

LOYALIST TOWNSHIP



COVID-19 SAFETY PLAN

February 22nd, 2021

Date distributed: February 25th, 2021

Revision date: February 22nd, 2021

Others consulted: Provincial, Regional & Related Industry Partners



Safety Protocols - Safely from Exposure to COVID-19

THIS APPLIES TO ALL WORK LOCATIONS IN LOYALIST TOWNSHIP

Purpose

To safely have staff, contractors, vendors, residents, and any other stakeholders present in any work location during a pandemic.

Scope

The Protocol applies to all Loyalist Township workers. This procedure will be in effect immediately and until the pandemic is declared over by Public Health.

General Procedure

Masks and Physical Distancing

Staff are required to wear masks and maintain physical distancing of a minimum of 2 meters (6 feet) when interacting in person with others. This includes formal and informal meetings and/or discussions, whether held indoors or outdoors. This requirement is in place to primarily keep all parties safe, but also to reassure the public that Loyalist Township takes their safety seriously. We know that a consistent practice is easier to follow. Masks can also help to protect us if we unintentionally drift closer, to a more normal distance from each other, as we have dialogue with each other. Virtual meetings are to be used as a safe alternative to in-person meetings as much as possible.

When indoors, masks must be worn when moving in any common areas. Move slowly to ensure you do not inadvertently cause close contact with others. Keep as much distance as possible in smaller areas like hallways.

When outdoors staff may work without masks in the presence of other Township employees, provided physical distancing of at least 2 meters (6 feet) is maintained.

Eating/Kitchen Area

Staff are encouraged to bring lunches that do not require the use of the fridge, microwave, or shared tableware. When use of these amenities is needed, staff will sanitize all kitchen surfaces

that are touched. Kitchen areas (counter, sink, small appliances, fridge, microwave) occupancy restrictions will be adhered to.

Staff are encouraged to eat their lunch and snacks in their offices or at their workstations, ensuring their work area is sanitized before doing so. If necessary, the common eating area is to be used only for eating, not for conversation. Once seated with appropriate physical distancing, those eating in the eating area may remove their masks. Staff will sanitize their eating area before and after use. Occupancy restrictions will be adhered to.

Other Common Areas

Limit the number of trips to common areas, like the photocopier area. Use hand sanitizer before and after using any shared equipment. No waiting: if occupied come back later.

Staff Washrooms

Washrooms are designated for one-person occupancy only.

- knock to ensure the washroom is unoccupied before entering.
- Clean touch surfaces with a sanitary wipe or Spray 9 after using facilities. DO NOT FLUSH sanitary wipes, instead please dispose of wipes in the garbage receptacle.
- Wash hands after using and sanitizing facilities
- Recommend drying hands with paper towels and not the hand dryer
- Use paper towel to shut off water, turn off light and opening door

Mail/Paperwork

Whenever possible, hardcopy document sharing is avoided. It is possible that the virus can survive on paper for up to four days. Share documents electronically as much as possible. If hardcopy is required wash your hands with soap and water or alcohol-based hand sanitizer before and after handling paperwork.

Worker-Specific Procedures

At-Risk Employees

Are you in any of these at-risk groups?

- getting treatment that compromises (weakens) your immune system

(for example, chemotherapy, medication for transplants, corticosteroids, TNF inhibitors)

- having a condition that compromises (weakens) your immune system (for example, lupus, rheumatoid arthritis, other autoimmune disorder)

- having a chronic (long-lasting) health condition

(for example, diabetes, emphysema, asthma, heart condition)

- regularly going to a hospital or health care setting for a treatment

(for example, dialysis, surgery, cancer treatment)

Any workers who are part of the at-risk group are required to contact Human Resources for more information.

Daily Self-Screening

- *Daily* self-screening is required before attending the workplace

- If computer access is readily available, use the Provincial tool at <https://covid-19.ontario.ca/self-assessment/>

- If unable to use the Provincial tool, use the Loyalist Township's tool (copy can be found on Noodle intranet)

- Only attend the workplace if you answered NO to all questions (or if the Provincial tool does not recommend self-isolation)

Regular Personal Prevention Guidelines to be Followed at All Times

- Review updated protocols, communications, etc. and follow directions as outlined (located on Noodle intranet)

- Wash hands often with soap and water or alcohol-based hand sanitizer

- Sneeze and cough into sleeve

- Avoid touching eyes, nose or mouth

- Avoid contact with people who are sick

- Wear a mask when interacting with others

- physical distancing (maintain 2m/6 ft distance from others) unless absolutely unable to maintain distance due to the nature of the work

- Stay home if sick

- Always follow Provincial/local guidelines to prevent the spread of COVID-19, i.e. stay home as much as possible, go outside with people in your household for exercise and fresh air, avoid groups, etc.

