

COVID-19 Safety Plan

Company details

**Business name: Township of
Douro-Dummer**

Date completed: January 8, 2021

Division/group: Municipal Office

Date distributed: January 11, 2021

Revision date:

**Developed by: Township of Douro-
Dummer**

**Others consulted: Peterborough
Public, Province of Ontario**

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Actions:

- Ensure procedures adhere to the guidelines from the Peterborough Public Health and the Province of Ontario and posting all relevant information to the bulletin board in hallway and circulate via email for staff who may be off site.
- Remain informed on current and potential disease outbreaks that may affect the community and/or the workplace and communicate this information to employees as required.
- Providing education and training to all employees regarding sector specific safety protocols and measures.
- Providing the appropriate personal protective equipment (PPE) and training.
- Daily deep cleaning of the workplace and restrooms is occurring and staff have access to disinfecting wipes and handsanitizer at all times.
- Monitoring cleaning, hygiene and PPE supplies and ensure they are filled as needed.
- Support physical distancing with a variety of strategies which may include separating workstations, staggering work schedules, working remotely, holding meetings outside, restricting the number of people on-site, controlling movement through the workplace with signage and floor markings and modifying areas where people may gather. A system of red, yellow and green floor marking direct traffic flow and no-go zones for staff.
- Conducting regular risk assessments to remain aware of potential hazards and prioritize and minimize risk in accordance with Peterborough Public Health advice and regulations.

- Ensuring that scheduling information is accurate so that it can be reported which employees may have had contact with a positive infection case, should the situation arise.
- Participating in biweekly County-Wide CAO meetings.
- Ensuring workers are adhering to measures and procedures as required.
- Ensuring workers use protective devices and clothing as required.
- Advise workers of any existing or potential risks of exposure per Peterborough Public Health guidance and recommendations.
- An Infectious Disease and Preparedness and Response Policy and a Mandatory Face Covering Policy have both been approved by Council and implemented.

2. How will you screen for COVID-19?

Actions:

- We remain up to date with changing information, including protocols and symptoms for screening of COVID-19.
- At the beginning of every work day, staff complete the COVID-19 screening tool (Provincial list of COVID-19 symptoms) before entering the workplace or when working remotely. If they are feeling unwell, they follow the protocols to go home and if they are screened as okay, they proceed into the workplace and complete the active screening tool.
- An Infectious Disease and Preparedness and Response Policy and a Mandatory Face Covering Policy have both been approved by Council and implemented.
- Staff have signed a declaration that they are aware of the duty to be within the workplace only when fit for duty.
- Contractors entering the workplace are required to complete the active COVID-19 screening checklist and sign a declaration that they have completed the screening and that they are well.
 - Staff asks the contractor to complete the screening tool before entering the Municipal Office.

3. How will you control the risk of transmission in your workplace?

Actions:

- Maintain physical distance (2 metres) wherever possible.
- Only one person permitted in the kitchen, photocopier room and property file room at a time.
- Meetings have been moved to a virtual method or phone conferences.
- Reusable face coverings are provided for staff and disposable masks are available for members of the public who do not have a face covering available.
- Face coverings are mandatory when away from your personal work station or if someone has come to your work station.
- Encouraging good hygiene, like hand washing and enhancing environmental cleaning and disinfection sanitizing surfaces, tools etc. after each use
- Currently there are no public access restrooms on site. A port-a-potty had been provided for the public and is cleaned regularly.
- Surfaces, keyboard, mouse, debit machine and any utensils used are sanitized after each use.
- Rubber disposable gloves are available and can utilized when sanitizing surfaces.
- An Infectious Disease and Preparedness and Response Policy and a Mandatory Face Covering Policy have both been approved by Council and implemented.
- Providing education and training to all employees regarding sector specific safety protocols and measures.
- Providing the appropriate personal protective equipment (PPE) and training.
- Daily deep cleaning of the workplace and restrooms is occurring and staff have acces to disinfecting wipes and handsanitizer at all times.

- Monitoring cleaning, hygiene and PPE supplies and ensure they are filled as needed.
- Support physical distancing with a variety of strategies which may include separating workstations, staggering work schedules, working remotely, holding meetings outside, restricting the number of people on-site, controlling movement through the workplace with signage and floor markings and modifying areas where people may gather. A system of red, yellow and green floor marking direct traffic flow and no-go zones for staff.
- Conducting regular risk assessments to remain aware of potential hazards and prioritize and minimize risk in accordance with Peterborough Public Health advice and regulations.
- The HVAC system has been adjusted to increase the circulation of air in the workplace and the opening of windows for fresh air is encouraged when appropriate.

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Actions:

- **Call Peterborough Public Health: (705)-743-1000**
- Workers experiencing symptoms of an infectious disease while at work should immediately inform their supervisor and be sent home and, advised to self-isolate and call their primary care provider or Telehealth for further guidance. The employer has a duty to report confirmed cases to:
 - The Ministry of Labour, Training and Skills Development in writing within four days;
 - Health and Safety Representative;
 - Local Public Health Authority.

