

TOWNSHIP OF JOHNSON MUNICIPAL OFFICE COVID-19 RETURN TO WORK ACTION PLAN



1 Johnson Drive, Box 160 Desbarats - Ontario - P0R 1E0

Phone (705) 782-6601 Fax (705) 782-6780

www.johnsontownship.ca

Rev. 2
July 9/20

CONTENTS

- Table of Contents1**
- COVID-19 Pandemic Report Summary and Purpose2**
- Current Situation in Algoma District3**
- Personal Preparedness4**
- Employer/Employee Rights & Responsibilities5**
- Phase 1 – Office Closed7**
- Phase 2 – Office Reopened11**
- Phase 3 – Resume Normal Functions14**
- Mental Health.....17**
- Useful Links18**
- Appendix A – Self-Assessment Questionnaire19**
- Appendix B – Cleaning and Disinfection for Public Settings20**
- Appendix C – Surface Contamination21**
- Appendix D – Mask Use for Non-Healthcare Workers22**
- Appendix E – Handwashing.....23**
- Appendix F – Office Attendance Schedule.....24**
- Document Revision History.....25**

COVID-19 Pandemic Report

Summary

March 2020 marked unprecedented times in the world as a pandemic was declared due to the Novel Coronavirus COVID-19. Borders were closed and businesses, schools, churches and other places of gathering shut their doors in an effort to protect the people of the country and “flatten the curve” through social distancing measures. Workplaces were forced to adjust to a different way of conducting business and the Township of Johnson followed suit. Employees adopted work from home procedures wherever possible in an effort to continue to provide essential services to ratepayers.

As the Algoma District prepares for re-opening based on direction from the Province of Ontario and Algoma Public Health, employers must plan for change in how day to day operations will be conducted.

For more information visit A Framework for Re-opening our Province:
<https://files.ontario.ca/mof-framework-for-reopening-our-province-en-2020-04-27.pdf>

Purpose

This COVID-19 Return To Work Action Plan for the Township of Johnson Municipal Office provides information on COVID-19 and indicates the steps the municipality intends to take moving forward. A phased in approach will be used with the safety of employees, their families and the public at the forefront of all decision making. This plan is subject to change as the situation progresses. All decisions and direction will be based on Algoma Public Health’s recommendations.



Current Situation in Algoma District

Algoma Public Health is actively monitoring the situation and providing public health guidance to Algoma residents, returning travelers, local health professionals, and local employers.

There is an ongoing risk of contracting COVID-19 in our local communities. In order to prevent uncontrolled person-to-person spread in our communities, every Algoma resident is responsible for the following actions, which help to flatten the curve:

1. Every single person must practice physical distancing. Avoid close contact with those outside of your immediate families and stay 2 metres apart from other people at all times.
 2. Anyone who is ill, even with mild symptoms, must stay home. If you have symptoms and are worried that you may have contracted COVID-19, please call your local assessment centre to see if you should get tested.
 3. All returning international travelers must stay home for 14 days. This is a mandatory requirement from the Government of Canada's emergency order under the Quarantine Act.
 - If you have recently been in close contact with other people in a setting known to be experiencing an outbreak of COVID-19, whether in an Algoma community, or another Ontario or Canadian community, Algoma Public Health also recommends that you stay home for 14 days. Although this is not required under the law, it is an additional recommendation to help prevent spread of the virus in our communities.
 - Algoma residents and employers who have questions about a specific exposure risk may contact APH for further guidance. Please call 705-759-5404 or 1-866-892-0172 ext. 5404.
-
- Effective **June 12th, 2020** Ontario has increased the limit on social gatherings from five to 10 people across the province as well as moving forward with a regional approach to **Stage 2 - A Framework for Reopening our Province** <https://files.ontario.ca/mof-framework-reopening-province-stage-2-en-2020-06-08.pdf>
 - Ontario's Chief Medical Officer of Health is also recommending that, in general, everyone should stay home except for essential reasons.
 - The Ontario government, in consultation with the Chief Medical Officer of Health, has extended all emergency orders currently in force until **July 15, 2020**. View the complete list of what the emergency orders include.

