



**THE CORPORATION OF THE
TOWNSHIP OF MCGARRY**

COVID-19 SAFETY PLAN

DATE COMPLETED: FEBRUARY 24, 2021

DATE ADOPTED: MARCH 9, 2021

DATE UPDATED: AUGUST 12, 2021

DEVELOPED BY THE CLERK-TREASURER

PURPOSE OF THE SAFETY PLAN

To establish a plan and procedure to provide a guideline for the protection of municipal employees while executing essential services and business continuity during a pandemic.

SAFETY PLAN STATEMENT

The Corporation of the Township of McGarry is committed to take all reasonable precautions and other specifically prescribed steps required by health and safety or legislation to protect all employees from the exposure and harm associated with the outbreak of the pandemic while ensuring that the employee takes reasonable care and cooperates with the employer to ensure the health and safety of themselves and others.

DEFINITIONS

"Pandemic" means a worldwide epidemic of a disease.

"Epidemic" is the rapid spread of disease to a large number of people in a given population within a short period of time.

"Infectious Diseases" are caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi. These diseases can spread from the environment or from one person to another resulting in illness in our communities.

SCOPE

This Safety Plan applies to all employees and it is enacted in the event of a pandemic and may be enacted in the event of an epidemic or infectious disease.

This Safety Plan ceases to be in effect upon a formal decision to declare the pandemic no longer present, or at such time as the policy is formally revoked by the municipality.

OBJECTIVES

The objective of this Safety Plan is to define reporting requirements, identify individuals with responsibility during a pandemic and to provide information about methods of self-protection for municipal employees.

RESPONSIBILITIES

The Clerk-Treasurer is responsible for ensuring that this procedure exists and the details contained herein are maintained.

Supervisors are responsible for communicating this safety plan to all employees and ensuring compliance of this plan. Supervisors should encourage and enforce sick employees to stay home to prevent the spread of illnesses to others in the workplace.

Employees are responsible to comply with this plan at all times. Employees should speak with their supervisor if they have a concern with a communicable disease in the workplace.

Employees who have or suspect they have a communicable illness have the responsibility to seek appropriate medical treatment and follow the recommendations of their medical professional, particularly as it relates to staying home, self-isolation, quarantine or other measures designated to prevent the spread of illness.

All employees are required to fill out a screening checklist, monitor their temperature and must wear a mask or face covering upon entering and remaining within any municipal facilities. In spaces not accessible to the public, masks are required when it may be challenging to maintain a distance of 2 metres from others. The mask or face covering must cover the nose, mouth and chin. Masks must be in contact with the surrounding face without gapping.

Visitors coming into Township facilities, for any reason, must wear a mask, and observe any other measures, controls or procedures implemented by the Corporation which include completing a screening checklist, and signing a registry in order to be reached in the case of an outbreak.

PROCEDURES

Business Operations

In the event of a pandemic, normal business operations and services will be assessed on a day-to-day basis by the Clerk-Treasurer and members of management based on staffing levels. It will be determined by the staffing levels what services can be maintained and what services will be temporarily suspended. The Clerk-Treasurer and management will advise employees reporting to work what their roles and responsibilities will be during the pandemic.

If it is determined that some business operations and services need to be suspended the Township's Emergency Plan will be referenced to ensure business continuity.

1. **COMMUNICATION OF THE PLAN:**

The Clerk-Treasurer is responsible to:

- ensure that this procedure exists and the details contained herein are maintained, kept up to date and communicated to supervisors;
- review on a weekly basis the Ontario governments' COVID-19 website for any new information;
- update the safety plan and make changes as required;
- inform supervisors of any new information in person;
- provide posters for workplace with safety procedures;
- ensure supervisors display posters in work environment.

Supervisors are responsible to:

- communicate this plan to all employees;
- ensure compliance;
- inform employees when the plan has been updated;
- display posters in work environment.

Employees are responsible to:

- comply with this plan at all times;
- ask for clarification when unsure about any safety procedures.

