



## Steveston Harbour Authority Covid-19 Safety Plan

### I. Control Measures for Ensuring Sick People Do Not Enter the Office:

- Signs have been posted throughout the office and at the front and back doors advising that any customers or employees showing symptoms should refrain from entering the office
- Signs have been posted in the kitchen, lunchroom, operations desk educating employees on Covid-19 symptoms
- Any staff member showing signs of sickness will be sent home immediately and their work area will be disinfected
- Any staff member who is sick must refrain from coming into work
- Any staff member who begins to feel sick at work should immediately advise their manager
- Any employee who has had symptoms of Covid-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache
- Any employee under the direction of the provincial health officer to self-isolate must follow those instructions
- Any employee who has arrived from outside of Canada or who is a contact of a confirmed Covid-19 case must self-isolate for 14 days and monitor for symptoms

### II. Control Measures for Maintaining Physical Distancing:

- SHA has limited the occupancy in the office building as follows and has posted signage indicating such:
  - 10 employees maximum in main office area
  - 2 customers allowed in office reception area at one time
  - 3 employees maximum in kitchen
  - 2 employees maximum in staff room
  - 6 employees maximum in boardroom
  - 3 employees maximum in general manager's office
- Staff are encouraged to eat their lunch in their office, at their desk or in the boardroom
- Face-to-face meetings are to be avoided when possible. When unavoidable, the meeting time will be minimized and proponents will be seated at least 2 meters away.
- All staff (Operations, Maintenance, Office) are to remain 2 meters away from each other and harbour users for the duration of their shift
- Exposure between staff and the public in the office has been reduced by the installation of a partition at the front counter.

- Exposure between Operations staff has been reduced by the installation of a partition in the operations vehicle.
- Clients are encouraged to make payments over the phone and through e-transfer.

### **III. Control Measures for Reducing the Risk of Airborne and Surface Transmission:**

- The following shared surface areas are disinfected 3 times a day (8:00am, 12:00pm, 4:00pm) using industrial strength disinfectant:
  - Kitchen counters, cabinets, fridge, microwave, water cooler
  - Doorknobs
  - Light switches
  - Office desks/counters
  - Photocopier
  - Boardroom table
  - Staffroom table
  - Bathroom taps, sinks, toilets
  - Soap dispensers
- Hand sanitizer is provided for staff in several locations throughout the office as well as in the reception area for customers.
- Soap is provided at kitchen sink and bathroom sinks
- Employees are to wash/sanitize their hands as follows:
  - Arriving at work
  - Before and after going on a break
  - Periodically throughout the day
  - After handling delivery documents, packages, boxes, bags
  - Before leaving work
- Employees are to use the provided gloves while sorting mail, handling cash and changing garbages
- Office Employees are to use their own personal office equipment (i.e. pens, stapler, 2-hole punch, computers, etc)
- Common office equipment such as the photocopier, 3-hole punch, debit/credit machine and microwave are to be wiped down after each use

### **IV. Control Measures for Reducing the Risk for High Risk Employees:**

- Disinfecting surfaces 3 times a day versus the 1 time a day recommended by WCB
- Placing extra signage around high risk employees' areas reminding others about social distancing
- Reminding staff at our weekly meetings of the safety protocols regarding social distancing, hand washing and keeping your circle small
- Installing a plexiglass partition to safeguard high-risk employees' personal work area