- Continually review COVID-19 information, to maintain current knowledge regarding symptoms, prevention, protocols, etc.

Enforcement

It is very important that we all follow this protocol. Failure to follow this protocol is considered misconduct. As such, management will address failure to follow the protocol in keeping with progressive discipline principals. This starts with reminders, and progresses to discipline up to and including discharge, based on the frequency and severity of the misconduct.

Customer Service Protocol

Purpose

This health & safety procedure is intended to keep workers safe in the workplace. Loyalist Township has developed this document to provide proper protocols during a pandemic.

Scope

The protocol is for all municipal workplaces with customer service desks and public presence. This procedure will be in effect immediately and until the pandemic is declared over by Public Health.

General Procedure

General Public

Signs are posted to inform the public of occupancy requirements.

The public are required to complete self-screening before entering and to exclude themselves from entering if they do not pass the self-screening process.

Hand sanitizer dispensers are available at all public entrances and every entrant is to use sanitizer.

Every entrant is to wear a face covering.

Signage and other communication supports are in place to communicate the requirement of all entrants to maintain physical distancing of 2 meters (6 feet).

Quick access documents such as permit application forms, PAP forms, calendars etc. are stationed in the foyer/reception areas to allow self service for residents.

PPE

Physical barriers are at all open customer service counters.

When interacting with others, staff are required to wear a face covering.

Masks and Latex or Nitrile gloves are available to staff.

Document Handling

Staff will sanitize their hands and all touched surfaces following handling of shared documents.

Paperwork, permits, receipts, etc. are given to customers by setting them on the counter. No hand-to-hand delivery.

Sanitization

Following each customer interaction, staff will sanitize:

- Customer service counter
- Their desk where documents handled by a customer may have touched
- The pin pad (if applicable)
- Their hands (if time allows wash hands with soap and water)

Staff will use the products provided to them by their supervisor for sanitization. In addition, appropriate PPE as recommended by the product manufacturer should be worn.

Shared Workstations

If available, staff will use their personal workstations for customer service. When a shared workstation must be used, staff will sanitize the workstation and all touched surfaces after use, including but not limited to:

- Computer mouse
- Keyboard
- Monitor

- Desk surface
- Pens
- Telephone

ODESSA OFFICE

Occupancy & Signage

The maximum occupancy of the reception area is 1 person.

The foyer's maximum occupancy is 4 people.

Payment Methods

The preferred method of payment is debit. Recognizing some residents may not have ready access to a debit card, cash and cheques are accepted.

When receiving a cheque payment:

1. Ask the resident to place the cheque on the counter
2. Take the cheque and enter the relevant information
3. Template (stamp) the back of the cheque
4. Place the cheque into the cash drawer
5. Place receipt on counter for customer to take
6. Sanitize hands and any touched surfaces/items
7. If time allows between customers, wash hands with soap and water

When receiving a cash payment:

1. Process the payment in Vadim, including printing the receipt
2. Ask the resident to place the cash on the counter
3. Take the cash and count it on a designated clear surface
4. Place the cash into the cash drawer
5. Place receipt on counter for customer to take
6. Sanitize hands and any touched surfaces/items
7. If time allows between customers, wash hands with soap and water

Recycle Bins/Composters

New recycle bins and composters will be stationed in the foyer for residents to collect themselves following payment.

MANITOU OFFICE

Occupancy & Signage

The reception area's occupancy is 1 person.

The second set of doors remain locked at the reception area.

Signage outside of the main doors indicate access by appointment only – call 613-386-7351 ext 170.

All persons entering the building must use hand sanitizer and wear a face covering.

When the door chimes:

1. Reception staff will approach the door and ask the customer to stand at the designated area until they have opened the door
2. The staff member will use the automatic door opener to open the door for the customer
3. When they are finished serving the customer, they will relock the secondary entrance door.

Permits Application Correspondence

The electronic consultation and submission of building and planning permits as set out in the Municipal Office Closure due to pandemic – 18 Manitou Cres W protocol will continue to be strongly encouraged.

