



## **Council Meetings and Village Office Visits – Effective November 3, 2020**

Council has put in place COVID restrictions for Council meetings and visits to the Village office. These restrictions are in line with Provincial directives for local government operations to safeguard the health of both the Public and Council/Staff.

### **Effective immediately:**

<b>Item</b>	<b>Response</b>
Posting the COVID-19 safety plan	Staff will be working on a Covid Safety Plan for Council meetings. This plan will be consistent with the Kelsey Centre plan
Sign in process at entrance	A sign in desk will be set up at front door. All attendees will be required to sign in for contact purposes, First/last names, phone number or email address. The sheets will be retained for 30 days
Masks	Masks will be worn by Council and Staff at a Council meetings and masks are highly recommended for all others in attendance
Door Greeter	Door Greeter will explain to attendees the sign in process, hand sanitizer use, and recommend use of masks
Post meeting limits	Attendance is limited to the first 50 residents
Separate entrance and exit	Staff will look at options to do this. If separation cannot occur, masks may be necessary for all in attendance
Washroom notice, limits, and cleaning	Washroom use will follow the Kelsey Centre plan, one person or one family per washroom at a time

For visits to the Village Office:

1. Masks will be mandatory for all visitors and Staff
2. Hand sanitizer will be made available
3. Sign in sheet will be provided, First and last name, phone number or email address

Council thanks residents and Staff for their adherence to these restrictions.