

COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

Business name:

Division/group: All

Township of South Algonquin

Revision date: None

Date completed: December 22, 2020

Measures we're taking

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

- The Pandemic Plan created in March has been updated and re-distributed, ensuring people are aware of the need to use the RCDHU website and screening tool.
- The information will be shared using the communication plan within the pandemic plan,
- Public Works has a bulletin board that includes updates as they are received,
- Management will continue to monitor online sources for updated information on the lockdown and COVID changes in general. <https://www.rcdhu.com/news/>

How we're screening for COVID-19

- Staff have been directed to use the COVID-19 Employee screening tool attached to this plan or use the Ontario COVID-19 self assessment tool at <https://covid-19.ontario.ca/self-assessment/>, prior to coming to work, if the tool provides direction other than they are ok to come to work supervisor is to be notified and staff is asked follow the direction provided.

Physical distancing and separation

- All staff work areas are separated more than 2m,
- Masks are to be used when staff leave their desks or are in common areas such as washrooms, kitchen, council chambers or when they have to meet,
- Staff are using the RCDHU screening tool prior to coming to work,
- Hand sanitizer is available,

- One member of the public at a time are permitted in the office those with symptoms or who have travelled are asked to not enter and call or email instead,
- Office is cleaned daily, staff are asked to wipe shared surfaces prior to using them,

Works

- All staff are required to wear masks when unable to distance 2m,
- Staff are using the RCDHU screening tool prior to coming to work,
- Hand sanitizer, PPE and cleaning material is available in equipment
- Shifts reduce staff interaction and trucks have been designated to reduce the number different drivers per truck,

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Contact RCDHU 613-732-3629 extension 977 or 1-800-267-1097 or <https://www.rcdhu.com/news/>
- Staff are asked to follow the direction provided by the RCDHU screening tool and not come to work,
- Information for all staff will be provided by their supervisor via text,
- We will know who would have interacted because of the schedule and log books,
- The Contact Tracing document included as attachment 2 will be used for visitors to the Township office.

How we're managing any new risks caused by the changes made to the way we operate our business

- Additional COVID "stress relief" days have been provided in an effort to help reduce staff's mental stress,
- Managers are making an effort to talk with staff, check in and ensure that if there are issues, they are being discussed,
- The risk of having multiple staff members being off at the same time is high if this happens additional drivers have been contacted and could operate for us if required.

How we're making sure our plan is working

- This plan will be reviewed monthly,

- Staff are encouraged to provide feedback to any document they are provided,
- Management continuously monitor and make changes to plans, and impacted staff will be updated with these changes from their managers.

COVID-19 Employee Screening

Please complete the following questions before beginning your work today.

Name: _____

Date: _____ Time: _____

Do you have any of the following?



Fever



Cough



Difficulty breathing



Sore throat, trouble swallowing



Runny nose



Loss of taste or smell



Not feeling well



Nausea, vomiting, diarrhea

Yes Have you been in close contact with someone who has tested positive for COVID-19 in the past 14 days?

Yes Have you returned from travel outside Canada in the past 14 days?

If you answered YES to any of these questions, go home and self-isolate right away. To find out if you require COVID-19 testing contact:

- Your health care provider, OR
- Renfrew County Virtual Triage and Assessment Centre at 1-844-727-6404

Adapted with permission from Ottawa Public Health and Toronto Public Health.



Renfrew County and District Health Unit

"Optimal Health for All in Renfrew County and District"

Visit us at www.rcdhu.com

September 28, 2020

