



COVID-19 Response Measures

Village of Telkwa Office Protocol - Updated November 2020

The Province moved into Phase 2 of British Columbia's Restart Plan and the Village of Telkwa re-opened the municipal office as of June 1, 2020. As such, we urged staff to continue to take the utmost care regarding their own health and protecting those around them.

As the situation evolves, so does the Village's response. Senior Management continues to meet regularly to assess the situation and address staff concerns. HR discussions pertaining to the COVID-19 pandemic continue to be addressed on a case-by-case basis at the Senior Management level and the details of those will remain confidential.

On November 24, 2020, Ministerial Order No. M425 was released by the Province. During this time, wearing face coverings (masks) in indoor public common spaces, social distancing and other safety procedures within our office and at our facilities are mandatory. Please employ and/or continue to employ the following:

- Undertake a self assessment prior to entering municipal buildings
- Do not enter municipal buildings if you are feeling/exhibiting any flu-like symptoms
- Stay at home and check with your medical doctor/call 811 if feeling any symptoms
- Wear a mask in indoor public spaces (unless exempt - see Ministerial Order No. M425)
- Utilize hand-sanitization stations upon entering and exiting municipal buildings
- Avoid touching your face (eyes, nose, mouth)
- Wash hands thoroughly with soap and water as and when required
- Use hand sanitizer periodically throughout the day as and when required
- Use disinfectant wipes or sprays at your individual work stations and for common surfaces such as equipment, door handles and countertops
- Cover your nose and mouth when coughing and sneezing by using a tissue or a flexed elbow
- Avoid contact with people who are sick
- Maintain a minimum distance of two metres (six feet) from others
- Stand behind the plexiglass screen when directly dealing with the public at the front counter and use social-distancing measures when in other areas
- Some chairs have been removed from the kitchen/coffee room, Board Room and Council Chambers to limit the number of people gathered at one time
- Additional office cleaning of high-touch areas (mid-week) has been implemented
- Car pooling for Village of Telkwa business is not an option at this time
- Use virtual options, email, and/or telephone to connect with others where possible
- Washrooms will remain closed to the public at this time
- Conduct meeting electronically as/when possible.

If you or someone in your household are sick:

Stay at home if you or someone in your household are exhibiting any cold/flu symptoms. Call HealthLink BC at 811 for an assessment and to determine any necessary next steps.

What if you become sick at work?

Based on information on the HealthLink BC website on symptoms for the current virus threat, supervisors/managers have the ability to determine whether someone is no longer well enough to remain at work, may ask an employee to leave the workplace and be screened for the virus, and require them to undertake self-isolation if deemed necessary (following BC Ministry of Health guidelines).

Returning to work after being sick:

Employees who are no longer showing symptoms of cold/flu and wish to return to work after being away sick must contact their supervisor/manager prior to returning to work. If employee illness (or of a household member) was due to confirmed COVID-19, medical documentation stating that the employee is not sick and/or is no longer sick or a risk to others will be required. The employee is to maintain contact with their supervisor if off work due to illness themselves or of a household member.

Contact with Person(s) Arriving to Canada or Person(s) with Confirmed COVID-19

If you have been in contact with a person(s) arriving to Canada or a person(s) with a confirmed case of COVID-19, you must self-isolate for 14 days and self-monitor for symptoms.

Further information:

Workers who have been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19, should call HealthLink BC at 811 for an assessment and to determine any necessary next steps.

The following websites will help you in your decisions on whether you feel safe to report to work or if you or anyone in your household has symptoms, when will it will be safe to return to work:

- <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>
- <https://covid-19-bccdc.ca/>
- <https://www.northernhealth.ca/>
- <https://www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19>

If you are still in doubt regarding your situation, reach out to a medical professional to help you decide what is best for you. Northern Health has a COVID-19 Online Clinic that will assist you with your decision.

The Village of Telkwa is here to support you any way we can. If you have any questions or concerns, please contact your supervisor to discuss details.

We are all in this together. Do your part to protect yourself, your family and friends, your co-workers, and the general public.

Thank you.