

The Corporation of the Municipality of Brockton



By-Law 2020-039

Being a By-Law to Amend the Municipality of Brockton's Pandemic Policies By-Law.

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 **amend By-Law 2020-031 adopting policies relating to the pandemic to protect the health and safety of our employees to adopt an amended policy, and further adopt a tenth (10th) and eleventh (11th) policy;**

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; **an amended** 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; a Pandemic Absence from Work Policy as contained in the attached Schedule "I" to this By-Law; **a Pandemic Workplace Disinfecting Policy as contained in the attached Schedule "J" to this By-Law; and a Pandemic Incoming Document Handling Policy as contained in the attached Schedule "K" to this By-Law.**
- 2.0 This By-Law shall come into full force and effect upon final passage.
- 3.0 That By-Law 2020-031 be hereby amended.
- 4.0 This By-Law may be cited as the "Amend Pandemic Policies By-Law".

Read, Enacted, Signed and Sealed this 7th day of April, 2020.

Mayor – Chris Peabody

Clerk – Fiona Hamilton

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:	April 7, 2020
Authority:	By-Law 2020-031, Amended by By-law 2020-039		

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.

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/or difficulties breathing especially if** any of the following **are true** 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

Pandemic Workplace Disinfecting Policy

Department:	Municipal Office Staff	Policy Number:	P03-1010-20
Section:	Emergency Planning	Effective Date:	April 7, 2020
Subject:	Pandemic Workplace Disinfecting	Revised Date:	
Authority:	By-Law 2020-039, related to By-Law 2020-031		

1. Policy Statement

The Municipality of Brockton has adopted this policy to ensure the ongoing health and safety of our employees, and to provide a safe and healthy working environment during a pandemic situation. Municipality of Brockton will ensure that our work environments are maintained in a clean and organized fashion as to minimize hazards to our employees.

2. Procedures

The Municipality of Brockton work spaces shall be maintained in a clean and organized manner in order to ensure employees are working in a safe and healthy work environment. Desk areas should be cleared of papers and documents at the end of the day to ensure proper cleaning. Work surfaces must be disinfected on a regular basis to eliminate dirt and the spread of germs. Maintenance staff will attend to facilities based on a regular schedule while staff are present. All employees are required to perform regular handwashing and take precautions as per Ministry of Health Guidelines and as directed by the Supervisor.

The following steps are to be followed:

- Clean visibly soiled surfaces before disinfecting.
- Wear appropriate personal protective equipment when in contact with chemical solutions, and where specified by the manufacturer.
- If necessary, prepare solutions for cleaning and disinfection daily. It is important that proper strengths of disinfectant solutions are used.
- Follow the manufacturer's instructions for the safe and proper application of specific cleaning and disinfecting products.
- Ensure copies of SDS sheets are provided to the Clerical Assistant before using any controlled substance. Ensure all WHMIS protocols including any information found on the SDS for the cleaning solution are being followed.
- Electronic surfaces will need to be wiped down with a paper towel that has been treated with the disinfectant, do not spray the disinfectant directly on the electronic surface.
- Ensure daily disinfecting of surfaces and objects that are touched often. Items that require daily disinfecting include, but are not limited to:

- Desks
- Countertops
- Doorknobs
- Bathrooms
- Faucet handles

Individual Employees should ensure desk areas and workspaces are cleaned daily with the appropriate disinfectant as noted above to prevent cross contamination of workspaces:

- Computer keyboards and mouse
- Phones
- Chair arms
- Desk top appliances (stapler, tape dispenser, stamps etc.)

Maintenance staff will complete the attached “Cleaning, Sterilizing and Inspection Record” as all facilities are maintained.

Shared work spaces are to be disinfected as follows:

Kitchen/Lunch Room

Please refer to the Pandemic Social Distancing Policy to ensure a safe distance is maintained. Every person is responsible for disinfecting surfaces they have come into contact with, after they are done. This includes, but is not limited to the:

- Coffee maker
- Water cooler
- Refrigerator
- Kettle
- Toaster
- Cupboards/drawer handles
- Counter top and sink and tap handles
- Dishwasher

Copiers

Please refer to the Pandemic Social Distancing Policy to ensure a safe distance is maintained. Everyone is responsible for disinfecting the following items immediately after each use:

- Printer/Copier
- Folder stuffer machine
- Desktop appliances (stapler, tape dispenser, stamps etc.)
- Paper cutter
- Mail machine

Meeting Room

While in person meetings are only to be held when absolutely necessary all desks, table tops are to be disinfected afterwards. Ensure any electronic equipment used is also disinfected.

Co-Workers Workstations

Everyone is discouraged from sharing or using other co-workers workstations. This includes picking up the phone, using the computer, borrowing pens, pencils, staplers etc. Should this occur ensure the workstation or items are disinfected.

Door Operations

Employees are required to work towards a hands-free environment as much as possible. Ensure a barrier between themselves and door handles when opening a door. This barrier can include gloves, paper towel, disinfectant wipe, etc. Where a barrier is not available, you should disinfect the door handles and your hands immediately.

Front Foyer

Is open to the public and should be thoroughly disinfected on a regular daily basis. Including door handles, walkie-talkie etc. No municipal staff person should be in the foyer area with a member of the public present.

Shared Washrooms

Employees are required to work towards a hands-free environment as much as possible. Ensure a barrier between themselves and door handles, taps, handles etc. This barrier can include gloves, paper towel, disinfectant wipe, etc. Where a barrier is not available, you should disinfect the door handles and your hands immediately.



Cleaning, Sterilizing and Inspection Record

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Pandemic Incoming Document Handling Policy

Department:	All Municipal Staff	Policy Number:	P03-1011-20
Section:	Emergency Planning	Effective Date:	April 7, 2020
Subject:	Pandemic Document Handling	Revised Date:	
Authority:	By-Law 2020-039, related to By-Law 2020-031		

1. Purpose

Provide a clear direction for Municipal staff to ensure proper document handling during a Pandemic.

2. Procedure

The following process will be required at all facilities accepting documents of any nature including paper documents, money, envelopes, courier packages etc.

1. Three separate boxes will be established with a label as outlined below:
 - a. "Day 1 box" – won't be used again until Day 4
 - b. "Day 2 box" – won't be used again until Day 5
 - c. "Day 3 box" – won't be used again until Day 6.
2. Staff Put on Personal Protective Equipment i.e. gloves
3. Throughout the day the Drop box and building permit drop box will be emptied with gloves and deposited into the cardboard box for the appropriate day.
4. The box shall be closed at end of day and not opened until the date noted.
5. All mail will be placed directly into a cardboard box
 - a. With a Dry Erase marker, write the current date that the mail was collected and the date the mail can be opened on the laminated sheet on the box
 - b. At the end of the day, wearing gloves place the entire box in the vault as it may contain bill payments
 - c. On the date in which the mail is to be opened, have a fresh pair of gloves on to open the mail. Process payments in Keystone as of the date it was originally received.
6. Each box should have a big enough label on the front to indicate the day of the mail (to allow for continuous labelling), strike out when removed and on the next use of the box write on the label the date again – continue this process until no longer required.