



CITY POLICY

SECTION: HUMAN RESOURCES

NO: HR-HS-54

REFERENCE: HEALTH AND SAFETY

Date: January 6, 2022

Review Date: TBD

TITLE: Preventing COVID-19 in the Workplace Policy

1.0 POLICY STATEMENT

- 1.1 This policy was developed to help prevent the spread of COVID-19 in the workplace.

2.0 GUIDELINES

- 2.1 Our organization will work to achieve a workplace that follows all precautionary measures identified by the Ontario Government, the Government of Canada, and the Northwestern Health Unit (NWHU) to reduce the spread of the COVID-19 while ensuring that all core essential and emergency services are maintained.

3.0 EMPLOYEE RESPONSIBILITIES

- 3.1 All employees should ensure they understand and comply with the infection prevention policies and practices outlined within this policy.
- 3.2 Every worker, including contractors, shall complete a COVID-19 Screening Tool (Appendix A) at the start of each shift. This screening tool can be completed before or when a worker enters the workplace and can be completed by hand or digitally. If a worker does not pass the screening tool, they must refer to section 3.9.1 of this policy and follow those requirements.
- 3.3 Hand Hygiene
- a) Wash hands frequently. Thoroughly wash hands with an alcohol-based rub or with soap and water. Wash hands for at least 20 seconds.

-
- b) Avoid touching your face (specifically your eyes, nose, and mouth) as much as possible.
 - c) Cover your mouth when coughing, sneezing, and yawning by doing so into the bend of your arm, not your hand.
 - d) Avoid touching surfaces people touch often.
 - e) Instead of a handshake, give a friendly wave.
 - f) Use any necessary personal protective equipment as directed.

3.4 Workspace Cleaning

Use appropriate products provided by the City of Dryden to clean and disinfect items like your desk, work surface, phones, keyboards, and electronics at least twice daily and more often if they are visibly soiled.

3.5 Vehicle Cleaning

Staff must disinfect all touched surfaces in a vehicle after each use, such as steering wheel, gear shift, door handles, etc.

3.6 Physical Distancing

- a) Employees must keep a distance of at least two metres from anyone else, including co-workers, essential visitors, contractors and members of the public, unless for emergency purposes
- b) When possible, employees must stagger breaks to allow for 2 metres distance from each other while in the breakroom.
- c) When possible, offices doors should be kept closed to help form a barrier.
- d) Increase distance between desks, tables, and workstations to be at least 2 metres apart.
- e) Reduce or eliminate activities that require close physical proximity or contact with people, by utilizing technology such as team meetings.
- f) Staff must avoid unnecessary social interactions in the workplace and will maintain a distance of a minimum of two meters when necessary.
- g) When physical distancing is not possible, including when employees are required to share a vehicle, employees must wear a face covering, either medical or non-medical face mask. A face shield is not an acceptable form of face covering.

3.7 Mandatory Masks

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union Agreement.

-
- a) Masks are mandatory at all times unless the employee is working independently in an isolated workspace, such as an office.
 - b) If a member of the public is unable to wear a mask and the employee must come within 2 metres of that person, without a plexiglass barrier, the employee must don both a face covering and eye protection. The eye protection can be in the form of safety glasses, a face shield, helmet visor, or goggles.
 - c) Refer to policy HR-HS-56 Mandatory Use of Face Masks for mandatory mask requirements.

3.8 Updates to Management

- a) Provide updated emergency contact information to your manager.
- b) Consider whom the City of Dryden should call if you require transportation home from work.
- c) Immediately notify management if you rely on transport such as a cab or MyLift to get to work and have no means to safely get home if you start to feel ill while at work.

3.9 All employees must complete the COVID-19 Screening tool before they go to work or at the start of the shift each day.

3.10 Self-Isolation

Do not come to work if you have a symptom or multiple symptoms of COVID-19 or think you might have such a symptom. Take the Ontario Government's online COVID-19 Self-Assessment Tool and follow the recommendations.

3.10.1 Additional actions you should take include:

- a) Immediately isolating yourself to prevent any possible spread of COVID-19;
- b) Contacting the NWHU COVID-19 hotline, 1-866-468-2240 and follow their advice;
- c) If applicable, make arrangements to receive a COVID-19 test through Dryden Regional Health Centre's COVID-19 Assessment Center;
- d) Notifying your direct manager and keep them updated of your status; and
- e) Remaining away from work until you have
 - Received a negative COVID-19 test result; or

- Cleared to return to work by the NWHU; or
- Advised to return by HR Manager.

