

Village of Debden

Policy Title Pandemic & Exposure Control Plan		Adopted By Council	Policy Number 2/2020	
Jurisdiction Village of Debden	Attachments: Appendix A PPE Protocol Appendix B Cleaning Protocol In Coordination with Infectious Disease Policy 1/2020		Effective Date May12,2020	Page 1 of 13
Reviewed By Council			Amended: December 10,2020 October 14, 2021	

Preface:

This document is designed to give guidance to the Village of Debden in preparing and working through a Pandemic.

What is a Pandemic?

A disease that is prevalent over a whole country or the world.

Who is responsible for what during a Pandemic?

Many groups and agencies have a role to play in planning for and responding to an Influenza Pandemic.

International:

The World Health Organization (WHO) www.who.int/csr/disease/Influenza/Pandemic/en watches for and tracks the emergence of new strains of Influenza around the world. The WHO determines the level of a Pandemic alert and when to move from one phase to another. It will be the WHO that declares a Pandemic on an international level and notifies Federal Health Authorities.

Federal:

The Federal Government holds responsibility for the nationwide coordination of the Pandemic Influenza health response; including surveillance, international liaison, and coordination of the vaccine response (the way vaccines are obtained, allocated and funded).

It is up to the Federal Government to activate the Canadian Pandemic Influenza Plan once a Pandemic is declared.

FNIHB/NITHA

The First Nations and Inuit Health Branch (FNIHB) and Northern Inter-Tribal Health Authority (NITHA) are responsible for working with First Nations (FNs) and Inuit communities on reserves to ensure that:

- Planning for a Pandemic at the community level is taking place;
- Communities have Pandemic plans and they are closely linked with their neighboring Jurisdictions and Regional Health Authorities (RHAs);
- The needs of FNs are considered in planning, and;
- Health Services are available and accessible in the event of an emergency.

LIVING DOCUMENT- THIS DOCUMENT WILL BE CONTINUOUSLY REEVALUATED.

For information on Pandemic planning on reserve FNs in Saskatchewan please visit the following websites: <http://www.phac-aspc.gc.ca> and www.nitha.com Saskatchewan Health's.

Provincial:

The province has the responsibility for coordinating Pandemic Influenza planning and mobilizing contingency plans and resources in the province. Health emergency response begins at the local (Regional Health Authority) level.

The Saskatchewan Health Pandemic Influenza Preparedness Plan provides a framework for activities to be carried out in each Pandemic period.

Regional Health Authorities:

Regional Health Authorities (RHAs) are responsible for planning the local response to a Pandemic according to provincial and national guidelines. This includes planning health services delivery and working with local partners (for example; emergency responders, mortuary services) in advance of a Pandemic to ensure a coordinated response when Pandemic Influenza strikes.

Other key players that will be affected by Pandemic Influenza and are in various stages of contingency planning include:

- Municipalities
- Schools
- Healthcare Professionals
- Non-Government Organizations
- Business Sectors

Municipalities:

The Village has the responsibility to help the Saskatchewan Health Authority as required by the Saskatchewan Health Authority.

The Village of Debden is committed to providing a safe and healthy workplace for all of our staff. A combination of preventative measures will be used to minimize worker exposure to the infection, including the most effective control technologies available. Our work procedures will protect not only our employees, but also other workers and/or the public who enter our facilities. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to the COVID-19 virus.

The Village will strive to find ways to control or eliminate exposure to the COVID-19 virus by developing and implementing proper risk controls, establishing safe work practices, raising awareness, and providing education and training for its employees. LOCAL GOVERNMENT will follow direction and controls as specified by the BCCDC, the Ministry of Health, and the Provincial Health Medical Health Officer.

Key Roles:

- Keeping essential services operating;
- Ensure the safety of their councils and staff;
- Follow recommendation of the Health Region, Provincial and Federal Governments;
- Communications to the Public (ensure a clear and correct message is sent);
- Communication with the Health Region and Provincial Government;
- Communication with Local Emergencies Services;
- Offering support to the Health Region when requested;

LIVING DOCUMENT- THIS DOCUMENT WILL BE CONTINUOUSLY REEVALUATED.

