



Township of Hornepayne

COVID-19 Workplace Safety Plan

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Department: Administration

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Developed by: CAO/Clerk, CSM/Treasurer, Library CEO

Others consulted: All Staff



1. Keeping Workers Safe From Exposure to COVID-19

Actions:

1. We will hold regular staff meetings that will cover current COVID-19 developments;
2. We will encourage workers to educate themselves by following Public Health and Ministry of Health guidelines on websites and accredited social media sites and in publications;
3. We will post pertinent information such as handwashing procedures, symptoms to watch for, screening questions, numbers for medical authorities, etc. in a visible place in the workplace;
4. We will ensure our COVID-19 Workplace Safety Plan is up to date;
5. We will employ various engineering and administrative controls as listed in Section 3;
6. We will provide a copy of the plan to all workers and post one for the public.

2. How We Will Screen for COVID-19

Actions: Worker Screening

1. Workers must be well to enter the workplace. Each worker will complete the online assessment tool at [COVID-19 COVID 19 Screening Tool for Workplaces](#) daily and email to their Manager (there will be a prompt upon completion). Emails will be kept in a digital file by the Manager. This assessment will be completed before entering the workplace. If staff is unable to access the online screening tool they are to complete the hard copy screening that is available to them and provide a copy to their Supervisor.
2. If workers are exhibiting symptoms they should contact the Porcupine Health Unit at 807-868-2091 or 1-800-461-1818, the Hornepayne Community Hospital at 807-868-2442 or Telehealth Ontario at 1-866-797-0000 and refrain from entering the workplace unless cleared by one of the medical authorities.
3. If workers are advised by authorities to be tested, they must remain home until a negative test result is obtained and it is safe to come back to work. This may require consultation with a medical doctor. If workers are experiencing 2 or more COVID-19 symptoms they are required to stay away from the workplace until these symptoms clear.
4. A current list of symptoms will be provided to each worker and will be posted in each facility as well as on the entrance doors to the facilities.



Actions: Customer Screening

1. While working on an appointment based system, customers will not be screened when booking appointments but will be asked upon arrival for their appointment if they have completed the self-assessment questions posted outside the facility. They will also be asked to use hand sanitizer immediately after entering the building. Self-assessment questions will consist of something similar to:
 - Are you experiencing any of the common symptoms that may be related to COVID-19:
 - Have you travelled outside of Canada in the last 14 days?
 - Have you been in close contact with someone who has or is suspected to have COVID-19?

If the customer answers “YES” to any of the questions, they will not be allowed entrance to the building and will be asked to rebook their appointment once symptoms have cleared and/or they are able to meet the screening requirements. Callers will be informed of this procedure when booking their appointments.

2. If customers are unable to use hand sanitizer, they will be asked to don gloves. If this is also not an option for the customers, extra precautions will be taken to ensure the safety of both the worker and the customer.
3. If customers refuse to don a mask, to ensure the safety of everyone, staff has the right to refuse them entry and will offer alternatives for providing the service required, i.e. remote, sending someone on their behalf to complete the transaction, etc.
4. When normal business practice resumes (walk-in service), customers will be asked to screen themselves by reading the sign posted at the entryway and answering the questions before entering. If the customer is experiencing symptoms or answers “YES” to any of the questions they will be expected to leave and to return when well or after sufficient time has passed since travelling outside the country or having been in close contact with a suspected or confirmed case of COVID-19.

3. Controlling the Risk of Transmission in the Workplace

Actions: Engineering Controls

1. Customers will be encouraged to complete as many transactions as possible online in order to avoid person to person contact with workers;
2. There will be a limit of one customer, or one household, in the building at one time;
 - a) Others to wait outside until the customer inside leaves the building;
 - b) Customers to maintain physical distancing while waiting
3. The front door may remain open on nice days to allow more air to circulate and to provide better air quality when walk-in service has resumed, if practicable.
4. Plexiglas barriers will be placed at all front line work stations to separate customers and workers;
5. Hand washing facilities shall be readily accessible for workers;



6. Workers must practice physical distancing at all times;
7. Workers are encouraged to wash hands frequently and refrain from touching their faces;
8. Where possible, only one worker per workstation.
9. If more than one worker must be at a workstation at one time eye protection must be worn if the distance between workers cannot be kept at a minimum of 2 m (6 ft).
10. Eye protection must be worn in all situations in which workers are within 2 m (6 ft) of each other.
11. When leaving a workstation to another worker, the first worker leaving must sanitize the area and equipment for the incoming worker;
12. Hand sanitizer (at least 70% alcohol) shall be available for customers and workers (e.g. at entrance and at work stations). Customers will be required to use hand sanitizer upon entrance to the building.
13. Tissues and no-touch garbage cans shall be available for customers and workers;
14. The back door to the facility will remain locked;
 - a) The Library will be using a buzzer system/doorbell to ensure only 1 patron is in the Library at any given time;
15. The door between hallway and front office shall be kept closed when the Library is open;
16. Workers will sanitize work surfaces and door handles as required;
17. Personal Protective Equipment (PPE) such as face masks, face shields, safety glasses and gloves will be available for workers' use. **It is mandatory for workers and customers to wear face masks.**
 - a) When employees are using PPE, proper training will be provided on donning/doffing
18. Workers may work from home when feasible and as long as front line services are being consistently provided.
19. Hours of operation will be reintroduced gradually and will be reassessed regularly in order to determine the right balance of worker safety and service delivery levels.
20. Ontario Regulation 546/20 made under the Reopening Ontario Act states that all members of the public and employees who enter or remain in the Township office shall wear a mask or face covering that securely covers their mouth, nose and chin without gaping.

