

COVID-19 Safety Plan

The Regional District of Kitimat-Stikine is making every effort to provide a current COVID-19 Safety Plan as we enter the next phase of the pandemic and keep our office to the public. For the safety of staff and visitors, all measures that can be taken are being taken.

The main objectives of the plan are to identify, plan for and implement safety measures and practices for benefit of staff and the public who work at or visit the main office located at 4545 Lazelle Avenue, Terrace, BC.

- Employees have the opportunity to work from home, reducing the number of employees in the workplace and permitting better options for physical distancing;
- Upon entry to our offices, hand sanitizing products were and continue to be available for visitors and staff;
- Sanitizing cleaning products are available for high touch areas and these are cleaned on a regular, scheduled basis;
- Sneeze guards were installed to protect both employees and the public from direct contact;
- By July 6th these safeguards were in place the public was invited back to our main office with regular hours of operation (after a short duration of reduced hours) and with some requirements that remain in effect:
 - Physical distancing applies to the stairwells, elevator, meeting spaces, and office front counter, and signage or distance markers has been clearly posted;
 - Front counter assistance is limited two (2) people at any one time;
 - RDKS continues to promote visits to the main office by booking an appointment. Drop-in visitors are discouraged.
- RDKS has and will continue to connect with stakeholders through social media and website with information regarding these requirements. Updates and changes are posted as they occur;
- Clear signage is displayed regarding proper hand hygiene, wellness checks and physical distancing to guide employees and the public on staying safe while attending our office.
- Other RDKS facilities such as the Thornhill Community Centre, Thornhill Animal Shelter, Thornhill Fire Hall, Works and Services Office and USRC remain closed to the public until further notice.
- As a separate document, a COVID-19 Contact Tracing Form was implemented for any meeting of the RDKS. (August 2020) This form is intended to provide Northern Health Authority (NHA) the necessary contact information should a guest test positive for COVID-19 and NHA deem anyone attending the meeting to be at risk of exposure and require follow-up contact tracing by them.
- Effective October 19th, all Regional District staff are required to wear masks when entering RDKS spaces in the Lazelle Avenue building, when stepping outside of their workspaces on second or third floor, as well as RDKS Board Directors, consultants or public who will come past the public reception area on the 3rd floor, or who will enter, move through or leave our 1st floor boardroom. If a guest or employee does not have a mask, one will be provided to them by RDKS.