

## COVID-19 Safety Plan – Township of Emo

**Date completed:** June 10, 2021      **Developed by:** Bridget Foster, CAO/Clerk-Treasurer  
Jason Smith, Public Works Supervisor

**Date distributed:** June 18, 2021      **Others Consulted:** Covid-19 Committee members

**Revision Date:** New

**Purpose:** The purpose of this document is to outline our plans to safeguard our employees from exposure to COVID-19.

### 1. Keeping safe from exposure to COVID-19

#### Internal and Customer Communications:

- 1.1) All staff will be asked to provide updated emergency contact information every 3 months. The manager will maintain and update the emergency contact list and keep a copy in the log at the front desk;
- 1.2) Every Sunday evening, the manager will check Ontario.ca and the Northwestern Health Unit website for any updates, including the current colour level. The supervisor will email any changes or updates to all staff along with COVID-19 safety reminders;
- 1.3) The manager will be responsible for understanding all COVID-19 regulations and local by-law requirements, and reviewing any new information;
- 1.4) The Health and Safety Lead (H&S Lead) will post this plan and any updates on our social media pages, on the white board in the breakroom and on the notice board at the customer entrance. All staff are responsible for checking for new information daily and reviewing the updates;
- 1.5) The H&S Lead will post notices for customers at the entrance and throughout the municipal buildings, reminding them of the masking and physical distancing requirements;
- 1.6) The staff member accepting the customer into the municipal building will remind every customer entering of the requirements to wear a mask, maintain physical distancing, and wipe down equipment/surfaces (example, door knobs and high touch surfaces) after use with the disinfectant wipes available throughout the building;
- 1.7) The manager will have a weekly meeting to get feedback and share additional updates on the safety plan, reminder of COVID-19 safety protocols, along with identifying any concerns that staff may have. This meeting will be used as a reminder to follow all precautions to prevent the spread of COVID-19 and allow an opportunity for staff to bring any concerns they have with COVID-19 in the workplace.

## 2. Screening: COVID-19

- 2.1) All staff, visitors and customers will be required to participate in active screening with the Administrative Assistant or the person permitting them entrance to the municipal building before entering the building. The manager will monitor any updates or changes to Ontario COVID-19 Screening Tool for Workplaces and update our self-screening questionnaire, as discussed at the weekly COVID-19 meeting;
- 2.2) Any customers who do not meet the screening requirements will not be permitted to enter any municipal building. The supervisor or manager will be contacted to assist if any customer relations issues arise due to denial of entry;
- 2.3) Any staff member who has to stay home from work based on screening results is required to notify the manager immediately. The manager will be responsible for following up as required;
- 2.4) The manager and H&S Lead will receive and monitor every time a staff member completes their self-screening, to ensure all staff complete this requirement daily;
- 2.5) If any staff member starts to experience symptoms after reporting to work, they will be required to go home and contact their doctor or Telehealth Ontario for further instructions. Staff are also required to notify the manager once they have direction from a medical professional.

## 3. Control Transmission Risk

### Physical Distancing:

- 3.1) Staff will remain behind the barriers when at the front desk. The manager and H&S Lead will inspect the barriers daily to ensure any required repairs are completed immediately;
- 3.2) Physical distancing markers are installed on the floor at the entrances, dressing rooms and in the waiting area. Supervisors will replace any damaged markers as required;

### Personal Protective Equipment and Masks or Face Coverings:

- 3.3) All staff must wear a mask or face covering at all times when at work, except in a private office or desk;
- 3.4) The manager will ensure all staff and occupants are wearing masks throughout all municipal buildings;
- 3.5) Disposable masks/reusable masks will be available for all staff;
- 3.6) Staff who may be required to approach within 2 metres of customers not wearing a mask will be provided with a face shield and use of this protective equipment is required when it is not possible to maintain physical distance;

#### Cleaning and Disinfection:

- 3.7) All commonly touched surfaces and shared areas will be cleaned at minimum at the start of the day. This includes equipment, doorknobs, counters, dressing rooms, washrooms and floors if there is direct contact;
- 3.8) Our H&S Lead will ensure all cleaning and disinfection products we use are Health Canada approved as effective against COVID-19;

#### Hand and Respiratory Hygiene:

- 3.9) The manager will make sure that hand sanitizer is available for customers and staff to use at all times, including at the front entrance of all municipal buildings;
- 3.10) Public health posters on washing hands and on cough and sneeze etiquette will be posted in each washroom and at the customer entrance;
- 3.11) Staff will wash their hands with soap and water or use hand sanitizer frequently.

#### 4. If there is a potential case, or suspected exposure to COVID-19

NOTE: The Telehealth Ontario phone number is posted at every phone in the workplace. The manager maintains the listing of Northwestern Health Unit, WSIB, MLTSD and the emergency contact numbers on the bulletin board in the manager's office.