2. **SCREENING:**

The Clerk-Treasurer will:

- stay current about symptoms to look for;
- make available screening checklists by using the provincial list of COVID-19 symptoms;
- advise receptionist and other employees that a screening checklist has to be completed by every visitor when entering the municipal office or other municipal facilities and that visitors must also sign a registry that records name of visitor and phone number and date of visit;
- provide thermometers to all supervisors to monitor employee's temperature at the beginning of each work day.

Supervisors will:

- ensure all employees are well when they come to work on a daily basis;
- ensure that each employee answer basic questions about their physical health and symptoms by filling out daily screening checklists;
- monitor temperature of each employee at the beginning of each work day for early detection of any signs of illness.

Employees will:

- self-monitor for symptoms every day;
- fill out a daily screening checklist, monitor their temperature and wear a mask or face covering;
- inform their supervisor about their physical health and/or symptoms;
- advise supervisors of any symptoms that may be related to COVID-19 to determine next steps.
- stay home if they have any symptoms related to Covid 19 until they have been symptom free for at least 2 days or they have received a negative covid test.

3. CONTROL RISK OF TRANSMISSION:

The Clerk-Treasurer will:

- make available protective equipment, sanitizers and cleaning supplies;
- inform supervisors that cleaning and disinfection of the workplace, equipment and vehicles are required to be completed on a regular basis;
- keep the staff safe by installing a plexiglass barrier to separate employees from visitors;
- install an automatic door opener for the main office door to minimize the occupancy in the office at one time and keep social distancing between staff and visitors;
- review capacity in meeting rooms and reduce capacity to ensure no one is within two metres of another. This restriction also applies to lunch rooms;
- post revised capacity for said rooms at the entrance of the room;
- keep a registry and screening checklist of all visitors that come to the municipal office or other municipal facilities so they can be contacted to prevent risk of transmission.
- to protect the health and safety of municipal employees in the workplace, the Clerk-Treasurer has the authority to send home an employee who is exhibiting flu like symptoms such as but not limited to rapid onset of fever, cough, chills, sore throat, body aches, headaches, or symptoms related to the current pandemic.

Supervisors shall prevent the spread of illnesses in the workplace and will:

- provide sanitizer for public access in municipal facilities;
- educate workers as to how to prevent the spread of the virus, how to properly perform hand hygiene and clean their specific area and equipment;
- advise employees of recommended sanitary practices;
- ensure employees follow recommended sanitary practices to reduce spreading of the virus;
- determine measures to reduce the risk of spreading the virus for workers handling or receiving mail or packages (i.e., provision of hand protections, enhancing hand washing, control to hold said mail/packages for a minimum of 24 -48 hours to allow for any potential pathogens present on the envelope/package to inactive);
- enforce cleaning and disinfection of the workplace, equipment and vehicle on a regular basis;
- ensure frequently touched objects and surfaces be disinfected prior to the start of work;
- disinfect surfaces more frequently where workers share equipment and vehicles;
- ensure washrooms are cleaned and disinfected on a regular basis;

- increase frequency of disinfection based on situation as they arise;
- advise employees not to come to work if they have any symptoms;
- encourage and enforce sick employees to stay home to prevent the spread of illnesses to others in the workplace;
- To protect the health and safety of municipal employees in the workplace, the supervisor has the authority to send home an employee who is exhibiting flu like symptoms such as but not limited to rapid onset of fever, cough, chills, sore throat, body aches, headaches, or symptoms related to the current pandemic.

