

# **Municipality of South Huron COVID-19 Workplace Safety Plan**

## **Our Response to *Province of Ontario Roadmap to Reopen.* Steps towards reopening of the Province, COVID-19 Response Framework**

### Organization details

Business name: Municipality of South Huron

Date completed: November 16, 2020

Date distributed: November 22, 2020

**Revision date: March 01, 2022**

Revised by: Justin Finkbeiner, Human  
Resources Officer; Scott Currie, Manager of  
Communications, Strategic Initiatives and IT

Others consulted: CAO, Senior Management  
Team

## 1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

### Actions:

- Municipality staff conduct daily environmental scans for new guidelines/information from the Ministry of Health/Province of Ontario, Huron Perth Public Health and incorporates new information into our documents, policies and procedures, and training & awareness initiatives.
- Relevant updates are provided by email to affected staff, which are followed up with direct contact from managers to ensure comprehension and adoption of new practices.
- Early on in the pandemic all staff were emailed the municipality's Safety Plan<sup>1</sup>. Staff receive an updated version whenever revisions are made with the changes highlighted in the cover email. Emails are followed up with direct staff briefings by supervisors. As the pandemic has progressed the emphasis has been placed on keeping this Safety Plan updated and distributed to staff when provincial changes are made.
- All employees are required to complete a COVID-19 Health and Safety training course.
- In May 2021 the Municipality implemented a revised Face Mask Policy based on guidance from the Ministry of Labour. A summary of the policy provisions is provided here:
  - Medical Face Masks are the new minimum standard in South Huron workplaces. All staff members will be provided a supply of these masks for their use.
  - To have a complete set of Personal Protective Equipment, face shields will also be required to be worn with medical face masks in situations where 2 metres or 6 feet of separation cannot be maintained.
  - This policy applies to **everyone** in our workplace – staff are required to disseminate this information to contractors you work with.

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<sup>1</sup> Revision dated December 09, 2021 removes reference to *Best Management Practice Guide – COVID-19 Guideline Document* as this document is no longer relevant.

- As of March 01, 2022 staff are no longer required to complete the Daily COVID-19 Screening Questionnaire. The Face Mask and Vaccination Policies as well as social distancing remain in effect. Passive screening is in effect.

## 2. How will you screen for COVID-19?

### Actions:

- As of March 01, 2022 staff are no longer required to complete the Daily COVID-19 Screening Questionnaire. Passive screening is in effect. The Face Mask and Vaccination Policies as well as social distancing remain in effect.
- If staff feel ill or have been in close contact / exposed to an individual with COVID-19 symptoms, stay home and follow self-isolation procedures as outlined by the Province of Ontario and Huron Perth Public Health. Please follow the guidelines outlined in **Appendixes II, III & IV** for more information on what to do if you have been exposed to someone with COVID-19 symptoms.
- Members of the public and contractors entering our facilities are to participate in passive screening. Signs are posted outlining symptoms of COVID-19 directing anyone experiencing symptoms not to enter our facilities.
- The above processes are subject to change by Provincial Regulations and direction from the Province of Ontario and local health unit.

## 3. How will you control the risk of transmission in your workplace?

### Actions<sup>2</sup>:

- A “no hand-shake policy” has been adopted
- Staff are provided with the PPE and sanitization products needed to ensure they are safe in the workplace.
- Adhering to [provincial guidance](#), the Municipality has implemented a Face Mask Policy (effective May 17, 2021) that outlines the requirements for mask use in the workplace.
  - Staff are required to wear face masks in all common areas, municipal vehicles, and in situations in which employees can't physically distance. This policy is updated by HR as per provincial updates and recommendations.

