

Town of Innisfail Administration Office Directive

General Directive and Intent:

- To open the Town of Innisfail administration office to patrons while maintaining within the guidelines set out by the province of Alberta and Alberta Health Services.

Restrictions:

- All patrons must maintain physical distancing of 2 meters (6 feet) of each other.
- Must not gather in groups larger than 15 while maintaining the physical distancing of 2 meters (6 Feet)

Best Practices:

- Post signs that indicate the guidelines set out by the province and AHS.
- Wearing a face mask is recommended by Alberta Health Services if the 2 meter (6 feet) physical distancing cannot be maintained.
- Hand sanitizer station at front entrance for patrons to use when entering building.
- Plexiglas barrier installed on counter to protect staff and patrons.
- Have lines on the floor indicating a 6-foot distance.
- No more than 15 gathering in one area that can not allow for the physical distancing of 6 feet.
- Avoid taking cash if possible or giving out cash. Wear disposable gloves while handling money and dispose of them and wash and sanitize hands after each transaction.
- Debit machine should be covered with plastic and sanitized after each use.
- Hard surfaces that are touch points need to be cleaned after each patron leaves.
- Public washrooms to remain closed unless they are being cleaned and sanitized after each use.
- Hard surfaces in meeting rooms need to be cleaned and sanitized following any meetings.
- It is essential that if any patron who is feeling unwell or has signs and symptoms of Covid-19 **do not** attend the administration office.