

The Corporation of the Municipality of Brockton



By-Law 2020-085

Being a By-Law to Adopt a Cleaning and Disinfection Policy 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 wishes to adopt a Cleaning and Disinfection Policy is to set clear and reasonable expectations with regards to cleaning and disinfection of the workplaces owned and operated by the Municipality of Brockton for the protection of its workers;

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 Cleaning and Disinfection Policy as contained in the attached Schedule "A" 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 Cleaning and Disinfection Policy By-Law".

Read, Enacted, Signed and Sealed this 11th day of August, 2020.

Mayor – Chris Peabody

Clerk – Fiona Hamilton

Cleaning and Disinfection Policy

Department:	All Departments	Policy Number:	A20-0100-20
Section:	Administration	Effective Date:	August 11, 2020
Subject:	Cleaning and Disinfection	Revised Date:	
Authority:	By-Law 2020-085		

1. Purpose

The purpose of this procedure is to set clear and reasonable expectations with regards to cleaning and disinfection of the workplaces owned and operated by the Municipality of Brockton for the protection of its workers.

2. Responsibility

- 2.1.** It is the responsibility of all employees to know, understand and follow this procedure.
- 2.2.** It is the responsibility of supervisors to ensure this procedure is implemented followed in each workplace.
- 2.3.** It is the responsibility of senior managers to assess the workplaces that their employees work in and apply the correct procedure with regards to that workplace.

3. Procedure

- 3.1.** Workplaces will be assessed and placed into one of the following seven categories. Please note that if portions of a building can be controlled with regards to access by the public then portions of a building may be assigned different categories based on the use of these areas.
- 3.2. Buildings open to the public that have a high volume of public traffic** will include any building that has a steady changeover of public patrons over business hours. These workplaces will be assessed based on all times open to the public as well as rentals but will not include large special events unless those events are scheduled regularly i.e. weekly.
 - 3.2.1.** These buildings will require disinfection daily, throughout the building. Disinfection will be completed according to manufacturer's instruction with the bioxy+ fogging equipment. Documentation of the daily disinfection shall be kept.
 - 3.2.2.** Disinfection should be done at the end of the day so alternate arrangements can be made under special circumstances. Disinfection can be done in the morning under special circumstances or if it has been scheduled in order to allow that the disinfection process shall be completed before the building becomes open to the public that day.

3.2.3. High touch surfaces touched by the public will be identified and disinfected twice daily by cleaning with an approved disinfectant. Documentation of the twice daily cleanings shall be kept.

3.2.4. Washrooms within these buildings will be cleaned and disinfected twice daily with an approved disinfectant. Documentation of the disinfection shall be kept.

3.3. Buildings open to the public that have a medium volume of public traffic will include any building that has a moderate changeover of public patrons throughout business hours. These buildings will also include buildings that do not have a steady changeover of public but do hold special events that include large numbers of the public over short periods of time.

3.3.1. These buildings will require disinfection weekly, throughout the building, based on standard use and occupation by the public. Disinfection will be completed according to manufacturer's instruction with the bioxy+ fogging equipment. Documentation of the disinfection shall be kept.

3.3.2. Buildings that have hosted an event shall be disinfected after each event, before the next scheduled entry into the building. Documentation of the disinfection shall be kept. If the event continues beyond 1 day then the building will be considered a high volume of public traffic building and 3.2 procedures will be followed for the duration of the event.

3.3.3. High touch surfaces will be identified and disinfected twice daily. Buildings that are not continually open to the public will have high touch surfaces disinfected after each change in group use. When there is an event the high touch surface will be disinfected after the event before the next scheduled use of the building. Multi day events will be considered high traffic and 3.2 procedures will be followed with regards to high touch surfaces.

3.3.4. Washrooms within these buildings will be cleaned and disinfected twice daily with an approved disinfectant. Documentation of the disinfection shall be kept. Buildings that are not continually open to the public will have washrooms cleaned and disinfected after each change in group use and after each event. Multi day events will be considered high traffic and 3.2 procedures will be followed with regards to washroom disinfection.

3.4. Buildings open to the public that have a low volume of public traffic will include any building that has a minimal changeover of public patrons throughout business hours. These buildings will also include buildings that hold special events that include large numbers of the public over short periods of time.

3.4.1. These buildings will require disinfection bi-weekly, throughout the building, based on standard use and occupation by the public. If the period of time between entries by the public exceeds the 2 week period then the building can

be treated as being closed to the public and the 3.5 procedures for disinfection can be followed. Disinfection will be completed according to manufacturer's instruction with the bioxy+ fogging equipment. Documentation of the disinfection shall be kept.

3.4.2. If a low volume of public traffic building holds an event then 3.3 procedures will be followed with regards to disinfection after an event.

3.4.3. High touch surfaces in low volume of public traffic buildings will be identified and disinfected daily. Documentation of the disinfection shall be kept.

3.4.4. Washrooms in low volume of public traffic buildings will be cleaned and disinfected daily. Documentation of the disinfection shall be kept.

3.5. Buildings closed to the public will include buildings that are signed and identified as buildings that only Municipal employees are allowed entry into.

3.5.1. These buildings will require disinfection monthly, throughout the building, based on the protection of our employees. Disinfection will be completed according to manufacturer's instruction with the bioxy+ fogging equipment. Documentation of the disinfection shall be kept.

3.5.2. High touch surfaces will be identified and disinfected daily. Disinfection of surfaces should also be completed after any employee meeting, training or get together. Documentation of the disinfection shall be kept.

3.5.3. Washrooms in buildings closed to the public should be cleaned and disinfected daily. Documentation of the disinfection shall be kept.

3.6. Vehicles shared by multiple employees and used on a regular basis will include any municipally owned vehicle that could have different staff either as a driver or as multiple passengers within it and are used for work purposes daily.

3.6.1. These vehicles will require disinfection throughout the vehicle weekly based on the protection of our employees. Disinfection will be completed according to manufacturer's instruction with the bioxy+ fogging equipment. Documentation of the disinfection shall be kept.

3.6.2. High touch surfaces will be identified and disinfected daily and at each change of driver. Disinfection of the high touch surfaces of the vehicle will be the responsibility of the driver.

3.7. Vehicles assigned to a specific employee or used on a non-regular basis will include all municipally owned vehicles that will not have multiple employees/drivers in it or will have multiple employees in it but are not used for everyday work.

3.7.1. These vehicles will require disinfection throughout the vehicle monthly based on

the protection of our employees. Where applicable this monthly schedule will only apply during seasons where the equipment is in service. Disinfection will be completed according to manufacturer's instruction with the bioxy+ fogging equipment. Documentation of the disinfection shall be kept.

- 3.7.2. High touch surfaces will be identified and disinfected at the end of each day. High touch surfaces will be disinfected after each use for vehicles used on a non-regular basis. Disinfection in either case will be the responsibility of the driver.

4. Safety Procedures:

Manufacturers instructions should be followed with regards to any PPE needed during fogging disinfection procedures. All disinfection shall be completed at an appropriate physical distance and hands shall be washed or sanitized as applicable immediately after any disinfection procedure is performed.