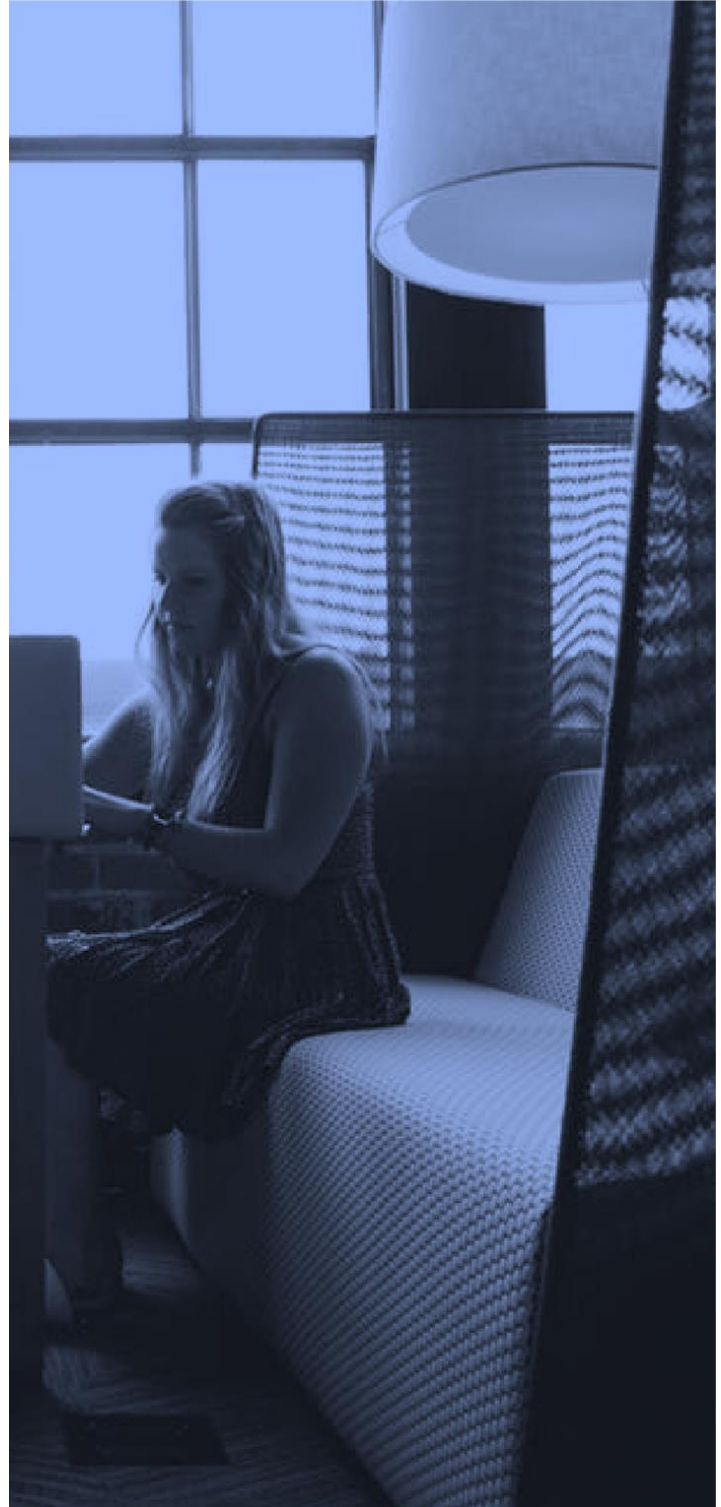
Personal Preparedness

“We have three main messages for our 21 communities across Algoma:

1. Practice Social Distancing
2. Limit/know and track your close contacts
3. If you feel sick, stay home”
 - Algoma Public Health

Protect Yourself, Loved Ones and the Community!

- Wash your hands often with soap and warm running water, or use hand sanitizer
- Avoid touching your eyes, nose, and mouth unless you have just washed your hands
- Cover your coughs and sneezes with a tissue or your arm, not your hand
- Continue to Self-monitor for symptoms
- Self-isolate for **14 days** upon returning from international travel
- You can choose to wear a non-medical mask for short periods of time when physical distancing is not possible in public
- Ontario's Chief Medical Officer of Health is strongly urging those over the age of 70 to stay home and self-isolate



Employer/Employee Rights & Responsibilities

Employment Standards Amendment Act (Infectious Disease Emergencies), 2020

The Ontario Legislature has passed the *Employment Standards Amendment Act (Infectious Disease Emergencies), 2020* to provide job-protected leave to employees in isolation or quarantine due to COVID-19, or those who need to be away from work to care for children because of school or day care closures or to care for other relatives.

Job-protected leave

The act provides job protection for employees unable to work for the following reasons:

- The employee is under medical investigation, supervision or treatment for COVID-19.
- The employee is acting in accordance with an order under the *Health Protection and Promotion Act*.
- The employee is in isolation or quarantine in accordance with public health information or direction.
- The employer directs the employee not to work due to a concern that COVID-19 could be spread in the workplace.
- The employee needs to provide care to a person for a reason related to COVID-19 such as a school or day-care closure.
- The employee is prevented from returning to Ontario because of travel restrictions.

