

COVID - Safety Plan for the Creston Valley Gleaners 2020

Step 1:

- Communication with volunteers via email, phone.
- Meeting May 21 with executive board re: safety plan, when to reopen. Meeting with foodbank volunteers. With Tuesday, June 2 being first day back for food bank volunteers.
- Meeting Wednesday, June 3 with executive board re: safety plan, training, signage, dept.
- Identify areas where people gather: lunchroom, work stations, hallways, open store days.
- Shared equipment and gloves/sanitation and personal work baskets where needed.
- Look at work spaces, counters, how many people actually needed?

Step 2:

- Worker representative - Terri Goulder, Faye Campbell
- Display notices for the workers and public of steps taken to assure safety.
- Occupancy guidelines - 2 to 3 persons working in one area at a time(from 5/6), shifts available, and 10 shoppers(prev., no limit) with 4 (7prev) volunteers manning the floor space. Two shifts on an open day from previously 3 shifts.
- Posted occupancy limits
- No available washrooms, no change rooms, no children.
- 2m apart - remove the amount of clothing racks and spaced out shopping area for the public, the cashier station is larger, and brought in debit to allow for less cash transactions.
- No barriers at this time, tape on floors, sanitizing station, gloves and masks mandatory on open days for volunteers due to no barriers.
- Training of volunteers, along with a dry run and continued support on open days from staff with the ability to help volunteers move through the day with shoppers.
- Volunteers are asked to wear gloves. Masks are up to the individual.

Step 3:

- Symptoms of Covid - 19 last 10 days - fever, chills, cough, shortness of breath, sore throat, muscle aches, headache.
- Any person with these symptoms are directed to self isolate
- Any person arriving outside Canada
- No visitors
- We can work with less persons on non-open days, decreasing the amount of shoppers to maintain the health of volunteers.
- Sick workers should report to their team lead. And the team lead to report to the board.
- Call 911 if severely ill.
- Sanitize all areas that have come in contact with sick individual.

Step 4:

- Training for all volunteers.
- If you are sick please stay home and contact your team lead.
- Post hygiene, occupancy, sanitizing.
- Post restriction to non-volunteers in the work space.
- Post to the main entrance if a worker has become ill, so other volunteers have the knowledge to make a decision not to enter premises.
- Leads to be trained on monitoring workplace policies.
- Workspaces all have the ability for handwashing
- Implemented cleaning of workspaces, shared tools, door knobs, display cases, debit console, main door handles.

Step 5: Monitor workspace and update plans when necessary.

- Leads in areas will take note and bring attention to areas needed.

Step 6:

- Training for new volunteers, tools for the job

Step 7:

- Post safety plan to business web page.