

Risk Evaluation & Plan Update

The Senior Management Team meets on a weekly basis. COVID-19 is a standing item that is discussed and reviewed on a continual basis.

At present, the Municipal Emergency Control Group is at an “active status” with our declared Emergency. This group meets on a weekly basis.

Human Resources is actively messaging and updating staff and managers on any changes related to COVID-19.

The Joint Occupational Health & Safety Committee is consulted when required and engagement with this group is a priority.

A list of other committees and organizations the Municipality is actively engaged with:

- Kingston Frontenac Lennox and Addington Public Health Unit
- Lennox and Addington County Emergency Control Group
- Kingston Frontenac Lennox and Addington CAO Caucus
- COVID-19 Ministry and Municipal Update Teleconference Call (twice weekly)
- Public Services Health & Safety Association
- Association of Municipalities Ontario
- Ontario Association of Fire Chiefs

List of Resources

<https://www.pshsa.ca/covid-19>

<https://covid19.wsps.ca/?gclid=EAIaIQobChMIq86LuM6M7QIV1sDICH13ugofEAAYASAAEgKxIPDBwE>

<http://www.amo.on.ca/AMO-Content/Health/COVID19Resources>

<https://www.kflaph.ca/en/healthy-living/novel-coronavirus.aspx>

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

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

<https://www.labour.gov.on.ca/english/hs/3020>

COVID-19 Safety Plan
Corporation of Loyalist Township
November 17th, 2020
Revision date: November 17th, 2020 Version # 1

IMPORTANT COVID-19 INFORMATION

- VISIT THE FOLLOWING FOR OUR HEALTH & SAFETY PROTOCOLS:
<https://loyalist.intra.net/IntraNet.po>
- ALL OTHER MUNICIPAL INFORMATION CAN BE FOUND AT:
<https://www.loyalist.ca/en/living-in-loyalist/covid-19.aspx>
- LOCAL PUBLIC HEALTH RESOURCES (KFL&A):
<https://www.kflaph.ca/en/healthy-living/novel-coronavirus.aspx>
- FSEAP RESOURCES:
<https://www.fseap.ca/>
- PLEASE REACH OUT TO YOUR DIRECT SUPERVISOR IF YOU HAVE ANY QUESTIONS OR CONCERN(S)

SCREENING CRITERIA

- DAILY SELF-SCREENING IS REQUIRED BEFORE ATTENDING THE WORKPLACE USING THE FOLLOWING ASSESSMENT TOOL:
<https://covid-19.ontario.ca/self-assessment/>

(IN LOYALIST INTRA-NET "COVID-19 HEALTH & SAFETY PROTOCOLS" YOU WILL FIND THE SELF-SCREENING TOOL)
- ONLY ATTEND THE WORKPLACE IF YOU ANSWERED NO TO ALL QUESTIONS (OR IF THE PROVINCIAL TOOL DOES NOT RECOMMEND SELF-ISOLATION)
- PLEASE REACH OUT TO YOUR DIRECT SUPERVISOR IF YOU HAVE ANY QUESTIONS OR CONCERN(S)

CONTROL MEASURES - TRANSMISSION MITIGATION

- MAINTAIN PHYSICAL DISTANCE (MINIMUM OF 6 FEET) AND WEARING OF MASKS ARE REQUIRED WHEN INTERACTING WITH OTHER PEOPLE INDOORS
- WHEN OUTSIDE AND WORKING WITH OTHER TOWNSHIP EMPLOYEES, IF 6 FEET DISTANCE CAN BE MAINTAINED, A MASK IS NOT REQUIRED
- INTERACTION WITH THE PUBLIC REQUIRES MAINTAINING PHYSICAL DISTANCING (MINIMUM OF 6 FEET) AND WEARING OF MASKS
- USE THE PROVIDED PPE AND SANITIZATION ITEMS AS OUTLINED IN THE APPLICABLE PROTOCOLS FOR THE FOLLOWING:
 - i) SHARED WORKSTATIONS
 - ii) CUSTOMER SERVICE PAYMENT INTERACTIONS
 - iii) VEHICLE & EQUIPMENT USE
 - iv) ALL OTHER APPLICABLE SITUATIONS
- FOLLOW OCCUPANCY LIMITS AS IDENTIFIED FOR EACH WORKSPACE/MEETING ROOM
- MAINTAIN THE USE OF PHYSICAL BARRIERS WHERE PROVIDED
- PLEASE REACH OUT TO YOUR DIRECT SUPERVISOR IF YOU HAVE ANY QUESTIONS OR CONCERN(S)
- WHENEVER POSSIBLE, VIRTUAL MEDIUMS SHOULD BE CONSIDERED IN LIEU OF IN-PERSON MEETINGS

WORKPLACE EXPOSURE – POTENTIAL CASE, SUSPECTED EXPOSURE TO COVID-19

- IF A CONFIRMED OR PRESUMPTIVE CASE, THE EMPLOYEE MUST INFORM HR @ 613-386-7351 X149 OR hr@loyalist.ca WITHOUT DELAY
- EMPLOYEES WILL INFORM HR OF ANY CLOSE CONTACTS WITHIN THE WORKPLACE DURING THE PAST 5 DAYS
- THE CLOSE CONTACTS WILL BE CONTACTED AND ADVISED OF THE EXPOSURE AND WILL BE REQUIRED TO SEL-ISOLATE FROM WORK FOR A DEFINED PERIOD OF TIME
- WE WILL BE LIAISING WITH PUBLIC HEALTH & FOLLOWING THE REQUIRED MEASURES AND RECOMMENDATIONS
- ALL AREAS IDENTIFIED AS REQUIRING EXTENSIVE CLEANING WILL BE SANITIZED USING BEST PRACTICES

All decisions regarding changes to work locations as a result of the Safety Plan, have followed an extensive process. This is to ensure the changes do not adversely affect our employee(s) health & safety. We encourage and ask that anyone with questions or concerns to contact their direct supervisor.

We continue to assess the situation daily and are following the direction of our Public Health Officials and industry best practice. Any required changes to our Safety Plan will be actioned and these changes will be conveyed to all employees in a timely fashion.

LOYALIST CORP. ST.