

The Corporation of the Municipality of Brockton



By-Law 2020-031

Being a By-Law to Adopt Pandemic Policies for the Municipality of Brockton.

Whereas The Council for The Corporation of the Municipality of Brockton deems it expedient to establish policies;

And Whereas the *Municipal Act 2001, S.O. 2001, c 25, Section 5(3)*, as amended provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by by-law;

And Whereas the Municipality of Brockton is currently affected by the COVID-19 pandemic, and wishes to adopt nine (9) policies regarding the pandemic to protect the health and safety of our employees;

Now Therefore the Council of The Corporation of the Municipality of Brockton enacts as follows:

- 1.0 That The Corporation of the Municipality of Brockton Council hereby adopts a Pandemic Social Distancing Policy as contained in the attached Schedule "A" to this By-Law; a Pandemic Self Screening Policy as contained in the attached Schedule "B" to this By-Law; a Pandemic Layoffs Policy as contained in the attached Schedule "C" to this By-Law; a Pandemic Recruitment Policy as contained in the attached Schedule "D" to this By-Law; a Pandemic Overtime Policy as contained in the attached Schedule "E" to this By-Law; a Pandemic Sick Leave Short-Term Disability Policy as contained in the attached Schedule "F" to this By-Law; a Pandemic Hours of Work Policy as contained in the attached Schedule "G" to this By-Law; a Pandemic Alternate Work Locations Policy as contained in the attached Schedule "H" to this By-Law; and a Pandemic Absence from Work Policy as contained in the attached Schedule "I" to this By-Law;
- 2.0 This By-Law shall come into full force and effect upon final passage.
- 3.0 This By-Law may be cited as the "Adopt Pandemic Policies By-Law".

Read, Enacted, Signed and Sealed this 19th day of March, 2020.

Mayor – Chris Peabody

Clerk – Fiona Hamilton

Pandemic Social Distancing Policy

Department:	All Municipal Staff	Policy Number:	P03-1001-20
Section:	Emergency Planning	Effective Date:	March 19, 2020
Subject:	Pandemic Social Distancing	Revised Date:	
Authority:	By-Law 2020-031		

1. Policy Statement

The more people you are in contact with the greater the risk of coming in contact with a person carrying the flu virus.

During a pandemic it is important to minimize human-to-human contact.

While the Municipality will follow the lead of the World Health Organization, Public Health Ontario and The Grey Bruce Health Unit the Municipality will implement the following Social Distancing practice as follows and practices will move through the Stages based on the severity of the pandemic related to data from the Centre for Disease Control and Prevention:

2. Procedures

Stage One

1. Chief Administrative Office CAO will Issue Social Distancing directive to all employees
2. Notices will be posted in all boardrooms and around premises
3. Persons should maintain the recommended measurement between each other where possible
4. Persons are to avoid touching including shaking hands, hugging or kissing
5. Where possible utilize technology for meetings and training internally and externally.

Stage Two

1. All Procedures in Stage One apply
2. At the discretion of the CAO or Municipal Emergency Control Group (MECG) external and internal non-essential programming, meetings, training, and social events may be cancelled or postponed
3. At the discretion of the CAO or Municipal Emergency Control Group (MECG) all facilities will be considered for closure to the public
4. Public access may be limited at the discretion of the CAO or MECG to all meetings
5. Implement the Pandemic Remote Access Policy

Stage Three

1. All procedures in Stage One and Two apply
2. All external meetings cease unless this is not feasibly possible
3. Where public access is allowed implement an on-site screening program if not in place already
4. Rotating staff shifts may be established to preserve staff
5. Full implementation of Alternative Work Location Policy may be implemented while maintaining essential services to the public

Note: Reference to the CAO includes such person(s) as the Municipality may designate if the CAO is unavailable or unable to act.

Pandemic Self Screening Policy

Department:	All Municipal Staff	Policy Number:	P03-1002-20
Section:	Emergency Planning	Effective Date:	March 19, 2020
Subject:	Pandemic Self Screening	Revised Date:	
Authority:	By-Law 2020-031		

1. Purpose

Most adults infected with the influenza can transmit the virus from one day before and up to three to five days after onset of symptoms. For known influenza viruses, the highest concentration of viral shedding (spreading of virus) occurs early on and decreases dramatically after three days of illness. However, there is no clear data on how long a person should wait before returning to usual activities in order to minimize the risk of infecting others. Ideally, staff should be excluded from work until they are fully recovered. Public health authorities will determine the length of time that ill workers should be excluded, based on the epidemiology of the pandemic strain.

As a first line of defence in maintaining a safe work environment, a policy of employee self-screening will be implemented. During the Pandemic employees will conduct self-screening procedures at home prior to coming to work in order to determine if they are at risk of contracting influenza. The Municipality of Brockton Chief Administrative Officer (CAO) will communicate the Self-Screening Assessment Tool to all employees.