Employer Obligations

Currently under the Occupational Health and Safety Act, if an employer is advised a worker is ill resulting from an exposure at work (including COVID-19), or a claim has been filed with the Workplace Safety and Insurance Board (WSIB) with respect to COVID-19 exposure at work, the employer must notify the Ministry of Labour, Training and Skills Development in writing within four days. The employer must also notify the workplace joint health and safety committee or a health and safety representative and trade union, if any.

For more information visit <https://news.ontario.ca/opo/en/2020/03/employment-standards-amendment-act-infectious-disease-emergencies-2020.html>

Employer/Employee Rights & Responsibilities

Guidance on Health and Safety for the Office Sector during COVID-19

Employers and constructors have obligations to protect workers from hazards in the workplace as set out in the Occupational Health and Safety Act (OHSA) and its regulations and the directives coming from the Chief Medical Officer of Health.

Workers should raise any concerns to their supervisor; joint health and safety committee; health and safety representative. This will help ensure the employer has taken all reasonable precautions.

Under Ontario law, employers have the duty to keep workers and work sites safe and free of hazards. Workers have the right to refuse unsafe work. If health and safety concerns are not resolved internally, a worker can seek enforcement by filing a complaint with the ministry's Health and Safety Contact Centre at 1-877-202-0008. Failure of the employer or constructor to comply with the OHSA and its regulations could result in a stop-work order upon inspection by the Ministry of Labour, Training and Skills Development.

The OHSA designates that a workplace has taken all precautions for its employees if it complies with the guidelines of the local Health Unit; in the case of the Township of Johnson, Algoma Public Health.

For more information on the WSPS recommendations for the Office Sector and Office Administration & Secretarial Staff during COVID-19 visit:

<https://www.wsps.ca/WSPS/media/Site/Resources/Downloads/covid-19-office-health-and-safety-guidance.pdf?ext=.pdf>

<https://www.wsps.ca/WSPS/media/Site/Resources/Downloads/covid-19-office-admin-health-and-safety-guidance.pdf?ext=.pdf>

For more information on the PSHSA Health and Safety Guidance During COVID-19 for Employers of Office Settings visit:

<https://www.pshsa.ca/resources/health-and-safety-guidance-during-covid-19-for-employers-of-office-settings>

Phase I

Office Closed

The Township of Johnson municipal office will remain closed while the emergency order is in effect. The situation will continue to be monitored and the decision to reopen the doors to ratepayers will be made based on direction from Algoma Public Health. In the meantime, municipal services will continue to be offered through email, drop off and mail.

The initial steps/procedures listed below will help to ensure that staff can continue to work and keep essential services operating for ratepayers, as well as prepare the facility for the eventual reopening of office doors.

Social Distancing:

- Social distancing of staff continues to be a priority. This will be achieved through a variety of measures including rotating schedules, limited in office working hours, barriers and designated work stations. Staff are encouraged to work from home as much as possible.

Staff Scheduling:

- It is understood that access to materials from the office and/or in office work time will be required on a regular basis for successful operations. See Appendix F for an Office Attendance Schedule template. Weekly scheduling will be completed by Clerk Chris Wray. Attendance of staff in the office should never exceed 5 people and social distancing recommendations of at least 6 feet must be followed at all times. Consideration will be given to staff with childcare needs when determining in-office hours.

Personal Hygiene/Handwashing/Hand Sanitizing Practices:

- Increased handwashing/sanitizing practices must be followed throughout the day. See Appendix E for effective handwashing instructions. Hand sanitizer will be made available in the office for regular use as needed.

Phase I – Cont'd

Office Closed

Personal Protection:

- Personal Protective Equipment (ie. gloves, face masks) will be available for all staff to use at their discretion. In the event that social distancing measures of at least 6 feet apart is not possible, staff will be required to wear a face mask for the duration of that time. See Appendix D for information on mask use for non-healthcare workers.

Work Stations/Supplies:

- Designated work stations and materials will help to limit exposure through contaminated surfaces. Staff will be assigned a working area and materials, (ie. phone, pens, stapler etc.) to be used by only themselves. In the event that items must be shared, increased cleaning protocols must be implemented. It is the responsibility of each employee to protect themselves by cleaning these high-risk items prior to use and/or using PPE (ie. gloves) as needed.

Cleaning/Disinfection:

- Ramped up cleaning procedures will be implemented immediately – see Appendix B for detailed cleaning recommendations as per Public Health Ontario. Regular cleaning of the office area will be conducted by cleaning staff but employees are expected to participate in increased disinfection of high traffic areas throughout the day when they are in the office. Adequate cleaning supplies and PPE will be supplied.

