



The Corporation of the Township of Bonnechere Valley COVID-19 Safety Plan

Active Screening

Active screening entails having every employee and customer asked a series of questions about COVID-19 symptoms, travel or exposure to COVID-19 cases which are on a form provided by the Township. If someone has one or more COVID-19 symptoms or exposure to a COVID-19 case. They should not be permitted to work (if an employee) or come into your business (if a customer, supplier or contractor). A number of workplace outbreaks have been the result of employees with mild symptoms continuing to work.

Infection Prevention and Control (IPAC) Measures

Prevention from spreading the COVID-19 virus include wearing masks, physical distancing, hand hygiene and respiratory etiquette – coughing or sneezing into tissues or your sleeve. These steps are important because active screening will not identify:

- individuals with asymptomatic COVID-19 infections, i.e., people who are infectious but who have no symptoms of infection
- individuals with pre-symptomatic COVID-19 infections, i.e., people who are infectious for two or three days before they develop COVID-19 symptoms

Cleaning and Disinfection

The main way COVID-19 is transmitted is from person-to-person spread of infected respiratory droplets when people are close together, but contaminated surfaces may also spread the virus. Therefore, frequent cleaning and disinfecting commonly touched surfaces with an approved disinfectant is an important infection control measure.

Developing a Safety Plan

There are possibilities that someone in the workplace will contract COVID-19. The Renfrew County and District Health Unit (RCDHU) can support you and provide resources to help respond to such a situation.

Resources required to develop a safety plan are provided by the Ministry of Health. Six questions in the safety plan are outlined below and contain the Township of Bonnechere Valley's safety plan.

Keeping Employees safe from exposure

Factors to consider for keeping employees and customers safe from exposure	Action
Screening: active screening is mandatory for all workplaces	<p>Screen all individuals daily prior to entering workplace using one of the tools below:</p> <ul style="list-style-type: none"> • Ministry of Health on-line COVID-19 self assessment tool https://covid-19.ontario.ca/self-assessment/ • Ministry of Health screening tool for workplaces and visitors (attached hereto)
Employee education: training on procedures	<p>Education for:</p> <ul style="list-style-type: none"> • COVID-19 symptoms • Public Health practices • Handwashing and wear a face covering (posters put up) • Workplace PPE requirements <p>Post:</p> <ul style="list-style-type: none"> • Screening signs • Handwashing
Workplace standard operating guidelines (SOG)	Developed standard operating procedures from guidelines outlined by the Province. (see self declaration form and attached guidelines)
Know the law: sector-specific requirements, regulations and by-laws	<ul style="list-style-type: none"> • Ontario's Occupational Health and Safety Act • Ontario's Workplace Safety and Insurance Act

Factors to consider for keeping employees and customers safe from exposure	Action
Employee Communications	<p>Communicate clearly and often with employees, including:</p> <ul style="list-style-type: none">• Important safety measures, public health and workplace policies by interoffice memorandums, email, social media and team meetings. <p>Post safety plans and other important documents in a common area. (See attached letter to staff dated September 2020) This plan will also be forwarded to all department heads to review with their employees.</p>

Screening for COVID-19

Screen all individuals (workers, volunteers, supplies and contractors) daily prior to entering the workplace. Screening may be done in-person, online or verbally.

- [Ministry of Health online COVID-19 self-assessment tool](#)

Workplaces must be able to demonstrate that they have implemented a screening system and that is working as intended. An inspector will need to be able to determine compliance with the law. Workplaces can consider various ways of demonstrating that they are compliant with the screening requirements, including keeping a record of individuals who were screened.

Organizations and businesses required to screen patrons must use or ask questions comparable to those found in the Township of Bonnechere Valley COVID-19 screening tool. Customers who do not pass screening should be advised that they cannot enter and advised to self-isolate and get tested.

To support safe screening:

- points of entry into the business/organization should be limited
- the use and layout of space should allow for 2 metres to be maintained during screening
- a physical barrier or appropriate personal protective equipment should be used if physical distancing cannot be maintained
- Encourage customers to use alcohol-based hand rub/sanitizer before entering the premise

In addition to active screening a sign should be posted at the entrance reminding employees, ratepayers or contractors not to enter the workplace if they have COVID-19 symptoms. For retail establishments with only one employee who are unable to actively screen the COVID-19 screening tool must be posted on the entrance of the establishment.

All Employees:

All employees entering the workplace will be screened daily. The workplace will create an online template with the same questions from the Screening Tool for Workplaces. Our Admin department is responsible for checking that the questions on our platform continue to match those from the Screening Tool for Workplaces every week. Employees will be required to complete daily screening before attending work.

All Customers:

Example of sample response for safety plan for screening. Our door remains locked with a sign that informs employees and customers. Customers will be screened verbally prior to entering the workplace by reception using the provincial list of COVID-19 symptoms. Our front door also displays a poster reminding individuals not feeling well not to enter. Results will be documented by the person screening on the same paper where contact tracing information is kept.

