



COVID-19 safety plan

Company details

Business name: The Corporation of the Township of Southwold

Date completed: December 7th, 2020

Approved by: Township of Southwold Emergency Control Group

Revision Date: N/A

This Safety Plan was created in compliance with O. Reg. 6364/20: RULES FOR AREAS IN STAGE # - Restrict. The Province of Ontario's COVID-19 Response Framework: Keeping Ontario Safe and Open requires that all organizations adhere to the General Public Health Measures summarized in the chart below. This Safety Plan outlines how the Township of Southwold complies with these public health measures.

1. Communication of information regarding COVID-19

The Township of Southwold Emergency Control Group will meet weekly via Webex. Frequency will be adjusted according to the current situation. A member of the ECG will also attend the Southwestern Public Health twice-weekly teleconference calls.

Emergency Control Group members: Mayor Grant Jones, Deputy Mayor Robert Monteith, CAO / Clerk Ken Loveland, Jeff McArthur, Barry Smith, Lori Redman, June McLarty, Caitlin Wight, Jeff Carswell, Brent Clutterbuck, Paul Van Vaerenbergh.

Actions:

- Through the Township ECG, all information for employees providing updated information will be via email and posted on message boards at the municipal

office for all employees to access at any time. Updates are made regularly as per Southwestern Public Health and other Health Authorities.

2. Employee Screening

All employees are required to complete the employee-screening tool, using the list of current COVID-19 questions, when entering the workplace before starting their shift. All copies of the screening questions are filed electronically.

Actions:

The answers to the COVID-19 questions from their operators and forward to HR / H&S Designate who will file in Laserfiche.

Admin employees are required to complete the COVID-19 screening form upon entering the office area.

Contractors entering the building and members of the public entering the municipal office for various municipal business needs will complete the COVID-19 questionnaire available at the front entrance.

User groups at the Keystone Complex are required to complete the necessary screening prior to entering the building. At all times the number of persons involved in any functions must not exceed the maximum number established.

3. Control Risk of Transmission

Various controls have been implemented at the works garage and municipal office administration building. Controls are discussed at Joint Health and Safety Committee meetings and the ECG meetings and communicated to all employees.

Actions:

At municipal office:

- Employees are to wear masks when away from their normal workstation or a 2 m spread distance can be made.

- Face coverings may only be removed when seated at least 2 meters (6 feet) away from others or in own office, cubicle or workspace.
- Hand sanitize upon entry of the municipal building. This includes contractors and visitors.
- Only one employee at any time in the kitchen.
- Only one employee at a time in any bathroom.
- Only one employee in an office at any time, except when they can maintain the required 2 m separate distance.
- Sanitize photocopier, counter space, postage machine and other office equipment on a regular basis.
- Physical barriers have been installed at the customer service counter.
- Contractors are required to wear masks at all times.
- Visitors are required to wear masks at all times except when they can maintain the required 2 m separate distance.

At public works garage:

- Hand sanitize upon entry. This includes contractors and visitors.
- Sanitize any surface used by operators.
- Sanitize shared tools.
- All operators to wear masks when driving with two operators in vehicles and when it is not possible to be 2 meters (6 feet) apart.
- Keep 2 meters distance (6 feet) when working together.
- Enhanced cleaning provided by employees on a daily basis.
- Contractors are required to wear masks at all times.

At the Southwold Fire Department Stations:

- All Firefighters will be required to wear masks while responding to any calls.
- Within the Firehalls, masks must be worn unless members maintain the minimum separation of 2 meters.
- Hand sanitize upon entry.
- Only one employee in an office at any time, except when they can maintain the required 2 m separate distance.
- All visitors to the halls must complete the required information forms. These forms will be maintained on site.
- Sanitize any surface used by operators.
- Sanitize shared tools.
- Enhanced cleaning provided by firefighters on a regular basis.

Other:

- Employees are required to stay home if they are displaying symptoms as per the screening checklist.
- Meetings are encouraged to be held through Webex.
- Council will meet in council chambers where physical distance separate of 2 meters can be maintained. Committee meetings are conducted through Webex whenever possible.