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<sup>2</sup> Revision dated December 09, 2021 removes reference to *Best Management Practice Guide – COVID-19 Guideline Document*

- The Municipality’s revised Face Mask Policy identifies minimum acceptable PPE and the situations where it is needed in the workplace.
- All employees are responsible for sanitizing their workstations on a daily basis. Each manager ensures that their employees have the disinfectant products that they require.
- If there is a potential case of COVID-19, all workspaces, common areas and any other surfaces that the person may have come into contact with will be thoroughly cleaned and disinfected.
- Workspaces have been spaced to ensure physical distancing; dividers between desks have been installed and workspaces have been rearranged to ensure physical distancing.
- Sanitizer stations have been placed throughout facilities.

#### 4. What will you do if there is a potential case, or suspected exposure to COVID-19 at your workplace?

**Actions:**

South Huron follows the contact tracing protocols as provided by the Ontario Ministry of Health. A link to the Provincial webpage [“What to do if you’ve been exposed to COVID-19”](#) can also be found in **Appendix II**. The contact tracing protocol steps varies for individuals based on vaccination status.<sup>3</sup> Please refer to **Appendix III and Appendix IV** for further guidance on when to isolate.

**\*Note: Self-isolation still may be required, at the discretion of the local public health unit.**

In the case of a potential or confirmed exposure or diagnosis of COVID-19, the CAO will inform staff via email of the situation excluding the name of the person(s) involved.

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<sup>3</sup> Plan revision dated January 04, 2022 removes replaces *Appendix II – High Risk Contact Tracing Protocol* with *Ontario Ministry of Health “What to do if you’ve been exposed to COVID-19”* guidelines.

- Any employee who has or is showing 1 or more symptoms of COVID-19, must not attend work or return home (if already in attendance) to begin self-isolation. Fully vaccinated individuals can end isolation after 5 days only if symptoms have improved for at least 24 hours. If you are not fully vaccinated or are immunocompromised you can end isolation after 10 days only if symptoms have improved for at least 24 hours.
- Individuals can leave isolation to get a COVID-19 test or for urgent medical care
- Staff who have had contact with someone who is being tested or has been confirmed positive for COVID-19, must follow the [“What to do if you’ve been exposed to COVID-19”](#) guidelines.
- These measures may apply to anyone who was in prolonged and direct contact (within 2 metres) with a COVID-19 case.

**Protocol for fully vaccinated individuals (e.g., it has been 14 or more days since your final dose)**

*If you’ve been exposed to someone with symptoms of COVID-19 or who has received a positive test result:*

- If you have any symptoms of COVID-19, you should self-isolate and get tested right away.
  - A positive test requires you to **self-isolate for 5 days**<sup>4</sup> from when your symptoms began or from the date of your test, whichever came first.
  - You can end isolation after 5 days if your symptoms are improved for at least 24 hours, and all public health and safety measure, such as masking and physical distancing are followed.
- If you do not have any symptoms of COVID-19, you are not required to self-isolate.
  - **Self-monitor for symptoms for 10 days**<sup>5</sup> after last exposure
  - Wear a mask, practice physical distancing, and follow all other public health measures if leaving home
  - Do not visit any high risk settings or people who may be at higher risk of illness (such as seniors) for 10 days after your last exposure

*Household Contacts:*

- If you live with someone who has symptoms of COVID-19 or has tested positive for the virus:

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<sup>4</sup> New timeline directed by the Province

<sup>5</sup> New timeline directed by the province

- You must isolate **for the same amount of time** as the positive case, regardless of your vaccination status<sup>6</sup>

**Protocol for individuals not fully vaccinated (e.g., you have not received one dose, or it hasn't been 14 days after your final dose)**

*If you've been exposed to someone with symptoms of COVID-19 or who has received a positive test result:*

- If you have any symptoms of COVID-19, you should self-isolate and get tested right away
  - If you are not fully vaccinated or are immunocompromised, you must **isolate for 10 days**<sup>7</sup> after your symptoms began or your positive test result, whichever came first
  - You can end isolation after 10 days if your symptoms are improved for at least 24 hours, and all public health and safety measure, such as masking and physical distancing are followed.
- If you do not have any symptoms of COVID-19
  - You are required to isolate for 10 days after your last exposure regardless if you have any symptoms

