



ADMINISTRATION

Policy #: HR-051 Infectious Diseases Prevention and Control

Approval Date: September 9, 2024

Approval Authority: Council

Effective Date: 2024

Next Scheduled Review Year: 2026

Department: Human Resources

Last reviewed:

Revision Date/s:

1.0 **PURPOSE**

- 1.1 To implement infectious diseases control practices into all duties and services provided by staff in order to mitigate and/or prevent transmission and exposure of infections amongst employees, clients, visitors, and contractors during infectious disease outbreak in the community.

2.0 **SCOPE**

This policy applies to all employees, clients, visitors and contractors within any Town of Tillsonburg facility and is to be implemented during an outbreak of infectious disease in the community. This policy replaces Covid-19 Policy.

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 Return to Work Facility Checklist and Risk Assessment form (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.
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3.2 Employee

- Responsible for reporting any unsafe conditions or acts.
- Responsible for understanding the tasks assigned to them and potential hazards.
- Responsible for completing the Infectious Diseases 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 infectious disease outbreaks in the area.

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 risks.
- 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

- During the outbreak, 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 [Public Health Ontario](#).
 - Employees answering yes to any of the questions in the assessment must notify their supervisor/manager 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
 - Using additional PPE
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- Visitors attending to a Town facility during the outbreak 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 during the outbreak must complete and sign off on the assessment tool provided to them. If they answer yes to any of the questions in the assessment, they will not be 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 during the outbreak. 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. If an employee begins to experience symptoms, 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 metres (6 feet) between themselves and others, where feasible.
 - Alternate forms of communication (phone, e-mail, videoconference) 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.
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- In cases where two employees are in a vehicle together, both employees will be required to wear masks.
- 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
 - Alternate break/lunch locations

5.2.4 Personal Protective Equipment (PPE)

- Employees who are required to work within 2 metres of another individual will be required to use the appropriate PPE required in the circumstance. Additional resources are available at Public Health Ontario. www.publichealthontario.ca
- As a minimum, PPE required shall include:
 - Respiratory protection (–non-surgical mask)
 - Eye Protection (safety glasses, face shield)
 - Gloves (hand hygiene shall continue to be practiced)
- Employees not requiring PPE may choose to bring and wear their own PPE.
- When meeting with members of the public, all parties must wear face coverings, as per policy HR-053 – Face Coverings in Enclosed Public Places.

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: Return to Work Infectious Diseases Risk Assessment

[Southwestern Public Health](#)

[Public Health Hand Hygiene Video](#)

[Proper Cough Etiquette](#)

[Public Health Physical Distancing Guidelines](#)