When not possible, document handling protocols will be followed.

The use of electronic receipts for applicants and copying of required staff will be enforced.

Payment Methods

The available methods of payment are cheque or debit.

When receiving a card payment:

1. Provide the point of sale machine for the customer noting 'tap' option

When receiving cheque payments:

1. Enter the cheque amount
2. Process the payment in Vadim
3. Ask the resident to place the cheque on the counter
4. Take the cheque, review the information entered
5. Place the cheque into the cash drawer

Finishing all payments:

1. Encourage customers to receive an electronic version of their receipt by email. If a paper copy is requested, place receipt on the counter for the customer to take

2. Sanitize hands and any touched surfaces/items
3. If time allows between customers, wash hands with soap and water

VIOLET LANDFILL

General

The disposal area is restricted to two customers at a time, or as directed by Landfill staff. The scale office is restricted to staff only.

Customers are directed to remain in their vehicle and landfill staff will accept payment at the vehicle.

Customers are asked to wear a face covering while interacting with staff.
Staff are required to wear a face covering during the interaction with the customer.
Staff will maintain a physical distance of 2 metres when possible.

Payment Methods

The preferred method of payment is credit or debit. Recognizing some residents may not have ready access to these methods, cash is accepted.

When receiving a card payment:

1. Provide the point of sale machine for the customer noting 'tap' option
2. Provide receipt if requested
3. Return to office, sanitize hands and all touched surfaces/items
 - Counter
 - Pin pad
 - Doorknob
 - Pens

When receiving cash payments:

1. Receive cash from customer confirming amount with customer at the vehicle and inquire if a receipt is needed Return to office to recount cash on a designated clear surface
2. Place the cash in cash drawer and make change as needed
3. Return to vehicle if needed to issue change and receipt
4. Sanitize hands and all touched surfaces/items

- Counter
- Pens
- Doorknob

RECREATION FACILITIES

Shared Workstation

Staff will sanitize the workstation and all touched surfaces prior to their shift and after use, following the **COVID-19 - Proper Sanitation of Workplaces Protocol**. The common areas include but are not limited to:

- Computer mouse
- Keyboard
- Monitors
- Desk / counter surfaces
- Pens
- Telephone
- Door handles
- Safe
- Scanners
- Barriers
- Photocopier / printer
- Debit / credit pin pads

Payment Methods for all Transactions, Registrations, Bookings and Drop Ins

The preferred method of payment is online, credit or debit. Recognizing some residents may not have ready access to these methods, cash and cheques will be accepted upon full reopening to the public.

When receiving a card payment:

- Provide the point of sale machine for the customer noting 'tap' option

When receiving cheque payments:

1. Enter the cheque amount Process the payment in PerfectMind
2. Ask the resident to place the cheque on the counter
3. Take the cheque, review the information entered
4. Place the cheque into the cash drawer

When receiving cash payments:

1. Process the payment in PerfectMind, including printing the receipt

2. Ask the resident to place the cash on the counter
3. Take the cash and count it on a designated clear surface
4. Place the cash into the cash drawer

Finishing all payments:

1. Encourage customers to receive an electronic version of their receipt by email. If a paper copy is requested, place receipt on the counter for the customer to take
2. Sanitize hands and any touched surfaces/items
3. If time allows between customers, wash hands with soap and water

Scanning

Upon full reopening to the public, patrons will use the touchless scanner to scan into their program. CSR's will attend the patron into the appropriate class. If the scanner is not operating correctly, the CSR can manually attend the patron by entering them into PerfectMind.

W.J. Henderson Recreation Centre

Occupancy & Signage

Entrance and exit signs are placed at doorways leading into the Centre. Physical distancing will be adhered to, following the markers laid out on the floor. Signage is posted at all entrances that reflect physical distancing and gathering restrictions, self screening, and hand washing / sanitizing protocols.

Recycle Bins

Upon full reopening to the public, broken recycle bins are collected in the main lobby and brought downstairs by a designated staff member, wearing gloves.

New recycle bins are stationed in the foyer for residents to collect following payment.

W.J Henderson Recreation Centre - Arena Rentals (Public Access)

Please be advised that it is the responsibility of every Client to adhere to the following procedures:

Return to Sports

Permit Holders are required to provide a 'Return to Sport' document that themselves and their rental participants will be required to agree to and must be in line with the procedures outlined in this document. Loyalist Township staff will review the document and approval will be required to proceed with the rental.

