

TOWNSHIP OF TERRACE BAY

COVID-19 Safety Plan



Business Name: The Corporation of the Township of Terrace Bay
Division Group: All
Date Completed: November 24, 2020

COVID-19 SAFETY MEASURES

1. How the Township of Terrace Bay is ensuring workers know how to keep themselves safe from exposure to COVID-19

- Maintaining and updating the COVID-19 website and ensuring it aligns with current public health guidelines and recommendations
- Monitoring and responding to inquiries submitted by Staff to cao@terracebay.ca
- Communicating important updates to the Township Staff and residents by email, website, and social media channels
- Implementing policies and procedures for COVID-19 safety measures, where appropriate, to ensure compliance with public health guidelines and government orders
- Frequent enhanced cleaning and disinfection of high-touch surfaces and objects
- Daily review of guidance from the Government of Ontario and Public Health Authorities

2. Health Screening for Staff and Customers

The person responsible for the business or organization must comply with any advice, recommendations, and instructions issued by the Office of the Chief Medical Officer of Health on screening for COVID-19 (O Reg 263/20).

- Staff must complete a **health screening questionnaire** before each shift. The questions can be completed on paper, online or by asking staff directly.
- Screening should occur before or when a worker enters the workplace at the beginning of their day or shift, or when an essential visitor arrives.
- If a staff member becomes sick with COVID-19 symptoms while at work, they should go home right away and self-isolate. The affected staff member will be directed to call the TBDHU at (807) 625-5900 for further direction.
- Ask all clients and customers to self-screen for COVID-19 symptoms prior to entry to your workplace or business. Display signage at entrances informing people that they must not enter if they have symptoms.

3. How the Township of Terrace Bay is controlling the risk of transmission in our workplace

Physical Distancing and Separation	<ul style="list-style-type: none">• Implementation and use of plexiglass barriers (where appropriate)• Posting of signage throughout buildings
Cleaning and Hygiene	<ul style="list-style-type: none">• Monitor and re-fill sanitizer stations in common areas and entrances to buildings.• Providing Personal Care Kits (disposable masks and personal hand sanitizer) to Staff.
Other	<ul style="list-style-type: none">• Wear a non-medical face mask when physically distancing cannot be maintained and in common areas• Avoid gathering in common areas• Disinfecting of work stations before and after use.• Reinforcing current Working Hours policy, allowing for the use of flexible hours, and remote work, to the maximum extent possible if applicable.

4. What the Township of Terrace Bay will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Requiring employees to notify their management, supervisor, and/or Chair if they have been at work within the 14 days prior to the onset of COVID-19 symptoms and they have gone for a COVID-19 test; have been advised to self-isolate by a Public Health Authority; OR, if they have received a positive COVID-19 test result
- Procedures are in place for any contact tracing and the liaising with Public Health Authorities in the event of potential or suspected cases of COVID-19
- Enhanced cleaning protocols

Step 1: Exclude symptomatic people from the workplace

If a worker calls in sick, informs you of symptoms or informs you they had close contact with someone with symptoms, have them [take the self-assessment](#). Ask the worker to follow any recommendations given by the tool, including being tested and self-isolating.

If anyone shows symptoms in the workplace, they should return home and self-isolate immediately. If they cannot leave immediately, they should be isolated until they are able to leave. Have a plan in place to deal with this and train supervisors on how to handle the situation.

If the person is very ill, call 911 and let the operator know that they may have COVID-19.

Ask the person to contact their doctor or [Telehealth Ontario](#) at [Toll-free: 1-866-797-0000](#) for further directions about testing and self-isolation.

Step 2: Contact Public Health

Contact your local public health unit for guidance on what to do if someone develops symptoms at your workplace or you are told one of your workers has COVID-19. Public health will provide instructions and do contact tracing if needed.

To support contact tracing, have a system in place so you can provide information about which people had close interactions with an affected worker. This could include information such as:

- dates and times of interactions

- approximate length and frequency of interactions
- full names
- contact telephone numbers
- addresses (for workers) or the name of the visitor's business

Step 3: Follow Public Health Direction

Your local public health unit may require that:

- other workers who were exposed are notified and sent home to self-isolate, self-monitor and report any possible COVID-19 symptoms
- the workplace be shut down while the affected workplace or area and equipment are disinfected
- other public health measures are implemented

Disinfect surfaces that may have been touched by the ill person as soon as possible. Read Public Health Ontario's COVID-19 fact sheet about [cleaning and disinfection for public settings](#).

Self-isolation and return-to-work

Specific direction for each situation is provided by your local public health unit based on [provincial guidance on the management of cases and contacts of COVID-19](#). Follow the public health direction.

Workers should self-isolate if they either:

- have symptoms
- had close contact with an individual with symptoms or a confirmed diagnosis
- have travelled outside of Canada

Close contacts may include people who have spent time less than two metres away from the infected person in the same room, workspace, or area without barriers or protective equipment and people living in the same home.

In general:

- A worker who had close contact with someone known to have COVID-19 should self-isolate for 14 days. If they do not develop symptoms, they may usually return to work and other activities 14 days after their last contact with the case.
- A worker with COVID-19 symptoms should self-isolate for at least 10 days from when the symptoms started.
 - If a worker who has symptoms receives a negative COVID-19 test result, they may usually return to work before 10 days if they do not have a fever and their symptoms are getting better.

Some symptomatic workers may need to self-isolate for longer based on the advice of public health or their health care provider.

These timelines for self-isolation include time spent waiting for COVID-19 test results.

Step 4: Inform Any Workers Who May Have Been Exposed

You must let workers know if they may have been exposed in the workplace.

You should give all workers information about the date and time of the potential exposure and where it took place. Don't give out any information that might identify the infectious person.

You do not need to undertake contact tracing activities unless asked to do so by your local public health unit.

This duty to inform your workers is independent of any public health direction, although it may be fulfilled by steps taken under public health direction as part of contact tracing.

Step 5: Report to Ministry of Labour, Training and Skills Development

If you are advised that one of your workers has tested positive for COVID-19 due to exposure at the workplace, or that a claim has been filed with the Workplace Safety and Insurance Board (WSIB), you must give notice in writing within four days to:

- [the Ministry of Labour, Training and Skills Development](#)
- the workplace's joint health and safety committee or health and safety representative
- the worker's trade union (if applicable)

Additionally, you must [report any occupationally acquired illnesses to the WSIB](#) within three days of receiving notification of the illness.

You do not need to determine where a case was acquired. If it's reported to you as an occupational illness, you must report the case.

5. How the Township of Terrace Bay is managing any new risks caused by the changes made to the way we operate our business

- Continue to keep the Township of Terrace Bay Staff and public updated as soon as possible regarding changes in guidelines and/or restrictions
- Monitoring feedback, concerns, and lessons learned from our staff to better understand any gaps or room for improvement

6. How the Township of Terrace Bay is making sure our plan is working

- We are monitoring and reviewing Ministry of Health and other applicable regional health guidance daily to ensure our procedures are up to date.
- We are issuing updates to our Standard Operating Procedures, and this Safety Plan, as required to communicate to all staff and customers any changes to our procedures to reflect the most up-to-date guidance.
- We are responding to all employee and customer concerns and questions to ensure our policies and procedures are understood and actively implemented as required.