



Title: COVID-19 Policy	Internal
Department: Corporate Services	Policy Number: CS - 034
Approval Date: June 2020	Implementation Date: June 2020

BACKGROUND:

The Town of Paradise is committed to providing a safe and healthy workplace for all employees, contractors, and citizens.

On March 18, 2020, the Minister of Health and Community Services declared a Public Health Emergency in response to the COVID-19 Pandemic. As a result of the pandemic, all Town facilities were closed, and all employees were advised to shelter at home. Working from home arrangements were implemented for those employees able to do so, while varying schedules and shifts were implemented for employees required to be at town facilities to provide essential and some core services.

It is important that we all respond responsibly and transparently to these health precautions. Everyone has a responsibility to protect themselves and to follow all safety protocols.

OBJECTIVE/ PURPOSE:

This policy was established to address the guidelines and measures put into place to mitigate the spread of coronavirus and to sustain a healthy and safe workplace in this unique environment. This policy provides the essential guidelines employees are requested to follow during the coronavirus pandemic, as well as temporary alterations of existing policies and procedures. These guidelines are subject to change as new information and guidance is provided by Public Health.

POLICY STATEMENT:

The Town of Paradise has developed a Return to the Workplace Plan in response to the Province's Alert Level System. A hazard assessment of all Town facilities has been conducted to assess the risk for spread of COVID-19, and to develop and implement control measures that mitigate risk while helping maintain a safe workplace.

The Town of Paradise will continue to review and monitor the guidelines issued by Public Health as the Province continues to move through the Alert Level System.

GUIDELINES AND PROCEDURES

1.0 Self-monitoring/screening:

- 1.1 All employees must self-monitor using the Daily Health Check Questionnaire, found in Appendix A
- 1.1 If you answer “yes” to any of the questions you must stay home and contact your direct supervisor.
- 1.2 If you are exhibiting any flu-like symptoms including a cough, fever or difficulty breathing, you must complete the self-assessment tool provided on the Government of Newfoundland website and follow the instructions of Public Health.

2.0 Protocol for sick employees at the workplace:

- 2.1 Employees, who appear to have acute respiratory illness symptoms (cough, shortness of breath etc.) upon arrival to the workplace or become sick while at the workplace, will be sent home.
- 2.2 Symptomatic employees should follow hand hygiene and respiratory etiquette (i.e. cough or sneeze into your sleeve or tissue, discard tissue) and maintain at least two (2) metres away from other employees, volunteers and patrons while leaving the premises.
- 2.3 If the individual does not have their own transportation, a supervisor should support them in arranging for transportation home where needed.
- 2.4 Once a sick individual has left the workplace, all surfaces, and areas with which they may have made contact are to be thoroughly cleaned and disinfected.
- 2.5 The supervisor should immediately record the names of all close contacts that the sick worker has been in contact with that day and in the 48 hours prior to the symptoms starting. This information may be necessary if the sick worker is to later test positive for COVID-19.

3.0 Sick Leave:

- 3.1 Employees who are required to stay home because of flu-like symptoms will not be required to use sick leave.
- 3.2 Employees who are required to isolate because of protocol set forth by Public Health will not be required to use sick leave. (Other than non-essential Travel)
- 3.3 Medical notes will not be required for COVID-19 related illnesses.
- 3.4 All processes currently in place for leave must be followed, including contacting the immediate supervisor an hour before the scheduled shift and completing a leave form upon return the office. The leave form should specifically indicate COVID.
- 3.5 Other documentation may be required and will depend on the situation (e.g. essential travel).

4.0 Requests for accommodations due to COVID-19:

- 4.1 All requests for accommodations should be made in writing to the immediate supervisor.

4.2 Employees shall participate in accommodation planning and implementation including providing required information, examining accommodation options, and accepting reasonable accommodations.

4.3 These requests shall follow the “Request for Accommodations related to COVID-19 guidelines in Appendix B.

4.4 All accommodations are temporary and shall be monitored and reviewed regularly to ensure it continues to meet the needs of both the employee and the Town.

4.5 Disability related accommodations shall continue to follow the Town of Paradise Disability Management Policy

5.0 Travel restrictions:

5.1 The Province has advised that travel outside of the Province should be limited to essential travel only.

5.2 All business travel is cancelled until further notice.

5.3 Employees shall advise their supervisor of any personal travel plans outside of the Province.

5.4 Employees returning to the Province are required to isolate for 14 days.

5.5 Employees self-isolating for this reason will be required to use their leave to self-isolate.

5.6 Any requests to work from home during the self-isolation shall follow the guidelines to request an accommodation and be approved in advance of the travel.

6.0 Document handling:

6.1 Limit the exchange of papers (signing of contracts). If documents must be exchanged, leave them on a clean surface while maintaining a 2-metre distance. Avoid sharing pens and disinfect after each use.

