

Municipality of South Huron COVID-19 Workplace Safety Plan

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

Organization details

Business name: Municipality of South Huron

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Others consulted: CAO, Senior Management
Team, Huron Perth Public Health

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 by direct contact with managers to ensure comprehension and adoption of new practices.
- Early on in the pandemic all staff were emailed the Municipality's Safety Plan and our *Best Management Practice Guide – COVID-19 Guideline Document*. 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 distribution to staff when Provincial changes to reopening are made.
- All employees are required to complete a COVID-19 Health and Safety training course.
- The daily workplace screening tool has been in place since October 6th, 2020. This online tool has the capability to inform staff of any immediate changes to practices in the workplace that incorporate new information from the province, health unit, etc.
- 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.

2. How will you screen for COVID-19?

Actions:

- In effect since October 6th, 2020, all employees are required to complete an online COVID-19 pre-screening questionnaire before entering the workplace on a daily basis. The responses are sent to each employees' respective supervisor for review and further action, if necessary. The questionnaire is kept updated to match the provincial COVID-19 screening tool.
 - 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**.
- Municipal volunteer fire fighters must complete the screening form on a daily basis in order to be eligible to attend a fire call.
- Members of the public who make appointments to enter our facilities must complete a screening form prior to entering. The Clerk's department will provide this form to the individual(s) prior to their appointment time. The form is adapted from the provincial list of COVID-19 symptoms.
- Contractors planning to enter municipal workplaces also complete the daily screening tool prior to arrival.

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

Actions:

- As documented in the Municipality's Safety Plan and our *Best Management Practice Guide – COVID-19 Guideline Document*:
 - 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.
 - 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.
 - As per June 11, 2021, Section 7 of this plan refers to the Province's Roadmap to Re-opening and that the Colour Zone procedures previously in place no longer apply. See **Appendix III** for key highlights of the Roadmap to Re-opening.

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 [high risk contact tracing protocol](#) provided by the Ministry of Health which can be found in **Appendix II**. The contact tracing protocol steps varies for individuals based on vaccination status.

***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.

- Any employee who has or is showing 1 or more symptoms listed on the daily screening form, must not attend work or return home (if already in attendance), self-isolate for 14 days and contact medical support/their local health unit.
- Individual 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 [high risk contact tracing protocol](#).
- 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)

*Potential Exposure to someone with COVID-19:**

- 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 10 days
 - A negative test you can discontinue self-isolation once symptoms have been improving for at least 24 hours (48 hours for gastrointestinal symptoms)
- If you do not have any symptoms of COVID-19, you are likely* not required to self-isolate but you should get tested.
 - For the next 10 days you should self-monitor, follow public health measures like wearing a mask outside of your house, and self-isolate and get test if you develop any symptoms.

Household Contacts:

- If you or any household member has any symptoms of COVID-19, the other household members should:

- Fully vaccinated household members do not need to self-isolate.
- Unvaccinated household members should self-isolate until you get a negative test result.
- If you or any household member do not have any symptoms of COVID-19, the other household members:
 - Do not require to self-isolate.

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)

Potential exposure to someone with COVID-19:

- You should self-isolate and get tested right away.
 - If your test is negative, you are recommended to re-test on or after day 7
 - You are required to self-isolate for 10 days following your last exposure, even if your test is negative
- If you have symptoms of COVID-19:
 - Your symptoms must be improving for at least 24 hours (48 hours for gastrointestinal symptoms) prior to ending self-isolation
- If you do not have symptoms of COVID-19
 - Continue to follow public health measures like wearing a mask outside of your house, and self-isolate and get test if you develop any symptoms.

Household Contacts:

- If you or any household member has any symptoms of COVID-19, the other household members should:
 - Fully vaccinated household members do not need to self-isolate.
 - If they are not fully vaccinated household members should self-isolate until you get a negative test result and should stay at home except for essential reasons (i.e., work, school) during the isolation period.
- If you or any household member do not have any symptoms of COVID-19, the other household members:
 - Fully vaccinated household members do not require to self-isolate.
 - If they are not fully vaccinated household members should stay at home except for essential reasons (i.e., work, school) during the isolation period.

Self-Isolation process is as described by the Huron Perth Public Health

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

You must isolate yourself from others if you have COVID-19 symptoms (see Section 2 related to COVID screening protocol) or may have been exposed to COVID-19 (following the [high risk contact tracing protocol](#)). If you start to feel worse, contact your health care provider or Telehealth (1-866-797-0000)

Stay home

- 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 [high risk contact tracing protocol](#). 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://www.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.

To manage a situation of increasing workplace risk, administrative staff are able to work from home and outside workers have access to separate vehicles to travel to/from job sites.

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.
- The Municipality has put in place a quality assurance process for the daily workplace screening tool:
 - Managers are required to review the daily screening tool results of their direct reports to A) ensure that all staff entering the workplace completed the screening tool that day, and B) take action as necessary.
 - Once a month, a screening report from a day within the previous week will be forwarded to all supervisors with the task to double check that all staff and contractors who were scheduled to report to work completed the form as required B) that any failed results were followed up on.
- Cleaning records are kept for recreation centres/arenas

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

Internal Framework

General safety procedures continue

- All staff and members of the public interacting with staff must complete a mandatory COVID-19 Screening Checklist form. This Screening Checklist is completed by all municipal employees 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 arrangements are re-instated to minimize staff in the office

Council/Committee Meetings

- Council/Committee meetings will remain virtual.