- Monitoring staff and using resources where required;
- Surveillance;
- Work as a liaison with community and service groups
- Activation of Emergency Plan if requested by Health Region;
- Setting up and Incident Command Center;
- Providing meeting space if required;
- Providing facility space if required.
- Emergency and Response

Employer responsibilities:

- Ensure that the materials (for example; gloves, alcohol-based hand rub, wipes, and washing facilities) and other resources (for example; worker training materials required to implement and maintain the plan, including the **PPE Protocol, and Cleaning Protocol**) are readily available where and when they are required. If due to the supply chain disruption, the Village of Debden becomes unable to obtain the necessary resources, we will advise the appropriate emergency agency and re-evaluate the plan.
- Ensure that workers are able to maintain social distancing (2 meters apart) at all times while completing their work safely.
- Select, implement and document appropriate site specific control measures (office, WTP, etc.)
- Ensure that Staff are educated on the signs and symptoms of any seriously contagious new health concern and trained to an acceptable level of competency.
- Ensure that workers use appropriate personal protective equipment (PPE.)
For example; gowns, gloves, masks, eye protection and respirators
- Conduct periodic review of the plan's effectiveness. This includes a review of technologies to ensure that these are selected and used when practical (for example; video conferencing, phone conference, text, email etc.)
- Maintain records of training and inspections
- Ensure that a copy of the Pandemic & Exposure Control plan is available to workers

Management responsibilities:

- Ensure that workers are adequately instructed on the controls for the hazards at the location.
- Direct work in a manner that eliminates the risk to workers.
- If the staff is required to wear respirators, ensure a proper fit test is done, and record the results
- Ensure the Pandemic & Exposure Control Plan is reviewed annually and updated as necessary.

Foreman responsibilities: (for Seasonal or Casual Staff)

- Direct work in a manner that eliminates, and if not possible minimizes the risk to workers.
- Assess the risk(s) related to the virus for the positions under their supervision and ensure that workers are adequately instructed on the controls for the hazards at the location.
- Share awareness and information resources with employees
- Ensure employees have been trained on the selection, care, maintenance and use of any PPE, including fit testing for those employees who may be issued a respirator and provide training for Safe Work Practice (SWP). Ensure employees follow SWPs and use PPE

Employee Obligations:

LIVING DOCUMENT- THIS DOCUMENT WILL BE CONTINUOUSLY REEVALUATED.

Employees are required to inform their direct Supervisor as well as the Administrator, should they suspect that they have been infected or they have been around anyone who may be infected or believes to have been exposed to it. Employees will be required to stay away from work locations for the duration of the 14-day incubation period or longer as determined by management. Should an employee suspect they may be infected they should contact Health Link 811 for instructions.

Employee responsibilities:

- Maintain social distance
- Read awareness and information resources, ask questions and follow-up with supervisor to ensure understanding and adherence. Follow all Safe Work Practices.
- Know the hazards of the workplace
- Follow the established procedures as directed by Management, CAO & Council
- Follow **Personal Protective Equipment (PPE) Protocol** (Appendix A)
- Follow **Cleaning Protocol** (Appendix B)
- Report any unsafe conditions or acts to the supervisor
- Understand how exposure can occur and when and how to report exposure incidents.
- Contact 8-1-1 as appropriate and follow the directions of Saskatchewan Health Authority.
- Practice the following Preventative Tips.
- Follow all Current Public Health Orders.

Preventative Steps:

- Do not share personal items such as; pens, notebooks, phones, PPE, etc.
- Avoid close contact with people who are sick
- Stay home when you are sick
- Turn away from others when coughing or sneezing and Use the crux of your elbow to cover your mouth and nose.
- Practice Safe Hand Hygiene. (Below)
- Avoid touching your eyes, nose or mouth with unwashed hands
- Stop shaking hands. Non-contact based greeting methods are preferred.