Kitchen/Breaks:

- Only 2 people will be allowed in the kitchen at a time. Hands must be washed/sanitized prior to entering the kitchen. Each employee will have a designated area of the fridge to store their lunches if needed. Consumption of lunches/snacks should take place at the employee's designated work station when possible. If that is not possible, only two employees may be at the kitchen table at a time and must sit at the furthest possible distance from each other. Rotating lunch schedules may be needed to achieve this.

Phase I – Cont'd

Office Closed

Quarantine/Disinfection of Items Coming into the Office:

- A rotating quarantine area will be designated for all incoming mail or other items that cannot be effectively cleaned and disinfected. See Appendix C for details on how long contamination remains on different materials as per WHO. Thorough disinfection of items that can be cleaned as per the directions included in Appendix B should be followed. If something that cannot be effectively sanitized must be handled immediately, gloves should be worn and hands thoroughly washed/sanitized following contact with the item.

Self-Assessment Questionnaire:

- Daily completion of a COVID-19 Self-Assessment questionnaire will be required by all employees upon entering the office. See Appendix A for the Township of Johnson form. It is important that all staff answer questions honestly even if other reasons for the symptoms are suspected (ie. allergies or cold). COVID-19 affects everyone differently with symptoms varying from asymptomatic to severe respiratory failure. Protect those around you by staying home if you are feeling unwell, have been in contact with someone who is sick or confirmed to have COVID-19, or if you have traveled outside the Algoma District in the last 14 days.

Staff Training:

- Documented review of this Return to Work Action Plan and accompanying safety procedures/information is required by all staff. Please email Chris Wray at cwray@johnsontownship.ca to confirm completion.

Phase I – Cont'd

Office Closed

Travel:

- Under no circumstances shall Council or Staff travel outside of the Algoma District on municipal business.
- Council and Staff who do travel outside the Algoma District for reasons other than municipal business, must follow the guidelines in this document and any other applicable guidelines as published or issued by Algoma Public Health, the Province of Ontario or the Government of Canada. It shall be the responsibility of each Council or Staff Member to read and understand this policy and the guidelines mentioned herein.
- Council or Staff Members who have been in close contact with other people in a setting known to be experiencing an outbreak of COVID-19, whether in the Algoma District or another community in Ontario or Canada, must remain home for fourteen (14) days.

This policy shall remain in effect until removed by Resolution of Council.

Visitors to Municipal Facilities:

- Council and Staff shall have the right to refuse to meet with anybody that has travelled from outside the District of Algoma while conducting municipal business.
- Council and Staff shall also have the right to request that the Township of Johnson take measures to protect them from those traveling from outside the Algoma District.

This policy shall remain in effect until removed by Resolution of Council.

Conduct **R–A–C–E** analysis to determine any additional controls that may be needed:

R – Recognize; A – Assess; C – Control; and E – Evaluate

<https://www.pshsa.ca/resources/risk-assessment-and-job-hazard-analysis>

Phase 2

Office Reopened

These steps are to be implemented once the decision to reopen the doors of the office to the public has been made. All decisions to reopen the office will be based on recommendations from Algoma Public Health. Doors will not reopen to ratepayers until the following measures, and any other additional measure as directed by Algoma Public Health, are in place:

Physical Barriers:

- Plexiglass barriers are installed as needed. Ratepayers must be served from behind this barrier at all times.
- Buzzer/doorbell, or other systems that will ensure the safety of visitors and staff alike, is installed so that doors can remain locked to ensure that only one person enters the office at a time.

Signage:

- Signs providing direction to the public on the procedures in place to protect them and staff are posted as needed. Informational posters are available at: <http://www.algomapublichealth.com/media/3408/community-support-package.pdf>
http://www.algomapublichealth.com/media/3461/binder_amplify_21_may-19-2020.pdf

Social Distancing Measures for the Public:

- Indicators are marked on the ground outside the doors to keep people that may be lined up at least 6 feet apart. Employees working directly with the public must maintain a social distance of at least 6 feet at all times.
- Only one visitor will be allowed in the office at a time to limit exposure and ensure social distancing in the small front desk area.

Personal Protection:

- Personal protective equipment including face masks and gloves are available for all staff. Face masks must be worn when approaching the public to ask the wellness questionnaire and letting people in the doors. See Appendix D for information on mask use for non-healthcare workers.

