

The Corporation of the Municipality of Brockton



By-Law 2020-068

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 2020-039 adopting policies relating to the pandemic to protect the health and safety of our employees to adopt amended policies;**

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 Tool as part of the 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; **an amended 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; **an amended 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 2020-036 be hereby amended.
- 4.0 This By-Law may be cited as the "Amend Pandemic Policies By-Law".

Read, Enacted, Signed and Sealed this 9th day of June, 2020.

Mayor – Chris Peabody

Clerk – Fiona Hamilton



Self-Screening Assessment Tool for COVID-19

Name: _____

Date: _____

Contact Number: _____

ASK the following Screening Questions:

1. Do you have a confirmed case of COVID-19 or any of the symptoms of acute respiratory illness (fever/feverish; new or existing cough, chronic cough, shortness of breath or difficulty breathing)?

Circle: Yes No

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

Circle: Yes No

3. Have you had close contact with a person with acute respiratory illness who has been outside Canada in the last 14 days?

Circle: Yes No

4. Do you have two (2) or more of the following symptoms (each bullet represents one (1) symptom):

- Sore throat
- Hoarse voice
- Difficulty swallowing
- Decrease or loss of sense of taste or smell
- Chills
- Headaches
- Unexplained fatigue/malaise
- Diarrhea
- Abdominal pain
- Nausea/vomiting
- Pink eye (conjunctivitis)
- Runny nose/sneezing without other known cause
- Nasal congestion without other known cause

Circle: Yes No



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

Circle: Yes No

6. If you are over the age of 65, have you experienced any of the following symptoms:

- Delirium
- Unexplained or increased number of falls
- Acute functional decline
- Worsening of chronic conditions

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. Do not enter your workplace and 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 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:	June 9, 2020
Authority:	By-Law 2020-031, By-Law 2020-068		

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, or show symptoms) are NOT to report to work. Employees will be paid according to the established Non-Union Personnel 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 or are cleared by a medical practitioner to 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 an employee or member of the public becomes a probable case and there are employees that may have had close contact or have been exposed in the course of their work duties that have been identified by the Health Unit to self-isolate.

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 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:	June 9, 2020
Authority:	By-Law 2020-031, By-Law 2020-068		

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 or member of the public becomes a probable case and there is an employee that may have had close contact or have been exposed in the course of their work duties that have been identified by the Health Unit to self-isolate, Brockton will continue to compensate the exposed employee as per their employment agreement. Those employees that can continue to work from home during 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 to return home in a timely manner. Staff will be given 48 hours 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.