- Workers experiencing symptoms before coming to work are required to contact their supervisor, remain home and complete the Province of Ontario [COVID self-assessment tool](https://covid-19.ontario.ca/self-assessment/), <https://covid-19.ontario.ca/self-assessment/>
 - If test completed and is found to be positive, the Health Unit would be responsible for contact tracing and the Township would fully comply with any requests for information.
- Peterborough Public Health is responsible for contract tracing and identifying close contacts. The Township would follow the advice of the Health Unit regarding disclosure of information to staff, Council and the public if required.

5. How will you manage any new risks caused by changes to the way you operate your business?

Actions:

- Regular check-ins to ensure our staff are coping with the changes to policies and procedures.
- Consistent check-ins with management and Council on any updates.
- Daily staff and contractor/visitor active screening.
- Emergency Operations Center (EOC) Meetings, where the important changes to policies and legislations are discussed.
- Participating in biweekly CAO meetings to learn and share best practices.
- Ensuring workers are adhering to measures and procedures as required.
- Ensuring workers use protective devices and clothing as required.

6. How will you make sure your plan is working?

Actions:

- Keep an open dialogue with employees, as their input is important and new ideas are welcomed if the current protocols aren't working or if there is a more effective alternative.
- Consistent check-ins with management and Council on any updates.
- Emergency Operations Center (EOC) Meetings, where the important changes to policies and legislations are discussed.
- Staying informed on current and potential disease outbreaks that may affect the community and/or the workplace and communicate this information to employees as required.
- Conducting regular risk assessments to remain aware of potential hazards and prioritize and minimize risk in accordance with Peterborough Public Health Unit advice and regulations.
- Participating in bi-weekly CAO meetings.
- Ensuring workers are adhering to measures and procedures as required.
- Ensuring workers use protective devices and clothing as required.

COVID-19 Safety Plan – Snapshot

Business name: Township of Douro-Dummer

Division/group: Municipal Office

Revision date:

Date completed: January 8, 2020

Measures we're taking

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

- Circulation of pertinent information and access to training and guidance on local, regional and Provincial policies and regulations
- Wearing face coverings.
- Physical distancing—at least 2 metres.
- Sanitizing and washing your hands frequently.
- Reduce/eliminate touching your face.

How we're screening for COVID-19

- Staff are actively screened before entering the Municipal Office.
- All visitors and contractors must active screen before entering the Municipal Office.

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- Maintain physical distance (2 metres) wherever possible.
- Only one person permitted in the kitchen, photocopier room and property file room at a time.
- Meetings have been moved to a virtual method or phone conferences.
- Staff schedules have been altered to decrease the number of persons in the office at a time.
- Reminders to physical distance are throughout the workplace in the form of signs, floor signs and posters.

Cleaning

- New and additional training as per industry standards and responsibilities, for a clean and disinfected facility.
- All high touch surfaces are cleaned after use.
 - All doors and handles, kitchen surfaces, front counter surfaces, keyboards, mice, writing utensils, restrooms etc.
- Currently there are no public access restrooms on site. A port-a-potty had been provided for the public and is cleaned regularly.

Other

- Meetings have been moved to a virtual method or phone conferences.
- Conducting regular risk assessments to remain aware of potential hazards and prioritize and minimize risk in accordance with Peterborough Public Health advice and regulations.
- The HVAC system has been adjusted to increase the circulation of air in the workplace and the opening of windows for fresh air is encouraged when appropriate.

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

- Workers experiencing symptoms of an infectious disease while at work should immediately inform their supervisor and be sent home and, advised to self-isolate and call their primary care provider or Telehealth for further guidance.

The employer has a duty to report confirmed cases to:

- The Ministry of Labour, Training and Skills Development in writing within four days;
- Health and Safety Representative;
- Local Public Health Authority.

- Workers experiencing symptoms before coming to work are required to contact their supervisor, remain home and complete the Province of Ontario [COVID self-assessment tool](https://covid-19.ontario.ca/self-assessment/), <https://covid-19.ontario.ca/self-assessment/>
 - If test completed and is found to be positive, the Health Unit would be responsible for contact tracing and the Township would fully comply with any requests for information.

Peterborough Public Health is responsible for contract tracing and identifying close contacts. The Township would follow the advice of the Health Unit regarding disclosure of information to staff, Council and the public if required.

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

- Regular check ins to ensure our staff are coping with the changes to policies and procedures.
- Consistent check-ins with management and Council on any updates.
- Daily staff and contractor/visitor screenings and logs.
- Emergency Operations Center (EOC) Meetings, where the important changes to policies and legislations are discussed.
- Participating in weekly CAO meetings.
- Ensuring workers are adhering to measures and procedures as required.
- Ensuring workers use protective devices and clothing as required.

How we're making sure our plan is working

- Keep an open dialogue with employees, as their input is important and new ideas are welcomed if the current protocols aren't working to the best of their ability or if there is a more effective alternative.
- Consistent check-ins with management and Council on any updates.
- Emergency Operations Center (EOC) Meetings, where the important changes to policies and legislations are discussed.

- Staying informed on current and potential disease outbreaks that may affect the community and/or the workplace and communicate this information to employees as required.
- Conducting regular risk assessments to remain aware of potential hazards and prioritize and minimize risk in accordance with the Peterborough Public Health Unit advice and regulations.
- Participating in bi-weekly County-wide CAO meetings.
- Ensure workers are adhering to measures and procedures as required.
- Ensure workers use protective devices and clothing as required.