Phase 2 Cont'd

Office Reopened

Hand Sanitizing:

- Hand sanitizing stations are installed at multiple sites throughout the office including the entrance, kitchen and other central locations. All people entering the Township office must use hand sanitizer prior to entry.

Self-Assessment Questionnaire:

- All people entering the Township office must be asked a series of questions prior to being allowed entry:
 1. Have you or anyone in your home been outside the Algoma District, the Province of Ontario or the Country in the last 14 days?
 2. Have you been in close contact with anyone who has been outside of the Algoma District, the Province of Ontario or the Country in the last 14 days?
 3. Have you been in close contact with anyone showing symptoms of the coronavirus or confirmed to have the coronavirus in the last 14 days?
 4. Do you or anyone in your home have any of the following:
 - Fever
 - Cough
 - Shortness of breath
 - Sore Throat
 - Runny Nose
 - Fatigue
 - Muscle Aches
 - Feeling Unwell
 - Loss of taste or smell

If they answer YES to any of these questions, or look visually unwell, entry into the office must be denied for 14 days.

See Appendix A for the Township of Johnson COVID-19 Self-Assessment Questionnaire.

Staff Scheduling:

- Scheduling of staff for in-office working hours will be based on recommendations by Algoma Public Health for social distancing. Reduced hours/rotating schedules may be required. Weekly scheduling will be completed as needed by Clerk Chris Wray.

Phase 2 Cont'd

Office Reopened

Travel:

- Under no circumstances shall Council or Staff travel outside of the Algoma District on municipal business.
- Council and Staff who do travel outside the Algoma District for reasons other than municipal business, must follow the guidelines in this document and any other applicable guidelines as published or issued by Algoma Public Health, the Province of Ontario or the Government of Canada. It shall be the responsibility of each Council or Staff Member to read and understand this policy and the guidelines mentioned herein.
- Council or Staff Members who have been in close contact with other people in a setting known to be experiencing an outbreak of COVID-19, whether in the Algoma District or another community in Ontario or Canada, must remain home for fourteen (14) days.

This policy shall remain in effect until removed by Resolution of Council.

Visitors to Municipal Facilities:

- Council and Staff shall have the right to refuse to meet with anybody that has travelled from outside the District of Algoma while conducting municipal business.
- Council and Staff shall also have the right to request that the Township of Johnson take measures to protect them from those traveling from outside the Algoma District.

This policy shall remain in effect until removed by Resolution of Council.

NOTE: Phase 1 (Office Closed) guidelines from this report for Social Distancing; Personal Hygiene/Handwashing Practices; Work Stations/Supplies; Cleaning/Disinfection; Kitchen/Breaks; Personal Protection; Quarantine/Disinfection of Items Coming into the Office; and Staff Wellness Questionnaires must continue to be followed during Phase 2 (Office Reopened).

Conduct R–A–C–E analysis to determine any additional controls that may be needed:

R – Recognize; A – Assess; C – Control; and E – Evaluate

<https://www.pshsa.ca/resources/risk-assessment-and-job-hazard-analysis>

Phase 3

Resume Normal Functions

In the final phase of the Township of Johnson Office COVID-19 Return to Work Action Plan the pandemic and all social distancing measures are over. The office can resume normal activities.

Social Distancing:

- Social distancing is no longer a concern for staff.
- Social distancing indicators for the public can be removed.
- There are no longer any limits on the number of visitors allowed in the office at a time.

Office Attendance:

- Staff work schedules return to normal.

Work Stations/Supplies:

- Strict workstation and office supply rules no longer apply.

Cleaning/Disinfection:

- Increased cleaning measures are no longer needed, but regular cleaning is still recommended.

Kitchen/Breaks:

- Social distancing for staff is no longer a concern and normal kitchen/break interactions can resume.

Personal Protection:

- Use of personal protective equipment as a barrier against COVID-19 is no longer necessary but use of PPE for other workplace hazards should still be utilized as needed

Phase 3 Cont'd

Resume Normal Functions

Quarantine/Disinfection of Items Coming Into the Office:

- Quarantine/disinfection of items coming into the office is no longer required.

Self-Assessment Questionnaires:

- Self-Assessment Questionnaires for staff or the public are no longer needed.

Physical Barriers:

- Physical barriers such as the plexiglass and locked doors are no longer necessary.

Signage:

- Signs relating to COVID-19 procedures can be taken down.

Hand Sanitizing:

- Handwashing and/or use of hand sanitizer is still recommended after using the restroom, prior to entering the kitchen and when hands are obviously dirty, but the fear of COVID-19 is no longer a concern and sanitation practices can return to normal.

