

CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

BY-LAW NO. 21-626

Being a by-law to adopt a Pandemic Plan for the Township of South Algonquin

WHEREAS Section 8(1) of the Municipal Act, S.O. 2001, as amended, states that the powers of a Township under this or any other Act shall be interpreted broadly so as to confer broad authority on a Township to enable it to govern its affairs as it considers appropriate and to enhance the Township's ability to respond to municipal issues; and

WHEREAS Municipal Council deems it to provide a safe and healthy work environment for employees and visitors;

NOW THEREFORE the Council of the Corporation of the Township of South Algonquin enacts the policies as follows:

1. The Cleaning of Outhouses Policy, HS 008-00 and forming part of the by-law is hereby adopted.
2. The Wearing of Face Masks Policy, HS 009-01 and forming part of the by-law is hereby adopted.
3. The Facility User Protocols for Covid-19 Policy, HS 010-00 and forming part of the by-law is hereby adopted.

AND FURTHER that this By-Law, when passed, takes precedence over all previous by-laws/policies or resolutions with respect to the matters contained herein and shall come into force and effect on the day of its passing.

COPY

READ A FIRST AND SECOND TIME this 13th, day January 2021.

Jane A. E. Dumas, Mayor

Holly Hayes, CAO/Clerk-Treasurer

READ A THIRD TIME AND PASSED AND ENACTED this 13th, day January 2021.

Jane A. E. Dumas, Mayor

Holly Hayes, CAO/Clerk-Treasurer



Township of South Algonquin

COVID-19 Response Plan

Effective: March 17, 2020

Update 1; April 6, 2020

Update 2; June 19, 2020

Update 3; December 23, 2020

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Covid-19 Safety Plan-Snapshot

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SECTION 1 – INTRODUCTION

COVID-19 has been identified as a specific hazard that could imminently disrupt the operations of Township of South Algonquin (Township), the health care system and society. It is a possible emergency for which appropriate planning is required to ensure all staff are equipped with the knowledge, skills and resources to respond and protect themselves, and to ensure the essential functions of the Service continue to operate. This Response Plan (Plan) was developed to assist the Township to remain operational in the face of a potential pandemic, as well as strengthen its ability to resume operations following a pandemic.

The Plan has been designed as one aspect of the broader emergency plan. It provides guidance to council and employees, and may serve as the plan for maintaining essential functions and services during a pandemic.

This Plan reflects current knowledge and available information. It will be reviewed and updated on a regular basis to ensure it remains aligned with national, provincial and local developments and reflects current knowledge on COVID-19. Discretion may be required in the implementation of the Plan depending on changing circumstances.

The goals of this pandemic response are to prevent infection transmission, minimize serious illness, and minimize disruption to operations as a result of a COVID-19 pandemic.

SECTION 2 – BACKGROUND ON COVID-19

The information contained in this section is reproduced from the World Health Organization (WHO):

2.1 The COVID-19 Virus

COVID-19 is the infectious disease caused by the most recently discovered coronavirus. This new virus was unknown before the outbreak began in Wuhan, China in December 2019.

The most common symptoms of COVID-19 are fever, tiredness, difficulty breathing and dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhea. These symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms and don't feel unwell. Most people (about 80%) recover from the disease without needing special treatment.

2.2 How Does COVID-19 Spread?

People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs, sneezes or exhales. These droplets land on objects and surfaces around the person. Other people

then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who sneezes, coughs out or exhales droplets. This is why it is important to stay more than 2 meters (6 feet) away from a person who is sick.

2.3 Providing Current Information

Information regarding the COVID-19 is developing, as it becomes available, we will convey clear, relevant information about the source and nature of the risk.

SECTION 3 – LEGAL OBLIGATIONS

3.1 Pursuant to the *Occupational Health and Safety Act* (OHSA), the Township, its supervisors and employees all have duties and responsibilities to control hazards in the workplace and ensure a safe working environment. The Township will continue to comply with and satisfy its obligations pursuant to the OHSA in the event of a potential COVID-19 pandemic, including its obligations with respect to:

- (a) the provision of information, instruction and supervision;
- (b) taking reasonable precautions for the protection of workers;
- (c) providing required equipment, material and protective devices;
- (d) reporting occupational illnesses; and
- (e) considering work refusals in accordance with the OHSA.

3.2 The Township will continue to comply with its obligations under the *Human Rights Code*, including its duty to accommodate.

SECTION 4 - PRE-PANDEMIC MITIGATION STRATEGIES AND CARE

4.1 All employees are encouraged to:

- (a) Regularly and thoroughly clean their hands with an alcohol-based (at least 60% alcohol) hand rub or wash them with soap and water for at least 20 seconds and dry hands with paper towels.
- (b) Maintain at least 2 metre (or 6 feet) distance between the employee and other people.
- (c) Avoid touching eyes, nose and mouth.
- (d) Ensure that they, and the people around them, follow good respiratory hygiene, including but not limited to covering their mouth and nose with

their bent elbow or tissue when they cough or sneeze and disposing of used tissues immediately.

- (e) Clean and disinfect frequently touched objects and surfaces.
 - (f) Avoid shaking hands with colleagues or customers.
- 4.2 Within the workplace, the Township may also implement social distancing measures, which include: modifying the frequency and type of face-to-face employee encounters (e.g. placing moratoriums on hand-shaking, substituting teleconferences for face-to-face meetings, staggering breaks, posting infection control guidelines); establishing flexible work hours or worksites (e.g. telecommuting); and promoting social distancing between employees and customers to maintain 6-foot spatial separation between individuals. Such measures will be communicated to employees in accordance with this Plan.
- 4.3 The Township will increase its cleaning operations, particularly of common areas and include, for example, surfaces of desks, phones and doorknobs.
- 4.4 All business travel shall be cancelled.

