



## THE CORPORATION OF THE TOWNSHIP OF O'CONNOR

### PANDEMIC RISK MANAGEMENT AND PREVENTION POLICY

#### 1. PURPOSE

The purpose of this policy is to:

- 1.1 Provide staff and Council with a set of guidelines to help reduce the exposure to and transmission of infectious diseases, including but not limited to coronavirus (specifically COVID-19).
- 1.2 Ensure programs and protective measures are in place to reduce the risk of exposure to infectious diseases.
- 1.3 Develop safe work procedures that address the level of risk encountered.
- 1.4 Plan a healthy and safe working environment through design, purchase, fabrication, construction, operation, delivery, and maintenance to reduce the transmission of infectious diseases, including but not limited to coronavirus (specifically COVID-19).

#### 2. POLICY STATEMENT

The Township of O'Connor is committed to the health and well-being of staff, Council members, board and committee members, and its residents. The procedures implemented at the time of writing reflects the Township of O'Connor's best knowledge and will be continually updated to incorporate new learnings as they are presented to us.

#### 3. DEFINITIONS

“CORONAVIRUS” – any of various RNA-containing spherical viruses of the family Coronaviridae, including several that cause acute respiratory illnesses.

COVID-19 (Coronavirus Disease 2019) - a potentially severe respiratory illness caused by a coronavirus and characterized by fever, coughing, and shortness of breath.

“EXPOSURE” - the condition of being exposed to something.

“INFECTIOUS DISEASE” – A disease caused by a microorganism or other agent, such as a bacterium, fungus, or virus, that enters the body of an organism.



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“PANDEMIC” - a global outbreak of a new virus which are able to infect people easily and spread from person to person in an efficient and sustained way.

“PREVENTION” - the act of stopping something bad from happening.

“RISK MANAGEMENT” - the job of deciding what possible risks are involved in a planned activity and how best to avoid or deal with them.

“SUPERVISOR” means a person who has charge of a workplace or authority over a worker.

“TRANSMISSION” - the act or process by which something is spread or passed from one person or thing to another.

“WORKER” - Any person who performs work as per the Occupational Health and Safety Act as amended.

“WORKPLACE” - Any offices and buildings of the Township of O'Connor including worksites, vehicles and equipment, and any other location where the business of the Corporation is conducted.

### 4. SCOPE

This policy applies to all workers, elected officials, and committee members, referred to as “staff” and/or “employees.” This policy also refers to volunteer.

The workplace is not confined to the offices and buildings of the Corporation. It also includes worksites, vehicles and equipment, and any other location where the business of the Township of O'Connor is conducted.

This policy applies to all persons entering on or wishing to conduct business on the Township property.

### 5. GUIDELINES

To help reduce exposure and transmission of infectious diseases, including but not limited to the coronavirus (specifically COVID-19), the Township of O'Connor will:

- 5.1 Follow the directives and recommendations of the Medical Officer of Health at the Thunder Bay District Health Unit, implement public health measures, and support and manage the Health Unit's response to the outbreak.



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- 5.2 Comply with all current Health and Safety Protection legislation, as well as any related Health Codes and Regulations.
- 5.3 Provide timely, authoritative information to the public on the provision of Township services.
- 5.4 Demonstrate by attitude and example that prevention of infectious diseases, including the coronavirus (specifically COVID-19), is an integral part of every function of the Township, as well as an integral part in our everyday lives.

### 6. RESPONSIBILITIES

All persons within the Scope of the Pandemic Risk Management and Prevention policy will recognize or be made notified that all persons have the right to enter into a safe and healthy environment and all will be responsible for the prevention and risk management of infectious diseases, including but not limited to the coronavirus.

#### 6.1 WORKERS ARE RESPONSIBLE TO:

- Comply with all Township Health and Safety policies and procedures, including, but not limited to the Pandemic Risk Management and Prevention policy;
- Follow safe work procedures to reduce the level of risk of disease exposure and transmission;
- Wear the appropriate personal protective equipment;
- Provide knowledge of the Pandemic Risk Management and Prevention policy to any unbeknownst persons entering on or conducting business on Township grounds;
- Report all potential exposures to their supervisor immediately;
- Apply the knowledge gained in training in the fulfillment of their duties;
- In the circumstance of the coronavirus, take every precaution reasonable in the prevention and risk management for the protection of any person entering into or conducting business on the Township grounds, as outlined in Appendix "A".