Hand Hygiene:

Hand washing, proper coughing and sneezing etiquette, and not touching your face are the key to the prevention of transmission and therefore minimize the likelihood of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body - particularly the eyes, nose, and mouth - or to other surfaces that are touched.

Wash your hands **“well”** and **“often”** with soap and water for at least 20 seconds. If soap and water is not available, use an alcohol-based hand rub to clean your hands.

“Often” includes:

- upon arriving and when leaving work
- after coughing or sneezing
- after bathroom use
- when hands are visibly dirty
- before, during and after you prepare food and before eating any food (including snacks)

LIVING DOCUMENT- THIS DOCUMENT WILL BE CONTINUOUSLY REEVALUATED.

“Well” means: As demonstrated in “Hand Washing Procedure” below.

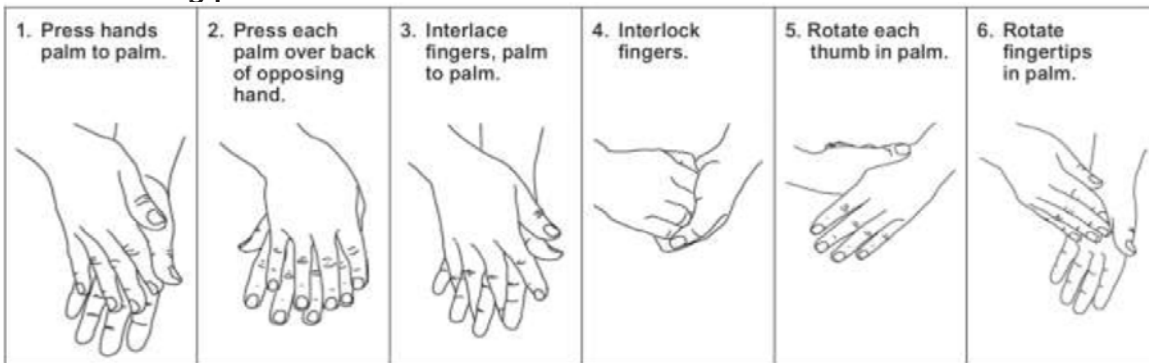
Additionally:

- Avoid touching your eyes, nose or mouth with unwashed hands
- Use utensils: consider using forks, spoons or tooth picks when eating and serving foods (especially snacks or “finger foods”)

Wash your hands immediately:

- Before leaving a work area
- After handling materials that may be contaminated
- Before eating, drinking, smoking, handling contact lenses, or applying makeup.

Hand washing procedure



Use soap and warm running water. (It doesn't have to be hot to do the job.)

Risk Assessment:

The following risk assessment may be used as a guideline to determine the risk level to our staff, depending on their potential exposure in the workplace for a pandemic virus. Proper PPE shall be used according to risk factors as set out in **PPE Protocol (Appendix A.)**

POSITION	LEVEL OF RISK	CONTROL PROCEDURES
Administrative Staff	Low to Moderate	Regular and effective hand hygiene
Public Works- Parks	Low to Moderate	Regular and effective hand hygiene, PPE in Moderate and High Risk Tasks
Public Works- Water/Infrastructure	Low to Moderate	Regular and effective hand hygiene, PPE in Moderate and High Risk Tasks
Firefighter	High	PPE as required

Risk Control:

Where there is potential for human to human contact during the peak phase of the Pandemic, the Village will use the appropriate control measures to minimize the transmission of infection. Three control measure for risk management include; engineering, administrative and personal protective equipment measures.

Engineering controls:

- Isolate the hazard

LIVING DOCUMENT- THIS DOCUMENT WILL BE CONTINUOUSLY REEVALUATED.

