



Workplace Policy during COVID-19

Policy Introduction:

As health authorities around the world take action to contain the spread of COVID-19, the Municipality must also play a role in stopping the spread of this disease within the R.M. of Whitemouth and Province. This policy provides simple strategies to prevent the spread of COVID-19 in the workplace to keep everyone safe. As the fall/winter season approaches, the Municipality will continue to practise social distancing in the Municipal office, PW shop, with staff, ratepayers, and stakeholders. It will be necessary to continue with the cleaning protocols outlined by the Province and adhere to all other guidelines and safety practices described and be flexible to the changes that will occur when additional restrictions are mandated by the Province.

Below are actions currently in place that will be adhered to until further notice.

General Guidance

- Limit number of staff, ratepayers, and stakeholders within the buildings to allow for physical distancing.
- Inform ratepayers, stakeholders and those entering the buildings about actions that are being taken to keep everyone safe.
- Schedule frequent cleaning and disinfection of high-touch items, surfaces, and washrooms.
- Conduct health screening for COVID-19 symptoms for staff, ratepayers, and stakeholders.
- Restrict admission, to allow ease of movement while maintaining physical distancing.
- Use posters, floor markers and furniture to encourage everyone to maintain two metres/six feet.
- Encourage hand hygiene by providing hand sanitizer (70-90% alcohol concentration) at the entrance.

- Conduct enhanced cleaning and disinfection of high-touch surfaces, and washrooms.
- Anyone who travels to an area deemed high-risk or to a destination when government have advised against travel, the employee will notify their supervisor of their intent to travel and upon return will be required to undergo a 14-day period of self-isolation before they return to work. The period of self-isolation will be unpaid unless there is sufficient vacation pay available.

Staff Health Screening and Attendance

- All staff will be informed of any changes being made to protect them against COVID-19 by the CAO.
- The Municipality will make plans to operate with different levels of employee absenteeism due to illness, ill-dependants, or for childcare during unexpected school closures.
- Physical Distancing signs to be posted at all entrances, offices and break rooms, and in public areas.
- The Municipality will manage entrance flow and limit the number of staff, ratepayers, and stakeholders at any given time by posting signs on number of people allowed into the premises at one time.
- The Municipality will provide online services or by phone whenever possible.
- The Municipality will encourage hand hygiene and respiratory etiquette.
- The Municipality will post: Wash your Hands, Cover your Cough, Protect Yourself signs in high traffic areas.
- Hand sanitizers dispensers will be placed by entrances for everyone to use upon entering the Municipal office.
- Should an employee have a fever or be sent home due to a fever, the Municipality will request a written document from the employee stating that they are negative before being allowed back to work. If an employee collects EI benefits due to being isolated, a written

document will also be required. Any other absence/sick leave will be under the Employee Manual.

Public Works and Leisure Services:

- Municipal vehicles will continue to maintain single drivers wherever possible. Should it be necessary to have two people in a vehicle, masks will be worn.
- Vehicle interior will be sanitized between uses. All vehicles must be sanitized prior to being parked at the end of the workday.
- Social distancing guidelines must be adhered to when working, if it is not possible to social distance then masks must be worn while working.
- Any equipment used on a job site must be sanitized on high-touch surfaces between uses and again when put away for the day. High touch surfaces include steering wheels, door handles, arm rests, etc.
- Wash your hands between jobs wherever possible or use hand sanitizer.
- All vehicles will carry masks, screens, gloves, disinfectant wipes and hand sanitizer
- Any incidents of illness must be reported to the CAO immediately.

Enhanced Cleaning and Disinfection

- Clean and disinfect all high-touch surfaces at least twice a day and more frequently as needed. High touch surfaces include items such as door handles, counters, cabinet doors, light switches, faucets, toilet handles, handrails, touch screen surfaces, and keypads.
- Ensure washrooms are always stocked with liquid soap and paper towels.
- It is anticipated we may see additional requirements as we enter the second wave of the pandemic. This policy will be amended as provincial health protocols are announced.

Screening Measures Communication Example



COVID-19 Screening Measures are in place for this building.

If you or any members of your household have TRAVELLED OUTSIDE OF CANADA WITHIN THE PAST 14 DAYS or have any of the symptoms below, please do NOT enter the building and contact your manager for further instruction:

- Fever
- Cough
- Shortness of breath
- Difficulty breathing
 - Sore throat
- Loss of taste or smell

ABOUT CORONAVIRUS DISEASE (COVID-19)

WHAT IT IS

COVID-19 is an illness caused by a coronavirus.

Coronaviruses are a large family of viruses. Some can infect animals, and some can infect humans. COVID-19 is a new disease caused by the coronavirus (SARS-CoV-2) that was first identified in Wuhan, China in December 2019. COVID-19 was declared a global pandemic in March 2020.

Those who are infected with COVID-19 may have little to no symptoms. **Symptoms of COVID-19** are often similar to other illnesses.

SPREAD

Coronaviruses are most commonly spread from an infected person through:

- ▶ respiratory droplets when you cough or sneeze
- ▶ close personal contact, such as touching or shaking hands
- ▶ touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

IF YOU HAVE SYMPTOMS

If you have **symptoms** of COVID-19:

- ▶ stay home (**isolate**) to avoid spreading it to others
 - if you live with others, stay in a separate room or keep a 2-metre distance
- ▶ call ahead before you visit a health care professional or call your **local public health authority**
 - tell them your symptoms and follow their instructions
- ▶ if you need immediate medical attention, call 911 and tell them your symptoms

SYMPTOMS

Symptoms of COVID-19 can:

- ▶ take up to 14 days to appear after exposure to the virus
- ▶ be very mild or more serious
- ▶ vary from person to person

PREVENTION

The best way to prevent the spread of infections is to:

- ▶ practice **physical distancing** at all times
- ▶ stay home if you are sick to avoid spreading illness to others
- ▶ wash your hands often with soap and water for at least 20 seconds
- ▶ avoid touching your eyes, nose or mouth, especially with unwashed hands
- ▶ avoid close contact with people who are sick
- ▶ when coughing or sneezing:
 - cover your mouth and nose with your arm or tissues to reduce the spread of germs
 - immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards
- ▶ clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs
- ▶ wear a **non-medical mask or face covering** (i.e. **constructed** to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops) to protect the people and surfaces around you

FOR MORE INFORMATION ON CORONAVIRUS:

1-833-784-4397 @canada.ca/coronavirus

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