

The Corporation of the Municipality of Brockton



By-Law 2020-076

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 2020-068 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; a 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 **an amended 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 2020-068 be hereby amended.
- 4.0 This By-Law may be cited as the "Amend Pandemic Policies By-Law".

Read, Enacted, Signed and Sealed this 23rd day of June, 2020.

Mayor – Chris Peabody

Clerk – Fiona Hamilton

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:	June 23, 2020
Authority:	By-Law 2020-039, related to By-Law 2020-031, amended by By-Law 2020-076		

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~~ **Two** separate boxes and will hold documents for 24 hours ~~will be established with a label as outlined below:~~
 - a. "Day 1 box" – ~~Open the following business day won't be used again until Day 4~~
 - b. "Day 2 box" – ~~Open the following business day 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 **OR ensure proper hand washing/sanitize immediately after touching mail.**
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 notified~~ **following business day.**
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.