

Township of Ear Falls COVID-19 – Operating Procedures

1) Purpose:

The Purpose of this document is to outline the procedures that are required to be implemented by Management and Workers to ensure that a healthy and safe workplace can be maintained during the COVID-19 pandemic and following the resumption of standard operations. It is anticipated that long-term implementation of these procedures will be required in order to maintain safe workplaces.

This procedure will be appended to the Township of Ear Falls Health and Safety Program Policy and Procedure Manual. The Joint Health and Safety Committee has the authority to update the procedure as new information and best practices continue to evolve.

2) Information and Instructions for Employees

Information about COVID-19 continues to evolve as international researchers provide updates about the virus. The Township of Ear Falls Council, Management and Workers will endeavor to utilize the best information available, and will ensure that the sources of information are current and reputable.

Sources of information that will be reviewed on an ongoing basis include:

- Government of Canada - <https://www.canada.ca/coronavirus>
- Government of Ontario - <https://covid-19.ontario.ca/>
- Northwestern Health Unit - <https://www.nwhu.on.ca/covid19/Pages/home.aspx>

Information about the virus will be presented by putting instructions in with paystubs, placing posters in the workplace, discussions at Tailgate Meetings and/or distributed by email.

3) Physical Distancing

Management, Workers and patrons in the workplace are required to maintain a minimum of 2-meter physical distance between each other. This is required for all employees, volunteers and members of Council.

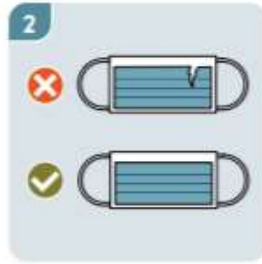
Meetings and Events should be limited to the Provincially set limit for gatherings.

If a task does not allow workers to maintain a 2-meter physical distance then a non-medical mask is required to be worn. The proper method for putting on/off a mask is identified in the graphic below.

Help prevent the spread of COVID-19: How to use a mask



1 Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



2 Inspect the mask to ensure it's not damaged.



3 Turn the mask so the coloured side is facing outward.



4 Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose



5 Put the loops around each of your ears, or tie the top and bottom straps.



6 Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



7 Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



8 Don't touch the mask while you're wearing it. If you do, wash your hands.



9 Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

Removing the mask

1 Wash your hands with soap and water or use an alcohol-based hand sanitizer.

2 Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.

3 Dispose of the mask safely.

4 Wash your hands. If required, follow the procedure for putting on a new mask.

4) Joint Health and Safety Committee (JH&SC) Involvement

The JH&SC is responsible for the development, review, evaluation and update of this Procedure.

Members of the Committee will review the best practices for various workplaces within the Township and will update the Procedure as needed to ensure that workplaces are operated in a safe and healthy manner.

5) Screening Measures

Screening Measures shall be completed by all employees, volunteers, Council Members, patrons, and contractors prior to entering a municipal workplace. Management and Workers will work cooperatively complete the screening with contractors prior to entering a municipal workplace.

Employees are required to complete the screening measures, in writing, each day that they are working (even in work-from-home situations).

Screening Measures are attached in Schedule 1 and will be updated as necessary.

A copy of the Screening Measures **will be posted on each workplace's exterior door.**

6) Personal Protective Equipment (PPE)

The Township of Ear Falls will provide PPE in accordance with the recommended best practices to protect workers. This will include non-medical / surgical masks, nitrile gloves, safety glasses and other items as needed. Hand sanitizer will also be provided where access to soap and water is not readily available.

PPE will also include N95 masks where risk of exposure to COVID-19 is high (i.e. Fire Department volunteers).

7) Hand Hygiene

The Township of Ear Falls Council, Management and Workers will follow the Hand Hygiene best practices as follows:

- Wash your hands often with soap and water frequently during the workday
- Use an alcohol-based hand sanitizer **when soap and water isn't readily available;**
- Sneeze and cough into your sleeve; and,
- Avoid touching your eyes, nose or mouth.

