

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 2020-076 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 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; **rescinds the Pandemic Absence from Work Policy formerly attached as Schedule "I" to By-Law 2020-076;** a Pandemic Workplace Disinfecting Policy as contained in the attached Schedule "J" to this By-Law; an Pandemic Incoming Document Handling Policy as contained in the attached Schedule "K" to this By-Law; **and a Pandemic Travel Advisory Policy as contained in the attached Schedule "L" to this By-Law.**
- 2.0 This By-Law shall come into full force and effect upon final passage.
- 3.0 That By-Law 2020-076 be hereby amended and further that the Absence from Work Policy be rescinded.
- 4.0 This By-Law may be cited as the "Amend Pandemic Policies By-Law".

Read, Enacted, Signed and Sealed this 11th day of May, 2021.

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 May 11, 2021
Authority:	By-Law 2020-031, Amended by By-law 2020-039, By-Law 2021-068		

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 Pandemic Sick Leave/Short-Term Disability Policy.
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

Municipality of Brockton Employee/Contractor

Pre-screening Health Declaration Form (COVID-19)

Name: _____

Department:

- Admin
- Roads
- Operations
- Other

Customers or contractors only:

Reason for Visit: _____

Staff member authorizing Visit: _____

This pre-screening measure is intended to determine whether you are likely to have been exposed to COVID-19. Please complete this form before every scheduled shift before entering the workplace. To ensure the continuing safety of employees, clients, customers, and the public, no employee may report to work without completing this form.

Following the successful completion of this form, you may be required to complete a temperature check.

I declare that:

- I have not had a doctor, health care provider, or public health unit tell me that I should currently be isolating (staying at home).
- In the last 14 days, I have not been identified as a “close contact” of someone who currently has COVID-19.
- In the last 14 days, I have not received a COVID Alert exposure notification on my cell phone.
- I have not travelled outside of Canada in the past 14 days.

I declare I am not currently experiencing any new or worsening symptoms or signs. Symptoms should not be chronic or related to other known causes or conditions.

<input type="checkbox"/>	Fever and/or chills	Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher
<input type="checkbox"/>	Cough or barking cough (croup)	Not related to asthma, post-infectious reactive airways, COPD, or other known causes or conditions you already have
<input type="checkbox"/>	Shortness of breath	Not related to asthma or other known causes or conditions you already have

<input type="checkbox"/>	Sore throat	Not related to seasonal allergies, acid reflux, or other known causes or conditions you already have
<input type="checkbox"/>	Difficulty swallowing	Painful swallowing not related to other known causes or conditions you already have
<input type="checkbox"/>	Decrease or loss of smell or taste	Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have
<input type="checkbox"/>	Pink eye	Conjunctivitis not related to reoccurring styes or other known causes or conditions you already have
<input type="checkbox"/>	Runny or stuffy/congested nose	Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions you already have
<input type="checkbox"/>	Headache	Unusual, long-lasting not related to tension-type headaches, chronic migraines, or other known causes or conditions you already have
<input type="checkbox"/>	Digestive issues like nausea/vomiting, diarrhea, stomach pain	Not related to irritable bowel syndrome, menstrual cramps, or other known causes or conditions you already have
<input type="checkbox"/>	Muscle aches	Unusual, long-lasting (not related to a sudden injury, fibromyalgia, or other known causes or conditions you already have)
<input type="checkbox"/>	Extreme tiredness	Unusual, fatigue, lack of energy (not related to depression, insomnia, thyroid dysfunction, or other known causes or conditions you already have)
<input type="checkbox"/>	Falling down often	For older people

Please submit this completed form for review.

If all of the items have been checked off, you may proceed to work. If you begin to experience symptoms during working hours, please report this to your manager immediately.

If any item of the items has not been checked off, you will not be permitted to report to work and please contact your immediate supervisor or manager for further direction. If you experience any symptoms, you should contact the appropriate health authority to determine how to seek medical care safely.

This is a reminder to adhere to the safe distancing rules, wear your required personal protective equipment, and practice safe hygiene.

I, the undersigned, confirm that I have completed this form in good faith and certify that all information in this form is true and correct to the best of my knowledge. I understand that reporting to work if I have been potentially exposed to COVID-19 poses a grave risk to the health and wellness of others.

Signature

Today's date

Pandemic Sick Leave/Short-Term Disability Policy

Department:	All Municipal Employees	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 May 11, 2021
Authority:	By-Law 2020-031, By-Law 2020-068, By-Law 2021-068		

1. Reference Policy

Non-Union Personal Policy (Sick Leave/Short Term Disability) – H00-2006-03

2. 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) are NOT to report to work.

Employees must report all illness or sick days to their supervisor as soon as possible.

Isolation – Covid Protocol:

1. Self-isolation *NOT* contracted at workplace (asymptomatic):

a. If a full-time employee has been directed by the local health authority, or medical practitioner to self-isolate due to close contact exposure, the employee shall complete the following steps:

- i. Notify supervisor.
- ii. Contact Public Health for further direction.
- iii. Contact Human Resources to begin the Short-term Disability (STD) application process.

*All employees are being asked to begin the application at the time of self-isolation, to avoid any delays in the approval process. Submitting the application does not require employees to receive STD, until required.

iv. Asymptomatic isolation period, the employee shall proceed with following options:

- Continue working if your position allows you the ability to work from home.
- If you are unable to work from home employees shall use in the following order:
 - Use any Sick/Personal days available.
 - Upon written request, employees may obtain approval to use any

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- Overtime hours available.
 - Upon written request, employees may obtain approval to use any vacation hours available.
 - v. If the asymptomatic employee changes to symptomatic, the employee shall:
 - Notify Supervisor and Human Resources of the change of their situation
 - Once the qualifying period has been met, the employee should begin to receive STD
 - If the employee has outstanding Sick Time and/or overtime, they may make a written request to their supervisor to utilize this time before receiving STD payments.
- 2. Self-isolation **NOT** contracted at workplace (symptomatic):**
- a. If a full-time employee cannot pass the Pre-Screening Health Declaration Form or has been directed by the local health authority, or medical practitioner to self-isolate due to COVID-19 symptoms, the employee shall complete the following steps:
 - i. Notify supervisor.
 - ii. Contact Public Health for further direction.
 - iii. Contact Human Resources to begin the Short-term Disability (STD) application process.
*All employees are being asked to begin the application at the time of self-isolation, to avoid any delays in the approval process. Submitting the application does not require the employee to receive STD, until required.
 - iv. Symptomatic Isolation period, the employee shall proceed with following options:
 - If healthy, continue working if your position allows you the ability to work from home.
 - Use three Sick/Personal days as part of the qualifying period.
 - The employee should begin to receive STD.
 - If the employee has outstanding Sick Time and/or Overtime, they may make a written request to their supervisor to utilize this time before receiving STD payments.
- 3. Self-isolation contracted at workplace:**
- a. If an employee 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.

Return to Work

The municipality of Brockton will follow all Public Health guidelines and Short-Term Disability decisions regarding returning employees safely to work. If an employee requires accommodation in

order to return to work the Municipality of Brockton will follow Return to Work Procedure H10-0610-16.

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, may be required for any absence of more than the accepted guidelines for self-isolation. Failure to produce the required medical form may result in the uncertified days of absence being charged as leave without pay.

Pandemic Travel Advisory Policy

Department:	All Municipal Staff	Policy Number:	P03-1000-21
Section:	Emergency Planning	Effective Date:	May 11, 2021
Subject:	Pandemic Travel Advisory Policy	Revised Date:	
Authority:	By-Law 2021-068		

1. Policy Statement

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.