

The Corporation of the Municipality of Brockton



By-Law 2020-084

Being a By-Law to Amend the Pandemic Meetings with Customers/Contractors/Consultants 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 is currently affected by the COVID-19 pandemic, and wishes to adopt a Pandemic Meetings with Customers/Contractors/Consultants Policy to provide a safe and healthy work environment during a pandemic to avoid exposure and minimize contact so to eliminate or reduce the risk of transmission of the virus;

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 amends the Pandemic Meetings with Customers/Contractors/Consultants 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 By-Law 2020-067 is hereby amended.
- 4.0 This By-Law may be cited as the "Amend Pandemic Meetings with Customers/Contractors/Consultants Policy By-Law".

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

Mayor – Chris Peabody

Clerk – Fiona Hamilton

Pandemic Meetings with Customers/Contractors/Consultants Policy

Department:	All Municipal Staff and Councillors	Policy Number:	P03-1013-20
Section:	Emergency Planning	Effective Date:	June 9, 2020
Subject:	Pandemic Meetings with Customers/Contractors/Consultants Policy		
Authority:	By-Law 2020-067, By-Law 2020-084	Revised Date	August 11, 2020

1. Policy Statement

The Municipality of Brockton has adopted this policy to provide a safe and healthy work environment during a pandemic to avoid exposure and minimize contact so to eliminate or reduce the risk of transmission of the virus.

2. Definitions

Mask/Face Covering - a medical mask or a non-medical mask or other items used to cover the face such as a bandana, a scarf or cloth that covers the mouth, nose and chin ensuring a barrier that limits the transmission of infectious respiratory droplets.

3. Procedures

All departments shall follow Provincial Guidelines in relation to the use of masks and face coverings for their respective departments should they deviate from this policy.

Where possible staff will limit physical contact or exposure to customers/contractors/consultants. Postpone all non-essential face-to-face appointments. Encourage all communication when possible, to be conducted over the telephone and/or via virtual/video meetings.

If direct contact is essential and cannot be avoided, then staff are encouraged to meet with customers/contractors/consultants behind Plexiglas that extends to the walls and ceiling as a complete barrier. In this situation staff will not need to wear a mask/face covering.

Posters will be hung in the main entrance instructing the following procedures: everyone will be required to use hand sanitizer and/or wash their hands with soap and water, practice physical distancing, wear a mask/face covering and instructed to conduct a self-screening test to protect the workers and visitors.

If the customers/contractors/consultants do not have a mask/face covering, staff will offer them a disposable mask before serving them.

If a customers/contractors/consultants is seen removing their mask/face covering while inside a municipal building, staff will give them a verbal reminder of our request that he/she wear a mask/face covering.

If customers/contractors/consultants must enter the building, there will be only one entry point **as designated by management**.

Prior to conducting meetings within **municipal** buildings, customers/contractors/consultants will be asked to take the self screening assessment and may be asked to sign a form stating that they have done so. If they cannot pass the self screening assessment they will be asked not to enter the building and will be offered services using alternate arrangements.

Staff must avoid all close physical contact such as handshakes and hugs.

Hand sanitizer and/or soap and water will be made available and instructed to be used by both customers/contractors/consultants and staff.

If direct contact **with customers/contractors/consultants** is essential and cannot be avoided, then **both staff and customers/contractors/consultants must wear a disposable mask or reusable face covering unless exempt in which case alternate arrangements will be made. Staff will follow the procedures in SOP-45 Working in close proximity and SOP-46 Care and Use of Face Coverings. Staff must** conduct meetings in a designated area that allows maximum physical distancing with a minimum of 6 feet.

After customers/contractors/consultants exit the building, staff will disinfect the areas in which there was contact such as tables, door knobs, counter, staplers, stamps, pens etc.

Before returning back to your workstation after a meeting, staff are required to wash and/or sanitize their hands **and properly dispose of the mask/face covering following the procedures in SOP-46 Care and Use of Face Coverings**.

Mask/Face Covering Exemptions

Members of the public and staff may be exempt from wearing a mask/face covering. Self-declaration/parental declaration is sufficient in order to be exempt from wearing mask/face covering. Exemptions from wearing a mask/face covering include the following reasons:

- The Person is a child under the age of 2 years; or a child under the age of 5 years either chronologically or developmentally and he or she refuses to wear a face covering and cannot be persuaded to do so by their caregiver;
- The Person is incapacitated and unable to remove their mask/face covering without assistance;
- Wearing a Face Covering would inhibit the Person's ability to breathe in any way;
- For any other medical reason, the Person cannot safely wear a Face Covering such as, but not limited to, respiratory disease, cognitive difficulties or difficulties in hearing or processing information;
- The obligation to provide reasonable accommodation under the Ontario Human Rights Code requires exemption from this order/requirement;
- For any reason with expressed permission from the Chief Administrative Officer or Department Head.

Pandemic Meetings with Customers/Contractors/Consultants Policy

Appendix A – Scripted Wording

Staff may use this scripted wording for verbal reminders to the public:

- A) Persons entering the building not wearing a mask and/or persons seen to be removing their mask once inside:

Staff will offer a mask and use the wording - “Based on the order of the Medical Officer of Health I am required to remind you that every person entering the premises should be wearing a face covering or mask.”

- B) Persons complaining that we are required to take some sort of action if someone is not wearing a mask:

Staff may use the wording - “Based on the order of the Medical Officer of Health owners/operators are not to turn patrons away for not wearing a mask. Members of the public are not required to provide proof of an exemption from wearing a mask. I have offered a mask and I have reminded them of the order requesting that they wear a mask.