Employees who do not meet the requirements to successfully pass a self-screening assessment are required to stay home and not report for work until they can successfully pass the self-screening assessment and have waited the appropriate amount of time as indicated by responsible health agency. Employees required to remain at home will contact their immediate supervisor as soon as possible to inform them of the result of their self-screening assessment.

The CAO will check the Grey Bruce Public Health website (www.publichealthgreybruce.on.ca) for the latest advice on return-to-work timing and communicate this information to all employees.

2. Procedures

1. The employee receives a copy of the screening assessment tool by e-mail distribution from the CAO.
2. Employees conduct self-screening assessment on a daily basis prior to departing for work and those working from alternate location. Those who pass the criteria will report for work in the normal fashion. Employees who do not pass the criteria will contact their immediate supervisor to advise them of the results of self-screening and self-isolate.
3. Departments will forward absentee statistics to the Human Resources Generalist.
4. Departments will be responsible to provide notification to the CAO if they require additional staff resources.
5. Employees will then stay home until they can successfully pass the self-screening assessment and have waited the appropriate amount of time as indicated by responsible health agency.

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6. Employees who are required to self-isolate will refer to the Non-Union Personnel Policy Related to Sick Leave.
 7. The CAO or Department Head may require employees to self-isolate based on information received outside of this policy.

Note: Reference to the CAO includes such person(s) as the Municipality may designate if the CAO is unavailable or unable to act. Related Policies:

- P03-1001-20 – Pandemic Social Distancing Policy



Self-Screening Assessment Tool for COVID-19

Name: _____

Date: _____

Contact Number: _____

ASK the following Screening Questions:

1. Do you have any of the following symptoms: fever/feverish; new or existing cough **and** difficulty breathing?

Circle: Yes No

2. Have you travelled outside of Canada within the last 14 days?

Circle: Yes No

3. Have you had close contact with a confirmed or probable* COVID-19 case?

Circle: Yes No

4. Have you had close contact with a person with acute respiratory illness or flu like symptoms who has been outside Canada in the last 14 days?

Circle: Yes No

IF YOU HAVE ANSWERED **NO** TO THE QUESTIONS, YOU HAVE **PASSED** THE SCREENING AND ARE ALLOWED TO ENTER THE BUILDING.

IF ANYONE ANSWERS **YES** TO ANY OF THE QUESTIONS, YOU HAVE **FAILED** THE SCREENING. Please contact your immediate supervisor or manager for further direction.

*Definition:

1. Probable Case – A person with fever and/or onset of cough **and** any of the following within 14 days prior to onset of illness:
 - Travel to an impacted area with a travel advisory **OR**
 - Close contact with a confirmed case of COVID-19 **OR**
 - Close contact with a person with acute respiratory illness who has been to an impacted area

Department:	All Municipal Staff	Policy Number:	P03-1003-20
Section:	Emergency Planning	Effective Date:	March 19, 2020
Subject:	Pandemic Layoffs	Revised Date:	
Authority:	By-Law 2020-031		

1. Purpose

In a pandemic, there will be an evaluation of impacts on non-essential services by the Chief Administrative Officer. If redeployment is not possible, employees in non-essential service areas **may** be subject to layoff.

Should there be a Provincial Order that shuts down a Municipal operation or service, and if redeployment is not possible, employees in non-essential service areas **may** be subject to layoff.

Note: Reference to the CAO includes such person(s) as the Municipality may designate if the CAO is unavailable or unable to act.

Pandemic Recruitment Policy

Department:	All Municipal Staff	Policy Number:	P03-1004-20
Section:	Emergency Planning	Effective Date:	March 19, 2020
Subject:	Pandemic Recruitment	Revised Date:	
Authority:	By-Law 2020-031		

1. Reference Policy

H11-2010-11- Recruitment and Hiring

2. Modifications to Policy

Policy Statement

During a pandemic alert or declared emergency, regular recruitment may be deferred or suspended. Time frames for job postings may be waived.

The recruitment of employees and volunteers may be accelerated at the discretion of the Chief Administrative Officer (CAO). This is inclusive of recruiting additional temporary employees if required during a pandemic alert.

Pandemic Overtime Policy

Department:	All Municipal Staff	Policy Number:	P03-1005-20
Section:	Emergency Planning	Effective Date:	March 19, 2020
Subject:	Pandemic Overtime	Revised Date:	
Authority:	By-Law 2020-031		

1. Reference Policy

Non-Union Personal Policy – H00-2006-03

2. Modifications to Policy

Policy Statement

During a pandemic alert or emergency, overtime may become mandatory in order to continue business operations. In accordance with s. 19 of the *Employment Standards Act, 2000, S.O. 2000, c. 41*, employees may be required to work any overtime as determined necessary by management.

Normal pay rules will apply for the selection of which employees are eligible for overtime. Should Department Heads exceed the maximum overtime limit per year, the Chief Administrative Officer (CAO) may permit a Department Head, and the Mayor may permit the CAO to exceed the provisions in the Non-Union Personnel Policy H00-2006-03.

