



## THE CORPORATION OF THE TOWNSHIP OF O'CONNOR

### PANDEMIC RISK MANAGEMENT AND PREVENTION POLICY - O'CONNOR COMMUNITY CENTRE

#### 1. PURPOSE

The purpose of this policy is to:

- 1.1 Provide Lessees 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) for the O'Connor Community Centre.
- 1.2 Ensure programs and protective measures are in place to reduce the risk of exposure to infectious diseases for visitors of the O'Connor Community Centre.
- 1.3 Plan a healthy and safe environment through design, purchase, fabrication, operation, delivery and maintenance of the O'Connor Community Centre.

#### 2. POLICY STATEMENT

The Township of O'Connor is committed to the physical and psychological health and safety of its visitors of the O'Connor Community Centre under the Township's direction. We are committed to maintaining an environment that actively works to prevent infectious diseases, including but not limited to coronavirus (specifically COVID-19) and put visitors minds at ease that proper preventable measures are being put in place for infectious diseases. The Township of O'Connor will make every reasonable precaution to provide a safe and healthy environment. Through effective management, all visitors of the O'Connor Community Centre are deserving of equal protection to exposure of infectious diseases, including but not limited to coronavirus (specifically COVID-19).

#### 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.



## THE CORPORATION OF THE TOWNSHIP OF O'CONNOR

“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.

“LESSEE” - the person who holds the rental of the Township of O'Connor Community Centre Rental Agreement.

“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.

“VISITOR” – any persons entering into the O'Connor Community Centre.

### 4. SCOPE

This policy applies to all persons entering into or wishing to attend private functions at the O'Connor Community Centre.

### 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.
- 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 involving the O'Connor Community Centre.



## THE CORPORATION OF THE TOWNSHIP OF O'CONNOR

- 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 for the O'Connor Community Centre 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 (specifically COVID-19). For directives specifically involving the O'Connor Community Centre will these responsibilities lie.

#### 6.1 SUPERVISORS ARE RESPONSIBLE TO:

- Provide information and instruction to all Lessees of the O'Connor Community Centre ensuring that they are properly trained in reducing the exposure and transmission of infectious diseases, including but not limited to the coronavirus;
- Ensure that Lessees work in accordance with the Township's Pandemic Risk Management and Prevention Policy, Policy for Mandatory Use of Masks or Face Covering, and Rental Responsibilities of the O'Connor Community Centre;
- Take corrective action to reduce the risk of exposure to infectious diseases, as required or as new information becomes available;
- Investigate, report and properly document, as soon as possible, all exposures that he/she has knowledge of;
- Motivate and support Lessees in their preventative actions;
- Provide an up to date copy of this policy to all Lessees;
- Post, in a conspicuous location in the O'Connor Community Centre, 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 in the O'Connor Community Centre, as outlined in Appendix "A".

#### 6.2 LESSEES OF THE O'CONNOR COMMUNITY CENTRE ARE RESPONSIBLE TO:

- Comply with the Township of O'Connor Community Centre Rental Agreement, as outlined in Appendix "B";



## **THE CORPORATION OF THE TOWNSHIP OF O'CONNOR**

- Work in accordance with the Township's Pandemic Risk Management and Prevention Policy, Policy for Mandatory Use of Masks or Face Covering, and Rental Responsibilities of the O'Connor Community Centre
- Not exceed allotted number of persons allowed into the O'Connor Community Centre as instructed by the Township of O'Connor;
- Ensure that all persons attending, while under their rental agreement, maintain a social distance of 2 meters (6 feet) unless within their 10 person social circle;
- Ensure that masks and hand sanitizer are provided to persons attending while under their rental agreement;
- Ensure that anyone not wearing a mask is turned away from their function, unless with due cause;
- Ensure that all food and drink be served by a server(s) or in individual portions (no buffet style layouts for people to serve themselves)
- Screen people prior to hall entrance following the Township of O'Connor Screening Tool and turn away any persons unfit for entry;
- Sanitize any high-touch areas (ie. light switches, sink handles, door handles, tables, counters) for events over 3 hours as recommended by the Thunder Bay District Health Unit.

### **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 REQUIREMENTS:

- Personal Protective Equipment (masks and hand sanitizer)
- Social Distancing 2 metres (6 feet) at all times

7.4 REVIEW:

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

### **EFFECTIVE DATE:**

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



## THE CORPORATION OF THE TOWNSHIP OF O'CONNOR

### APPENDIX "A"

#### **Safety Measures and Procedures for the O'Connor Community Centre (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.

This procedure outlines the duty of both the Supervisor and Lessees of the O'Connor Community Centre in taking every precaution reasonable to protect individuals from coronaviruses (and more specifically, COVID-19)

#### **Roles and Responsibilities**

The Supervisor and Council have a duty to take every precaution reasonable in the circumstances to protect the health and safety of workers and visitors of the O'Connor Community Centre from infectious disease.

The Supervisor shall:

- Make every effort reasonable to ensure Lessees have been provided with appropriate information and instruction regarding infectious diseases, including but not limited to coronaviruses (specifically COVID-19).
- Put in place the measures needed to protect visitors of the O'Connor Community Centre from infectious diseases, such as COVID-19 (ie. distancing tables and chairs, prevention tools, attendance limitations, etc)
- Ensure that all infectious disease safety measures do not interfere with any Fire Code regulations.
- Ensure that surfaces have been cleaned and disinfected to prevent the spread of infectious agents through surface contact.



## THE CORPORATION OF THE TOWNSHIP OF O'CONNOR

- Increase on-site sanitation at the O'Connor Community Centre.
- 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 from Lessees of the O'Connor Community Centre.