Controlling the risk of COVID-19 transmission in the workplace

Physical distancing and barriers

All individuals should have 2 metres (6 feet) between themselves and others.

When it is not possible to have employees physically distant from co-workers, customers and others, consider [using barriers](#) for separation.

To lower the risk of COVID-19 spread in the workplace:

- Offer telecommuting or work from home options for employees.
- Develop options for clients to interact with employees where it is not crowded or use online options.
- Restrict the number of individuals allowed into the workplace to allow for physical distancing and adequate flow of movement.
- Promote contactless payment and delivery/pick-up options.

PPE & Source Control Masking

- Ensure clients, customers and visitors are reminded of the requirement to [wear a face covering](#) in enclosed public places.
- Post face covering requirements in a visible spot within the establishment.
- Follow PPE requirements as per [sector-specific guidance](#) and the Re-opening Ontario Act, 2020 for your establishment.

Hygiene Practices

- Display posters promoting [hygiene practices](#), [hand washing](#), strategically in the workplace.
- Where soap and water are not available, supply hand sanitizer and remind customers and staff to wash/sanitize hands frequently.
- Regularly clean and disinfect high-touch surfaces such as point of sale transaction equipment, keyboards, mouse, phones, desks, computers, door knobs, light switches, seating areas, lunch tables, kitchens, and washrooms.

- Use cleaners and disinfectants that are effective against COVID-19. Use brands with a Drug Identification Number (DIN) that are approved by Health Canada.

Ventilation

- Enclosed and crowded spaces increase the risk of COVID-19 transmission. Ensure that air-handling (HVAC) systems are maintained according to the manufacturer's instructions and meet industry guidelines and standards.
- The Ontario Ministry also recommends considering:
 - Portable air cleaners
 - Opening windows and doors where possible
 - Ventilation and air exchange after regular business hours
 - Use of outdoor space when possible for meetings, breaks, and client interactions such as curbside pick-up

Management of a potential case or exposure

- Take the following steps for managing a potential case or exposure of COVID-19 in the workplace.
- Direct individual feeling unwell to stay home or go home, self-isolate and book an appointment to get testing for COVID-19
- If the workplace has a designated isolation area, ask the individual to use this space if they are waiting to be picked up. Ideally the isolation area should have a door and provide a safe space for someone to wait without exposing others.
- [Clean and disinfect](#) areas where the individual with COVID-19 symptoms was located and any surfaces they may have touched as soon as possible. Follow public health advice for enhanced cleaning and disinfection measures to reduce the risk of spread in the setting.
- Call the Renfrew County and District Health Unit at 613-732-3629 extension 977 or 1-800-267-1097, 7-days a week, Monday to Sunday, 8:00 a.m. to 7:00 p.m.

If there has been a confirmed case of COVID-19 in the workplace

- Employees who have tested positive for COVID-19 are directed to self-isolate and will be contacted by RCDHU and provided further guidance.
- Staff members who have had close contact with this employee should self-isolate and will be contacted by RCDHU and provided further guidance.
- Know when you should [Self Isolate vs Self Monitoring](#)
- Refer to RCDHU's [COVID-19 webpage](#) for updated information.
- Report to the [Ministry of Labour, Training and Skills Development](#) within 4 calendar days and [Workplace Safety and Insurance Board \(WSIB\)](#) within 3 calendar days if you were advised that one of your employees has tested positive due to an exposure at the workplace. For more information contact the Ministry of Labour, Training and Skills Development Employment Standards information Centre at 1-800-531-5551 or the Workplace Safety and Insurance Board at (416) 344-1000 or 1-800-387-0750.

Managing new business risks from COVID-19

Each workplace will need to determine risks and challenges that may arise as a result of COVID-19. Examples of some common risks are below.

Common Risk Examples	Risk Mitigation Strategy Examples
Increased employee absences as a result of COVID-19 infection, self-isolate requirements or to care for others in their family who have COVID-19.	<ul style="list-style-type: none">• Do not require doctors note for sick employees with COVID-19 symptoms• Transition staff to remote work
Employee supports for stress and job transitions	<ul style="list-style-type: none">• Mental Health resources promoted frequently and available in an easily accessible location
Financial strain due to the pandemic and ability to supply necessary PPE and personnel needed for increased safety requirements.	<ul style="list-style-type: none">• Financial support for businesses• How to source PPE for businesses
Working remotely ergonomics and internet connectivity	<ul style="list-style-type: none">• Permit employees to use office equipment such as chairs and computer monitors at home• Have IT department ensure secure network access for employees working remotely

Management of a potential case or exposure

Document to review	Frequency of review	By whom
Safety plan	As required	Emergency Control Group
Evaluating/adapting plan	As required	Dept Manager and/or JHSC
Communications to employees & patrons	As required	Chief Administrative Officer
Contact tracing process/record of patrons including data storage and destruction	Daily and monthly	Admin staff