SECTION 5 – PANDEMIC RESPONSE TEAM

- COPY**
- 5.1 The Township's goal is to maintain operations and continuity to the extent possible during a pandemic.
- 5.2 The Township has designated a team of senior management personnel as the Pandemic Response Team, comprised of:
- (a) Holly Hayes, CAO/ Clerk Treasurer,
 - (b) Brian Ackney CEMC,
 - (c) Dave Gatley Works Superintendent and
 - (d) Tracy Cannon CEMC Alternate.
- 5.3 Each member of the Pandemic Response Team has also designated a back-up in the event that member becomes ill or is otherwise unable to perform their duties. Each member listed below will be an alternate for the corresponding list above.
- (a) Dave Gatley Works Superintendent
 - (b) Tracy Cannon CEMC Alternate
 - (c) Brian Ackney CEMC
 - (d) Adam Ziebarth Custodian

5.4 The role of the Pandemic Response Team is to:

- (a) monitor information related to the pandemic;
- (b) establish when the various steps of the Plan must be implemented, and whether any steps of the Plan need to be amended to address the unique nature of the pandemic threat;
- (c) determine how long the Plan will be kept in effect;
- (d) communicate with public health agencies, emergency responders and others as required in the event that an employee, client, customer or visitor is confirmed as having the virus, or is displaying symptoms;
- (e) confirm or define “High Risk Jurisdictions” on an ongoing basis for the purposes of notification under this Plan;
- (f) review the Township’s policies regarding paid and unpaid leaves of absence and determine whether any changes need to be made on a temporary or interim basis;
- (g) coordinate the distribution of information and materials to employees;
- (h) enact pre-pandemic mitigation strategies;
- (i) identify the essential functions or services of the Township which will be continued and how they will be carried out during the pandemic outbreak.
- (j) develop a plan for continued operations, in accordance with Section 9.

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SECTION 6 – SELF-IDENTIFICATION, NOTIFICATION AND TREATMENT

- 6.1 Employees who feel unwell or have symptoms of a respiratory illness of any kind should remain at home in isolation. If an employee has a fever, cough and difficulty breathing, the employee should call their local health authority and seek medical attention. The RCDHU has a self-assessment tool that can be found at [Coronavirus \(COVID-19\) self-assessment \(ontario.ca\)](https://www.ontario.ca/coronavirus), this tool should be used if you have been exposed to COVID-19 or have symptoms.
- 6.2 Employees should stay informed on the latest developments about COVID-19, and follow the advice of their healthcare provider, national and local public health authorities or the Township on how to protect themselves and others from COVID-19. In the event mandatory quarantines or other protective measures are required by health authorities, the CAO/Clerk Treasurer will issue an emergency communication to all employees.

- 6.3 Any employee who has recently travelled outside of the country, must immediately report to the CAO/Clerk Treasurer and the CEMC in her absence via email or telephone prior to returning to work for further instructions regarding whether or not a self-quarantine is required based on current direction from health authorities.
- 6.4 Any employee who has been in contact with someone who (i) has travelled outside of Canada and (ii) is exhibiting symptoms of, or tests positive for, COVID-19 must immediately notify CAO/Clerk Treasurer and the CEMC in her absence by email or telephone. Employees will be required to work remotely if possible, or go on a leave of absence for 14 days following such contact, and will be permitted to return to work only if they are not showing symptoms at the conclusion of that 14 day period.
- 6.5 Any employee who is planning travel, whether within Canada or outside of Canada, must contact CAO/Clerk Treasurer and the CEMC in her absence before returning to the workplace to ensure that they are informed of any updates to Township guidelines or changes to the jurisdictions considered as “high risk”.

SECTION 7 - EMPLOYEE ABSENCES

- 7.1 As part of its duties, the Response Team will develop a contingency plan for increased absenteeism within the Township's workforce.
- 7.2 Employees who are required to remain at home who are not able to work from home will be on an unpaid leave, unless they are eligible for sick leave, or have other paid leaves available to them. The Township and Province may make additional paid leaves available to employees for the purposes of the pandemic, which will be communicated to employees.

SECTION 8 – VISITORS [CUSTOMERS, CLIENTS]

- 8.1 All members of the public will be asked to decline attending the workplace if they develop any flu-like or respiratory illness symptoms, or if they have been in a “High Risk Jurisdiction” in the 14 day period that precedes their visit.
- 8.2 All members of the public are encouraged to contact employees of the Township by e-mail or telephone, instead of through a physical visit. Members of the public can be offered participation through audio conference for those who cannot attend in person.

SECTION 9 – COMMUNICATIONS

- 9.1 The CAO/Clerk Treasurer will work with the CEMC on all communication strategies, including the use of appropriate channels for dissemination, and coordinate the production of materials for internal and external

communications, including those for social media, media relations and mass communications, the CEMC can also act as spokesperson.

- 9.2 In the event emergency communications are necessary, they will be communicated by CAO/Clerk Treasurer via memo to employees.
- 9.3 Signage promoting hand hygiene, cough and sneeze etiquette, proper use of Personal Protective Equipment (PPE) and social distancing will be posted throughout the workplace as applicable.
- 9.4 The CAO/Clerk Treasurer and CEMC will work with the Response Team to ensure that the Township's Pandemic Response Plan is communicated and implemented in the workplace. Messaging and risk communications during an emerging infectious disease or pandemic will be conducted by the CEMC. During a pandemic response, all communications will be approved by the Mayor and CAO/Clerk Treasurer.
- 9.5 The CAO/Clerk and CEMC will determine strategies for internal and external communication and for media. Other individuals shall refrain from *ad hoc* or spontaneous comments or communications, as contradictory or unclear information can create confusion and detract from the Response Plan. Communications will be as warranted and will be carried out in a controlled fashion only by designated spokespersons and using official channels.
- 9.6 **Privacy and Confidentiality**
- When addressing requests for information in the event of a pandemic response, it is important to consider issues of privacy and confidentiality. Depending on the situation, confidentiality may be required by statutes, regulations, policies or contracts.