Contact Tracing & Screening

The Permit holder is required to maintain a record of all who attend each booking (name & phone number) for the purpose of contact tracing (this includes all participants, coaches, team staff/volunteers, referees and companions). The Township requires that a copy of the record is provided the same day as each booking takes place, this can be provided using the onsite drop box or by emailing a copy to bookings@loyalist.ca. This information could be shared with the Local Health Unit if deemed necessary. Records must be kept for thirty (30) days.

The Permit holder is responsible to ensure that everyone entering the facility is screened for COVID-19. Any person who identifies as having any symptoms or fails the self screening tool should not enter the facility. For an up-to-date list of self-screening questions, please visit <https://covid-19.ontario.ca/self-assessment/>

If anyone suspects that they have contracted COVID-19 or have come into close contact with someone that has contracted COVID-19, you shall notify the Township within 24 hours. For more information on COVID-19 and COVID-19 Assessment Centres, visit <https://www.kflaph.ca/en/healthy-living/novel-coronavirus.aspx> or contact KFL&A Public Health at 1-800-267-7875.

Facility Entrance

All permitted facility users will need to enter the facility using the arena entrance located at the West side of the facility. Doors will be opened fifteen (15) minutes prior to the booking to allow the Permit Holder to enter the facility. Once the Permit Holder has arrived, it will be the responsibility of the Permit Holder or a designate to allow the permitted participants and companions to enter the facility. Doors will remain locked at all times.

Physical Distancing & Face Coverings/Masks

Any person who enters or uses the facility MUST maintain a physical distance of at least two (2) metres from any other person who is using the facility, except on the ice surface or for individuals who are from the same social circle.

It is mandatory that all individuals wear a face covering/mask while in the facility. Face coverings/masks can be removed while participants are engaged in physical activity and while resting on the players

bench or penalty box. Any coach or team staff that is not engaged in physical activity on the ice surface, must wear a face covering/mask.

Dressing Rooms/Areas

Dressing rooms are closed to participants for the time being; reopening will be considered at a future date when it has been determined safe to do so. Participants will be permitted to use the lower portion of the stands to put on skates, helmets and gloves before entering the ice surface. Participants are permitted to bring a duffle bag into the facility, and must take the duffle bag to the bench after changing into their skates. Goalies will be permitted to put on goalie pads in the facility. Hockey equipment bags are not permitted at this time. Participants may arrive up to fifteen (15) minutes prior to their booking and must vacate the building fifteen (15) minutes after their booking. Personal items should be kept to a minimum and can be stored in a duffle bag on the bench. Immediately following the session, participants will proceed to the designated area to remove their skates and then exit the facility using the designated doors located on either side of the player benches on the South side of the facility. A dressing room will be made available for referees to get their skates on, showers will not be available. Immediately following the session, referees may return to the dressing room to remove their skates and then proceed back to the rink using the doors at the East end of the hallway and then exiting out the 'Home Team' exit.

Capacities

The maximum number of skaters permitted in the arena area per 50-minute time slot is twenty (20).

The maximum number of coaches, trainers and team staff/volunteers permitted in the arena area per 50-minute time slot is five (5).

The maximum number of individuals permitted as companions is twenty (20) and they must meet the qualifications as outlined below.

The maximum number of individuals allowed on each players bench is five (5). The maximum number of individuals allowed in each penalty box is two (2).

Once an individual exits the facility, re-entry is not permitted.

Companions

At this time, spectators are limited to one companion (parent/adult/guardian) accompanying each participant under the age of eighteen (18). After assisting a participant with putting on their skates, companions must locate in the designated spectator areas in front of the South exits beside the player benches. Companions must vacate the facility immediately following the rental, unless they are assisting a participant with removing their skates. Companions must maintain social distancing at all times in the facility and may only come within two (2) metres of each other if they are in the same social bubble.

Food & Beverage

No food and beverage other than water is permitted in the facility during the initial reopening phase. Participants are encouraged to bring a filled water bottle, use of the bottle filling station is permitted upon entry to the arena.

Parking Lot

The parking lot is considered part of the facility and all regulations regarding social distancing and gathering limits apply. All facility users must ensure that the guidelines and regulations from the Municipal, Provincial and Federal governments along with the local public health unit are practiced.