Employees:

To decrease the potential spread of the pandemic viruses when dealing with the visitors and staff, employees shall:

- wear a face mask when dealing directly with the public;
- request visitors to complete a screening checklist to ensure they don't have any symptoms and keep a registry of all visitors;
- shall follow the recommended sanitary practices:
 - frequent and proper hand washing;
 - social distancing of at least 2 metres;
 - respiratory hygiene (i.e., sneezing and coughing into the elbows, proper disposal of tissues);
 - avoid touching the eyes, nose and mouth;
 - wear mask, protective glasses or face shields when social distancing of 2 metres can not be maintained;
 - wear mask, protective glasses or face shields at all times when more than one person is in a Township vehicle;
 - clean, workspaces and facilities regularly;
 - speak with their supervisors if they have a concern with a communicable disease in the workplace;
 - be vigilant about symptom monitoring during the course of the pandemic in an effort to identify symptoms early;
 - self-monitor for symptoms every day using the screening checklist;
 - not report to work if they are displaying any of the symptoms listed;
 - advise their direct supervisor if an employee notes one or more symptoms to determine the next steps;
 - stay home if they have or suspect to have a communicable illness.

The Township:

To decrease the potential spread of the pandemic viruses the Township will:

- allow one day of pay if an employee requires a Covid 19 test. The employee must show proof of testing with date and test results to their supervisor.
- continue to pay an employee that has been diagnosed with Covid 19 or one of their immediate family members has been diagnosed with Covid 19 for a period of two weeks in order to allow the employee to isolate and to stop the spread of Covid 19. Proof will have to be provided to their supervisor. If the employee requires more time off, they will

have to use their own sick days or vacation days. If no sick days or vacations days are remaining, the employee will not be paid.

4. SUSPECTED EXPOSURE TO COVID-19 AT WORKPLACE

Clerk-Treasurer shall:

- contact the Health Unit and provide a list of employees and phone numbers as well as the visitors' registry. This will enable the Health Unit to contact all persons that may have been exposed to the virus;
- assess normal business and operations on a day-to-day basis with members of management based on staffing levels;
- determine by the staffing levels what services can be maintained and what services will be temporarily suspended; if it is determined that some business operations and services need to be suspended, the Township's Emergency Plan will be referenced to ensure business continuity;
- ensure, with management, that health and safety legislative requirements are met for staff assigned to alternate work location.

Supervisors:

- during a pandemic outbreak, the supervisor shall review a request from an employee for an alternate work schedule;
- during the pandemic, supervisors may outline employees to report to alternate workstations or locations as required;
- advise employees reporting to work what their roles and responsibilities will be during the pandemic;
- to protect the health and safety of municipal employees in the workplace, the supervisor has the authority to send home an employee who is exhibiting flu like symptoms such as but not limited to rapid onset of fever, cough, chills, sore throat, body aches, headaches or symptoms related to the current pandemic.

Employees

- employees who think they have any symptoms of COVID-19 or are concerned that they have been exposed shall call our local Regional Assessment Center (RAC) for testing:
Kirkland Lake and area Regional Assessment Centre – 705-568-2127
Timiskaming Health Unit – 705-567-9355
- employees that have been tested for COVID-19 and waiting for their results should self-isolate until testing has proven to be negative;
- employees diagnosed with COVID-19 shall seek appropriate medical treatment and follow the recommendations of their medical professional as it relates to staying home, self-isolation, quarantined or other measures to prevent the spread of the virus.
- If a member of your household has Covid-19 symptoms or is waiting for test results after experiencing symptoms everyone in the household must now stay home until the person with symptoms:
 - Receives a negative Covid-19 test result;
 - Is cleared by public health, or;
 - Is diagnosed with another illness.

During a pandemic outbreak:

- **Hours of Work:**
All employees are required to report to work for normal working hours unless they are sick, quarantined or on an authorized leave or are notified otherwise not to report to work.
- **Vacation:**
Employees on vacation shall remain on vacation unless called back to work during the emergency. Employees exercise the option to end their vacation and return to work in consultation with their supervisor.
- **Flexible Work Week**
Employee who requests to work an alternate work schedule will be considered by the employee's immediate supervisor and Clerk-Treasurer.
- **Redeployment:**
Employee's may be required to report to alternate workstations or locations as required and outlined by their supervisor.
- **Work Refusals:**
The Occupational Health and Safety Act (OHSA) governs the rights of employees to refuse work where they believe their health and safety is likely to be in danger. In the case of a pandemic outbreak, the process shall remain the same for work refusals. The worker must report to work and remain on the premises to initiate and participate in the investigation involving a refusal to work.