Before responding to any requests for disclosure of information or providing such information to anyone, consult with a member of the pandemic response team. This includes requests for information from police, government officials or media. If disclosure is made, CAO/Clerk Treasurer should be informed immediately.

Nothing in this section prohibits the release of personal information of any person to police or other government officials if the purpose is to mitigate an imminent risk of harm to any person or significant damage to Township resources.

SECTION 10 –BUSINESS CONTINUITY

- 10.1 The Pandemic Response Team is responsible for developing contingencies for dealing with the impact a health emergency may have on the continued operation of the Township's business. This may involve the following considerations:

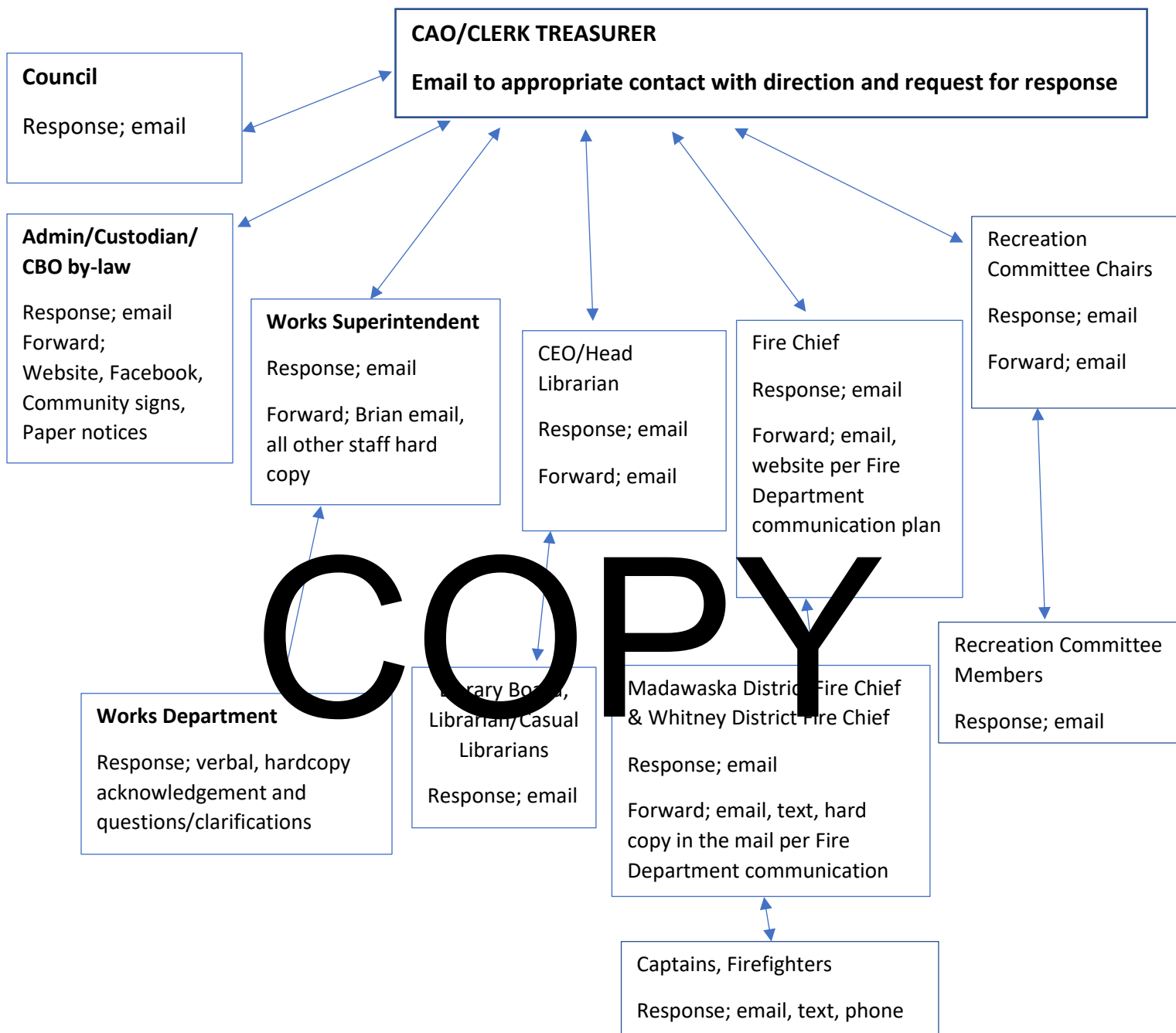
- (a) determining the core aspects of the business which must be carried on in order to sustain operations;
- (b) identifying the personnel systems, sites, supply methods, transportation requirements, utilities etc. that are required to maintain core functions;
- (c) identifying whether aspects of the operation would have to be closed temporarily;
- (d) developing, in conjunction with the Communications designate, plans for communicating to vendors, suppliers and customers;
- (e) identifying internal and external dependencies;
- (f) identifying essential positions and considering cross-training employees or training and drawing upon an ancillary workforce (for example, contractors or retirees);
- (g) identifying and planning for employees who may be at higher risk, for example pregnant women and employees with certain chronic conditions, and considering accommodations as necessary in accordance with human rights obligations;
- (h) determining in advance the level of absenteeism that can be tolerated before key business functions are affected and business operations must be changed;
- (i) maintaining a list of duties that employees can perform from home, as well as any equipment that may be necessary to perform those duties. Supervisors can then draw on this list to have those duties performed by employees from home should it become necessary;
- (j) considering how business activities can be modified to reduce face to face contact, for example by setting up meetings through teleconferencing rather than in person;
- (k) considering staggered work hours, flexible worksites, different work reporting structures or work assignments, telecommuting and reduced travel; and
- (l) ensuring communications and information technology infrastructures can accommodate a large number of employees working from home.