Flow of Traffic

It is imperative that all guests of the facility maintain the outlined flow of traffic map in order to maintain health & safety in the facility. The flow of traffic map has been created to ensure that everyone is provided the opportunity to maintain social distancing, as well as to allow for Loyalist Township staff to clean and disinfect all high touch points during and between rentals.

Assumption of Risk

The novel coronavirus (COVID-19) has been declared a worldwide pandemic by the World Health Organization. COVID-19, like many other viruses, is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, provincial and municipal governments and health agencies continue to recommend the practice of social distancing. While Loyalist Township has put in place preventative measures to reduce the spread of COVID-19, the Township cannot guarantee that you and/or your child(ren) will not become infected with COVID-19, or any other virus. Further, attending programs or facilities in Loyalist Township could increase your risk and your child(ren)'s risk of contracting COVID-19, or any other virus.

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W.J. Henderson Recreation Centre – Pool – Aquafit Classes (Public Access)

Please be advised that it is the responsibility of every Client to adhere to the following procedures:

Screening

Before travelling to the W.J. Henderson Recreation Centre, each person coming to the facility must review and answer the screening questions. For an up-to-date list of self-screening questions, please visit <https://covid-19.ontario.ca/self-assessment/>. If you answer yes to any of the screening questions, you are asked not to enter, and are advised to contact your primary care provider or a COVID-19 Assessment Centre or KFLA Public Health.

Upon arriving at the facility, you will be asked to confirm that you have passed the screening.

Reservation for Aquafit Class

Pre-registration (online) is required for all aquafit classes in order to maintain contactless transaction and ensure accurate contact tracing records. Clients are encouraged to only sign up for one aquafit class per day. Registration for residents will be open 96 hours before the class starts and 48 hours for non-residents. Please ensure that your contact information (Phone number, address and email address) is up to date on your Client profile.

Facility Entrance & Traffic Flow

Only clients that have registered for an aquafit class will be permitted into the facility. All clients will need to enter the facility using the entrance on the upper level located at the North side of the facility. Doors will be opened fifteen (15) minutes prior to the class starting to allow the Client to enter the facility, use hand sanitizer, check-in at the front desk, remove outdoor clothing and shoes (shoes/boots can be left in the changeroom, please bring outdoor clothing to the pool deck with you), and travel through the change rooms to the pool deck. Please follow the signage on the floors, walls, and doors to ensure a safe flow of traffic through the facility. Doors will remain locked after the registered clients have entered the building. Aquatic Staff will direct you when it is safe to enter or exit the water. You must maintain a distance of two (2) metres between yourself and other participants (unless they are in your social circle) as you enter and exit the pool.

Once the class is over, please promptly dry off on deck. Once dried off, you will transit back through the changerooms and out of the facility as promptly as possible. This is to allow staff the time to clean and disinfect the changerooms and pool area as per public health requirements.

Physical Distancing & Face Coverings/Masks

Any person who enters or uses the facility MUST maintain a physical distance of at least (2) two metres from any other person who is using the facility except individuals who are from the same social circle.

It is mandatory that all individuals wear a face covering/mask while in the facility. Face coverings/masks can be removed once participants have been directed by Aquatic Staff to enter the water. When unmasked, you MUST maintain a physical distance of at least two (2) metres from any other person unless they are from the same social circle.

A Person shall be exempt from wearing a Face Covering only on the premises laid out in by KFL&A Section 22 Order.

Washrooms & Changerooms

Washrooms are open for one (1) client at a time. Clients are encouraged to arrive with their swimsuit on underneath outside clothing. Showers are closed and clients are advised to shower at home prior to their arrival and after their swim/class. The changing area is available for use for anyone who needs to change after their swim. The pool changerooms are limited to no more than four (4) people per changeroom at any time. Clients are permitted to bring belongings into the facility and must take those belongings to their designated station on the pool deck. Personal items should be kept to a minimum.

Washrooms are cleaned twice daily and high touchpoints in the changerooms are sanitized after each program.

Capacities

The maximum number of people permitted in an aquafit class is fifteen (15). This does not include the instructor or lifeguards. No spectators are allowed on the pool deck. Exceptions will be made for participants who require a support worker to be present.

Pool Deck

The pool deck will have no benches along the west wall of the pool. The bleachers on the north wall of the pool have also been removed. There will be stations on the west, north, and south sides of the pool deck. Bins will be handed out by Aquatic Staff to participants as they enter the pool deck so they can leave their personal belongings at while they are in the water.