Everyone is encouraged to use soap and water as their primary method for hand hygiene. Bottled water should be brought to sites where a sink is not readily available (i.e. Waste Disposal Site).

Staff may wear gloves while cleaning/sanitizing workspaces, but they are not to be worn at all times and they are not a substitute for proper handwashing. If gloves are used the following process should be used for their removal. A video version is also available for putting on and taking off non-sterile gloves at the following link:

https://www.youtube.com/watch?v=y3_b6WCsXh0



8) Cleaning and Disinfection / HVAC Maintenance

The Township of Ear Falls, Management and Workers are responsible for maintaining sanitary practices. This will include the procedures identified in Schedule 2.

The Township of Ear Falls, Management and Workers will work to ensure that adequate and appropriate cleaning supplies are available for use.

Deep Cleaning will be completed at least weekly by custodial staff. This may be completed more frequently at the discretion of the Manager of Public Service & Operations. The Manager of Public Service & Operations is authorized to contract this service out if required to address an immediate Health and Safety concern (i.e. a positive case of COVID-19 within the existing staff complement which impacts their ability to provide cleaning services).

Employees who are responsible for changing filters in HVAC equipment will change them in accordance with the Operating Procedures for the equipment and will document all filter changes in the facility's maintenance log book.

9) Infection Prevention and Control

In the event that a Worker becomes aware that they have been in close contact with someone who has tested positive for COVID-19 or they have tested positive for COVID-19, they are required to IMMEDIATELY go home and self-isolate. Once at **home, the employee must follow the Northwestern Health Unit's reporting requirements** and notify their Supervisor as soon as practical.

The Supervisor will then complete contact tracing for other Township of Ear Falls employees / volunteers that the worker may have been in contact with for the previous 14 days. These employees / volunteers will be called by the Supervisor and asked to go home immediately to self-isolate and await direction from the municipality and the Northwestern Health Unit.

The Supervisor will provide notice, as soon as practical to the Administrator.

An accident/incident report will be completed by the Supervisor (the worker will not be required to sign). Notice of the incident will be reported by the Township to:

- the NWHU COVID-19 Hot Line at 1-866-468-2240
- Ministry of Labour Contact Centre at 1-877-202-0008
 - Note: A report to the MOL is required because COVID-19 is considered a critical illness/injury under the Occupational Health and Safety Act.

After seeking and following the advice/recommendations of the Northwestern Health Unit, the Township will ensure that any facilities, tools/equipment and vehicles used by the employee who tested positive are sanitized prior to access/use by another employee. Facilities may be temporarily closed to facilitate these actions.

FULLY-VACCINATED WORKER NOTE: As of August 25, 2021, fully-vaccinated workers (i.e. 14 days past their second dose) are not normally required to self-isolate after a high-risk exposure as long as they are asymptomatic. However, in accordance with this procedure, a worker will be required to immediately go home and self-isolate until direction is provided by the Supervisor in consultation with the NWHU. Additional requirements such as wearing a mask at all times in the workplace, even if this would not normally be required, may be directed if the worker is permitted to return to the workplace without completing the self-isolation period. (See Memo dated August 25, 2021 from the Ministry of Labour, Training and Skills **Development's Assistant Deputy Minister and Chief Prevention Officer**)

10) Facility Specific Rules

Facility specific rules have been developed for municipal facilities where employees interact with the public. These are identified in Schedule 3.

Schedule 1 - Screening Measures

1. Are you currently experiencing one or more of the symptoms below that are new or worsening? Symptoms should not be chronic or related to other known causes or conditions.