*Household Contacts:*

- If you live with someone who has symptoms of COVID-19 or has tested positive for the virus:
  - You must isolate for the same amount of time as the positive case, regardless of your vaccination status

**Self-Isolation process is as described by the Huron Perth Public Health<sup>8</sup>**

You must isolate yourself from others if you have COVID-19 symptoms or may have been exposed to COVID-19 (following the [“What to do if you've been exposed to COVID-19”](#) guidelines). If you start to feel worse, contact your health care provider or Telehealth (1-866-797-0000)

**Stay home**

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<sup>6</sup> Plan revision dated January 04, 2022 removes reference to Appendix IV “What to do if your child fails the COVID-19 screening” tool provided by Huron Perth Public Health. If you live with someone who has symptoms of COVID-19 or has tested positive for the virus you must isolate for the same amount of time as the positive case regardless of your vaccination status.

<sup>7</sup> New timeline directed by province

<sup>8</sup> <https://www.hpph.ca/en/resources/factsheet-covid-19-how-to-self-isolate.pdf>

- Do not go to work, school or other public places.
- Stay home unless you need to get tested or require emergency medical care.
- Do not use public transportation, taxis or rideshares.

#### **Avoid contact with others**

- No visitors unless essential (e.g., care providers)
- Stay away from seniors and people with chronic medical conditions (e.g., diabetes, lung problems, immune deficiency).
- As much as possible, stay in a separate room away from other people in your home and use a separate bathroom if you have one.
- Make sure that shared rooms have good airflow (e.g., open windows).
- If these steps are not possible, keep a distance of at least 2 metres from others at all times.

#### **Keep your distance**

- If you are in a room with other people, keep a distance of at least 2 metres and wear a mask or face covering that covers your nose and mouth.
- People should wear a mask when they are in the same room as you.

#### **Wash your hands**

- Wash your hands often with soap and water.
- Dry your hands with a paper towel or with cloth towel that no one else will share.
- Use an alcohol-based hand sanitizer if soap and water are not available.

#### **Cover your coughs and sneezes**

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Cough or sneeze into your upper sleeve or elbow, not your hand.
- Throw used tissues in a lined wastebasket and wash your hands.
- Lining the wastebasket with a plastic bag makes waste disposal safer.
- Clean your hands after emptying the wastebasket.

#### **Wear a mask over your nose and mouth**

- Wear a mask if you must leave your house to see a health care provider or to get tested for COVID-19.
- Wear a mask when you are within 2 metres of other people or stay in a separate room.

- If you do not have a mask, maintain 2 metres distance from people and cover your cough and sneezes. See physical distancing.

#### **What should I do if I develop symptoms?**

- Complete the COVID-19 Self-Assessment.
  - If an employee answers “Yes” to any of the screening questions they must stay home, notify their manager and seek medical direction and/or assessment. Individuals who fail the COVID screening tool will follow HPPH’s *Decision Tool* outlined in **Appendix I**.
- Contact Telehealth (1-866-797-0000) or your health care provider if you have questions.
- Anyone with whom you had close physical contact (e.g., in your household) in the two days before your symptoms started or after symptoms started should also self-isolate and follow the [“What to do if you’ve been exposed to COVID-19”](#) guidelines. If you have questions about this, follow the advice of your local public health unit.
- Your local public health unit or testing provider will tell you how long you need to self-isolate based on your test results and situation.
- When you stop isolating, you should continue with physical distancing measures and wear a mask when unable to maintain 2 metres distance from people outside your household.
- If you are still unwell at the end of your self-isolation period, contact Telehealth or your health care provider.

To learn more and access up-to-date information on COVID-19, visit the Ontario Ministry of Health’s website at [covid-19.ontario.ca](https://covid-19.ontario.ca).

## **5. How will you manage any new risks caused by changes to the way you operate your business?**

Proposed changes to our practices and public service levels are reviewed for safety risks by the South Huron Leadership Team in consultation with Human Resources to identify risk mitigation/elimination measures prior to implementation.