- **Elimination** of face-to-face contact is the best control possible. Controls would include distance control at municipal office, and with Public Works, relying on phone, email or regular mail to answer public questions. If practicable, conduct financial transactions by electronic means rather than cash or cheque at the municipal counter
- Ventilate
- Use physical barriers (such as Plexi-glass between staff and customers)

Administrative controls:

- Manage policies and procedures
- Administer safe work procedures such as respiratory hygiene (cough/sneezing etiquette)
- Reinforce handwashing
- Train & supervise workers
- Increase in cleaning frequencies for shared work space, including vehicles.
- Vaccinate (optional)

Personal Protective Equipment:

- Provide gloves, eye protection, protective clothing, respirators, and others as appropriate
- Ensure proper fit of PPE and appropriate for job
- Ensure to train workers to use PPE correctly and maintain
- Ensure PPE is stored clean and fully operational

Travel

All business-related travel must be approved by Administrator & Council before leaving, except for travel to field locations by appropriate staff. Should Pandemic levels in the immediate area increase or a case of infection is discovered in the Village of Debden controlled work areas, then travel will be suspended.

Personal travel either internationally, interprovincial, or to or through an infected hotspot as determined by the Provincial Chief Medical Officer (WHO Phase 5 and/or 6 Pandemics) will require a mandatory 14-day quarantine upon departure from that location. This includes not only the employee's travel but also travel done by any household members.

Hotspots will be monitored. Additionally, the Council and the CAO reserves the right to ask any employee returning from international or provincial travel or areas considered a hotspot to self-isolate themselves from the Village Office, buildings and other staff for 14-days.

Early Pandemic Phase:

The Village of Debden will actively promote public & staff awareness as part of the early-pandemic phase. This may be done through the following:

- Newsletter or Postal Flyer
- Publications in local newspaper
- Social media, website updates
- Posters in Post Office and Municipal Building
- News bulletins to staff as required

The public awareness program is to compliment the Saskatchewan Health Authority Pandemic Plan which is to promote public awareness and education on "Influenza prevention, infection control, and Influenza care guidelines". Information will be updated and distributed in a timely fashion.

LIVING DOCUMENT- THIS DOCUMENT WILL BE CONTINUOUSLY REEVALUATED.

Office/Facility Closure:

In the event of a declared pandemic, the Village of Debden will follow all Provincial Health Orders. In addition to the Public Health Orders, the Village of Debden Council will implement the following:

- Office may close immediately to the public with ability to change office hours if required. If a case has been confirmed to have connection to any municipal building, it shall close immediately for complete disinfection. Affected staff will self-isolate for two (2) week period. Re-opening of the facility will be determined by a Special Meeting of Council in collaboration with the Board of Directors for the specified building.
- If the current Public Health Order permits, Council may implement a Proof of Vaccination Policy for all municipal facilities.
- Office will communicate changes & information to the public via social media, website, mail-outs, and/or posters on bulletins around Town
- Daily office, workspace & personal **cleaning protocol** will be followed
- Employees to maintain safe social distancing in the office. Office staff may alternate days but shall not work on the same day as social distancing is unlikely in the limited space.
- **Meeting Cleaning protocol** to be followed (Face to face meetings may be replaced with email, text, phone calls, video and phone conferences where available)
- Office will commence & communicate closure of all Village-owned facilities if required
- All previously scheduled social and non-essential Village events/meetings/Christmas party etc. shall be cancelled
- **Personal protective equipment (PPE) Protocol** implemented

Remote Computer Access Protocol:

If required, the Administrator will take home the company laptop and weekly backup hard drive to have remote access to the Town Office at a moment's notice. This will ensure prompt response to the evolving Pandemic. All property will remain the Village of Debden, and be secured from damage and or theft. Council may grant permission for the Administrator to work at a remote location as required or necessary. The Village office phone may be forwarded as required to the Administrator.

Cleaning protocol:

Cleaning procedures will be established as a critical measure to help reduce the spread of infection. See Appendix B.