Exemptions apply to the following:

- (a) is a child who is younger than two years of age;
- (b) is attending a school or private school within the meaning of the Education Act that is operated in accordance with a return to school direction issued by the Ministry of Education and approved by the Office of the Chief Medical Officer of Health;
- (c) is attending a child care program at a place that is in compliance with the child care re-opening guidance issued by the Ministry of Education;
- (d) is receiving residential services and supports in a residence listed in the definition of "residential services and supports" in subsection 4 (2) of the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008;
- (e) is in a correctional institution or in a custody and detention program for young persons in conflict with the law;



- (f) is performing or rehearsing in a film or television production or in a concert, artistic event, theatrical performance or other performance;
- (g) has a medical condition that inhibits their ability to wear a mask or face covering;
- (h) is unable to put on or remove their mask or face covering without the assistance of another person;
- (i) needs to temporarily remove their mask or face covering while in the indoor area,
- (j) to receive services that require the removal of their mask or face covering,
 - (ii) to engage in an athletic or fitness activity,
 - (iii) to consume food or drink, or
 - (iv) as may be necessary for the purposes of health and safety;
- (j) is being accommodated in accordance with the Accessibility for Ontarians with Disabilities Act, 2005;
- (k) is being reasonably accommodated in accordance with the Human Rights Code; or
- (l) performs work for the business or organization, is in an area that is not accessible to members of the public and is able to maintain a physical distance of at least two metres from every other person while in the indoor area.

As per regulation, it is not necessary for a person to present evidence to the person responsible for a business or place that they are entitled to any of the exceptions identified above.

21. Employees must also wear a mask or face covering when working in an indoor area of the business or organization during any period when they are performing work that is in an area not accessible to members of the public and where physical distancing of two (2) meters cannot be maintained.

Actions: Administrative Controls

1. The Workplace Safety Plan will be posted in a visible place in all facilities/departments.
2. A large "STOP" sign will be placed outside the front and back doors of the facility advising customers of current safety precautions and/or service protocols.
3. Signage on physical distancing and what to do if experiencing symptoms will be placed in visible locations;
4. Signage on proper hand-washing procedures will be posted in washrooms and kitchens
5. Whenever possible, graphics shall be used on signage to provide increased visibility and impact.
6. We will record a log of all workers present per Porcupine Health Unit directive, for the period indicated, including first name, last name, phone number, date and location worked and, if possible, email address). This log will be made available to Porcupine Health Unit immediately upon request for case and contact management purposes. The log will be retained for a minimum of 30 days.
7. Enhanced cleaning/disinfection procedures (especially for high touch surfaces like key pads, door knobs, debit machine, hand railings, bathroom areas, etc.) will be employed;
 - o Workers performing cleaning shall have the proper education to do so
8. Regular staff meetings will be held to gather employee input.
9. Members of the Senior Management Team are expected to be role models and to uphold the protocols listed in this plan.
10. A contact tracing protocol will be in place to track workers/visitors/customers entering the building; this information will be provided to Public Health Officials if required;



4. How we will Handle a Potential Case, or Suspected Exposure to, COVID-19 at the Workplace

Actions: Workers

1. If there is a potential case or suspected exposure of a worker to COVID-19 in our workplace, the worker will be asked to wash hands thoroughly, don a mask and isolate in the designated area (Council Chambers), until transportation is arranged;
2. The affected worker will be sent home and be advised to call a medical authority to report symptoms - the Porcupine Health Unit at 807-868-2091 or 1-800-461-1818, Hornepayne Community Hospital at 807-868-2442 or Telehealth Ontario at 1-866-797-0000 and advised to get tested as soon as possible;
3. Workers who are symptomatic should be tested as soon as possible from the date of onset of symptoms.
4. If the worker is severely ill, i.e. struggling to breathe, we will call 911;
5. The office will be closed in order to protect the health and safety of other workers as well as the privacy of the affected worker and be reopened when safe to do so;
6. We will clean and disinfect the office building to ensure all areas the worker has come into contact with are sanitized;
7. We will proceed with contact tracing protocol through Porcupine Health Unit.
8. All workers must, whether detected at the work premises or not, advise their employer immediately if they test positive for COVID-19;
9. Every worker who is COVID-19 positive, is or becomes symptomatic for COVID-19, or has been identified as a close (high risk) contact as determined by the Porcupine Health Unit or another public health agency, is required to self-isolate by the s.22 class order issued by the Chief Medical Officer of Health on February 26, 2021. See [Class Order - Section 22 \(porcupinehu.on.ca\)](https://www.porcupinehu.on.ca)
10. These requirements apply to all workplaces, including those not open to the public.

