



VILLAGE OF FRUITVALE COVID-19 SAFETY PLAN PUBLIC WORKS SHOP

To reduce the risk of spreading the Covid-19 virus, the Village of Fruitvale has implemented protocols to protect employees, customers, and visitors. The following plan is specific to the activities undertaken by the Public Works and Water Works departments. Additional safety plans may be created to direct activities related to solid waste collection and wastewater management. This safety plan is intended to act as an overarching plan and the requirements articulated in this document must be adhered to in addition to any requirements articulated in supporting Public Works and Water Works safety plans.

First level of protection: Limit the number of people at the workplace and ensure physical distance whenever possible

To achieve this, the Village of Fruitvale – Public Works department is committed to:

- Occupancy limits:
 - A maximum of 9 individuals will be permitted in the Public Works shop (7 regular employees and 2 external individuals)
 - A maximum of 2 employees are permitted in the employee lunch room
 - A maximum of 2 employees are permitted in any one individual office
 - A maximum of 2 employees are permitted in any one municipal vehicle. These employees must use personal protective equipment (**PPE**) when using a vehicle with another individual
- Moving the lunchroom tables out of the regular lunchroom and ensuring a 2-meter distance exists between each individual using these tables
- Creating floor indications of appropriate physical distances
- Having the Waterworks Foreman report directly to the Water Plant whenever possible
- Not permitting customer and/or visitor entry to the Public Works yard or shop. Contractors are excluded from this prohibition
- Holding video or teleconference meetings whenever possible

Second level of protection: Barriers and partitions

To achieve this, the Village of Fruitvale – Public Works department is committed to:

- Identifying appropriately distanced walking and seating areas inside the Public Works shop
- Ensuring a physical distance of at least 2 meters whenever employees are using lunchroom tables

Third level of protection: Rules and guidelines

To achieve this, the Village of Fruitvale – Public Works department is committed to:

- Ensuring all contractors are aware of Village health and safety procedures related to COVID-19 prior to carrying out work on behalf of the Village
- Assigning vehicles to one Public Works employees for their exclusive use whenever possible. If this is not possible, vehicles must be disinfected prior to being used by another employee



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- Limiting the number of Public Works employees at each jobsite to 2 employees when possible. If not possible, employees will be provided with a mask and any other PPE required for the job unless physical distance can be maintained
- Postponing non-essential jobs unless these jobs can be safely carried out by one individual or multiple individuals wearing masks and any other job-specific PPE
- Identifying higher risk responsibilities (e.g. duties related to sewers and garbage collection) and implementing specific and more rigorous PPE requirements which include, but are not limited to, wearing coveralls, double gloves, and full-face shields
- Limiting access to Head Works facility at the sewer treatment plant to once weekly
- Disinfecting shared equipment before and after each use
- Limiting use of computers to essential jobs and/or persons
- Providing sanitizer for each vehicle and each Public Works facility
- Ensuring deliveries are left outside Public Works facilities
- Prohibiting entry to the Public Works yard and facilities to non-essential individuals
- Ensuring proper coughing/sneezing etiquette is followed by all employees, contractors, and/or visitors
- Educating employees on proper hand hygiene and ensuring proper signage is posted to remind employees of proper methods.
- Implementing and reviewing the Village of Fruitvale COVID-19 Policy including sick time direction.
- Laundering Public Works clothing (e.g. coveralls) at least once weekly
- Limiting interactions with the public
- Placing signage at all worksites and on all Village vehicles that prohibits the public from approaching the worksite or interacting with employees and/or contractors
- Allowing staff to participate in virtual training from home when possible

Fourth level protection: Using masks

To achieve this, the Village of Fruitvale – Public Works department is committed to:

- Allowing staff to voluntarily elect to wear a mask

Fifth level of protection: Cleaning protocols

To achieve this, the Village of Fruitvale – Public Works department is committed to:

- Requiring all employees and/or contractors to sanitize their hands immediately upon entering the Public Works shop, before any breaks, and before leaving for the day
- Requiring all employees using shared equipment (including Public Works vehicles) to clean and disinfect equipment after each use
- Sanitizing shared washroom facilities after use by a contractor
- Requiring that adequate amounts of cleaning and disinfectant solutions are provided for all employees and contractors