Meeting Protocol (Committee):

Face to face meetings shall be minimized when the Pandemic plan is activated. When appropriate, meetings should be conducted through teleconferencing rather than face to face. However, this may not always be feasible and when face to face meetings are required the following procedures should be followed:

- High touch surfaces have been cleaned with an approved disinfectant as per **Cleaning Protocol**
- The meeting room has disinfectant available for post meeting
- Hand washing solution/stations and boxes of tissue are supplied
- Seating arrangements have 2 meter separation
- Handouts and other materials are not shared
- An individual is assigned to disinfect the meeting room after

LIVING DOCUMENT- THIS DOCUMENT WILL BE CONTINUOUSLY REEVALUATED.

Council Meetings:

Council meetings still need to happen, and still need to be public, but efforts should be made to allow distance between people of two meters where possible. Council could hold regular and special council meetings electronically during this time. Options include; conference calling or video calling. Face to face meetings shall be used as a last resort in a facility with open air circulation, good ventilation and social distancing of 2 meters available between people. Delegations to council shall be encouraged to participate via teleconference.

Council attendance shall not exceed the recommended meeting size as proposed by the Chief Medical Officer. For face to face meetings, **cleaning protocol** must be followed **pre & post meeting**.

In-person Council meetings may be held but be closed to the public to attend. In this case, the public will be provided electronic means to attend. If the current Public Order permits, Council may, by resolution, for a specified time frame, request proof of COVID-19 vaccination for ratepayers, delegates, staff and/or Council members to attend meetings in person.

Public Works

Public Works:

In the event of a confirmed infection case in the province of Saskatchewan (including confirmed cases in the Village, or close areas to field locations) the Village of Debden will implement the following:

- Public works will close to the public (including no entering of residences unless emergency, and access to shop, tools or equipment)
- Public works will start following **Public Works Cleaning Protocol** (Appendix B)
- **Personal Protective Equipment (PPE) Protocol** will be implemented (Appendix A)
- Public works **must** travel in separate vehicles/machines
- Employees to maintain physical distancing requirements in shop/on job site, etc. of 2 meters apart
- Employees **must not** share tools **unless proper sanitization** occurs between use

Public Works General Cleaning Protocol:

Cleaning procedures will be established as a critical measure to help reduce the spread of infection. See Appendix B

Water Treatment Plant (WTP):

Our WTP is an essential service to keep operating during the Pandemic. In the event all/any of our operators fall ill, neighboring community WTP operators will assist as required. In return we will also provide mutual aid to neighboring communities during the Pandemic.

Recreation Facilities:

In the event of a confirmed infection case in the province of Saskatchewan, the Village of Debden will implement the following:

- Facilities may close to the public immediately. If **multiple** positive cases have been confirmed within the Village, recreation facilities will close immediately until a Special Meeting of Council along with the Board of Directors of each facility have met to implement the Pandemic Plan and a safe procedure to have the facility open.
- Seasonal Staff will start following **Recreation General Cleaning Protocol** (Appendix B)
- Employees to maintain social distancing requirements of 2 meters apart
- Employees **must not** share tools/equipment **unless proper sanitization** occurs between use

LIVING DOCUMENT- THIS DOCUMENT WILL BE CONTINUOUSLY REEVALUATED.

- Upon final clean completion of a closed facility, all staff sent home until further notice

Recreation General Cleaning Protocol:

Cleaning procedures will be established as a critical measure to help reduce the spread of infection.

See Appendix B

Mayor & Council

Council:

Mayor & Council are required to inform the Administrator should they suspect that they have been infected or they have been around anyone who may be infected or believes to have been exposed to it. Council members will be required to stay away from municipal work locations for the duration of the 14-day incubation period or longer as determined by management. Should a council member suspect they may be infected they should contact Health Link 811 for instructions.

Mayor & Council Travel

All business-related travel must be approved by Council before leaving. Should Pandemic levels in the immediate area increase or a case of infection is discovered in the Village of Debden controlled work areas, then travel may be suspended.