4. Potential or suspected exposure

Actions:

- The Township of Southwold requires anyone who develops new or worsening symptoms of COVID-19 (as per the screening questions) to not come into work or if already at work, to go home and self-isolate / self-monitor and not return to work until symptom free for 24 hours.
- Symptomatic employees who have been in contact with someone who tested positive will be required to self-isolate and self-monitor and to make an appointment at the COVID-19 Assessment Centre for testing. The employee is not able to return to work until the test results show negative and shared with their supervisor or HR/H&S designate. Even if the employee is symptom free for 24 hours and is still waiting a testing appointment, employee is not able to return until test results show negative.
- Employee that has tested positive will be required to follow direction as per Southwestern Public Health. Any contact tracing and self-isolation directed by Southwestern Public Health will be strictly adhered to by the Township of Southwold.
- When a potential exposure has been identified, the employee's work location will be cleaned and sanitized.
- Employees will be notified of a confirmed case as per Southwestern Public Health direction. Contact tracing and follow-up will be conducted by Southwestern Public Health.

5. New risks caused by changes

The Township of Southwold will conduct regular check-ins to ensure that any changes that are instructed by SWPH or Ontario Public Health are not causing risk to our employees and controls are adjusted and changed with required.

Actions:

- Regular meetings will allow for continuous open communication in regard to any changes that may occur as brought forth by the various Public Health organizations.
- Any employee is encouraged to speak to their supervisor if they feel their job is not safe due to insufficient hazard control practices.
- Mental health information communicated and provided to employees on a regular basis.

6. Review of Plan

The Township of Southwold ECG will continuously respond to any changes imposed by Southwestern Public Health, Ontario Public Health and Provincial Legislation.

Actions:

- Open to get feedback from employees. Forward to HR / H&S designate for discussion.
- Communicate any changes via email and message boards as soon as possible.
- Check-in on a random basis, asking employees if they still feel safe, anything that the Township of Southwold could do different or better.

COVID-19 safety plan – snapshot

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Measures we're taking:**How we're ensuring workers know how to keep themselves safe from exposure to COVID-19**

- Through the Township of Southwold ECG all information for employees is communicated via email and posted on message boards. Updates are made regularly as per Southwestern Public Health and other Health Authorities.

How we're screening for COVID-19

- All employees are screened using the list of current COVID-19 questions when entering the workplace before starting their shift. All copies of the screening forms are kept in Laserfiche for contact tracing if required by Southwestern Public Health.

How we're controlling the risk of transmission in our workplace

At the municipal office:

- Employees are to wear masks unless they maintain 2-meter separation.
- Hand sanitize upon entry of the municipal office
- One employee at a time in the kitchen
- Only one employee at a time in a bathroom.
- Only one employee in an office at any time, except when they can maintain the required 2 m separate distance.
- Sanitize photocopier, counter space, postage machine, and other equipment on a regular basis.

At the public works garage:

- Hand sanitize upon entry.
- Sanitize any surface used by operators.
- Sanitize shared tools.
- All operators to wear masks when driving with two operators in vehicles.
- Keep two meters distance when working together.
- Enhanced cleaning provided by employees on a daily basis.

At the Southwold Fire Department Stations:

- All Firefighters will be required to wear masks while responding to any calls.
- Within the Firehalls, masks must be worn unless members maintain the minimum separation of 2 meters.
- Hand sanitize upon entry.
- All visitors to the halls must complete the required information forms. These forms will be maintained on site.
- Sanitize any surface used by operators.

- Sanitize shared tools.
- Enhanced cleaning provided by firefighters on a regular basis.

How we're making sure our plan is working

The ECG will continuously respond to changes imposed by Southwestern Public Health or Ontario Public Health.

We are open to feedback from employees. They can forward to manager or HR / H&S Designate for discussion with JHSC's and ECG.

- Communicate any changes via email and message boards as soon as possible.
- Check-in on random basis, asking employees if they still feel safe, anything that the Township of Southwold could do different or better.

Contact Information / Resources

1. Southwestern Public Health
1-800-922-0096
Monday – Friday 8:00am – 5:00pm
Saturday – Sunday 8:30am – 4:30pm
2. St. Thomas Elgin General Hospital COVID-19 Assessment Centre
Patients must call to book an appointment
Phone: 519-631-2030 x 6210
Hours of operation: open 7 days a week 8:00am – 6:00pm
Visit their website: <https://www.stegh.on.ca/in-the-community/covid-19-assessment-centre>
3. Homewood Health Employee and Family Assistance Program
1-800-663-1142