Fever and/or chills: Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cough or barking cough (croup): Not related to asthma, post-infectious reactive airways, COPD, or other known causes or conditions you already have.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Shortness of breath: Not related to asthma or other known causes or conditions you already have.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Decrease or loss of smell or taste: Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have.	<input type="checkbox"/> Yes <input type="checkbox"/> No
(For Adults ≥ 18 years or older) Fatigue, lethargy, malaise and/or myalgias: Unusual tiredness, lack of energy, (not related to depression, insomnia, thyroid dysfunction or other known causes or conditions you already have). <i>If you received a COVID-19 vaccination in the last 48 hours and are experiencing a mild headache that only began after vaccination, select "No".</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
(For Adults ≤ 18 years or older) Nausea, vomiting and/or diarrhea: Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions you already have.	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. In the last 14 days, have you travelled outside of Canada AND been advised to quarantine (as per the federal quarantine requirements)?
 Yes No
3. Has a doctor, health care provider, or public health unit told you that you should currently be isolation (staying home)?
This can be because of an outbreak or contact tracing.
 Yes No
4. In the last 10 days, have you been identified as a "close contact" of someone who currently has COVID-19?
If public health has advised you that you do not need to self-isolate (e.g. you are fully immunized or have tested positive for COVID-19 in the last 90 days and since been cleared), select "No"
 Yes No
5. In the last 10 days, have you received a COVID Alert exposure notification on your cell phone?
If you have already gone for a test and got a negative result, select "No."

If you are fully immunized or have tested positive for COVID-19 in the last 90 days and since been cleared, select "No"

Yes No

6. In the last 10 days, have you tested positive on a rapid antigen test or a home-based self-testing kit?

If you have since tested negative on a lab-based PCR test, select "No"

Yes No

7. Is anyone you live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?

If the individual experiencing symptoms received a COVID-19 vaccination in the last 48 hours and is experiencing mild fatigue, muscle aches, and/or joint pain that only began after vaccination, select "No".

If you are fully immunized or have tested positive for COVID-19 in the last 90 days and since been cleared, select "No".

Yes No

Results of Screening Questions:

- If the worker answered NO to all questions from 1 through 7, they can enter the workplace. In the workplace, the worker must continue to follow all public health and workplace control measures, including masking, maintaining physical distance and hand hygiene.
 - **In addition to following all the workplace's regular control measures, if the worker has received a COVID-19 vaccination in the last 48 hours and has mild headache, fatigue, muscle ache and/or joint pain that only began after immunization, and no other symptoms, the worker must wear a surgical/procedure mask for their entire shift at work even if not otherwise required to do so. Their mask may only be removed to consume food or drink and must remain at least two metres away from others when their mask has been removed. If the symptoms worsen, continue past 48 hours, or if they develop other symptoms, they should leave work immediately to self-isolate and seek COVID-19 testing.**
- If the worker answered YES to any questions from 1 through 7, they must not enter the workplace (including any outdoor or partially outdoor, workplace). They should inform their employer of this result and go or stay home to self-isolate immediately and contact their health care provider or Telehealth Ontario (1-866-797-0000) to get advice or an assessment, including if they need a COVID-19 test.
- If the worker answered YES to question 7, they must be advised to stay home, along with the rest of the household, until the sick individual gets a negative

COVID-19 test result, is cleared by their local public health unit, or is diagnosed with another illness.

- If any of the answers to these screening questions change during the day, the worker should inform their employer of the change and go home to self-isolate immediately and contact their health care provider or Telehealth Ontario (1-866-797-0000) to get advice or an assessment, including if they need a COVID-19 test.
- Businesses and organizations must maintain a record of the date/time that workers were in the workplace and their contact information. This information may be requested by public health for contact tracing. These records should be maintained for a period of at least a month.
- Any record created as part of worker screening may only be disclosed as required by law.

Note:

1. For those workers whose work responsibilities involve traveling to multiple locations as part of their work day or shift (e.g., delivery truck drivers, take-out, grocery, prescription delivery staff, etc.), it is the **responsibility of the worker's** employer to conduct the screening and not that of the receiving business organization or individual. However, such screening may not exempt a worker from being screened by another organization/workplace if the worker is seeking entry into different types of premises (e.g., food deliveries to a long-term care home, and to other places or households).

