**Safety Meeting – Social Distancing and Covid-19 response March 17, 2020**

The following precautions are not recommendations they are to be followed in response to the current covid-19 pandemic.

1. **Wastewater Treatment Plant** - Full fitted face masks that were supplied to the Utility crew will be used for the below duties and cleaned after daily use and stored in Ziploc bags clearly labeled with names. Dean will provide updated training on the proper usage, cleaning and storing and will arrange the training for Wednesday or Thursday this week with Frank. Frank please contact Dean to schedule a meeting.

* Bar screen room maintenance
* Level box cleaning
* Lift station cleaning
* Centrifuge cleaning or maintenance

 and wear the mask while in the room during operation

* Using or Cleaning the VAC Truck
* Cleaning T9
* Rotor Maintenance
* Sewer Samples
* UV light Cleaning
* Clarifier Cleaning

2) **The Vac truck service** with regards to sewer maintenance will be limited to lift station maintenance, Hemlock and Pine, and White oak Place with the use of full mask for all sewer service. While using the Vac truck for hydro excavating take regular precautions until clean up and then use the masks.

3) **Sewer Equipment** – use gloves when moving snakes, pumps, hoses etc. that have been used for sewer maintenance.

4) **Weekend pump check**

* The utility crew will check the level box Friday afternoon and Monday morning
* The lower level Barscreen room will only be occupied by the Utility crew
* Avoid lifting the hatch at the Sparwood North Lift Station on weekends
* Use gloves in between building contact and wash up after checks in an area are completed there are wash stations at Well 1, SNL, and the Sewer plant.

5) **Vehicles and site work**

* One person per vehicle – if you are on site with 3 workers maintain social distancing and drive to the site with your own vehicle. Clean the vehicle touch points before and after use.
* Where you must work in closer proximity of each other, use dust masks and or maintain 6-foot distancing.
* The following trucks are too be maintained and operated by the following drivers only
	+ John – Unit 44
	+ Frank – Unit 88
	+ Angela – Unit 101
	+ Bruce – Unit 54
	+ Darrell – Unit 89
* All other shared vehicles should be cleaned wearing gloves and a dust mask.
* All vehicles should have a chlorin cleaning solution bottle and a roll of paper towel

6) **Lunch and Break times**

* All staff with an office shall have their lunch and coffee breaks in their office, those office spaces are for those employees only, no one else is to use their computer.
	+ Angela
	+ John
	+ Frank
	+ Bonnie in spare office
* All other staff can take their coffee and lunch at 12:00PM and divide between the regular lunchroom and the seasonal lunchroom and keep a 6-foot seating distance.
	+ Main Lunchroom – Pete, Bruce, Joel, Andy, John O.
	+ Seasonal Lunchroom – Norm, Willy, Jevin, Jenny
* Each lunchroom has two microwaves and a sink.

**7) Staff Change Rooms vs Mudroom**

We will divide the rooms for morning prep to maintain spacing.

* John, Frank, Angela will keep boots and coveralls in own office
* Upstairs locker room to be used by – Frank, John O, Jevin, Joel – with the exception of bathroom breaks
* Mudroom lockers – Pete, Norm, Bruce, Willy
* Women’s changeroom – Jenny, Angela
* Angela’s crew for morning meetings in the lunchroom
* Frank’s crew for morning meetings in the seasonal lunchroom
* Vehicle key storage has been moved to the shop area by the phone to reduce congestion in the mudroom.
* Morning follow up briefings among employees can take place outside to reduce congestion in the mudroom.

**8) Time Sheets**

* John, Angela, Frank keep timesheets in office to fill out
* Time sheets for the main lunchroom – Pete, Bruce, Joel, Andy, John. O
* Time sheets for the seasonal lunchroom – Norm, Willy, Jevin, Jenny

**9) End of Day Gathering Area –** Take the end of day coffee in your assigned lunchroom areas or outside without congregating in the clerk office area or take them in your personal vehicles.

**10) Other Precautions**

* Office doors have been posted with closure notices and various postings on hand washing are around the building with the public works building being closed to the public.
* We will ask if the delivery personnel are experiencing any of the three symptoms before they are allowed in.
* Keep orders to only those that are necessary.
* The main entrance doors will be locked, and the mudroom door locked.
* Cleaning touch points like switches, door handles, microwaves, cupboard handles are taking place by Sam after your shift has started, after coffee breaks and after lunch.
* The main office will have limited access and if you must speak to staff in the office use email or phone.
* The main Firehall will also be closed to public access and if you need to speak with Dean or Brad do it by phone or email.
* If you have the following respiratory symptoms, please inform your supervisor
	+ Coughing
	+ Shortness of breath
	+ Fever with temp over 38 Celsius / 100.4 Fahrenheit
* if you have any of the above symptoms, we ask that you confirm a cold by calling 811

if they believe that they are common cold symptoms, please take the necessary precautions to contain the spread, shield coughs and sneezes with a tissue, elbow or shoulder.

* avoid shaking hands with the public, sales reps and any unnecessary meetings are to be cancelled
* wash hands often with soap and water for at least 20 seconds
* any staff that has been asked to stay in self isolation, we can find some work for you including online training. Once that is completed however you will be expected to either take sick time, vacation time, bank time, or unpaid time – as short term does not apply for precautions.
* Conferences have been cancelled and we will review the local training scheduled going forward.
* Any concerns can be brought up with me or Frank while I am away. I will be off Wednesday and Thursday and back on Monday. Please feel free to call me at anytime while I am off with any questions.
* I will keep you up to date with changes as time progresses.
* Frank and Angela will follow up to have everything prepared on these pages.