

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.

REVISIONS - AUGUST 11.2020

On July 29,2020 an executive board meeting was held. The motion was passed to reopen GToo's building for scheduled dates: Aug 12,19,26 and Sept 2.2020. Occupancy of 15 shoppers allowing 5 volunteers to staff. Children will be allowed and counted as a shopper. No accessibility to washrooms. Gate and door monitoring, hand sanitizer and interac machine.

The decision to allow children in the GOne building also has been updated to allow under the supervision of the parent and they are counted as a shopper.