



**ADMINISTRATION**  
**Policy #: HR-051 COVID-19 Prevention and Control**

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### **1.0 PURPOSE**

To ensure that all employees are made aware of the protocols put in place to prevent and control any potential exposure to COVID-19.

### **2.0 SCOPE**

This policy applies to all Town of Tillsonburg employees.

### **3.0 ROLES AND RESPONSIBILITIES**

#### **3.1 Senior Leadership Team/Managers**

- Ensure safety procedures and standards are established and maintained
- Ensure the communication, distribution and availability of this policy to all employees
- Conduct hazard assessments of all facilities using the COVID-19 Return to Work Facility Checklist and Risk Assessment (Schedule A).
- Ensure resources are available to provide the necessary training and safety equipment
- Ensure employees understand their tasks and potential hazards
- Ensure that the proper equipment, materials and personal protective devices, which are prescribed or may be required to perform jobs safely, are provided, maintained and used according to legislation, procedures and/or manufacturer's guidelines

#### **3.2 Worker**

- Responsible for reporting any unsafe conditions or acts
  - Responsible for understanding the tasks assigned to them and potential hazards
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- Responsible for completing the COVID-19 Assessment Tool in MESH prior to attending any workplace.
- Responsible for advising supervisor/manager of symptom development on shift.

#### **4.0 TRAINING**

All Town of Tillsonburg employees shall be trained on policy. Employees will continue to be provided with regular communication regarding the virus.

#### **5.0 PROCEDURE**

##### **5.1 Recognizing and Assessing Risk**

- Management is responsible for recognizing and assessing the workplace, as well as each specific situation/task, for potential risk regarding COVID-19.
- Upon completion of the risk assessment, management will put in place controls to eliminate or reduce the risk, where appropriate.

##### **5.2 Controls**

###### **5.2.1 Screening**

- All employees and visitors will be required to complete a series of screening questions prior to entering a Town facility or workplace. The screening questions will follow those provided by the provincial government found at <https://covid-19.ontario.ca/self-assessment/>.
  - Employees answering yes to any of the questions in the assessment must notify their supervisor immediately so that proper procedures can be taken to ensure the safety of all employees. Dependent on the situation, and where possible, accommodations may be put in place so that the employee may continue working, such as, but not limited to:
    - Working from home
    - Working alone in a single room
    - Working behind a barrier
    - Minimizing or avoiding unprotected interactions with the general public
    - Providing additional PPE
  - Visitors attending to a Town facility for less than 15 minutes will be required to review and self-assess using a series of questions located at the entrance prior to entering the building.
  - Visitors with a scheduled appointment/meeting must complete and sign off on the COVID-19 assessment tool provided to them. If they answer yes to any of the questions in the assessment, they will not be
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permitted access to a Town location, nor will an employee be permitted to meet with the visitor, except in the case of an emergency in which the employee will be required to wear the necessary PPE

- A resident must complete the screening questionnaire prior to an employee entering their dwelling. If a resident answers yes to a screening question, the employee will only be permitted to enter in the case of an emergency, while wearing the necessary PPE.

### **5.2.2 Self-Monitoring/Reporting**

- Employees shall self-monitor for symptoms of COVID-19 as found in the provincial assessment. If an employee begins to present with a symptom, they will notify their supervisor/manager immediately.
- Employees exhibiting symptoms should go home immediately and contact [Southwestern Public Health](#) for further information.
- The employee is required to communicate any information or instruction they receive to their supervisor/manager.

### **5.2.3 Physical Distancing**

- All employees shall maintain 2 meters (6 feet) between themselves and others, where feasible.
  - Alternate forms of communication (phone, e-mail, tele/video-conference) should be used wherever practicable.
  - At no time will more than one person be allowed in an office or cubicle unless physical distancing can be maintained, unless all parties are equipped with proper PPE (masks, gloves, etc.).
  - Where narrow hallways exist, employees will be required to follow directional arrows. In the absence of arrows, employee will be required stop and ensure there is no traffic coming in the other direction prior to proceeding down the hallway.
  - In-person meetings are discouraged, but when required physical distancing, PPE, number of attendees and room capacity must be considered.
  - No more than two employees will be permitted in a vehicle at one time.
    - \*Exception to maximum employees permitted in vehicles for Fire Services - PPE will be required.
  - In cases where two employees are in a vehicle together, both employees will be required to wear a 3-ply face covering.
  - Alternate work arrangements will be implemented where possible, including, but not limited to:
    - Work from home
    - Staggered shift start/end times
    - Staggered break and lunch times
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- Alternate break/lunch locations

#### **5.2.4 Personal Protective Equipment (PPE)**

- All employees are required to wear a 3-ply face covering while moving about common spaces (i.e., hallway, lunchroom, bathroom, copy room, etc.). Face coverings may be removed during lunch or break times while seated and eating in designated areas (i.e., lunchroom).
- Employees who are required to work within 2 meters of another individual will be required to use the appropriate PPE required in the circumstance.
- As a minimum, PPE required shall include:
  - Respiratory protection (3-ply non-surgical face covering)
  - Eye Protection (safety glasses, face shield)
  - Gloves (hand hygiene shall continue to be practiced)
- When meeting with members of the public, all parties must wear face coverings, as per policy HR-053 – Face Coverings in Enclosed Public Places.
- The Town will provide PPE to all employees.

#### **5.2.5 Cleaning and Disinfecting**

- Employees will be provided with sanitization wipes in order to clean and disinfect high touch points within their own work setting
  - Phone, keyboard, mouse, desk, door knob, counter space, debit terminal, printer/copier, etc.
- Employees are discouraged from sharing workstations, equipment, tools, pens, etc. where possible, and if required to share, proper disinfection shall take place between users.
- Hand hygiene such as hand sanitizer, soap, paper towels/hand dryers will be available at all locations.
- Signage indicating proper handwashing practices will be posted at each location.
- Additional housekeeping measures will be taken above and beyond our regular schedule

## **6.0 RESOURCES**

Schedule A: COVID-19 Return to Work Facility Checklist and Risk Assessment

[Southwestern Public Health](#)

[Province of Ontario COVID-19 Online Self-Assessment Tool](#)

[Public Health Hand Hygiene Video](#)

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[Proper Cough Etiquette](#)

[Public Health Physical Distancing Guidelines](#)