Travel:

- Under no circumstances shall Council or Staff travel outside of the Algoma District on municipal business.
- Council and Staff who do travel outside the Algoma District for reasons other than municipal business, must follow the guidelines in this document and any other applicable guidelines as published or issued by Algoma Public Health, the Province of Ontario or the Government of Canada. It shall be the responsibility of each Council or Staff Member to read and understand this policy and the guidelines mentioned herein.

Phase 3 Cont'd

Resume Normal Functions

- Council or Staff Members who have been in close contact with other people in a setting known to be experiencing an outbreak of COVID-19, whether in the Algoma District or another community in Ontario or Canada, must remain home for fourteen (14) days.

This policy shall remain in effect until removed by Resolution of Council.

Visitors to Municipal Facilities:

- Council and Staff shall have the right to refuse to meet with anybody that has travelled from outside the District of Algoma while conducting municipal business.
- Council and Staff shall also have the right to request that the Township of Johnson take measures to protect them from those traveling from outside the Algoma District.

This policy shall remain in effect until removed by Resolution of Council.

Conduct **R–A–C–E** analysis to determine any additional controls that may be needed:

R – Recognize; A – Assess; C – Control; and E – Evaluate

<https://www.pshsa.ca/resources/risk-assessment-and-job-hazard-analysis>

Mental Health

Stay connected, stay active and stay safe!

The COVID-19 pandemic has been challenging for everyone across the world. While social distancing plays an important role in protecting our physical wellbeing, isolation and the stress of such uncertain times can take a toll on mental health. It is important to stay healthy both mentally and physically during this difficult time.

In the event that you find the mental health of yourself or someone you know suffering as a result of the COVID-19 pandemic, or for any other reason, it is important to reach out for help. Assistance is available through many different resources.

Mental Health – Algoma Public Health

<http://www.algomapublichealth.com/addictions-mental-health/mental-health-and-covid-19/>

COVID-19 and Mental Health @ Work – Government of Canada

<https://www.canada.ca/en/government/publicservice/covid-19/covid-19-mental-health-work.html>

Mental Health and COVID-19 – World Health Organization

<https://www.who.int/teams/mental-health-and-substance-use/covid-19>

Algoma District, ON - Mental Health Resources

<https://www.ementalhealth.ca/index.php?m=record&ID=56548>

Walk-In Counselling Service – Canadian Mental Health Association

386 Queen St East, Sault Ste. Marie, ON Tuesdays 11:30am-7pm 705-945-5050

Crisis Helpline

705-759-3398 or 1-800-721-0077 or 9-1-1 for Emergency Services

Useful Links

Algoma Public Health Novel Coronavirus Information:

<http://www.algomapublichealth.com/disease-and-illness/infectious-diseases/novel-coronavirus/#algoma>

Public Health Ontario:

<https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus>

Public Health Agency of Canada:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

World Health Organization:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Ontario Ministry of Health:

<https://www.ontario.ca/page/how-ontario-is-responding-covid-19>

COVID-19 in Ontario:

https://covid-19.ontario.ca/?_ga=2.95909849.479245626.1591555326-702543053.1591555326

Resources to Prevent COVID-19 in the Workplace:

<https://www.ontario.ca/page/resources-prevent-covid-19-workplace>

Appendix A

Self-Assessment Questionnaire



In light of the current Coronavirus (COVID-19) outbreak, as a responsible organization, The Township of Johnson must ask that you answer the following self-assessment screening questions:

COVID-19 Self-Assessment

Have you or anyone in your home been outside the Algoma District, the Province of Ontario or the Country in the last 14 days?

Y N

Have you been in close contact with anyone who has been outside of the Algoma District, the Province of Ontario or the Country in the last 14 days?

Y N

Have you been in close contact with anyone showing symptoms of the coronavirus or confirmed to have the coronavirus in the last 14 days?

Y N

Do you or anyone in your home have any of the following:

- Fever
- Cough
- Shortness of breath
- Sore throat
- Runny nose
- Fatigue
- Muscle aches
- Feeling unwell
- Loss of taste or smell

Signature: _____

Date _____

Reduce your risk of infection by:

- Frequently washing your hands with soap and water for at least 20 seconds
- Coughing or sneezing into your arm or a tissue (throw out tissue immediately)
- Avoiding touching your eyes, nose or mouth with unwashed hands
- Avoiding close contact with people who are sick to prevent spreading of the illness
- Practice Social Distancing – stay at least 2 metres away from others
- Increase cleaning and disinfection measures

Appendix B

Cleaning and Disinfection for Public Settings



Coronavirus Disease 2019 (COVID-19)

Cleaning and Disinfection for Public Settings

This document provides guidance on cleaning and disinfection of public settings, including schools, transit, colleges/universities and other workplaces in Ontario. For more information, please contact your local public health unit.