In addition, managers/supervisors are in constant contact with staff to identify any risks from their perspective:

- Managers have regular check-ins with employees about how they’re coping with the changes in the workplace due to COVID-19.
- Employees are encouraged to let their manager know if they need supports etc. at any time.

## **6. How will you make sure your plan is working?**

**Actions:**

- Our COVID-19 policies and procedures are reviewed on a weekly basis by the CAO, Leadership Team & HR and are updated as required, in consultation with the CEMC Emergency Manager for Huron/Perth Counties.
- Managers discuss with their staff what is working and what could be improved in their departments. This is then communicated to the Leadership Team and CAO for further discussion and implementation steps.
- Any changes to the current plan/documents or any new materials or requirements are communicated from the CAO to staff.
- All materials such as the Face Mask Policy and this plan are available to staff on the shared drive.
- Cleaning records are kept for recreation centres/arenas

## 7. Internal Compensation Practices for when an Employee is Required to Isolate as per Ontario Guidelines

If you are unable to work due to severe COVID-19 symptoms, you will be able to access up to five (5) COVID days with pay during your five (5) day isolation. Until April 30, 2022 (subject to review).

**Vaccinated Employees (Up to 5 days isolation)**

Employees:

- If you are required to stay home and self-isolate due to having symptoms of COVID-19
- If you are able to work from home, you are required to do so. You will be paid as per normal during self-isolation, the parameters above apply.
- If you are unable to work due to severe COVID-19 symptoms, you will be able to access up to 5 COVID days with pay during your 5 day isolation

Household Member Impacted with COVID-19:

- If you are required to stay home and self-isolate due to a household member having symptoms or coming into close contact with a positive case and are able to work from home, you are required to do so. You will be paid as per normal during self-isolation, the parameters above apply.
- If you are required to stay home and self-isolate due to a household member having symptoms or coming into close contact with a positive case and are unable to work from home, you will be able to access up to 5 COVID days with pay during your 5 day isolation

Close Contact:

- Monitor and self-isolate if necessary

**Un-Vaccinated Employees (10 days isolation)**

Employees:

- If you are required to stay home and self-isolate due to having symptoms of COVID-19
- If you are able to work from home, you are required to do so. You will be paid as per normal during self-isolation, the parameters above apply.
- If you are unable to work due to severe COVID-19 symptoms, you will be able to access up to 5 COVID days with pay during your 5 day isolation

Household Member Impacted with COVID-19:

- If you are required to stay home and self-isolate due to a household member having symptoms or coming into close contact with a positive case and are able to work from home, you are required to do so. You will be paid as per normal during self-isolation, the parameters above apply.
- If you are required to stay home and self-isolate due to a household member having symptoms or coming into close contact with a positive case and are unable to work from home, you will be able to access up to 5 COVID days with pay during your 5 day isolation

Close Contact:

- Monitor and self-isolate if necessary

## 8. Internal/External Workplace Changes in Conjunction with the Roadmap to Reopen:

### **General safety procedures continue**

- As of March 01, 2022 all staff and members of the public interacting with staff will participate in passive screening before entering municipal facilities.
- Staff continue to wear face coverings when required to interact with members of the public as well any time staff are away from their desk. Staff further continue to ensure members of the public are following provincial orders by wearing face coverings when entering the facility and maintaining proper hand sanitizing and physical distancing.
- Continue internal workplace cleaning vigilance! Wipe down door handles and surfaces after use; disinfect hands before and after using photo copier (do not directly apply disinfectant to electronic devices), etc.

### **Dispersal of Office Staff**

- Working from home arrangement will cease March 01, 2022 and employees will return to their primary work locations. This is in conjunction with the removal of capacity limits from public facilities on March 01, 2022 as announced by the Provincial government on February 14, 2022.