All high touchpoints on the pool deck will be cleaned and sanitized between programs.

Equipment

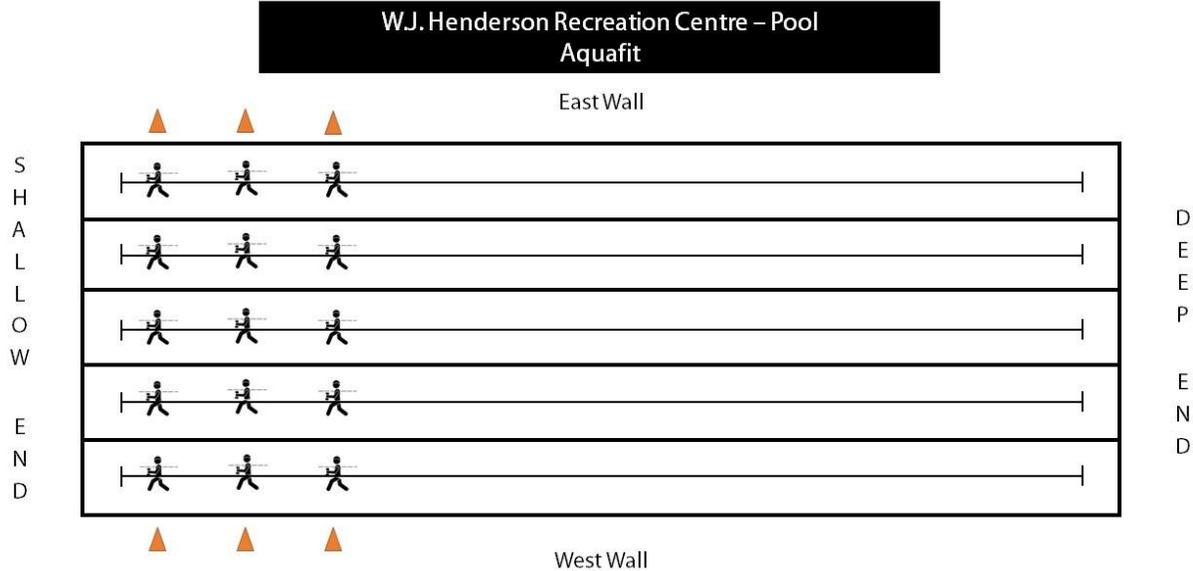
The only equipment available for use will be aquabelts. When your class is done, please leave your aquabelt on the side of the pool deck. Aquatic Staff will be cleaning and sanitizing aquabelts after each class.

Participants are welcome to bring their own aquafit specific equipment with them to the pool provided they do not share with any other participants outside their own social circle.

During Class

Participants must always maintain two (2) metres of physical distance between each other unless participants are in the same social circle. This will be enforced by Aquatic Staff. Please listen and follow all directions provided by Aquatic Staff.

To assist with physical distancing, all aquafit classes will take place with lane ropes in place. Three (3) participants will be allowed in each lane and they are to stay centred on the black line and in line with pylons on the deck spaced 2m apart. Please refer to the diagram below for more information.



Water Fountains & Food Participants are reminded that there is no food allowed on the pool deck at any time as per Ontario Health Regulation 565. Participants are asked to bring their own PLASTIC or METAL water bottle with them to class pre-filled. Glass bottles are not permitted on the pool deck as per Ontario Health Regulation 565. You can refill your bottle from the bottle fill station on the pool deck. The water fountain spout will be closed.

Parking Lot

The parking lot is considered part of the facility and all regulations regarding social distancing and gathering limits apply. All facility users must ensure that the guidelines and regulations from the Municipal, Provincial and Federal governments along with the local public health unit are practiced.

Suspected COVID-19

If anyone suspects that they have contracted COVID-19 or have come into close contact with someone that has contracted COVID-19, you shall notify the Township within 24 hours. For more information on COVID-19 and COVID-19 Assessment Centres, visit <https://www.kflaph.ca/en/healthy-living/novel-coronavirus.aspx> or contact KFL&A Public Health at 1-800-267-7875.

Assumption of Risk

The novel coronavirus (COVID-19) has been declared a worldwide pandemic by the World Health Organization. COVID-19, like many other viruses, is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, provincial, and municipal governments and health agencies continue to recommend the practice of social distancing.