6.2 Where possible arrange for documents to be signed electronically

7.0 Enhanced cleaning measures:

7.1 Sanitization stations are available at all employee entrances to Town Facilities; follow the guidelines provided.

7.2 All employee workstations will be supplied with alcohol-based hand sanitizer and cleaning and disinfecting supplies.

7.3 All work surfaces must be disinfected at the beginning and of each scheduled shift, including all high touch surfaces such as phones, keyboards, pens etc. Place all office supplies, such as writing utensils that are not often used in a drawer.

7.4 Regular cleaning schedules for all Town facilities have been enhanced to increase the frequency of cleanings in accordance with the established guidelines.

7.5 Disinfect high touch surfaces in communal areas such as tables, refrigerators, microwaves etc. before and after use.

8.0 Physical Distancing

- 8.1 Many employees are continuing to work from home unless it is deemed necessary to be working in a Town facility to provide the service and enhance productivity.
- 8.2 Access to all Town facilities is limited and provided only upon approval based on schedules and working arrangements.
- 8.3 There shall be no tailgating at any facility entrance; i.e. only one person shall pass through the door at a time.
- 8.4 Employees shall maintain physical distancing of two (2) metres where possible; be aware and courteous of those around you.
- 8.5 Designated doors have been assigned for entrance and exits at each facility.
- 8.6 All common areas have been modified to reduce occupancy. Occupancy signage or directional signage is posted accordingly.
- 8.7 Breaks and lunches will be staggered and scheduled. There will be a 15-minute break in the morning and afternoon. Employees who choose to remain at the workplace for lunch shall eat at their desk. Alternate arrangements will be made for those employees without a workstation.
- 8.8 Physical barriers will be installed at workstations where physical distancing may be difficult or there is increased interaction with the public.
- 8.9 Employees are encouraged to remain on their primary work floor where possible and refrain from unnecessary travel around the facility.
- 8.10 Business should be conducted remotely via teleconference, video conferences or email where possible.

9.0 Personal Protective Equipment (PPE):

- 9.1 Non-medical masks and gloves will be provided for use if an employee chooses to wear them, however they are not mandatory.
- 9.2 Most employees will not require the use of PPE unless it is specifically addressed in a Standard Operating Procedure. PPE will be supplied if required.
- 9.3 If for some reason physical distancing cannot be maintained, ensure PPE is used.

10.0 General hygiene:

- 10.1 Practise proper hand hygiene including regular and thorough hand washing with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer (greater than 60%).
- 10.2 Practise proper respiratory hygiene: when coughing or sneezing cover your nose and mouth with your arm or a tissue to reduce the spread of germs.
- 10.3 Avoid touching your face especially with unwashed hands.

11.0 Sharing of equipment/communal equipment:

- 11.1 Employees are discouraged from sharing of equipment such as pens, phones and other tools.
- 11.2 Communal equipment such as photocopiers, fax machines, tools and machinery etc. shall be disinfected with alcohol wipes before and after use.

12.0 Workplace vehicles:

- 12.1 Where there is more than one person travelling in a vehicle, the driver and passenger(s) must wear non-medical masks.
- 12.2 Hand sanitizer will be available, and travellers should wash hands often.
- 12.3 High touch surfaces must be disinfected regularly in accordance with the applicable standard operating procedure.

13.0 Vendor/visitor access:

- 13.1 All vendors/visitors shall be by appointment only.
- 13.2 All vendors/visitors shall be proactively screened for COVID-19 symptoms, travel history and contact with person(s) who may have COVID-19 prior to EACH visit.

14.0 Contract Tracing:

- 14.1 The Town will maintain a record of all employees at each site daily.
- 14.2 The Manager or supervisor will be responsible for ensuring that this list is completed daily.
- 14.3 Employees should also maintain a log of close contacts in the event it is required for contact tracing.
- 14.4 Employees required to enter a facility other than their regularly assigned facility, must ensure the Manager on Duty of that facility is made aware. For example; crossing between the Depot and Town hall, or between Town Hall and PDIC.

15.0 Emergency Response

- 15.1 Floor Wardens will be designated to direct employees to the nearest safe exit and to complete a sweep of the building before exiting in the event of an evacuation. Evacuation Procedures are attached in Appendix C.
- 15.2 Floor wardens will be assigned the responsibility for a specific floor or area of the facility to check and sweep.
- 15.3 The Manager on Duty as noted in section 14.0 will maintain a daily list of all employees working at each facility through the check-in/check-out procedure. This list will be used to ensure all employees have been accounted for.

REVIEW:

This policy is subject to change at any time due to evolving circumstances.

Chief Administrative Officer: _____

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June 16, 2020 | 1:53:46 PM NDT

Date: _____



COVID-19 Policy

I have read this COVID-19 Policy and understand and agree to follow all of its guidelines and procedures.

Employee Signature

Date