### **Council/Committee Meetings**

- Council meetings will resume in person after March 01, 2022
- Staff and members of the public may attend these meetings virtually.

### **Legislative Services / Building Services**

- Town Hall
  - Staff will return to Town Hall as of March 01, 2022
  - Members of the public will only have access to the Town Hall lobby and Legislative Services counter / reception area.
  - The public can utilize the two mail drops located outside of the main doors at Town Hall
    - Utility, taxes and other payments can be provided to Town Hall staff by the public by means of mail slot located to the left of the main doors. Envelopes are deposited directly into a secured holding box to be retrieved by staff.

- Delivery services (UPS, FedEx, Purolator) can utilize the installed grey mailbox for deliveries. This mailbox will also be utilized for large parcels from the public (i.e., Building plans and tenders).
- Building Services
  - Process building permits and conduct inspections following established protocols. Property owners who are issued building permits are reminded of their responsibility to ensure that all construction work must be done in compliance with Provincial Orders, COVID-19 protocols and guidelines.
  - Residents continue to submit or apply for building permits and permit applications continue to be accepted at the Municipal Office via mail drop.
  - Due to scheduling and availability, there will be some communication for inspections to follow – certain days and timelines for booking of inspections
  - As of March 01, 2022 Building Services staff will be conducting inspections within occupied buildings and structures following all HPPH requirement. Use of face masks will continue until further notice.
- Cemetery
  - Onsite public signage will be updated based on level of Reopening, Provincial and BAO regulations. Subject to General Manager review.
- By-Law Enforcement
  - Staff attendance for enforcement with COVID-19 protocols in place.

## **Community Services and Recreation**

- Administration staff will return to the South Huron Recreation Centre as of March 01, 2022.
- Capacity limits for indoor public settings will return to 100% capacity as of March 1, 2022.
- Proof of vaccination requirements in recreation facilities will no longer be required as of March 01, 2022
- Facility rentals operate according to provincial framework; safety plans required by client to confirm booking
- Members of the public will participate in passive screening prior to entrance into municipal facilities

## **Finance**

- Staff will return to Town Hall as of March 01, 2022

## **Infrastructure and Development**

- Inside workers
  - Staff will return to Town Hall as of March 01, 2022
  - Development Services staff are available to direct inquiries related to applications and receive applications
- Outside workers
  - Environmental Services (Water, Sewer, Landfill) continue with COVID safety protocols in place. Limit access to Town Hall. All subject to General Manager review.
  - Transportation Services (Roads) continue with COVID safety protocols in place. In addition, staff will be disbursed to two Works Yards and restrict numbers at a Yard at any given time. Limit access to Town Hall. All subject to Director review.

## **Fire**

- Platoon system remains in effect. Subject to review of the Fire Chief.

## **9. South Huron Vaccination Policy**

- On October 6, 2021, Huron Perth Public Health issued a Letter of Instruction to operators of sports and recreation facilities to develop a policy regarding vaccination of staff to be implemented and be in effect no later than October 31, 2021
- In response to the Letter of Instruction distributed by Huron Perth Public Health dated October 6 the Municipality of South Huron developed and put into place the Municipality of South Huron COVID-19 Vaccination Policy on October 22, 2021
- The policy applies to all staff and was distributed on October 22, 2021.

## **APPENDIX I**

Provincial information graphic is not accessible, removed for web publishing. Available upon request by contacting [communications@southhuron.ca](mailto:communications@southhuron.ca)

## **APPENDIX II**

### **What to do if you have been exposed to COVID-19**

[https://covid-19.ontario.ca/exposed?utm\\_source=mobile-app-organic&utm\\_medium=referral&utm\\_campaign=covid-alert-mobile-app-english&utm\\_content=covidalertapppage-text](https://covid-19.ontario.ca/exposed?utm_source=mobile-app-organic&utm_medium=referral&utm_campaign=covid-alert-mobile-app-english&utm_content=covidalertapppage-text)

## **APPENDIX III**

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## **APPENDIX IV**

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