#### 6.2 SUPERVISORS ARE RESPONSIBLE TO:

- Provide information, instruction and supervision to all workers ensuring that they are properly trained in reducing the exposure and transmission of infectious diseases, including but not limited to the coronavirus;



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- Ensure that workers work in accordance with the Township's Pandemic Risk Management and Prevention policy and procedures;
- Ensure personal protective measures are available to workers to reduce the risk of and/or spread of infection (ie. masks, gloves, barriers);
- Ensure workers are familiar with the procedures and safe use of disinfectants and other chemicals used in the workplace to prevent and/or control infections;
- Ensure workers take the necessary measures to reduce the risk of infectious diseases including the wearing of appropriate personal protective equipment (PPE) and using the appropriate chemicals;
- Investigate and file an incident report of any potential exposures reported by a worker;
- Take corrective action to reduce the risk of exposure to infectious diseases, as required or as new information becomes available;
- Advise workers of any potential exposure that they may have been exposed to and of which the supervisor is aware of;
- Investigate, report and properly document, as soon as possible, all exposures that he/she has knowledge of;
- Motivate and support staff in their preventative actions;
- Ensure that all workers are provided with PPE, protective devices or clothing the worker requires to be used or worn;
- Recognize that workers, Council members and fire and first response members and their families may experience personal difficulties from time to time that may affect their emotional, physical and mental health due to COVID-19 and make sure Council members and all workers are aware of the Employee and Family Assistance Program that is available to them as per the Township of O'Connor Policy 3.12.
- Post, in a conspicuous location in the workplace, an up to date copy of this policy;
- In the circumstance of the coronavirus (specifically COVID-19), take every precaution reasonable in the prevention and risk management for the protection of any person entering into or conducting business on the Township grounds, as outlined in Appendix "A".

### 6.3 THE HEALTH AND SAFETY REPRESENTATIVE IS RESPONSIBLE TO:

- Review the selected personal protective measures for workers, as required;
- Make recommendations in the development of safe work procedures;
- In the circumstance of the coronavirus, take every precaution reasonable in the prevention and risk management for the protection



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of any person entering into or conducting business on the Township property, as outlined in Appendix "A";

- Review this policy and related guidelines as required, or at least annually.

### 6.4 COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF O'CONNOR ARE RESPONSIBLE TO:

- Promote a safe and healthy workplace;
- Ensure that the necessary equipment, materials and protective devices as prescribed are provided and maintained;
- Review this policy as guidelines directed by the Thunder Bay District Health Unit are updated by the Medical Officer of Health;
- Evaluate the health and safety performance of all supervisors;
- Recognize that workers, fellow Council members and fire and first response members and their families may experience personal difficulties from time to time that may affect their emotional, physical and mental health due to COVID-19 and make sure fellow Council members and all workers are aware of the Employee and Family Assistance Program that is available to them as per the Township of O'Connor Policy 3.12.
- Establish clear objectives to reduce infectious diseases, including but not limited to coronavirus (specifically COVID-19);
- In the circumstance of the coronavirus, take every precaution reasonable in the prevention and risk management for the protection of any person entering into or conducting business on the Township property, as outlined in Appendix "A".

## 7. PROGRAMS/PROCEDURES

The Township's Pandemic Risk Management and Prevention Policy shall be maintained and evaluated by the following current programs or procedures, but shall not be limited to:

7.1 Thunder Bay District Health Unit, Medical Officer of Health

7.2 The Province of Ontario

7.3 Occupational Health and Safety Act

7.4 PROCEDURES:

- Health and Safety Meetings

7.5 REQUIREMENTS:

- Personal Protective Equipment (masks, shields, gloves, etc)
- Protective Devices (barriers, etc)



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### 7.6 REVIEW:

This policy shall be reviewed by Council as required to ascertain if any amendments are necessary.

### 8. **DOCUMENTS AND RESOURCES TO SUPPORT THIS POLICY:**

- 2.6 – HEALTH AND SAFETY POLICY
- 2.9 – POLICY FOR EMPLOYEE CODE OF CONDUCT
- 3.10 – WORKPLACE HARASSMENT/VIOLENCE POLICY
- 3.12 – EMPLOYEE AND FAMILY ASSISTANCE PROGRAM
- 3.14 – ANTI-STIGMA POLICY
- 3.17 – CODE OF CONDUCT FOR COUNCIL MEMBERS
- OCCUPATIONAL HEALTH AND SAFETY ACT WITH REGULATIONS FOR ONTARIO
- WORKPLACE SAFETY AND INSURANCE ACT
- MUNICIPAL ACT
- CRIMINAL CODE OF CANADA

### **EFFECTIVE DATE:**

This policy shall come into effect as of August 10, 2020.



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### APPENDIX "A"

#### **Safety Measures and Procedures (specific to coronavirus)**

Human coronaviruses are a group of viruses that spread from person-to-person:

- Between people who are in close contact with one another (within approximately 2 meters or 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- Through touching an infected area, then touching mouth, nose or eyes before washing hands.