- (m) Waste Collection staff will not enter any enclosed building to retrieve waste.

PHASE 2 June 19, 2020

- a) Office staff starting to work from the office more regularly. Office closed to the public. (Office open to the public. Staff working from office and staff that shared small office space have been provide separate working areas.) Appointments are encouraged and are being scheduled so that only one member of the public in the office at one time.
- b) Building Department operational. Inspections scheduled with procedures; CBO/By-Law Enforcement Officer is not entering any occupied areas of buildings under construction including personal dwellings. Applicants may also be asked to answer brief, non-intrusive screening questions related to the COVID-19 health risks, and social distancing will be maintained.
- c) Planning Department, pursuant to the passing of Bill 189 (Coronavirus (Covid-19) Support & Protection Act (Apr. 14)) and O.Reg. 149/20 – Special Rules Relating to Declared Emergency (Apr. 15); no Committee of Adjustment Meetings were scheduled during this time (Lifted)
- d) Boardwalks, beaches and washroom facilities open. Signage erected.
- e) Outdoor recreational activities, such as Pickleball has resumed. Indoor recreational activities remain suspended. (Lifted with restrictions)
- f) Libraries offering services via website.

APPENDIX 1: COMMUNICATION PLAN



**CORPORATION OF THE TOWNSHIP
OF SOUTH ALGONQUIN**

SUBJECT:	WEARING OF FACE MASKS			
TYPE:	HEALTH AND SAFETY	POLICY NO. HS-009-01		
DATE: July 10, 2020	REVIEW DATE:	FREQUENCY: As Required	REL. BY-LAW: 20-	PAGE #: 3
Revisions				
October 7, 2020				

I. Purpose:

The purpose of this document is to formally outline the internal procedures to be followed to ensure an increased focus on health and safety when interacting with members of the public during the global COVID-19 pandemic.

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II. Scope:

The health and safety of Municipal staff and the general public is priority, and measures being taken through this Policy and Procedures are being done in compliance with requirements under the Emergency Management and Civil Protection Act and associated Regulations and public health directives issued by the Renfrew County and District Health Unit and the Government of Ontario. This Policy and Procedure applies to all individuals in the workplace who will have interactions with members of the public through services being offered.

III. Definition: “Enclosed Public Space” means indoor public spaces accessed by the public. Offices not open to the public including professional offices where clients receive services by appointment only are NOT considered an Enclosed Public Space.

1. Members of the public entering an enclosed public space will be asked to wear a face covering.
2. The following persons shall be exempt from wearing a face covering:
 - (a) a child who is under the age of 2 years old;
 - (b) a child between the ages of 3 and 5 who refuses to wear a face covering and cannot be persuaded to do so by their caregiver;

SUBJECT: WEARING OF FACE MASKS	POLICY NO: HS-009-01
DATE OF ISSUE/REVIEW DATE: July 10, 2020 October 7, 2020	Page 2 of 3

- (c) a person who is unable to put on or remove a face covering without assistance;
- (d) a person with a medical condition or other disability that inhibits their ability to wear a face covering, including persons who are reasonably accommodated pursuant to the (Ontario) Human Rights Code by not wearing a face covering;
- (e) a person whose ability to breathe in any way would be inhibited;
- (f) a person that cannot wear a mask/face covering or cannot cover the face for any religious reason;
- (g) employees or agents of the owner or operator of any enclosed public place within or behind a physical barrier or within an area designated for them and to which the general public is not invited;
- (h) any paramedic, fire fighter or police officer acting in the course of their duties.

No person shall be required to provide proof of any of the exemptions listed above.

3. if a member of the public is unable to wear a mask and wishes to meet with staff, they may be accommodated using a COVID safe method such as telephone or zoom
4. Clearly visible signage outlining the requirement to wear a mask will be posted noticeably at all entrances to the enclosed public place.
5. Municipal staff will encourage the public to wear a mask when entering a municipal facility and will continue to encourage during the duration of the visit.
6. Municipal Staff will wear a face covering when in common areas of their work space.
7. Municipal staff will wear a face covering when in a Township vehicle if there is more than one person in the vehicle.
8. Municipal staff will be provided disposable masks for their protection when functions of their job require them to visit enclosed public spaces.
9. A “face covering” shall mean a medical mask or non-medical mask or other face covering, including a bandana, scarf or other fabric or material that covers the nose, mouth and chin without gaping to create a barrier to limit the transmission of respiratory droplets.
10. This policy shall support a non-judgmental approach for those not wearing a mask/face covering. Kindness is important as some people may not be able to wear a mask/face covering.

SUBJECT: WEARING OF FACE MASKS	POLICY NO: HS-009-01
DATE OF ISSUE/REVIEW DATE: July 10, 2020 October 7, 2020	Page 3 of 3

By signing below, I confirm that I have read, understood and agree to abide by the terms and conditions of this undertaking.