Physical distancing is a key component to avoiding infection. The following steps must be put in place to reduce any exposure or transmission of infectious diseases, including but not limited to coronavirus (specifically COVID-19)

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, 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).

The Lessees and any visitors of the O'Connor Community Centre shall:

- Maintain physical distancing of at least 2 meters (6 feet).
- Wear masks upon entering the O'Connor Community Centre.
- Sanitize your hands upon entering the O'Connor Community Centre.
- Follow signage and this policy for guidance while in the O'Connor Community Centre.
- Follow specific guidance for health and safety and infection prevention and control practices and measures and procedures established by the Township of O'Connor.
- Refer to the Thunder Bay and District Minister of Health, Public Health Ontario and the Government of Canada for COVID-19 Guidance.
- Proper donning and doffing of PPE and hand hygiene should be performed.
- Stay home if you are feeling ill. 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 the Township of O'Connor so that they are aware of the situation and can also notify others who may have been exposed.

### **Work Process Adjustments**

Supervisors should consider the following to reduce risk for all Community Centre visitors:

- Rearrange the set-up of the Community Centre to ensure proper movement and distancing of visitors.
- Impose limits as to the total number of visitors allowed in the building.
- Plan pathways to eliminate "pinch points" such as narrow entry and exit areas (ie. one door for entry, one door for exit)



## THE CORPORATION OF THE TOWNSHIP OF O'CONNOR

### **Screening Measures**

#### Active Screening Measures:

Lessees are responsible to ensure that all visitors complete the following screening measures prior to hall entry:

- Do they have any of the symptoms related to the infectious disease (specifically COVID-19 symptoms) listed on the screening tool?
- 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)?

#### Passive Screening Measures:

- A poster shall be posted in a prominent location near to the entrances of the O'Connor Community Centre. The following shall be included on the poster:
  - 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. 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.
  - Personal Protective Equipment requirements.

### **Enforcement Measures**

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



## THE CORPORATION OF THE TOWNSHIP OF O'CONNOR

### APPENDIX "B"

#### TOWNSHIP OF O'CONNOR COMMUNITY CENTRE

##### RENTAL RESPONSIBILITIES DURING COVID-19 PANDEMIC, STAGE 3

1. PRIVATE FUNCTION EVENTS NOT TO EXCEED 48 PERSONS.
2. LESSEE IS RESPONSIBLE FOR SCREENING PEOPLE PRIOR TO HALL ENTRANCE. SEE SCREENING HANDOUT. ANYONE NOT FIT FOR ENTRY SHALL BE TURNED AWAY.
3. HAND SANITIZER MUST BE PROVIDED BY LESSEE FOR FUNCTION AND APPLIED **BY ALL**, UPON ENTERING THE COMMUNITY CENTRE.
4. MASKS MUST BE WORN UPON ENTERING THE COMMUNITY CENTRE AND WHERE SOCIAL DISTANCING IS NOT PRACTICAL, EXCEPT WHERE A PERSON IS EXEMPTED AS PER TOWNSHIP POLICY. MASKS MAY BE TEMPORARILY REMOVED FOR EATING AND DRINKING.
5. ALL PERSONS MUST MAINTAIN SOCIAL DISTANCING OF 6 FT OR 2 M UNLESS WITHIN THEIR 10 PERSON SOCIAL CIRCLE.
6. FOOD AND DRINK MUST BE SERVED AND/OR PROVIDED IN INDIVIDUAL PORTIONS.
7. FUNCTIONS LASTING LONGER THAN 3 HOURS REQUIRE FREQUENTLY TOUCHED AREAS TO BE SANITIZED DURING THE FUNCTION.
8. NO SMOKING ON TOWNSHIP PROPERTY IN OR AROUND THE PREMISES.

##### **BEFORE LEAVING, PLEASE ENSURE THAT:**

1. TABLES AND FLOORS ARE CLEANED OF ANY SPILLS AND/OR GARBAGE.
2. ALL DECORATIONS BY LESSEE ARE REMOVED.
3. ALL GARBAGE IS PLACED OUTSIDE IN THE GARBAGE BIN.  
(GO OUT THE WEST EMERGENCY DOOR, TURN RIGHT DOWN THE STAIRS AND THE WOODEN GARBAGE BIN IS AROUND THE CORNER)
4. ALL USED DISHES ARE WASHED, DRIED AND PUT AWAY.
5. ALL TOILETS AND TAPS ARE NOT RUNNING IN THE WASHROOMS, BOTH UPSTAIRS AND DOWNSTAIRS.
6. THE BREAKER FOR THE COOLER IS TURNED OFF (BREAKER PANEL ON THE WALL BY THE UPSTAIRS WASHROOM) AND PUT SOMETHING BETWEEN THE DOOR TO KEEP IT SLIGHTLY OPEN.
7. ALL USED COFFEE/TEA POT/URNS ARE CLEANED.
8. BOTH THERMOSTATS ARE SET TO 60F DEGREES AND AIR CONDITIONER IS SHUT OFF.
9. ALL THE LIGHTS AND CEILING FANS ARE TURNED OFF.
10. ALL WINDOWS AND DOORS ARE CLOSED AND LOCKED PROPERLY.  
PLEASE ALSO CHECK BASEMENT EXIT DOOR NEXT TO MENS WASHROOM.

##### **THANK YOU FOR YOUR COOPERATION!**

IF YOU HAVE ANY TROUBLE WITH THE BUILDING (ie. furnace, water, etc)  
PLEASE CONTACT: MONIKA ENDLER, JANITOR 473-4208, KELLY JOHNSON, LEADHAND – 577-1058  
LORNA BUOB, CLERK-TREASURER – 475-3537, LINDA RACICOT – DEPUTY CLERK-TREASURER -  
577-2215