Personal travel either internationally or interprovincial, to or through an infected hotspot (WHO Phase 5 and/or 6 Pandemics) will require a mandatory 14-day isolation and self-monitoring as determined by the Chief Medical Officer upon departure from that location. This includes not only the Council members travel but also travel done by any of all household members.

Hotspots will be monitored. Additionally, the Council and the Administrator reserves the right to ask any Council members who are returning from international or interprovincial travel to isolate themselves from the Village Office, buildings and staff for 14-days.

Emergency Treatment & Vaccination Centers

Pandemic Treatment Center

During the Pandemic, an alternative location away from the Shellbrook Hospital for the treatment of the infected may be required by the Saskatchewan Health Authority. The alternate location should include washroom facilities, as well as a full kitchen. Security would be required, should a local declaration be in place. Access should be restricted to ill patients only at this location. No visitation should be allowed.

This location could be used to treat the infected/presumptive, allowing the Hospital to use for non-Pandemic treatments.

Available locations are:

Debden Centennial Hall

Debden School with permission of Sask Rivers School Division

Vaccination Clinic

LIVING DOCUMENT- THIS DOCUMENT WILL BE CONTINUOUSLY REEVALUATED.

The Village of Debden may utilize the Debden Community Center as a vaccination clinic. Consideration has been given to the proximity from the Debden Community Center in the event that the Centennial Hall or the Debden School is treating infected persons.

This facility is located on different streets to ensure that people attending for vaccination purposes only, vs. illness due to flu, do not come in close contact with each other. Saskatchewan Health Authority would be staffing the clinic for purpose of distribution of the vaccine.

The Village of Debden employees are responsible for cooperating with and respecting this policy and must comply with the rules and regulations set forth to ensure their safety and wellbeing.

Tamara Couture

Administrator

October 14, 2021

Council Meeting Date

Rod Fisher

Mayor

ABOUT CORONAVIRUS DISEASE (COVID-19)

WHAT IT IS

COVID-19 is an illness caused by a coronavirus.

Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

SYMPTOMS

Symptoms may be very mild or more serious. They may take up to 14 days to appear after exposure to the virus.



FEVER



COUGH



DIFFICULTY BREATHING

HOW IT IS SPREAD

Coronaviruses are most commonly SPREAD from an infected person through:

- ▶ respiratory droplets when you cough or sneeze
- ▶ close personal contact, such as touching or shaking hands
- ▶ touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

PREVENTION

The best way to prevent the spread of infections is to:



- ▶ wash your hands often with soap and water for at least 20 seconds



- ▶ avoid touching your eyes, nose or mouth, especially with unwashed hands



- ▶ avoid close contact with people who are sick



- ▶ when coughing or sneezing:
 - cover your mouth and nose with your arm or tissues to reduce the spread of germs



- immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards



- ▶ clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs.



- ▶ stay home if you are sick to avoid spreading illness to others

IF YOU HAVE SYMPTOMS

If you have SYMPTOMS of COVID-19 — fever, cough, or difficulty breathing:



- ▶ stay home to avoid spreading it to others
 - if you live with others, stay in a separate room or keep a 2-metre distance



- ▶ call ahead before you visit a health care professional or call your local public health authority
 - tell them your symptoms and follow their instructions



- ▶ if you need immediate medical attention, call 911 and tell them your symptoms.

FOR MORE INFORMATION ON CORONAVIRUS:

☎ 1-833-784-4397

@ canada.ca/coronavirus

✉ phac.info.aspc@canada.ca

Appendix A Personal Protective Equipment (PPE) Protocol

Where there is potential for human to human contact during the peak phase of the Pandemic, the Town will use the appropriate control measures to minimize the transmission of infection. Three control measure for risk management include; engineering, administrative and personal protective equipment measures.