(Employee Signature)

(Date)

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**CORPORATION OF THE TOWNSHIP
OF SOUTH ALGONQUIN**

SUBJECT:	FACILITY USER PROTOCOLS FOR COVID-19			
TYPE:	HEALTH AND SAFETY	POLICY NO. HS-010-00		
DATE: August 18, 2020	REVIEW DATE:	FREQUENCY: As Required	REL. BY-LAW: 20-	PAGE #:
Revisions				

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I. Overview:

The health, safety and well-being of our staff, facility users and community are of the utmost importance. Community centres support a wide range of local activity including both public and private functions. The community nature makes some places that are vulnerable to the spread of coronavirus (COVID-19).

II. Policy Brief & Purpose:

This policy includes measures we are actively taking to mitigate the spread of the COVID-19 virus. All facility users are asked to follow the measures outlined and use their best judgement to ensure a healthy and safe space when using Township facilities.

III. Scope:

This policy applies to all staff, volunteers and users of our facilities.

CORE PRINCIPLES TO SAFELY REOPEN FACILITIES

- Users and staff will follow COVID-19 related recommendations issued by Renfrew County and District Health Unit (RCDHU), which can be found at <https://www.rcdhu.com/>.
- To help decide which actions to take prior to approving a permitted activity, a **COVID-19 assessment should be completed by those requesting the use**, taking account of the core guidance on physically distancing and the points set out below; a simplified set of questions has been provided to help users consider the required aspects of managing a group within one of the facilities.

- Users of a facility have responsibility for managing risks arising from their own activities when they have control of premises and should understand protection measures relevant to their activity.

SOCIAL DISTANCING AND CAPACITY

- Measures should be in place to ensure all users of facilities follow the guidelines on distancing, including of 2 metres or 1 metre with risk mitigation (where 2 metres is not viable).
- The size and circumstance of the premises will determine the maximum number of people that can be accommodated while also facilitating social distancing. In defining the number of people that can reasonably follow 2 metres distancing (or 1 metre with risk mitigation), the total floorspace as well as likely pinch points and busy areas should be taken into account (e.g. entrances, exits) and where possible alternative or one-way routes introduced.
- Guidance provided by provincial government should be adhered to when available (for example indoor gatherings of less than 50 people and outdoor of less than 100 are permitted at the time of writing this policy but is likely to change in the future).
- Mask/face covering and a COVID-19 screening information page will be posted at the entrances to the facilities, users should re-confirm that they are present at all entrances and make participants as aware as possible of this information, (Attachment 1).
- Renters should consider what changes might be needed to ensure safe use of the building including:
 - **Making use of multiple exit and entry points:** to introduce a one-way flow in and out of the premises, with appropriate floor markings or signage. Any changes to entrances, exits and queues should take into account the need to make reasonable adjustments for those who need them, such as people with disabilities.
 - **Managing the arrival and departure times** of different groups so as to reduce the pressure at exits and entrances.
 - **Queue management:** the flow of groups in and out of the premises should be carefully controlled to reduce the risk of congestion. It may be necessary to introduce socially distanced queuing systems.
- The RCDHU COVID-19 Directive for Masks/Face Coverings should be followed in Township facilities and has been added to this policy as Attachment 2.
- Additional signage including wayfinding information can be found on the RCDHU website.
- Equipment must be cleaned and disinfected between user sets or at the end of a game.
- If the kitchen facility is being used all dishes must be washed, dried and put away. All food must be removed from the kitchen including any food in refrigerators. Food left will be thrown away.
- Clean hands often using soap and water, or alcohol based (70%) hand sanitizer.
- Users are required to leave the facility immediately after their facility rental.
- All users are required to sanitize their hands when entering the facility, sanitizers are available at entrances.
- Stay home if you are sick.

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• **SCREENING:**

- Screening questions will be posted at the entrance to facilities; users shall not enter if they answer yes to any of the screening questions.
- Users will provide administration staff with a session participant list that will include when the user entered and left the facility.
- The Questionnaire and Participant Tracking list can be emailed or a photo texted to administration staff following use of the facility.
- If you have recently returned from out of the country, you are to remain home for 14 calendar days and return to our facility only if you are fully asymptomatic. You will also be asked not to come into physical contact with any other staff members or facility users during this time.
- If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, please consider the safety of your community and stay at home. You will also be asked not to come into physical contact with any other staff members or facility users during this time.
- If you have a positive COVID-19 diagnosis, you can return to our facility *only after* you have fully recovered, with a doctor's note confirming your recovery.

Staff Protocols

- Staff commit to taking all protective measures.
- Staff will follow the direction provided by the RCDHU.
- Commonly touched surfaces will be cleaned after each facility rental.
- Staff will stay home if feeling ill.

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EVALUATION

COVID 19 has presented all of us with challenges we have never seen before. This policy will be monitored and changed according to Provincial and Federal Government guidelines and RCDHU. We will adjust any of the above policies as restrictions lessen and the changes are manageable.

Attachments;

1. Mask/face covering and a COVID-19 screening information page.
2. The RCDHU COVID-19 Directive for Masks/Face Coverings should be followed in Township facilities and has been added to this policy as Appendix A.
3. Risk Assessment Questionnaire.



COVID-19

Do you have any of the following?



Fever



Cough



Difficulty breathing



Sore throat, trouble swallowing



Runny nose



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Loss of taste or smell



Not feeling well



Nausea, vomiting, diarrhea



Have you been in close contact with someone who is sick or has confirmed COVID-19 in the past 14 days?



Have you returned from travel outside Canada in the past 14 days?