3.10.2 You need to self-isolate if you:

- a) Have symptoms, even if mild, associated with COVID-19; or
- b) Have been diagnosed with COVID-19; or
- c) Someone in your household has tested positive with COVID-19, has symptoms, or is awaiting a test result; or
- d) Have been advised to self-isolate by the NWHU.

3.10.3 Self-isolating means:

- a) Staying home and following the current recommendations from the Ministry of Health (Ontario.ca/exposed);
- b) Staying home after the recommended number of days and only if your symptoms have improved for at least 24 hours.
- c) Staying home until you receive a negative COVID-19 test result only if you have been symptomatic; and
- d) Avoiding contact with others.

3.10.4 If your symptoms worsen, immediately contact your healthcare provider or the NWHU and follow their instructions.

3.11 Developing Symptoms at Work

If you develop even mild symptoms while at work:

- a) Separate yourself from others;
- b) Contact your manager using a telephone;
- c) Notify your manager where you worked that day;
- d) Disclose to your manager any interactions with fellow staff, customers, or others;
- e) Disclose to your manager any equipment you used, items you handled, or surfaces you touched; or
- f) Immediately return home and start self-isolating. If necessary, your manager can contact your emergency contact to ensure that you are safely returned home.

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union Agreement.

3.12 Do not return to work until the HR Manager advises it is safe to do so.

4.0 EMPLOYER RESPONSIBILITIES

- 4.1 To ensure that the City of Dryden continues to provide a healthy and safe workplace, the following measures have been implemented. In addition, the City of Dryden continues to stay updated on guidelines and information provided from the World Health Organization, the Northwestern Health Unit, and the government of Canada, and on measures implemented at a regional, provincial, and federal level.
- 4.1.1. Use the risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic to help develop policies and procedures.
 - 4.1.2 Continue to communicate with staff and the City of Dryden residents about COVID-19, including the measures the municipality is taking to prevent the spread of COVID-19.
 - 4.1.3 Post signs asking ill clients or customers to stay away from the premises.
 - 4.1.4 Post signs encouraging good respiratory hygiene, hand hygiene, and other healthy practices.
 - 4.1.5 Where feasible, implement measures to reduce social contact, such as teleworking arrangements, flexible hours, staggering start times, encouraging the use of e-mail, and teleconferencing.
 - 4.1.6 Evaluate the workplace regularly to identify areas where people have frequent contact with each other, or have commonly shared objects and spaces, such as a photocopy room, and identify measures to minimize risk or reduce contact.
 - 4.1.7 Ensure increased cleaning of high-contact areas.
 - 4.1.8 Evaluate and implement ways that employees can practice social distancing, such as increasing distance between desks, workstations, plexiglass shields, and people in queues.
 - 4.1.9 Minimize interactions between customers and employees.
 - a) Maintain employee confidentiality regarding symptoms and COVID-19 testing results.
 - b) Open windows and doors whenever possible to ensure the space is well-ventilated.

4.1.11 Implement and follow increased cleaning guidelines:

- a) Make hand sanitizer available at all entries, kitchens, and common areas.
- b) Clean and disinfect all high-traffic areas and frequently touched areas (such as door handles, fridge handles, microwaves, printers, photocopiers) twice daily.
- c) Provide cleaning wipes that are at least 70% alcohol to ensure proper disinfection or use other approved disinfectant sprays and solutions in common areas and workspaces for employees to clean workspaces.
- d) In the event an employee is sent home with possible COVID-19 symptoms, the manager/supervisor is responsible to identify locations where the potentially affected worker had recently been, and to make arrangements for the locations to be disinfected.

4.2 The following personal protective equipment is available and provided based on the following situations:

- a) Gloves for employees who are in direct contact with an ill person or a contaminated object or environment. Hands must be washed before putting on gloves and immediately after removing gloves. While wearing gloves, employees must refrain from touching their face. Gloves should be frequently removed and disposed of to limit contact transfer.
- b) Heavy-duty gloves will be provided to cleaning staff.
- c) Personal face coverings can be worn by staff if they choose, however the face covering must be double layered and cover the nose and mouth completely. A face shield is not an acceptable form of face covering. Staff must wash their hands before putting on the mask and immediately after removing. While wearing a mask, employees must refrain from touching their face and adjusting the mask.
- d) N95 masks will be reserved for staff who conduct aerosol generating procedures, such as Dryden Fire Service.