If someone starts to experience COVID-19 symptoms in the workplace:

- 4.1) Staff should notify the manager or supervisor if they start to feel COVID-19 symptoms or if they notice someone else showing symptoms;
- 4.2) Call 911 if a person is experiencing severe and potentially life-threatening symptoms, such as difficulty breathing;
- 4.3) If a customer becomes ill, staff will ask them to leave the building as soon as possible;
- 4.4) If the customer requires first aid, any staff who needs to go within 2 metres of the customer must wear PPE (mask and face shield/eye protection);
- 4.5) If the customer needs to wait for a ride they will be encouraged to wait outside, weather permitting, while maintaining 2 metres distance from others;
- 4.6) If a staff member becomes ill, they must inform the manager on duty immediately. The staff member must continue to wear a mask. They should go directly home, contact their doctor or Telehealth and follow the instructions given.

#### Process for a confirmed case of COVID-19 in the workplace:

- 4.7) The manager will ask whether a public health nurse or case manager has given any information on next steps, and whether the worker thinks they may have been infected at work and will complete an incident report asap. If it is believed the illness may be from workplace exposure, the manager will report to the Ministry of Labour, Training and Skills Development and the H&S Lead within 4 days and Northwestern Health Unit to request further direction;

- 4.8) If Northwestern Health Unit contacts the Township of Emo to notify us that someone (customer or staff member) who was at the municipal building has tested positive, the call should be directed to the manager. NOTE: the pre-screening log, and contact information for staff and work-related visitors will be provided to public health if needed for contact tracing;
- 4.9) If there was an infected person in a municipal building, the manager will send an email to staff, making sure that the person confirmed to have COVID-19 is not identified to protect confidentiality;
- 4.10) The manager will keep in touch with the sick staff member while they are off work and keep in touch with WSIB if required;
- 4.11) A staff member with COVID-19 will be allowed to come back to work after they have isolated for at least 10 days, do not have fever and their symptoms have been improving for 1 day, or as otherwise instructed by the Northwestern Health Unit or their health care provider;
- 4.12) A staff member who has been self-isolating because they were a close contact will be allowed to come back to work 14 days after their last contact with the ill person or as otherwise directed by the Northwestern Health Unit.

## 5. New Risk Management

- 5.1) The manager will train all staff on the safe use of newly introduced cleaning and disinfecting products, and the H&S Lead will make sure the safety data sheets are maintained in the binder at the office;
- 5.2) Due to the requirement to wear masks while moving about the facility, individuals (staff or customers) may be less inclined to stay hydrated. Reminders will be communicated via posted information and during staff meetings to drink water only while safely distanced from others;
- 5.3) We will establish regular check-ins with all staff to talk about how they are doing and make sure all staff have access to mental health resources and supports;
- 5.4) All staff will receive training to deal with issues with irate customers and be told to immediately contact the supervisor and manager if they require assistance.

## 6. Checking and Monitoring

- 6.1) The manager will seek feedback regarding the plan and any concerns from staff through all-staff meetings and emails, the H&S Lead and the JHSC. All staff are encouraged to provide input;
- 6.2) Customers will be able to use the posted email address to submit their feedback;
- 6.3) Review of the plan will be a standing item on the agenda for JHSC meetings.

COVID-19 Safety Plan Snapshot – Township of Emo

Date: June 10, 2021

Developed by: Bridget Foster, CAO/Clerk-Treasurer;  
Jason Smith, Public Works Superintendent

<p><b>How we're ensuring workers know how to keep themselves safe from exposure to COVID-19</b></p> <ul style="list-style-type: none"><li>▪ Our manager is regularly checking health information and news to inform our protocols;</li><li>▪ Staff reminders emailed weekly – new rules, changes to plan and safety reminders.</li></ul>	<p><b>How we're screening for COVID-19</b></p> <ul style="list-style-type: none"><li>▪ All people are screened before they enter. All staff, visitors and customers will be required to participate in screening process;</li><li>▪ All customers are screened at the entry to the municipal building upon entry.</li></ul>	<p><b>How we're controlling the risk of transmission in our workplace</b></p> <ul style="list-style-type: none"><li>▪ All staff are required to wear a mask while at work;</li><li>▪ We are following provincial and Northwestern Health Unit requirements for distancing and facility capacity;</li><li>▪ Barriers are installed at the front desk;</li><li>▪ Frequently touched surfaces are cleaned and disinfected before work hours;</li><li>▪ Hand sanitizer is available throughout municipal buildings;</li><li>▪ Signage is posted to remind everyone to physically distance, wear a mask and wash their hands properly;</li><li>▪ When it is possible, all doors and windows will be kept open.</li></ul>
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<p><b>What will we do if there is a case, or suspected exposure to COVID-19 at our workplace</b></p> <ul style="list-style-type: none"> <li>▪ Support staff members who are sick or self-isolating;</li> <li>▪ Follow public health direction, and share information (from the pre-screening log) about people who entered municipal buildings to help public health contact tracing if needed;</li> <li>▪ Communicate with our staff.</li> </ul>	<p><b>How we're managing any new risks caused by changes made to the way we operate our business</b></p> <ul style="list-style-type: none"> <li>▪ Making sure staff are trained to use new cleaning products safely, providing mental health supports for staff.</li> </ul>	<p><b>How we are making sure our plan is working</b></p> <ul style="list-style-type: none"> <li>▪ Seeking feedback from staff (in person) and customers (by email);</li> <li>▪ Review our plan frequently and make changes based on feedback.</li> </ul>
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