If you answered YES to any of these questions, go home and self-isolate right away. To find out if you require COVID-19 testing contact:

- Your health care provider OR
- Renfrew County Virtual Triage and Assessment Centre at 1-844-727-6404 OR
- Renfrew County and District Health Unit at 613-735-8654

Renfrew County and District Health Unit

"Optimal Health for All in Renfrew County and District"

www.rcdhu.com



ATTENTION

**Please wear a
MASK or FACE COVERING
in this facility**

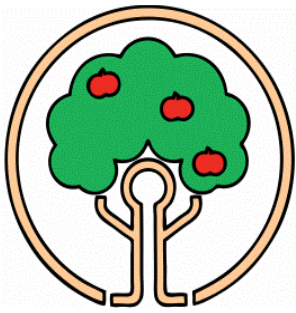


**This includes cloth and disposable
masks, bandanas, scarves**

**Exemptions include people who cannot wear a mask for
medical reasons, children under two years old, or those
who are unable to remove the face covering without
assistance. Proof of exemption is not required.**



Renfrew County and District Health Unit
"Optimal Health for All in Renfrew County and District"



Renfrew County and District Health Unit

COVID-19 Directive for Masks/Face Coverings

Background

This directive for masks/face coverings will remind employers of their responsibilities under the *Emergency Management and Civil Protection Act* (EMCPA) and related Regulations. It includes public health expectations per EMCPA and is written to continue to support a successful and safe implementation of the provincial [government's Framework for Reopening our Province](#). It is for any persons responsible for a business or organization that is permitted to open per EMCPA Ontario Regulation 263/20 – Stage 2 Closures, to highlight your responsibilities.

Increasing scientific evidence indicates that the widespread use of masks/face coverings by all persons decreases spread of respiratory droplets, and expert opinion supports the widespread use of face coverings to decrease transmission of COVID-19. Masks/face coverings are recommended because they:

- keep our respiratory droplets to ourselves and help to prevent the spread of the virus to others;
- provide a non-invasive, inexpensive way to reduce the spread of COVID-19; and
- act as a visual reminder to others to remain vigilant and stay physically distant from others.

“Enclosed Public Space” means indoor public spaces accessible by the public.

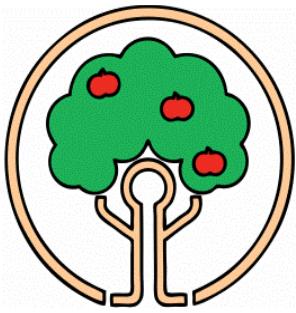
These include the following, but are not limited to:

- restaurants, cafés, cafeterias, banquet halls,
- retail establishments and shopping malls,
- churches, mosques, synagogues, temples, or other places of worship;
- libraries, museums, art galleries, recreational facilities, bingo halls, community centres and halls, cinemas, theatres, concert venues, special event venues, convention centers, or other similar entertainment, cultural, or leisure facilities;
- sports facilities, sports clubs, gyms, yoga studios, dance studios, and stadiums;
- common areas of hotels, motels, or short-term rental premises such as lobbies, elevators, meeting rooms, rest rooms, laundry rooms, gyms, and kitchens;
- public and private transportation including taxis and rideshare services;
- common areas of premises under the control of a regulated health professional under the *Regulated Health Professions Act, 1991, S.O. 1991, c. 18, as amended*, such as waiting rooms;
- common areas of hospitals and independent health facilities such as lobbies, food courts and retail establishments;
- spas, hair salons, barbers, nail salons, and other personal service settings that are subject to health and safety protocols provided by the Province of Ontario during the provincial emergency;
- and municipal public spaces.

The following are NOT considered an “Enclosed Public Space”:

- Spaces subject to provincial and/or local public health guidance:

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Renfrew County and District Health Unit

COVID-19 Directive for Masks/Face Coverings

- Schools under the *Education Act, R.S.O. 1990, c. E.2*, as amended
- Childcare centres and providers governed by the *Child Care and Early Years Act, 2014, S.O. 2014, c. 11*, as amended
- Day camps
- Offices not open to the public including professional offices where clients receive services by appointment only (e.g. lawyer, accountant).

Mask Definition

“**Mask**” means a cloth (non-medical) mask, medical mask or other face coverings (e.g. a bandana, scarf or cloth), for filtering respiratory droplets that securely covers the nose, mouth and chin and is in contact with the surrounding face without gapping.

With the right to reopen businesses and public settings in our communities, comes the critical responsibility to do so in a COVID-safe way. Much of the responsibility and opportunity for a successful reopening in our region lies in your hands. The decisions you take as you reopen will determine the course of the pandemic in our area and the public health actions necessary to control spread.

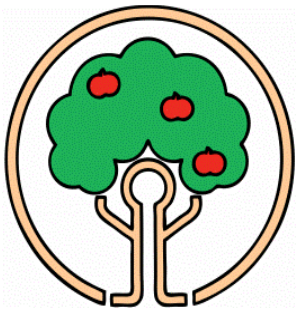
A number of [workplace resources](#) are available on RCDHU's website including a number of sector specific guidelines.

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Who is exempt from wearing a mask/face covering?

A person shall be **exempt** from wearing a face covering on the premises if:

1. The person is a child under the age of two 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;
2. The person is incapacitated and unable to remove their mask/face covering without assistance under the *Accessibility for Ontarians with Disabilities Act (AODA)* or who have protections under the *Ontario Human Rights Code, R.S.O 1990, c.H.19*, as amended;
3. Wearing a mask/face covering would inhibit the person's ability to breathe in any way;
4. For any other medical reason, the person cannot safely wear a mask/face covering such as, but not limited to, respiratory disease, cognitive difficulties or difficulties in hearing or processing information. **No medical documentation is required for a medical exemption, and operators should take a person's word in good faith.**
5. For any religious reason, the person cannot wear a mask/face covering, or cannot cover the face.



Renfrew County and District Health Unit

COVID-19 Directive for Masks/Face Coverings

6. A person who is employed by or is an agent of the operator of an enclosed public space and:
 - Is in an area of the premises that is not designated for public access or,
 - Is within or behind a physical barrier (e.g., plexiglass)

What are my responsibilities?

