



COVID-19 Safety Plan



Purpose/Scope

The purpose of this Safety Plan is to detail how the Township of Stirling-Rawdon will keep its elected officials, committee appointees, staff, contractors and visitors to our office safe during the COVID-19 pandemic. This plan will be based on guidance and information provided by Hastings Prince Edward Public Health (HPEPH) and the Province of Ontario.

How we will ensure all workers know how and are able to keep themselves safe from exposure to COVID-19

Staff should self-monitor daily for symptoms of COVID-19, such as fever, cough or difficulty breathing before attending the workplace. Should staff develop any symptoms of COVID-19 or are generally feeling unwell they will be directed to stay home; and depending on the symptoms a COVID-19 test may be required prior to return to work. Any workers who have been required to self-isolate will contact the Township CAO/Treasurer when they have been advised that they can return to work and must provide negative results of the COVID-19 test prior to return to work.

How we will screen for COVID-19

Staff are required to use the MESH screening tool each Monday morning prior to coming to work to screen for symptoms.

How we will control the risk of transmission in our workplace

Staff are required to frequently wash their hands, use alcohol-based hand sanitizer when entering the building and throughout the day, and physical distance. Staff are also required to maintain a minimum of 6' distance during lunch. It is recommended that staff either eat in their office or use the EOC/Council Chambers. High touch/traffic areas and items are cleaned and disinfected. Sign in sheets (for contact tracing purposes) must be completed to gain entry to the office area. A Face Covering Policy has been established by the Township which requires visitors/contractors to use hand sanitizer and wear a mask at all times while on the premises. Public attendance at any meetings is prohibited during lockdown and Provincially declared Emergencies. All staff when not working in their office alone and where public may be present are required to wear a non-medical mask or face covering.

No entry to main municipal building will be permitted without hand sanitizer being applied, and if the staff person is not a regular worker in the main municipal building, a face covering must be worn. Staff travelling in the same Township vehicle must wear face coverings and the vehicles must be sanitized daily. There will be no public entry to all Township workplaces, including the Stirling shop and fire hall and Springbrook shop and fire hall. Members of the public will only be allowed in the main lobby of the

municipal building and will be limited to one person at a time, with the exception of no more than two persons from the same family.

What we will do if there is a potential case/suspected exposure to COVID-19 in our workplace

Should a staff member call in sick or with COVID-19 symptoms they will be requested to self-assess. Based on the response the staff member may be required to be tested and/or to self-isolate. Should a staff member develop symptoms while in the workplace, they would be directed to return home and self-isolate immediately. HPEPH would be contacted immediately. They may require that other workers who were exposed be notified and sent home to self-isolate for 14 days, self-monitor and report any symptoms. The HPEPH may also require the closure of the workplace until disinfection of area and/or equipment has been completed, and meetings normally held within the Council Chambers for the Township of Stirling-Rawdon would become virtual meetings held via electronic means. A State of Emergency may be declared if not already in place. Staff who are able to work remotely may be required to do so.

How any new risks caused by changes to the way we operate will be managed

The number of staff in the building will be limited, with some staff possibly being assigned to work from home. Lifting of heavy objects may need to be done by equipment instead of two people due to distancing requirements.

How we will ensure our plan is working

The Township's Joint Health and Safety Committee will be involved in evaluating how well the plan is working. Staff will receive communication regarding any required changes to processes via a memorandum from the CAO-Treasurer.

This plan is considered a "living" document and as such, may require updating due to the fluidity of the situation.

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