When staff refuses to come into work with no reasonable grounds, this will be treated as unpaid unauthorized absence.
- **Working Remotely:**
Employees will be allowed to work remotely where possible given the nature of their duties and the available technology with the approval of the Clerk-Treasurer.
- **Pay Administration:**
Payroll processes will continue as normal either at the work location or at an alternate.
- **Recruitment:**
Normal job competition processes may be fast tracked, temporarily suspended or delayed during a pandemic.
- **Personal Protective Equipment**
To minimize exposure to hazards and prevent illnesses and infection, the Corporation of the Township of McGarry maintains adequate supplies of recommended personal protective equipment such as face masks, gloves, and anti-bacterial hand sanitizer on site for employee use.

Correct use of Personal Protective Equipment can help prevent some exposures, but it should not take the place of other control measures, for example, screening, hand hygiene, use of barriers and physical distancing where possible. Personal Protective Equipment must be used alongside other control measures already in place.

- **Travel Restrictions**

In addition to adhering to this policy, employees are also required to follow any applicable federal, provincial, and municipal government travel restrictions.

Employee are cautioned against personal travel to any country or region subject to a government travel health notice or travel restrictions notice.

Should an employee choose to travel under travel restrictions, they must adhere to all quarantine requirements and the Corporation of the Township of McGarry may exercise their right to put the employee on leave.

Should a travel health notice be issued, all business travel will be suspended, and the use of technology promoted to continue business operations.

- **Education**

Employees will be familiar with this policy and attend required training and education sessions to become familiar with pandemic protocols put into place.

The Corporation of the Township of McGarry will communicate accurate, up to date information as it becomes available.

5. **MANAGED NEW RISKS**

Clerk-Treasurer shall:

- review critical risks with regular check-ins with workers and supervisors to determine if new risks have been introduced due to new work practices and if plan needs to be revised.

Supervisors:

- during a pandemic outbreak, the supervisor shall assess if there are new risks that are being introduced by changes to work environment;
- verify how the employees are coping with the change to shift work to determine if adjustments to work environment needs to be implemented.

Employees:

- employees shall inform their supervisors of any new risks introduced from changes to work practice.

6. **MAKE SURE THE PLAN IS WORKING**

Clerk-Treasurer

- the safety plan will be reviewed and updated when new information becomes available;
- employees and supervisors will be encouraged to provide input and ideas of what's working and what could be improved;
- changes will be communicated by scheduling a meeting with supervisors and health and safety representative.

Supervisors:

- assess what procedures are working and what procedures are not working;
- provide feedback to Clerk-Treasurer.

Employees:

- provide feedback and ideas on better/easier way to do things.

7. **PUBLIC PARTICIPATION MEETING PROCESS**

- As part of the Township ongoing efforts to slow the spread of a pandemic virus and in keeping with the regulations of guidelines provided by the Province of Ontario, the Public Participation Meeting process has been modified until further notice.
- When the meetings in person resume, members of the public will be asked to “pre-register” to attend an “in person” Meeting
 - i) Pre-register by calling 705-634-2145, Ext. 0
 - ii) or by emailing: mcgarry.township@ntl.sympatico.ca
- Members of the public will have to wear a mask or face covering, disinfect their hands and fill out the screening checklist before entering the Community Centre. Members of the public should convene in the assigned seating in the meeting room.
- When a Delegation request has been permitted, that individual member of the public will have an opportunity to speak to Council, from their assigned seat.
- The capacity for individual in the meeting room will reflect the directives from the Timiskaming Health Unit and the requirements for 2 metres physical distancing with designated seating. When the seating capacity reaches its maximum occupancy no more registration will be accepted.

Reference Documents

[Occupational Health and Safety Act, R.S.O. 1990. c. O.1](#)

[Government of Canada – Coronavirus Disease \(COVID-19\)](#)

[Timiskaming Health Unit](#)