4.3 In the event an employee shows symptoms of a respiratory illness, the manager/supervisor must contact Human Resources and the Health and Safety Coordinator so that a risk assessment can be done to determine what parts of the jobsite and what other workers the affected worker would have had contact with. Based on this risk assessment, the employer may be required to:

- a) Send co-workers who were exposed to the worker home, following public health recommendations. Ask them to self isolate and self monitor and report any COVID-like symptoms to their employer

-
- b) Shut down the job site while the affected workplace area and equipment are disinfected
 - c) Advise employees to contact the COVID-19 testing center or their healthcare provider if feeling symptomatic.
- 4.4 In the event an employee receives a positive COVID-19 diagnosis related to the workplace, the employer is required to:
- a) Support and provide information to the Northwestern Health Unit (NWHU) if required.
 - b) Advise any co-workers who had been in direct contact with the affected worker to self-isolate, self-monitor, and to contact the COVID-19 Assessment Center for testing.
 - c) Fulfil Ministry of Labour (MOL), Training and Skills Development and Workplace Safety and Insurance Board (WSIB) reporting requirements for infectious disease if a worker has an occupational illness due to an exposure. The MOL must be notified in writing within four days.
 - d) If the MOL is required to be notified, the workplace Joint Health and Safety Committee must also be notified
- 4.5 At all times the employer will maintain all workers confidentiality.

5.0 TRAVEL

- 5.1 The City CAO may restrict all work-related travel. The City CAO will evaluate the current pandemic prior to implementing any restrictions. Depending on current circumstances, after traveling, workers may be required to:
- a) Self-isolate; or
 - b) Self-monitor closely for symptoms, and self-isolate immediately if mild symptoms develop.
- 5.2 Employees should follow the recommendations made by the Northwestern Health Unit, Public Health, or any other government agency.
- a) If an employee chooses to travel despite recommendations, they should self-monitor for symptoms for 10 calendar days and should immediately self-isolate if they experience any COVID-19 related symptoms.

6.0 SELF-MONITORING

6.1 Self-monitoring means to:

- a) Monitor yourself for 10 days for symptoms of respiratory illness, such as cough, fever, and difficulty breathing; and
- b) Avoid crowded places and increase your personal space from others whenever possible.
- c) Continue to follow all public health and safety measures, such as masking and physical distancing.

6.2 If you develop symptoms, notify your manager via phone and self-isolate immediately, then contact the Northwestern Health Unit COVID-19 hotline as soon as possible.

7.0 ASSESSMENT RESOURCES

7.1 If you are having difficulty breathing or experiencing other severe symptoms, call 911 immediately. Advise them of your symptoms and travel history.

7.2 If you are experiencing any symptoms, you can use the Ontario online self-assessment tool to determine if you need to self-isolate, call the Northwestern Health Unit (NWHU) COVID-19 hotline, or call the COVID-19 Assessment Center.

History			
Approval Date:	June 22, 2020	Approved by:	Bylaw 4745-2020
Review/Amendment Date:	September 18, 2020	Approved by:	R. Nesbitt
Review/Amendment Date:	October 8, 2020	Approved by:	R. Nesbitt
Review/Amendment Date:	November 17, 2020	Approved by:	R. Nesbitt
Review/Amendment Date:	April 26, 2021	Approved by:	CAO
Review/Amendment Date:	May 17, 2021	Approved by:	CAO
Review/Amendment Date:	August 9, 2021	Approved by:	CAO
Review/Amendment Date:	January 6, 2022	Approved by:	CAO

Appendix A

COVID-19 Resources

Guidance Documents	
Ontario Workplace Screening Tool	https://covid-19.ontario.ca/screening/worker/
Ontario COVID-19 Exposure and Isolation Guidance	https://Ontario.ca/exposed
Northwestern Health Unit COVID-19 Information	https://www2.nwhu.on.ca/covid-19/data/
Northwestern Health Unit Workplace COVID-19 Information	https://www2.nwhu.on.ca/covid-19/workplaces-businesses-and-covid-19/
Ontario Ministry of Health Guidance for the Health Sector	https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx X
Ontario COVID-19 Science Advisory Table	https://covid19-sciencetable.ca/

City of Dryden COVID-19 Screening Tools	
Employee Screening Tool	www.dryden.ca/COVIDScreen
First Responder Screening Tool	www.dryden.ca/COVIDFirstResponder
Contractor Screening Tool	www.dryden.ca/COVIDVisitor