Schedule 2 – Cleaning and Disinfection

1) General

Employees must adhere to best practices and everyday actions to protect themselves and others including the following:

- Wash your hands often with soap and water frequently
- Use an alcohol-based hand sanitizer **when soap and water isn't readily available**
- Sneeze and cough into your sleeve
- Avoid touching your eyes, nose or mouth
- Maintain 2-meter physical distancing
- Wear a mask when 2-meter physical distancing is not possible, and at all times while in indoor, public spaces.
 - Masks may be removed when seated in your office/workplace and 2-meter physical distancing can be maintained.

All employees will be equipped with and/or have access to:

- Hand sanitizer
- Disinfectant wipes and/or sanitizing spray and paper towels
- Nitrile gloves
- Masks
- Eye protection

Staff may wear gloves while cleaning/sanitizing workspaces, but they are not to be worn at all times and they are not a substitute for proper handwashing. Procedures for putting gloves on/off must be followed.

2) Communal Areas - Staff Rooms / Meeting Rooms

Ensure daily cleaning of high-touch surfaces including:

- Exterior door knobs
- Interior door knobs
 - Interior doors will be left open where possible to reduce the requirement to touch the knob / door surface
- Light switches
 - Lights in main workspaces may be left on during working hours to reduce the need to touch the switch
- Sink Taps / Fridge Doors / Microwaves / Coffee Makers
- Desks / Chairs / Tables
 - Meeting Rooms shall be cleaned after each use. Notice of use is to be provided to the Custodian and/or Manager of Public Service & Operations.

3) Public Washrooms

Washrooms will be sanitized on a daily basis

Washrooms that do not have touchless taps will be identified for replacement.

4) Vehicles and Heavy Equipment / Tools

Vehicles will be assigned to a single employee where possible. If this is not possible, the vehicle will be sanitized between employee usages. The employee who uses the vehicle is required to sanitize it.

Shared tools will be sanitized after each use by the employee who was using them. This requirement includes tools in all workplaces – including those workplaces where only one employee is likely to work. This requirement ensures that workers who unexpectedly are assigned to work in another workplace have an assurance of sanitation upon entry to that workplace.

5) Office Desks / Computer Workstations

Office workstations are primarily assigned to one employee, although shared equipment is also in use.

The employee will ensure daily sanitizing of their own **workspace's high-touch** surfaces.

If an employee uses another employee's workstation, they will sanitize that workstation immediately following use.

Employees will clean shared equipment a minimum of twice daily including, but not limited to:

- Photocopier
- Paper shredder
- Paper folder
- Laminator
- Postage Meter
- Fax Machine
- Printers

Schedule 3 – Facility Specific Rules

- a) Mandatory Mask Policy – for all facilities
- b) Recreation Centre
- c) KinFit Gym
- d) Parks and Playgrounds (**Lion's Park, Waterfront Park, Sportsplex, Calvin Fulford Park, Splash Pad**)
- e) Golf Course
- f) Community Garden

Mandatory Use of Mask or Face Covering Policy – Ear Falls

Beginning August 17, 2020, all employees, visitors and customers are required to wear a mask or face covering upon entering and remaining within the following public municipal facilities.

- Ear Falls Government Building (i.e. public spaces, meeting rooms)
- Ear Falls Recreation Centre
- Ear Falls Community Health Centre
- Park Washroom Facilities
- Ear Falls Golf Course Clubhouse
- All municipal facilities when 2-meter physical distancing cannot be maintained

The mask or face covering must fully cover the nose, mouth and chin without gaps.

