



Mayor: Rowan Caseley
Chief Administrator Officer: Geoff Baker
Deputy Administrator: Wendy MacKinnon
Incorporated 1914

Town of Kensington – COVID-19 Operational Plan

Name of Business/Facility: Town of Kensington – Town Hall Building

Civic Address: 55 Victoria Street East

Manager Name: Geoff Baker, Chief Administrative Officer

Phone: (902) 836-3781

Email: townmanager@townofkensington.com

Date: May 13, 2020

1. Physical Distancing

a. Between Employees

- All assigned workstations shall be separated by a minimum of 2 metres.
- Physical separation of 2 metres shall be maintained as much as reasonably possible.
- Internal traffic control markers and information signs will be placed throughout the town hall facility (arrows marking directions, etc.)
- Only one employee will be permitted in the kitchen facility at any time.
- Employees should remain within their workstation as much as reasonably possible and should not circulate through the office area unless required.
- When moving throughout the office, directional floor markings shall be adhered to.
- Personal protective equipment, face masks, gloves, etc. will be provided to employees as requested or required.
- All work stations shall be equipped with hand sanitizer.
- Employees should wash their hands regularly throughout the day.
- All employees shall be responsible for cleaning and disinfecting their work stations

and areas.

b. Public/Customers

- External and internal physical distancing signage will be installed.
- Directional and general information signage will be placed in appropriate areas.
- Physical distancing signs will be placed on the floor directing people where to stand.
- A maximum of one member of the public will be permitted in the Town Hall office and Police office at any time.
- Meetings between members of the public and staff shall be by appointment only.
- Meetings with members of the public shall be held within the Council Chambers area or boardroom unless physical distancing is possible within the work station.
- Physical Barriers (glass, plexi-glass) will be placed between reception and areas and the public where two metres of separation is not possible.

c. Town Council/Committee Meetings

- Council Chambers will be re-designed to ensure all work stations/desks maintain a minimum of 2 metres of separation.
- Town Council members and staff in attendance at Council and Committee meetings shall adhere to directional floor markings.
- A hand sanitizer station will be placed at the entrance to the Council Chambers.
- Town Council meetings will be closed to the public until it is deemed safe by Public Health Authorities.
- All Town Council and Committee materials shall be circulated electronically.

2. Policy for Exclusion of Employees Requiring Self-Isolation

Prior to the beginning of each work day, every employee reporting to work must sign the designated form indicating generally, the following:

“I declare by signing this form that I have not been outside PEI within the last 14 days and am not required to self-isolate according to the Prince Edward Island Chief Public Health Office.”

(actual form text may differ slightly from the text above – The intent is to ensure that employees are not required to self-isolate and are not displaying symptoms of COVID-19 – given the essential

nature of policing and other municipal type services, it is apparent that out of Province travel may be permissible in certain circumstances without a requirement to self-isolate, subject to the approval of Prince Edward Island Chief Public Health Authorities)

3. Illness/Exclusion Policy

- All staff must self-monitor for symptoms and report to their supervisor if they have concerns about possible COVID-19 exposure or possible symptoms.
- Any staff member developing symptoms of COVID-19 at work must immediately perform hand hygiene, report to their supervisor, avoid contact with staff and leave as soon as it is safe to do so. The staff member is required to call 811 to arrange testing.
- Symptomatic staff will be required to self-isolate until tested for COVID-19 and the results are confirmed.
- If the test results are negative for COVID-19 but the staff member remains ill and/or symptomatic, they should remain on sick leave.

Symptoms of COVID-19 include:

- Cough (new or exacerbated chronic)
- Headache
- Fever/Chills
- Sore Throat
- Marked Fatigue
- Sneezing
- Congestion
- Body Aches
- Runny Nose

4. Enhanced Cleaning and disinfection of Shared Areas and Surfaces

Cleaning products remove visible soil and/or dirt from surfaces.

Disinfecting products are used to destroy bacteria and viruses.

Cleaning Product: Ecopure Neutral Cleaner

- **Mixing Instructions: 1.5 ounces per 1 gallon of water.**

Disinfecting Products: Javex (Bleach) and Hand & Surface Sanitizer (alcohol based)

- **Mixing Instructions: 1.5 ounces per 1 gallon of water.**

Cleaning & Disinfecting – Location & Frequency

Floors	Daily (Ecopure Neutral Cleaner)
Washrooms	Daily (Javex Bleach and Ecopure Neutral Cleaner)
Office Areas	Daily (Javex Bleach and Ecopure Neutral Cleaner)
POS Terminal	After each use (Hand & Surface Sanitizer)
Common Contact Areas (door handles, light switches, etc.)	Twice per day (Javex Bleach)

5. Hand Washing/Sanitizer Stations

We must all do our part to prevent the spread of the illness. We know that practicing good hygiene is an essential part of preventing the spread of COVID-19. To protect yourself and others from getting sick, please take the following precautions:

- Wash your hand often (at minimum once every hour, and in addition to routine times such as after using the washroom, before eating, etc.)
- Cough/Sneeze into your elbow or into a tissue and discard.
- Avoid touching your eyes, nose and mouth with your hands.
- Use alcohol-based hand sanitizer if soap and water are not readily available (each work station will be provided with alcohol-based hand sanitizer).

Hand Washing Stations

Location

Staff

Washrooms

Public

Public Washroom available

Hand Sanitizer Station

Location

Staff

Immediately upon entry (signage will be installed)
Work Stations

Public

Immediately upon entry (signage will be installed)
At Police and Town Office Reception Areas