Town Hall

Step 1 – 60% of adults with one dose

- The workforce at Town Hall is divided into two units – upstairs and downstairs. Directors work with staff to establish protocols for moving material (i.e., mail, physical documents) between floors. Staff will not move between floors. Downstairs staff will use the north door, upstairs staff will use the front entrance to town hall. Staff will use the washroom on their floor, only.
- Town hall staff have been set up to be able to answer customer calls through smartphones and/or cell phones, so there is no disruption for customer service.
- Invoices received by mail, payments received from mail slot, items requiring postage, etc. – these items for pick up by respective areas (upstairs/downstairs) are placed in respective mail slots on the table in the town hall foyer.

Step 2 – 70% of adults with one dose, 20% Fully vaccinated

- The Town Hall workforce is divided into two units – upstairs and downstairs. Directors work with staff to establish protocols for moving material (i.e., mail, physical documents) between floors. Staff will not move between floors. Downstairs staff will use the north door, upstairs staff will use the front entrance to town hall. Staff will use the washroom on their floor, only.
- Town hall staff have been set up to be able to answer customer calls through smartphones and/or cell phones, so there is no disruption for customer service.
- Invoices received by mail, payments received from mail slot, items requiring postage, etc. – these items for pick up by respective areas (upstairs/downstairs) are placed in respective mail slots on the table in the town hall foyer.
- In-person appointments for Commissioning and Marriage Licenses are permitted.
- Bill payments to continue remotely using the online payment system available at SouthHuron.ca. In person cheques may be deposited using the secure drop box outside the Main Street Entrance to Town Hall.

Step 3 – 70-80% Adults with one dose, 25% Fully vaccinated

- Town hall staff movement between floors is restricted, staff numbers set as mandated by the province. Cohort scheduling remains in place with more flexibility to work in office as coordinated and approved by manager.
- Town hall staff have been set up to be able to answer customer calls through smartphones and/or cell phones when working from home, so there is no disruption for customer service.
- In-person appointments for Commissioning and Marriage Licenses offered.
- Bill payments to continue remotely using the online payment system available at SouthHuron.ca. In person cheques may be deposited using the secure drop box outside the Main Street Entrance to Town Hall.
- Leadership team looking at potential reopening procedures for Town Hall and how to regulate the flow of traffic in and out of Town Hall lobby.
- Clerks / Building Division - Staff continue to implement cohort model where individuals required to be in the office will only do so on designated days. However, if required, manager may coordinate greater flexibility of staff returning to the office during Step 3 of the Roadmap to Reopening to facilitate service provision as required.

Community Services (Steps 1 -3)

- Admin staff work from home.

Finance (Steps 1 – 3)

- Staff continue to implement cohort model where individuals required to be in the office will only do so on designated days.
- Payroll - Town Hall cohort schedule has been set up to accommodate the need for being onsite to complete – electronic timesheets are put back in place.
- Cheque run – Town Hall cohort schedule set up to accommodate need for being onsite to complete
- Bank deposits – Town Hall cohort schedule set up to accommodate need for being onsite to complete
- Payable invoices received by mail will be scanned and saved electronically in manager’s AP folder; physical copies will be left in scanned invoices in folder until paper handling protocol allows
- Meter read guns – these will be loaded, sanitized and left downstairs for pick up by Water department, when complete they will be sanitized and left for Jessica to pick up.

Infrastructure and Development/Roads Department

Step 1

- Inside Workers (Ange, Brooke & Don) will work from home and one/two days a week.
- Outside Workers

- Environmental Services (Water, Sewer, Landfill) continue with COVID safety protocols in place. In addition, staff will be disbursed to remote workplaces. Limit access to Town Hall.
- 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.

Step 2 and 3

- Inside Workers (Ange, Brooke & Don) may return to working from office using the cohort scheduling system.
- Outside workers
 - Environmental Services (Water, Sewer, Landfill) continue with COVID safety protocols in place. In addition, staff will be disbursed to remote workplaces. Limit access to Town Hall. All subject to Director 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.

Rec Division Staff at SHRC/Stephen (Steps 1 -3)

- Rec staff will report to and be based out of separate workstations.
 - During Step 3 office staff may report to their designated spaces at the Recreation Centre.
 - During Step 3 Operators may report directly to the South Huron Recreation Centre.

Fire (Steps 1 -3)

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

External Framework

Cemetery

- Onsite public signage will be updated based on level of Reopening, Provincial and BAO regulations. Subject to Director review.

Town Hall

- 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).

Steps 2 and 3

- In person appointments
- Commissioning
- Marriage Licences
- Payments to continues remotely via mail drop

Development

- Development Services staff are available to direct inquiries related to applications and receive applications.

By-law enforcement

Step 1

- Staff attendance for matters of immediate safety, only.

Step 2 and 3

- Staff attendance for enforcement with COVID-19 protocols in place.

Building

Step 1

- Platoon model adopted where staff will only be in office on designated days

Step 2 and 3

- 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

Rec Centre/Arenas

Step 1 & 2

- Outdoor facilities (i.e., parks and playgrounds) open to the public as per provincial regulations.

Step 3

- Programs will be limited to those that can take place outdoors (i.e., pools and splashpads)
- Indoor programs will be cancelled until the Recreation Centre re-opens
- Facility rentals operate according to provincial framework; safety plans required by client to confirm booking

APPENDIX I

The following content has been removed for web publishing. A copy is available by contacting communications@southhuron.ca

APPENDIX II

The following content has been removed for web publishing. A copy is available by contacting communications@southhuron.ca

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The following content has been removed for web publishing. A copy is available by contacting communications@southhuron.ca