- a) The following persons are exempt from the requirement to wear a mask or face covering:
 - i. Children under two years of age, or children under the age of five years either chronologically or developmentally who refuse to wear a mask and cannot be persuaded to do so by their caregiver;
 - ii. Persons who cannot safely wear a mask or face covering because of medical conditions such as breathing difficulties, cognitive difficulties, hearing or communication difficulties;
 - iii. Persons who cannot wear or are unable to apply or remove a mask without assistance, including those who are accommodated under the *Accessibility for Ontarians with Disabilities Act (AODA)* or who have protections under the *Ontario Human Rights Code, R.S.O. 1990, c.H.19*, as amended;
 - iv. A person who is employed by or is an agent of the Operator of an Enclosed Public Space and is within or behind a physical barrier such as plexiglass.
 - b) Temporary removal of the mask or face covering is permitted where necessary for the following purposes:
 - i. Actively engaging in an athletic or fitness activity including water-based activities;
 - ii. Consuming food or drink;
 - iii. Receiving services in a personal service setting on an area of the face that would otherwise be covered by a mask or face covering; and
 - iv. For any emergency or medical purpose.
1. **This policy will be implemented and enforced in “good faith” to primarily educate people on masks and face coverings and promote their use in enclosed public spaces.**

2. Persons with exemptions listed under 1a) are not required to show proof of exemption.
3. Signs about the requirement to wear masks or face coverings shall be posted at all public entrances. Alcohol-based hand sanitizer will also be made available at all entrances and exits for persons entering or exiting municipal facilities.
4. Employees will be trained on the policy, including:
 - a) How and when to provide verbal reminders of the masking requirement to persons entering the premises without a mask or face covering, and those who remove their mask or face covering for an extended period of time;
 - b) Where and how to properly wear a mask or face covering;
 - c) How to respond to customers who do not have a mask or face covering;
 - d) Where people can get more information about the policy; and
 - e) How to handle a customer who becomes aggressive about the requirement to wear a mask.

5. Municipal Meeting Exemptions:

Municipal council meetings and other planned and controlled meetings can be set up so that councillors and speakers do not need to wear masks subject to the following rules being in place:

- Councillors and speakers need to have a designated place for speaking like a podium or an assigned seat.
- Designated speaking locations need to be at least 2 metres (6 feet) from everyone else in the room.
- Access to the space around the speakers is controlled so that others are not **moving in and out of the space (essentially it becomes a controlled, “non-public” space) and speakers are not moving around within the controlled space**
- The podium or tables and microphone(s) need to be sanitized before the meeting.
- When a speaker approaches the podium or a councillor approaches their designated seat, BEFORE they touch the podium, table or microphone, they need to remove their mask and then wash or sanitize their hands. This ensures that if the speaker\councillor touches the podium, table or microphone they have clean hands and are not spreading any germs onto the podium or equipment.
- When the speaker / councillor is done and ready to leave the podium or table, BEFORE they exit the space, they need to wash or sanitize their hands again, and put their mask back on. This prevents them from transferring any germs they might have picked up at the podium onto their mask as they put it back on.

Members of the public attending meetings are seated in publicly accessible spaces and therefore are required to wear a masks and ideally maintain a physical distance of 2 meters.

6. A copy of this policy will be made available on request to a public health inspector or other person authorized to enforce the *Reopening Ontario Act* Ontario Regulation 364/20.

This policy has been created in compliance with the Letter of Instruction issued by the Medical Officer of Health under the authority of the Reopening Ontario Act Ontario Regulation 364/20.

Recreation Centre - COVID-19 Rules / **Procedures**

Failure to comply with these rules may result in your suspension from the facility for 30 days.

- Patrons must be fully vaccinated (i.e. 14 days past their second dose) to enter the facility in accordance with Government of Ontario and Northwestern Health Unit requirements. Staff are required to check vaccine status and id to verify compliance. A copy of these requirements is available at the facility and are subject to change.
- The Facility is permitted to operate at full capacity except the KinFit Gym. The KinFit capacity is set to 50% (10-person max).
- Patrons must maintain 2-meter physical distancing from other patrons who are not part of their household. This includes maintaining physical distancing while in changerooms.
- Masks are mandatory for all patrons in the facility. Skaters will be permitted to leave their mask in the changeroom when they are going directly onto the ice surface to skate. Masks are to be worn when skaters return to the changeroom.
- **ABSOLUTELY NO SPITTING** anywhere in the arena including on the ice surface, player's boxes, dressing rooms, and hallways. **There will be zero** tolerance on this rule. If your club has members spitting, your group will be asked to leave the facility and may have future ice time cancelled.
- The Township will not be providing any shared equipment, except for hockey nets. All clubs and patrons will be asked to bring their own equipment for use (i.e. pucks, stability aids/chairs).
- Patrons must maintain a minimum of 2-meter physical distancing from other patrons.
- Please do not come to the Recreation Centre if you are feeling ill or have symptoms of COVID-19.