What you should know

- Commonly used cleaners and disinfectants are effective against COVID-19.
- Frequently touched surfaces are most likely to be contaminated.
- Use only disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.
- Check the expiry date of products you use and always follow manufacturer's instructions.

Clean frequently touched surfaces twice per day

- In addition to routine cleaning, surfaces that have frequent contact with hands should be cleaned and disinfected twice per day and when visibly dirty.
- Examples include doorknobs, elevator buttons, light switches, toilet handles, counters, hand rails, touch screen surfaces and keypads.
- In addition to routine cleaning, check with your organization for any specific protocols for cleaning for COVID-19.



Select products

Cleaners

- Break down grease and remove organic material from the surface.
- Used separately before using disinfectants.
- Can be purchased with cleaner and disinfectant combined in a single product.

Disinfectants

- Have chemicals that kill most germs.
- Applied after the surfaces have been cleaned.
- Have a drug identification number (DIN).

Disinfectant Wipes

- Have combined cleaners and disinfectants in one solution.
- May become dry due to fast drying properties. Should be discarded if they become dry.
- Not recommended for heavily soiled surfaces.

Prepare products for use

- Where possible, use pre-mixed solution.
- Read and follow manufacturer's instructions to:
 - properly prepare solution
 - allow adequate contact time for disinfectant to kill germs (see product label)
 - wear gloves when handling cleaning products including wipes
 - wear any other personal protective equipment recommended by the manufacturer

Learn about the virus

COVID-19 is a new virus. It spreads by respiratory droplets of an infected person to others with whom they have close contact such as people who live in the same household or provide care. It can survive on different surfaces but can be killed by most cleaners and disinfectants.

You can also access up to date information on COVID-19 on the Ontario Ministry of Health's website: [ontario.ca/coronavirus](https://www.ontario.ca/coronavirus).

Sources:

Ontario Agency for Health Protection and Promotion (Public Health Ontario), Provincial Infectious Diseases Advisory Committee. Best practices for environmental cleaning for prevention and control of infections in all health care settings [Internet]. 3rd ed. Toronto, ON: Queen's Printer for Ontario; 2018. Available from: https://www.publichealthontario.ca/_media/documents/bp-environmental-cleaning-learning.pdf

The Regional Municipality of York, Community and Health Services. Proper cleaning and disinfection practices [Internet]. Issued April, 2020. The Regional Municipality of York; 2020. Available from: https://www.york.ca/assets/cvcm/openpdf/yorkpublic09080903_0548_47of_2020_boto_cseub02/vr0pper+cleaning+and+disinfection+practices.pdf?MULTIAUTHORS&LVU=HVVMT0204

The information in this document is current as of March 11, 2020

© Queen's Printer for Ontario, 2020

Ontario

Appendix C

Surface Contamination

How long does the coronavirus survive on surfaces?

The most important thing to know about coronavirus on surfaces is that they can easily be cleaned with common household disinfectants that will kill the virus. Studies have shown that the COVID-19 virus can survive for:

- up to 72 hours on plastic and stainless steel
- less than 4 hours on copper; and
- less than 24 hours on cardboard

As always clean your hands with an alcohol-based hand rub or wash them with soap and water. Avoid touching your eyes, mouth, or nose.

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-coronaviruses>

More information on surface contamination is also available at:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>

Guidance on worker procedures for handling paperwork during COVID 19 – IHSA:

<https://www.ihsa.ca/pdfs/alerts/COVID19/guidance-on-worker-procedures-handling-paperwork-during-covid-19.pdf>

Appendix D

Mask Use for Non-Healthcare Workers



Coronavirus Disease 2019 (COVID-19)

Mask Use for Non-Healthcare Workers

Masks (either surgical masks or non-medical masks such as cloth masks, bandanas or other face coverings), can be worn to reduce the spread of COVID-19 to others (also known as source control). Source control masks could be considered if physical distancing is not possible. Employers can assess worker risk of exposure to COVID-19 when considering source control in the workplace.

Masks used for source control – principles

- Masks worn for source control protect others from potential infectious droplets of the wearer.
- Non-medical masks, e.g. cloth masks, are preferred for source control due to current shortages in medical masks.
- Masking may lead to more hand-face contact. [Washing hands or cleaning with alcohol based hand rub is critical](#) – perform frequently and immediately after touching the mask.
- Some workers may not wish to wear a mask or have conditions (e.g. asthma, eczema) that make masking difficult or uncomfortable. Be flexible in a workplace policy on masks for source control.
- If personal protective equipment is required to perform a work task, that requirement takes priority over masking for source control.