Administrative

Engineering controls:

- Isolate the hazard
- Ventilate
- Use physical barriers (such as Plexi-glass between staff and customers)

Administrative controls:

- Manage policies and procedures
- Administer safe work procedures such as respiratory hygiene
- Reinforce handwashing
- Train & supervise workers

Personal Protective Equipment:

- Provide gloves, eye protection, protective clothing, respirators, and others as appropriate
- Ensure proper fit of PPE and appropriate for job
- Ensure to train workers to use PPE correctly and maintain
- Ensure PPE is stored clean and fully operational

Public Works

	Low Risk Tasks in which workers typically have no contact with people who could possibly be infected.	Moderate risk Tasks in which workers may be exposed to people who could possibly be infected in relatively large, well-ventilated workspaces	High risk Tasks in which workers may have contact with people who could possibly be infected in small, poorly ventilated workspaces
Hand Hygiene	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
Disposable gloves	Not required	Not required, unless handling objects which may be contaminated	Yes , in some cases, such as when working directly with people or objects that may be contaminated.
Aprons, gowns, or similar body protection	Not required	Not required	Yes , in some cases, such as when working directly with people and not able to maintain 2m distancing.
Eye protection – goggles or face shield	Not required	Not required	Yes , in some cases, such as when working directly with people and not able to maintain 2m distancing.

LIVING DOCUMENT- THIS DOCUMENT WILL BE CONTINUOUSLY REEVALUATED.

Appendix B Cleaning Protocol

Administrative

The following cleaning procedures will be established as a critical measure to help reduce the spread of infection. High touch surfaces shall be cleaned with an approved cleaning agent and paper towel or wipe at the **beginning of each work day and after any other person that may have permission to enter the office.**

This includes:

- Doorknobs & Light switches
- Cupboard handles
- Telephones
- Tables & chairs
- Commonly touched hard surfaces- counters, file cabinets, etc.
- Computer mouse, keyboard, Photocopier & printers
- Coffee maker, fridge, microwave, water pump
- Hand sanitizer pumps
- Pens for public use

Ensure to clean all work surfaces thoroughly if an employee falls ill at work.

For face to face meetings, **cleaning protocol** must be followed with an approved cleaning agent at the **beginning and end of each meeting.** The meeting space should have disinfectant available for **pre & post meeting cleaning.** This includes:

- Doorknobs & light switches
- Tables & Chairs and all commonly touched hard surfaces
- Coffee maker
- Hand sanitizer pumps
- Pens for public use

Public Works

Public Works General Cleaning Protocol:

The following cleaning procedures will be established as a critical measure to help reduce the spread of infection. High touch surfaces shall be cleaned with an approved cleaning agent and paper towel or wipe **upon entry to each new piece of equipment/vehicle or building/facility.** This includes:

Vehicles/Machines

- Interior & exterior vehicle steering wheel
- All controls/levers/buttons
- Armrests
- Vehicle keys if being shared
- Vehicle seatbelts & releases

Buildings/Facilities

- Commonly touched hard surfaces in buildings

LIVING DOCUMENT- THIS DOCUMENT WILL BE CONTINUOUSLY REEVALUATED.

- Yard gate latches, locks
- Storage areas or containers
- Light switches
- Broom/shovel/tool handles
- Building doorknobs

Appendix B
Cleaning Protocol page 2

Recreation

Recreation General Cleaning Protocol

General Cleaning Protocol:

The following cleaning procedures will be established as a critical measure to help reduce the spread of infection. High touch surfaces shall be cleaned with an approved cleaning agent and paper towel or wipe **upon notice of Pandemic**. A once over final clean before the building is closed is required.

This includes:

- Interior & exterior building doorknobs/push bars
- All controls, levers and buttons, locks
- Armrests, desks, safe, chairs and lockers
- Benches in change rooms
- Commonly touched hard surfaces in buildings
- Storage areas or containers
- Light switches
- Broom, mop and tool handles
- All bathroom latches, locks & counters
- Handrails
- Vending machines if applicable
- Telephones
- Pens, staples and other office supplies
- Complete kitchen disinfection (appliances, cupboards, countertops, shelves)
- First-aid equipment/AED
-