The coronavirus may be transmitted when it comes into contact with mucous membranes of a person's nose, mouth or eyes. Direct contact may occur from droplet spray expelled by people who are nearby. Indirect contact may occur by touching a surface or object that may be contaminated and then touching one's own mouth, nose or eyes.

Specific to Coronavirus Disease 2019 (COVID-19), this strain is highly contagious and although symptoms are mild in the majority of cases, some individuals develop severe illness leading to hospitalization and in some cases, death.

All workplace persons have roles and responsibilities to protect workers from hazards in the workplace as set out in the Occupational Health and Safety Act (OHSA) and its regulations, and the applicable directives coming from the Chief Medical Officer of Health.

This procedure outlines the duty of both the employer and the workers in taking every precaution reasonable to protect workers from coronaviruses (and more specifically, COVID-19). It applies to all properties owned by the Township.

#### **Roles and Responsibilities**

The Employer has a duty to take every precaution reasonable in the circumstances to protect the health and safety of workers from infectious disease.

The Supervisors shall:

- Make every effort reasonable to ensure workers have been provided with appropriate information and instruction regarding coronaviruses (specifically COVID-19).
- Assess if workers are at risk from exposure to infectious diseases such as COVID-19 and other coronaviruses.



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- Put in place the measures needed to protect workers from infectious diseases, such as COVID-19.
- Provide screening and monitoring measures, as outlined in Appendix “B”, for coronavirus symptoms for personnel at all work sites.
- Ensure that surfaces are cleaned and disinfected to prevent the spread of infectious agents through surface contact.
- Increase on-site sanitation at all workplaces.
- Consider staggering breaks and lunches (or arrange to follow physical distancing practices), the total number of people on-site and where they are assigned to work to increase physical distancing.
- Where feasible, offer opportunities for workers to work from home to maintain physical distancing.
- Provide personal protective equipment (PPE) appropriate for the task and/or risk of exposure to infectious agents.
- Be kind to those that do not know and instruct them on the rules and regulations of the workplace.
- Deal with any violence and harassment complaints from workers.

Workers have a duty to take every precaution reasonable to protect themselves and their co- workers from infectious disease.

The Workers shall:

- Follow personal hygiene guidelines:
  - Proper handwashing,
  - Sneeze or cough into their sleeve or tissue and immediately wash hands following,
  - If soap and water is unavailable temporarily, wash hands with hand sanitizer (60% or greater alcohol content) and wash hands immediately as soap and water become available,
  - Avoid touching high-touch surface area or wash hands immediately after touching a high-touch surface area.
- Follow physical distancing guidelines:
  - Maintain a 2-meter (6 foot) distance from others,
  - Avoid sharing telephones, keyboards, desks or work-stations (If unavoidable, wash and sanitize the area prior to touching).
- Not report to work if exhibiting any of the coronavirus symptoms (specifically of COVID-19) or are under self-isolation or quarantine. Actively monitor yourself for any symptoms and if you detect symptoms, you should immediately distance yourself from others and go home. Notify the Thunder Bay District Health Unit and your supervisor so that they are aware of the situation and can also notify others who may have been exposed.
- Ensure you are taking care of both your mental and physical health during this time.





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- Wear a non-medical mask in situations where they are not able to maintain a physical distance of 2-meters (6 feet).
- Wear any PPE as directed by the employer.
- Proper donning and doffing of PPE and hand hygiene should be performed.
- If possible, use the same work vehicle on a day to day basis rather than sharing the vehicle with multiple workers. Vehicles are to be disinfected at the start and end of each shift or in between drivers throughout the day.
- Follow specific guidance for health and safety and infection prevention and control practices and measures and procedures established by the supervisor.
- Refer to the Thunder Bay and District Minister of Health, Public Health Ontario and the Government of Canada for COVID-19 Guidance.
- In addition to routine cleaning, clean frequently touched surfaces (i.e. steering wheels, door handles, handrails, customer service counters, touch screens, light switches, etc. at a minimum of twice per day. If the surfaces are visibly dirty, they should be cleaned prior to disinfection application.
- Limit any casual interactions that normally occur at work.
- Change out of work clothing at the end of each shift and wash them. Do not store your street clothes and work clothes in the same space unless both are clean. Change outdoor work shoes/boots outside of home, and do not allow them inside of the house.
- Consider discussing any underlying medical conditions that might place you at a higher risk for severe illness from COVID-19 with your supervisor.
- Complete a daily health review as requested—following screening and monitoring measures in Appendix “B”.
- Self-monitor and self-report if they are experiencing any signs of illness.
- Follow social distancing and self-isolation guidelines during off-duty hours.
- Report any hazards regarding coronavirus, including but not limited to COVID-19 in workplace.
- Be kind to those that do not know and instruct them on the rules and regulations of the workplace.
- Report any violence and/or abusive language from those that refuse to follow rules and regulations of the workplace.

