and approved caterers, under no circumstances shall non-employees be permitted to enter the hall.

- Village day camps are permitted to operate with a limit of 30 persons per group, including staff, without distancing.
- Meetings, with a maximum of ten (10) persons, can be held in person, in the Commission Chambers, with physical distancing. Masks are to be worn at all times. The meeting organizer is to keep a contact list of all meeting participants.
- Public works employees are to continue work, following the guidelines as written in *Village Procedures during State of Emergency: Public Works Procedures* below.

Phase five (5) begins when 75% of the province's population is fully vaccinated with two doses of Public Health approved COVID -19 vaccinations.

- This pandemic plan will be reassessed once phase five nears.

Village Procedures during State of Emergency

Public Works Procedures

Physical distancing, gathering and personal protective equipment:

- All maintenance staff members must wear a mask at all times when inside Village facilities, in Village maintenance vehicles, and when outdoors and physical distancing cannot be maintained. Masks, and any other used personal protective equipment (PPE) shall be disposed of in a garbage container whenever reasonable to assume it has been contaminated or is otherwise dirty, ripped or has been used for one regular working day.
- Whenever reasonably possible, one individual at a time shall occupy a Village maintenance vehicle or other small space, unless situation requires otherwise.



- Staff shall maintain physical distancing whenever possible at the discretion of each staff member.

Procedures for staff:

- Sanitize surfaces of shared-use equipment before use and other high touch surfaces at least twice per day.
- Wash or sanitize hands regularly (numerous hand-washing sinks are available to employees).
- Hand sanitizer will be provided for employee use.
- Work gloves used for garbage disposal duties are to be sprayed with disinfectant before and after use and strictly used for that purpose only.
- Use of high touch surfaces such as utensils, plates, glasses, and coffee makers are to be sanitized between use and employees are encouraged to frequently wash hands.
- Staff are encouraged to reduce close contact with co-workers through the increased use of telephone, video calls and e-mail communication.



Procedures for the public:

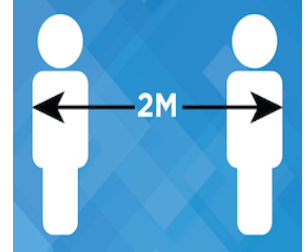
- Sanitize high touch surfaces used by the public and employees at least once per day in office (door handles, light switches, etc.).
- Maintain a log of external parties accessing buildings for maintenance or otherwise, so that areas visited can be sanitized as required.
- All persons must wear a mask within public spaces of Village facilities.
- High touch surfaces in the Village Hall and Chambers will be sanitized before public events/meetings when approved by Village staff for rental or meeting use.



Office Procedures

Physical distancing, gathering and personal protective equipment:

- Public access to the Village Office is restricted to the reception area while under the state of emergency. Other than contractors, under no circumstances shall non-employees be permitted to enter employee working space or other office areas.
- Public access to the Village Office is available to one person or family unit at one time. All persons must wear a mask within public spaces of Village facilities.
- Staff shall avoid having meetings with persons in their personal offices. The Commission Chambers shall be used for such meetings.
- Staff will not enter the office of another employee.
- A sign will be posted on the Village Office front door, indicating only one individual or family entry at a time, masks are required to be worn, to check prior to entry for existing customer occupying reception, and noting no entry if experiencing COVID-19 symptoms which shall be listed.
- A protective barrier has been installed between reception and the Administrative Services Coordinator office area.
- Hand sanitizer is supplied for the public to use.
- Any cheques or paperwork requiring signatures is to be executed in the front lobby entrance, or Commission Chambers.
- Staff shall maintain physical distancing whenever reasonably possible.
- All office staff must wear a mask at all times when inside Village facilities, except for when alone in their designated office. Masks, and any other used (PPE) shall be disposed of in a garbage container whenever reasonable to assume it has been contaminated or is otherwise dirty, ripped or has been used for one regular working day.



- All employees are encouraged to discuss safety matters at any time with their immediate supervisor, the joint occupational health and safety committee and/or management.
- Staff will enter and exit the Village Office by way of the back door throughout the day, whereas the front door will be used by the public only.
- The Village will supply proper personal protective equipment (PPE) and other reasonable equipment such as: mask, sanitizer, gloves, work gloves and safety glasses for staff and active fire brigade members, as needed.
- The Village will assign high risk workers to low risk job tasks. Some employees may be asked to work from home, dependent on a number of factors including but not limited to operational needs, type of work performed by individual and associated risk.
- Staff are encouraged to reduce close contact with co-workers through the increased use of telephone, video calls and e-mail communication.

Procedures for staff:

- Wipes and disinfectant will be located near high touch surfaces in the Village Office, such as photocopier, break room and meeting area. These areas are to be sanitized before each use.
- Hand sanitizer will be placed in each employee's office, lobby, break room and Chambers.
- Wash or sanitize hands regularly (numerous hand-washing sinks are available to employees).
- Wash or sanitize hands after contact with mail, cash, paper, and surfaces that other employees or the public are likely to have touched.
- Each staff member is responsible for sanitizing and cleaning their office area.
- Regularly sanitize objects that are touched frequently, such as workstations, doorknobs, handles, light switches, railings, kettles, tools, etc. with disinfectants or soap and water.



Procedures for the public:

- All persons must wear a mask within public spaces of Village facilities.
- Village Hall kitchen will be closed to private rentals, while under the state of emergency, unless exclusively used by an approved catering company.
- The Village will remove magazines, brochures and papers from waiting areas or common rooms.
- All programming requires pre-registration, name and contact number for all participants.
- Programming will follow physical distancing and gathering guidelines.