As a business or organization that is permitted to open per EMCPA *Ontario Regulation 263/20 – Stage 2 Closures* your responsibilities for **general compliance** per provincial legislation include:

4. (1) The person responsible for a business or organization that is open shall ensure that the business or organization operates in accordance with all applicable laws, including the *Occupational Health and Safety Act* and the regulations made under it.

(2) The person responsible for a business or organization that is open shall operate the business or organization in **compliance** with the advice, recommendations and **instructions of public health officials**, including any advice, recommendations or instructions on physical distancing, cleaning or disinfecting.

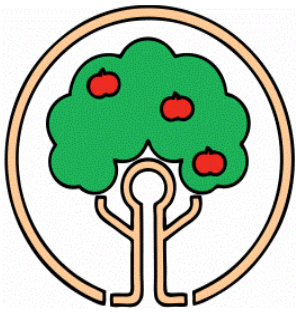
(3) The person responsible for a business that is open to the public, or an organization responsible for a facility that is open to the public, shall ensure that the place of business or facility is operated to enable members of the public in the place of business or facility to, to the fullest extent possible, **maintain a physical distance of at least two metres from other persons.** (Ontario Regulation 263/20).

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Directive from RCDHU Medical Officer of Health Regarding Enclosed Public Spaces

The following are instructions, pursuant to O. Reg 263/20 s.4(2) (or as current), to all operators responsible for businesses or organizations within Renfrew County and District Health Unit's service area:

1. To the fullest extent possible, ensure effective measures are in place to maintain physical distancing amongst all employees and clients.
2. Unless the nature of work requires the use of a medical mask, to the fullest extent possible, ensure all individuals wear a mask/face covering (for example, a homemade cloth mask, bandana, or scarf).
3. Implement screening practices for employees and members of the public, including requiring those who are ill to stay home and be advised to be tested for COVID-19.
4. Promote excellent hygiene practices including hand hygiene, and cough and sneeze etiquette (for details refer to the drop-down menu titled *How can you protect yourself and your family?* On [RCDHU's website](http://www.rcdhu.com)).



Renfrew County and District Health Unit

COVID-19 Directive for Masks/Face Coverings

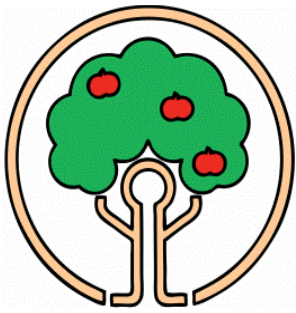
Operator Definition

“**Operator**” means the person who controls, governs, directs, or is responsible for the activity carried on within the “Enclosed Public Space” and includes the person who is actually in charge at any particular time.

Duty of Operator

1. Every operator of an enclosed public space shall have a policy in place to educate persons when entering the premises of the commercial establishment or remaining in the premises if the said person is not wearing a mask/face covering. Best efforts shall be made to educate persons about wearing a mask/face covering. The mask/face covering **should be worn inside the premises at all times**, unless it is reasonably required to temporarily remove the mask/face covering for services provided by the establishment.
2. The policy should be enacted and enforced in “good faith” and should be used to educate people on mask/face covering use in premises where physical distancing can be a challenge.
3. Ensure the availability of hand-based sanitizer, hand rub dispensers, and exits for the use of all persons entering or exiting the premises.
4. Post appropriate visible signage indicating that masks/face covering are required inside the premises. Each public entrance to the premises should post prominent and clearly visible signage. Sample signage can be found on the [RC/DHU website](#).
5. Ensure that all employees are aware of the policy and are trained on your establishment's expectations.
6. No person shall be required to provide proof of any of the exemptions listed above, in the “Who is exempt from wearing a mask/face covering” section.
7. The policy shall:
 - Exempt the persons listed above in the “Who is exempt from wearing a mask/face covering” section from the obligation of wearing a mask/face covering.
 - Ensure that all persons working at the establishment are trained in the requirements of the policy.
 - Require that employees and agents wear a mask/face covering when working in the public areas of the premises unless the employee or agent is within or behind a physical barrier.
 - Require that employees and agents provide a verbal reminder to any customer entering the premises without a mask/face covering that the customer should be wearing a mask/ face covering.
 - Require, for customers in a premise removing their mask/face covering for extended periods of time, a verbal reminder to that customer of the requirement to wear a mask/face covering under these instructions.

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Renfrew County and District Health Unit

COVID-19 Directive for Masks/Face Coverings

- Permit the temporary removal of a mask/face covering where necessary for the purpose of:
 - Receiving services; or
 - While actively engaging in an athletic or fitness activity including water-based activities and dining.
8. Support a non-judgemental approach for those not wearing a mask/face covering. Kindness is important as some people may not be able to wear a mask/face covering.

Additional Fact Sheets & Posters

RCDHU FAQ- [Directive for Masks and Face Coverings](#)

- Includes frequently asked questions about the directive for mandatory masks and face coverings while in enclosed public spaces.

RCDHU FAQ- [Masks and Face Coverings](#)

- Includes frequently asked questions about masks and face coverings to be used while in enclosed public spaces.

RCDHU Tool – [COVID-19 Employee Screening Tool](#)

- Tool for employees to use before starting a shift to help limit the spread of COVID-19.

RCDHU Fact Sheet – [Guidance for Retail Stores](#)

- COVID-19 information for retail stores, to assist with operations during the current pandemic.

RCDHU Poster – [COVID-19 Screening Poster for Retail Entrances](#)

- Public entrance poster displaying COVID-19 signs and symptoms, to help limit the possible spread of COVID-19.

