

Village of Hines Creek Council Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	June 9, 2020
Originated By:	Kim Kuntz
Title:	New Business
File:	0609

BACKGROUND/PROPOSAL:

On March 18, 2020 Council made the decision to close the Municipal Office to the public. With the relaunch strategy at Stage 1, Council has decided it is time to re-open the Office. In preparation for this Policy 200-35 has been created, outlining the procedure to clean and disinfect the office to minimize the risk of spreading germs and viruses for the safety of the public and staff.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

For Council to review Policy 200-35 and provide feedback.

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

Initials show support- Reviewed by: LK	Manager:	C.A.O. RW
--	----------	-----------

9b.



VILLAGE OF HINES CREEK
POLICIES AND PROCEDURES MANUAL
ADMINISTRATION

TITLE: Disinfection & Pandemic Policy
POLICY NUMBER: 200-35
EFFECTIVE DATE: 2020-05-28

POLICY STATEMENT:

The Municipal Office is a public place and as such is subject to being a potential point of spread of viruses, particularly during times of pandemic. In order to mitigate the risks certain precautions may be taken, such as a regular cleaning and disinfection process, as outlined below.

METHODS

1. Signage will be posted outlining Village requirements to enter the Office. Good hand hygiene will be encouraged and hand sanitizer will be available for all who enter the Office.
2. To minimize potential exposure only two customers will be allowed into the Village Office at a time. They must follow the appropriate physical distancing measures from each other and from Village Staff.
3. Between customers Staff will be disinfected as per the subsequent protocol:
 - a. All high touch surfaces will be cleaned including, but not limited to, door knobs, counters, chair arms and debit machine.
 - b. Visible soil/dirt will be wiped up followed by a disinfectant that has an approved DIN number for efficacy against viruses. Instructions on the product label will be followed to ensure effective disinfection.
4. At the discretion of Council and the CAO washrooms located in the Municipal Office may be closed to the public to decrease potential points of spread.

END OF POLICY

APPROVED

AMENDED

VILLAGE OF HINES CREEK
POLICY MANUAL
ADMINISTRATION