Physical distancing is a key component to avoiding infection. The following steps must be put in place by each supervisor on the work sites they are responsible for.

Physical distancing generally means maintaining a distance of at least 2-meters (6 feet) or more between persons at all times. By maintaining physical distancing,



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people are less likely to be exposed to a respiratory virus as the virus can be spread before symptoms appear (pre-symptomatic) and when the person may have contracted the virus but are exhibiting minimal or no symptoms (asymptomatic).

### **Work Process Adjustments**

Supervisors should consider the following to reduce risk for the employees under their direction:

- Assigning fewer tasks requiring workers to work closely beside each other will also enable effective physical distancing.
- Where workers can work from home, make every effort to facilitate them doing so.
- Where feasible, rearranging the worksite to ensure proper ventilation in workspaces.
- Where feasible, imposing limits as to the total number of workers and/or visitors allowed on site.
- Limit of one person per vehicle or equipment cab. When not feasible, workers shall wear non-medical masks when not able to physically distance.
- Plan work sites to eliminate “pinch points” such as narrow entry and exit areas, narrow pathways etc.
- Eliminate unnecessary gathering areas.
- Whenever possible, suspend or re-design tasks which require employees to work in close proximity of each other. If it is not possible to suspend work, supervisors must make every effort reasonable to consider the following:
  - Review alternative ways of completing the task.
  - Review ways of completing the task with fewer people.
  - Review ways of completing the task in a shorter time frame.
  - Additional sanitation measures which may be implemented while completing the task.
  - Determine what additional PPE may be required to help protect workers.

### **Screening Measures**

Active Screening Measures:

Supervisors are responsible to ensure that all workers, excluding those working from home, complete the following screening measures on a daily basis:

- Workers shall answer the questions outlined in the questionnaire provided in Appendix “B” as requested.



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- If a worker answers yes to any of the screening questions, they shall not report to work.
- If any worker develops any of these symptoms while working, they shall inform their supervisor, and leave work immediately.

### Passive Screening Measures:

- A poster shall be posted in a prominent location near to the entrances of all Township owned buildings where the public attends, or act as a workplace for our workers. The following shall be included on the poster:
  - Workers and visitors must ask themselves the following questions before entering:
    - Do they have any of the symptoms related to the infectious disease (specifically COVID-19 symptoms) listed on the poster?
    - Have they had any recent travel that restrictions are presently in place for (ie. out of country or out of province travel)?
    - Have they been exposed to someone with a known or probable case of coronavirus (specifically COVID-19)?
- The poster shall contain a notification outlining that anyone who answers yes to any of the above questions will not be allowed to enter. Visitors will be advised to use telecommunications to arrange to conduct business with the Township of O'Connor. The poster will also provide the number and website for the local health unit to contact if they have further questions.
- The poster shall identify the following:
  - Limitations on number of visitors.
  - Physical distancing requirements.
  - PPE requirements, if any.

### Enforcement Measures

These standards must be adhered to in order to protect worker and community safety.

The Roads Department Leadhand and Fire Chief are expected to enforce these measures and report violations to the Clerk-Treasurer. Workers are expected to report violations of these measures to their supervisor. Workers who fail to adhere to these standards may be subject to disciplinary action. No reprisal shall be taken against any individual for reporting concerns related to this policy.

All supervisors are to track sick workers and screening documentation for workers under their direction, records shall be kept and be provided to the Clerk-Treasurer upon request, or as required. Any workers that report in sick are to be reported by the Supervisor to the Clerk-Treasurer immediately upon notification.



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**Appendix "B"**

**COVID-19 Worker Screening Questionnaire**

Date:

First and Last Name:

E-Mail:

Mobile:

Telephone:

1. Have you travelled outside of the province in the last 14 days? Yes No
2. Do you currently have any symptoms consistent with COVID-19, including the following symptoms, fever, coughing and difficulty breathing, diarrhea, muscle aches / headaches? Yes No
3. Have you been exposed to a person who has a confirmed case or probable case of the COVID-19 infection? Yes No

Anyone who answers yes to any of the above questions shall not be permitted access until the person has completed a 14-day self-isolation period with no symptoms manifesting. If an employee has a confirmed case of COVID-19, they will also require a medical certificate confirming that it is safe for them to return to work.

**Declaration:**

I hereby confirm that the information provided herein is accurate and correct. I will inform my supervisor or manager in writing, as soon possible of any changes to the information on this form.

**NOTE:** Employees may inform their supervisor verbally if they are not able to provide written notice in a timely way. Telephone, or digital means of communication are preferred in all cases as it is a priority to reduce physical contact, especially for individuals who answer yes to any of the questions above.