Assessing worker risk of exposure to COVID-19

- A risk assessment can help the employer determine whether source control could be helpful for workers. The US Occupational Safety and Health Administration [risk categorization](#) is adapted below.
- Risk among workers will vary by ability to physically distance and other controls available, e.g. physical barriers.
- Non-healthcare workers generally fall into low (minimal contact with the public and coworkers) to medium (frequent/close contact with the public and coworkers) exposure risk. Here are some examples of work that vary from low to medium risk:
 - Staff working from home
 - Office workers able to physically distance
 - Delivery/courier, pick-up/drop-off service
 - Food service workers, office workers unable to physically distance, transit workers
 - Grocery store clerks, child care workers
- Where workers are not able to practice physical distancing or have frequent contact with the public, masking could be considered for source control.

Applying the hierarchy of controls

A comprehensive strategy to reduce the risk of COVID-19 transmission in the workplace would include as many controls as possible:

- **Engineering:** Remove/block the hazard at the source (e.g. physical distancing, physical barriers such as Plexiglass booths, [frequent environmental cleaning/disinfection](#)).
- **Administrative:** Optimizing the movement of workers to minimize potential contact with the hazard (e.g. scheduling – staggered shifts, breaks, and meals; work station spacing, work from home policies, limited hours, staff reduction, virtual meetings, paid sick leave, temperature screening, symptom screening/reporting).
 - **Personal Hygiene:** Worker actions or behaviors to reduce hazard exposure (e.g. clean hands, coughing or sneezing into the sleeve, masking for source control).
- **Personal Protective Equipment (PPE):** e.g. masks, gloves, eye protection, gowns or coveralls.

Masking for source control could be considered a personal hygiene measure, and it protects others, not the masked worker. If implementing masking for source control, note the following:

- Masks are to be changed if visibly soiled, damp, damaged or difficult to breathe through.
- For non-medical masks, no specific type or material is clearly better than another.
- Breathability, comfort, and safety (e.g. adequate vision, communication) are key to compliance.
- The [Public Health Agency of Canada](#) and the US [Centers for Disease Control](#) have provided guidance on how to make, use, and care for cloth masks and could be used as a guide.
- Refer to [When and How to Wear a Mask](#) and the [Ministry of Health](#) for more information.

When using masks for source control, always remember

- Masking for source control protects others around you by catching your own droplets. Ensure the mask covers both the nose and mouth.
- Where physical distancing is not possible, worker risk of COVID-19 exposure can help determine if a source control masking policy could be useful.
- When wearing masks, it is critical to avoid touching the face, and to wash hands or use alcohol based hand rub often.
- Masking for source control needs to be part of a broad strategy to reduce transmission risk.
- Medical masks are to be conserved for use in healthcare workers.

The information in this document is current as of May 2, 2020

© Queen's Printer for Ontario, 2020



<http://www.algomapublichealth.com/media/3445/factsheet-covid-19-masks-not-healthcare-1.pdf>

Video on use of non-medical face coverings:

<https://www.facebook.com/algomahealth/videos/2651425331760892/>

Appendix E

Handwashing

WASH YOUR HANDS

- 1** WET HANDS
- 2** SOAP & LATHER (20 SEC.)
- 3** RINSE
- 4** TOWEL DRY
- 5** TURN OFF TAP WITH TOWEL

Always wash your hands BEFORE:

- Handling ready-to-eat foods
- Starting work
- Preparing food
- Eating
- Handling clean utensils, silverware, plates

Always wash your hands AFTER:

- Handling raw foods, especially meat and poultry
- Eating or smoking
- Taking out the garbage
- Cleaning/food preparation areas
- Cleaning washrooms
- Sneezing, coughing, or blowing your nose
- Going to the washroom
- Touching your hair, face or body
- Touching anything else that may contaminate hands (including money)
- Petting an animal

Algonia PUBLIC HEALTH
 Santé publique Algoma

<http://www.algomapublichealth.com/media/3307/wash-your-hands-poster-general.pdf>

Appendix F

Office Attendance Schedule

Township of Johnson

Office Attendance Schedule COVID-19

For the Week of _____ to _____ 2020

Employee	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Chris Wray							
Paula Spurway							
Frieda Labelle							
Angela Charbonneau							
Heather Tener							
Pat O’Gorman							
Herman Klingenberg							
Aaron Millette							
Terry Phillips							
Matt Hunter							
Brian Orchard							
Ron Smith							
Denise Methot							
Student #1							
Student #2							