Stay well and be safe!

KinFit Gym - COVID-19 Rules / **Procedures**

Failure to comply with these rules will result in your pass being deactivated for a period of 30 days.

- Patrons must be fully vaccinated (i.e. 14 days past their second dose) to enter the gym in accordance with Government of Ontario and Northwestern Health Unit requirements. Patrons must provide proof at the Municipal Office to have their gym pass activated. Permitting someone else to use your gym pass or letting someone into the gym, will result in suspension from the facility.
- Facility use is limited to ten (10) patrons at a time (i.e. 50% capacity)
- Patrons must maintain a minimum of 2-meter physical distancing.
- Users will be required to clean their equipment BEFORE and AFTER use. Please avoid using multiple pieces of equipment (i.e. circuit training) if there are other users in the gym.
- Users must sign in upon arrival; names must be legible and time in & out must be recorded.
- Masks are required for entry/exit from the gym, but may be removed during your workout.
- The KinFit Gym will be closed daily from 7:00 to 7:30 am and 2:30 to 3:00 pm for cleaning. Patrons will not be permitted to enter or remain in the gym while it is being cleaned.
- Some of the cardio equipment will be taped off to disallow use.
- Please do not use the KinFit if you are feeling ill or have symptoms of COVID-19.

Please do your part to keep the gym clean so that we can keep it open!

Stay well and be safe!

Parks and Playgrounds COVID-19 Rules / **Procedures**

Parks and Playgrounds are permitted to be open in accordance with the Government of Ontario's Framework for Reopening our Province. These include:

- **Lion's Park**
- Calvin Fulford Park
- Waterfront Park
- Sportsplex (Dog Park/Sliding Hill)
- Splash Pad

In order for the municipality to open the Parks and Playgrounds we all need to work together to keep these facilities safe.

- A minimum of 2-meter physical distancing must be maintained from people who are not part of your household.
- Play Structure equipment and facility washrooms will not be sanitized on a daily basis. Please take precautions to protect yourself and your family including washing your hands after using playground equipment and/or using hand sanitizer.
- Please do not use Parks and Playgrounds if you are feeling ill or have symptoms of COVID-19.

Enjoy some fresh air and exercise at the Ear Falls Parks and Playgrounds.

Stay well and be safe!

Ear Falls Golf Course and Clubhouse COVID-19 Rules / **Procedures**

In order for golf at Ear Falls Golf Course to be part of your regular exercise and overall health routine, we will all need to work together to keep everyone safe.

- Our Clubhouse Operator will provide clear direction to all golfers and groups to ensure physical distancing on the putting green and first tee.
- Please maintain a 2-meter physical distance between players and staff.
- Please follow direction of the Clubhouse Operators in regard to facility operations

We look forward to having you enjoy some fresh air and exercise at Ear Falls Golf and Country Club.

Stay well and be safe!

Ear Falls Community Garden COVID-19 Rules / **Procedures**

In order for the Community Garden to be open, we all need to work together to keep it safe.

- Everyone must maintain physical distancing of 2 meters (6 feet) unless they are from the same household.
- Gardeners must practice personal preventive measures: hand hygiene; avoid touching eyes, nose and mouth; and cough or sneeze into bent elbow or tissue.
- Wash your hands or use hand sanitizer before entering and after leaving the garden. Gloves are not a substitute for washing hands.
- Take everything you need with you: hand sanitizer, your own tools, and your own gardening gloves.
- Please only tend to your garden plot. We know you may be trying to help by **watering or weeding someone else's plot – but please don't at this time.**

Stay well and be safe!