RCDHU Poster – [Do's and Don'ts of Using Non-Medical Masks](#)

- Poster with tips on what should and what should not happen while wearing a mask or face covering.

RCDHU Signage – [ATTENTION: Please Wear a Mask or Face Covering in this Facility](#)

- A notice sign, which can be used to remind the public to wear a mask before entering.

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Risk Assessment Questionnaire to be completed by those requesting use of a Recreation Facility. These questions will help users consider the main aspects within the policy and communicate them to Township staff;

1. What is the proposed activity?
2. Can the activity being requested be done in a way that allows for physical distancing?
3. Provide details of cleaning procedures that will be required during the activity to ensure that surfaces that are touched by more than one person will be cleaned between uses.

4. List any methods that will be employed to ensure members of the public will have the ability to physically distance?

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5. Can the event coordinator manage arrival and departure times to ensure that the number of people in the facility meets the provincial requirements? (50 indoor)
6. How will the event coordinator manage the session participant list?

**CORPORATION OF THE TOWNSHIP
OF SOUTH ALGONQUIN**

SUBJECT:	CLEANING OF OUTHOUSES			
TYPE:	HEALTH AND SAFETY	POLICY NO. HS-008-00		
DATE: June 9, 2020	REVIEW DATE:	FREQUENCY: As Required	REL. BY-LAW: 20-	PAGE #:
Revisions				

I. Purpose:

The Township of South Algonquin is committed to providing and maintaining clean and safe facilities for employees and visitors to the

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II. Scope:

This policy applies to all outhouse facilities owned and maintained by the township.

III. Definition:

-Employees that clean township outhouses must always use PPE; gloves and possibly a respirator

-Informational signs will be posted

-Hand sanitizer will be provided

-Units will be cleaned more frequently than usual during a pandemic

-Signage to be posted that indicates that between cleanings, the public must assume it's contaminated and that it's possible to acquire Covid through usage.

In order to clean and disinfect the outhouse,

1. clean with soap and water, and then rinse the soap away using low flow to reduce splash that will cause air borne contamination.

2. then apply a strong disinfectant solution by adding 4 teaspoons (20 ml) of bleach to a litre of water. Spray the surfaces with the bleach-water and let the disinfectant solution sit for 1 minute. The chemical will kill any remaining virus in this time.

COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

Business name:

Division/group: All

Township of South Algonquin

Revision date: None

Date completed: December 22, 2020

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- The Pandemic Plan created in March has been updated and re-distributed, ensuring people are aware of the need to use the RCDHU website and screening tool.
- The information will be shared using the communication plan within the pandemic plan,
- Public Works has a bulletin board that includes notices as they are received,
- Management will continue to monitor online sources for updated information on the lockdown and COVID changes in general. <https://www.rcdhu.com/news/>

How we're screening for COVID-19

- Staff have been directed to use the COVID-19 Employee screening tool attached to this plan or use the Ontario COVID-19 self assessment tool at <https://covid-19.ontario.ca/self-assessment/>, prior to coming to work, if the tool provides direction other than they are ok to come to work supervisor is to be notified and staff is asked follow the direction provided.

Physical distancing and separation

- All staff work areas are separated more than 2m,
- Masks are to be used when staff leave their desks or are in common areas such as washrooms, kitchen, council chambers or when they have to meet,
- Staff are using the RCDHU screening tool prior to coming to work,
- Hand sanitizer is available,

- One member of the public at a time are permitted in the office those with symptoms or who have travelled are asked to not enter and call or email instead,
- Office is cleaned daily, staff are asked to wipe shared surfaces prior to using them,

Works

- All staff are required to wear masks when unable to distance 2m,
- Staff are using the RCDHU screening tool prior to coming to work,
- Hand sanitizer, PPE and cleaning material is available in equipment
- Shifts reduce staff interaction and trucks have been designated to reduce the number different drivers per truck,

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Contact RCDHU 613-732-3629 extension 977 or 1-800-267-1097 or <https://www.rcdhu.com/news/>
- Staff are asked to follow the direction provided by the RCDHU screening tool and not come to work,
- Information for all staff will be provided by their supervisor via text,
- We will know who would have interacted because of the schedule and log books,
- The Contact Tracing document included as attachment 2 will be used for visitors to the Township office.

How we're managing any new risks caused by the changes made to the way we operate our business

- Additional COVID "stress relief" days have been provided in an effort to help reduce staff's mental stress,
- Managers are making an effort to talk with staff, check in and ensure that if there are issues, they are being discussed,
- The risk of having multiple staff members being off at the same time is high if this happens additional drivers have been contacted and could operate for us if required.

How we're making sure our plan is working

- This plan will be reviewed monthly,

- Staff are encouraged to provide feedback to any document they are provided,
- Management continuously monitor and make changes to plans, and impacted staff will be updated with these changes from their managers.

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COVID-19 Employee Screening

Please complete the following questions before beginning your work today.

Name: _____

Date: _____ Time: _____

Do you have any of the following?



Fever



Cough



Difficulty
breathing



Sore throat,
trouble swallowing



Runny
nose



Loss of taste or
smell



Not feeling well



Nausea, vomiting,
diarrhea

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Yes Have you been in close contact with someone who has
No tested positive for COVID-19 in the past 14 days?

Yes Have you returned from travel outside Canada in the past 14 days?
No

If you answered YES to any of these questions, go home and self-isolate right away. To find out if you require COVID-19 testing contact:

- Your health care provider, OR
- Renfrew County Virtual Triage and Assessment Centre at 1-844-727-6404

Adapted with permission from Ottawa Public Health and Toronto Public Health.



Renfrew County and District Health Unit

"Optimal Health for All in Renfrew County and District"

Visit us at www.rcdhu.com

September 28, 2020