Note: Reference to the CAO includes such other person(s) as the Municipality may designate if the CAO is unavailable or unable to act.

Pandemic Sick Leave/Short-Term Disability Policy

Department:	All Municipal Staff	Policy Number:	P03-1006-20
Section:	Emergency Planning	Effective Date:	March 19, 2020
Subject:	Pandemic Sick Leave/Short-Term Disability	Revised Date:	
Authority:	By-Law 2020-031		

1. Reference Policy

Non-Union Personal Policy (Sick Leave/Short Term Disability) – H00-2006-03

2. Modifications to Policy

Policy Statement

When a pandemic alert is declared by the World Health Organization (WHO) and it reaches Tier One, Two or Three Alert that will affect the Municipality, employees who are sick (or feel sick or self-screen themselves as likely to be sick) are NOT to report to work. Employees will be paid according to the established Non-Union Personal Policy (Sick Leave/Short Term Disability) – H00-2006-03, for each day of sickness/isolation until they have passed self-screening assessment tools necessary for a return to work.

Employees must report all illness or sick days to their supervisor as soon as possible.

Please note that there is a two-tier modification in the policy. In a pandemic to limit strain on our Health System and limit the health exposure to our employees the following guidelines shall apply.

Medical Eligibility Requirements:

1. General Provision to both Tier One and Two

Self-isolation is covered provided that it was not related to staff traveling following a travel advisory issued by the Provincial or Federal Government. After this period staff are required to use their Sick/Personal, Vacation and available Lieu then unpaid days if required

Tier One- (Tier One or Two Alert)

- a) A medical form from a duly recognized medical practitioner, stating that the employee is unable to perform his/her duties and indicating the probable duration of the illness, and, the expected date of return to work, will be required for any absence of more than the accepted guidelines for self-isolation. Failure to produce the required medical form within fifteen (15) calendar days of the last day of disability may result in the uncertified days of absence being charged as leave without pay.

Tier Two- (Tier Three Alert)

- a) A medical form from a duly recognized medical practitioner will not be required unless requested by the Chief Administrative Officer CAO, the employee must advise their supervisor/manager they are unable to perform his/her duties indicating the probable duration of the illness, and, the expected date of return to work.

Note: Reference to the CAO includes such other person(s) as the Municipality may designate if the CAO is unavailable or unable to act.

Pandemic Hours of Work Policy

Department:	All Municipal Staff	Policy Number:	P03-1007-20
Section:	Emergency Planning	Effective Date:	March 19, 2020
Subject:	Pandemic Hours of Work	Revised Date:	
Authority:	By-Law 2020-031		

1. Reference Policy

Non-Union Personal Policy – H00-2006-03

2. Modifications to Policy

Policy Statement

During a pandemic alert, employees may be required to work beyond their normal hours of work, or work different shifts than usual.

Pandemic Alternate Work Locations Policy

Department:	All Municipal Staff	Policy Number:	P03-1008-20
Section:	Emergency Planning	Effective Date:	March 19, 2020
Subject:	Pandemic Alternate Work Locations	Revised Date:	
Authority:	By-Law 2020-031		

1. Policy Statement

The Municipality of Brockton is a corporation which serves the public. It has been recognized that during a pandemic it would be beneficial to encourage an alternate work location. The policy requirements and conditions associated with the use of alternate work location are to be taken in context during pandemic or emergency situations. The use of alternate work location outside a Municipal facility may be made mandatory at the request of the Chief Administrative Officer (CAO).

Note: Reference to the CAO includes such other person(s) as the Municipality may designate if the CAO is unavailable or unable to act.

Pandemic Absence from Work Policy

Department:	All Municipal Staff	Policy Number:	P03-1009-20
Section:	Emergency Planning	Effective Date:	March 19, 2020
Subject:	Pandemic Absence from Work	Revised Date:	
Authority:	By-Law 2020-031		

1. Policy Statement

When a pandemic alert is declared by the World Health Organization (WHO), employees may not be permitted to return to the workplace as directed or advised by health authorities. If an employee is required to self-isolate due to exposure to pandemic related virus, or returning to Canada from International travel and required to self-isolate the Municipality will continue to compensate the employee as per their employment agreement. Those employees that can continue to work from self-isolation will be required to do so in accordance with the Alternate Work Location Policy P03-1008-20.

Following a travel advisory issued by the Government of Canada, Management will make every attempt to notify any staff that are away on travel that they are required to make reasonable efforts return home in a timely manner. Staff will be given 48hrs from notification to make return home arrangements. If staff choose to not return home in a timely manner or if they choose to travel contrary to a travel advisory the compensation for self-isolation will be subject to the discretion of the Chief Administrative Officer or such other person(s) and the Municipality may designate.

Note: Reference to the CAO includes such person(s) as the Municipality may designate if the CAO is unavailable or unable to act.