Actions: Members of the Public

1. If there is a potential case or suspected exposure to COVID-19 (member of the public) the individual will be asked to leave the workplace. If necessary, workers will call 911.
2. Workers will then contact the Porcupine Health Unit for guidance.

Actions: Notification of Possible Exposure Through Contact Tracing

1. If notified of possible exposure to the virus through contact tracing, or in any other manner, the Township will follow the guidance of the Porcupine Health Unit.



NOTE:

If the office is required to close due to exposure to the virus the in any way the following, or similarly worded, notice will be posted:

The Municipal Office will be temporarily closed due to the potential exposure to COVID-19. Please visit our website at <https://www.townshipofhornepayne.ca/> for updated information and online services.

5. How we will Manage New Risks Caused by Operational Changes

Actions:

1. We will keep the public informed of our service levels and protocols for doing business.
2. Restricted services may cause feelings of frustration. By doing public education and booking appointments we will be able to prepare customers for limitations in service levels prior to their visit. This will encourage cooperation, understanding and provide reassurance to customers.
3. We will discuss risks regularly at staff meetings in order to identify new risks and to assess the success of the measures already in place.
4. We will do weekly check-ins with workers and ensure eligible workers have access to the Employee Assistance Program. We will supply a list of alternate mental health resources to all workers.
5. We will educate workers on proper and safe techniques for using industrial strength cleaners as well as provide the Material Safety Data Sheets for the products.

6. How we will Know our Plan is Working?

Actions:

1. We will monitor workers' health as well as interactions between workers and members of the public;
2. We will review our plan after one week of operations, and if changes are required, will do a subsequent review one week later. Following this the plan will be reviewed and adapted as circumstances change;
3. We will evaluate and adapt the plan in consultation with staff;
4. We will consider feedback from public;
5. The Senior Management Team, including the Library CEO, will be responsible for evaluation and adapting the plan as necessary;
6. Changes to the plan will be provided to workers via Memo;
7. Changes to the plan will be posted on the municipal website, Facebook as well as posters on the entrance doors.



Township of Hornepayne COVID-19 Workplace Safety Plan - Snapshot

Department: Administration **Date completed:** July 3rd, 2020
Revision date: July 5th, 2021

Ensuring Workers Know How to Keep Themselves Safe from Exposure to COVID-19

- ✓ We will hold regular staff meetings that will cover current COVID-19 developments and ensure our Workplace Safety Plan is up to date;
- ✓ We will post handwashing procedures, symptoms, screening questions, physical distancing reminder and medical assessment contact numbers;
- ✓ We will employ various engineering and administrative controls

How we are Screening for COVID-19

Worker Screening

- ✓ Daily online self-assessment tool

Customer Screening

- ✓ Customers will not be screened when booking an appointment but will do a self –assessment before entering the building
- ✓ If customers refuse to don a mask, to ensure the safety of everyone, staff has the right to refuse them entry and will offer alternatives for providing the service required, i.e. remote, sending someone on their behalf to complete the transaction, etc.

How we are Controlling the Risk of Transmission in our Workplace

Physical distancing and separation

- ✓ Masking; for the protection of all, workers have the right to refuse entry to those without masks and will provide alternative service delivery options;
- ✓ Plexiglas barriers will be placed at all workstations to separate customers and workers;
- ✓ Minimum of 2 metres apart or as per current Provincial guidance documents
- ✓ Protective eye wear will be worn by workers if the minimum 2 m (6ft) distancing cannot be maintained.



Cleaning

- ✓ Enhanced cleaning/disinfection procedures (especially for high touch surfaces like key pads, door knobs, debit machine, hand railings, bathroom areas, etc.) will be employed;

Other

- ✓ Customers are encouraged to complete transactions on line when possible
- ✓ Contact tracing protocols will be employed as per Porcupine Health Unit directive

Potential Case, or Suspected Exposure to, COVID-19 at our Workplace

- ✓ Isolate workers and send home; advise to get tested as soon as possible
- ✓ If the affected person is a customer, the customer will be asked to leave
- ✓ Emergency assistance will be called if required
- ✓ Close and sanitize the facility

Managing New Risks Caused by Operational Changes

- ✓ We will keep the public informed of our service levels and protocols for doing business
- ✓ We will assess the situation regularly in order to identify new risks
- ✓ We will do weekly check-ins with workers to make sure they have the supports they need.
- ✓ We will educate workers on proper & safe techniques for using industrial strength cleaners

Making Sure our Plan is Effective

- ✓ We will monitor workers' health and review our plan regularly by considering input from workers and feedback from the public