While Loyalist Township has put in place preventative measures to reduce the spread of COVID-19, the Township cannot guarantee that you and/or your child(ren) will not become infected with COVID-19, or any other virus. Further, attending programs or facilities in Loyalist Township could increase your risk and your child(ren)'s risk of contracting COVID-19, or any other virus.

W.J. Henderson Recreation Centre – Pool – Private and Semi-Private Swimming Lessons (Public Access)

Please be advised that it is the responsibility of every Client to adhere to the following procedures:

Screening

Before travelling to the W.J. Henderson Recreation Centre, each person coming to the facility must review and answer the screening questions. For an up to date list of self-screening questions, please visit <https://covid-19.ontario.ca/self-assessment/>. If you answer yes to any of the screening questions, you are asked not to enter, and are advised to contact your primary care provider or a COVID-19 Assessment Centre or KFLA Public Health. Upon arriving at the facility, you will be asked to confirm that you have passed the screening.

Registration for Private/Semi-Private Lessons

Pre-registration (online or by phone) is required for all lessons in order to maintain contactless transaction and ensure accurate contact tracing records. Registration will open for Loyalist Residents through our Online Registration Portal. Non-Residents will be able to register starting 48 hours after registration opens for Loyalist Residents. Please ensure that your contact information (Phone number, address and email address) is up to date on your Client profile. If you are looking to register for a Semi-Private lesson, please ensure both participants are within the same social bubble and are of similar skill level. Loyalist Township does not pair participants together for Semi-Private lessons. Once you are ready, register one participant fully (including payment) into your chosen time slot and then call 613-389-3648 to register the second participant over the phone and to pay the balance for the Semi-Private Lesson using a credit card.

Lesson Format & Capacities

Lessons will take place over three weeks with participants coming twice a week (Mon & Wed or Tue & Thu). Lessons are 30 minutes in length. Only four (4) lessons will take place at a time as per the diagram below. There will be twelve (12) lesson slots available in total per date option. Please note that Instructors will be teaching from 6ft away and will not be making any physical contact with swimmers unless they are required to take action to keep a swimmer safe. As a result, one (1) parent/guardian is required to be in-water with their swimmer(s) for any

participant who is a non-swimmer, or is in a Red Cross Swim Preschool level, or is in Red Cross Swim Kids 1-4.



Facility Entrance & Traffic Flow

Only clients that have registered for the swimming lessons will be permitted into the facility. One adult will be allowed to enter with their child(ren) to assist with changing and observe on the pool deck.

All clients will need to enter the facility using the entrance on the upper level located at the North side of the facility. Doors will be opened fifteen (15) minutes prior to their lesson starting to allow the Client to enter the facility, use hand sanitizer, check-in at the front desk, remove outdoor clothing and shoes (shoes/boots and coats can be left in the changeroom), and travel through the change rooms to the pool deck. Please follow the signage on the floors, walls, and doors to ensure a safe flow of traffic through the facility. The outside doors will remain locked after the registered clients have entered the building.

Aquatic Staff will direct you when it is safe to enter or exit the water. You must maintain a distance of two (2) metres between yourself and other participants (unless they are in your social circle) as you enter and exit the pool.

Once the lesson is over, please promptly dry off on deck at your assigned station. Once dried, you will transit back through the changerooms and out of the facility as promptly as possible. This is to allow staff the time to clean and disinfect the changerooms and pool area as per Public Health requirements.

Physical Distancing and Face Coverings/Masks

Any person who enters or uses the facility MUST maintain a physical distance of at least (2) two metres from any other person who is using the facility except individuals who are from the same social circle.

It is mandatory that all individuals wear a face covering/mask while in the facility. Face coverings/masks can be removed once participants are directed by Aquatic Staff to enter the water. Parents on the pool deck must remain masked at all times. When unmasked, you MUST maintain a physical distance of at least two (2) metres from any other person unless they are from the same social circle.

A Person shall be exempt from wearing a Face Covering only on the premises laid out in by KFL&A Section 22 Order.

Washrooms & Changerooms

Washrooms are open for one (1) client at a time. Clients are encouraged to arrive with their swimsuit on underneath outside clothing. Showers are closed and clients are advised to shower at home prior to their arrival and after their swim/class. The changing area is available for use for anyone who needs to change after their swim. The pool changerooms are limited to no more than four (4) people per changeroom at any time. Clients are permitted to bring belongings into the facility and must take those belongings to their designated station on the pool deck. Personal items should be kept to a minimum.

Washrooms are cleaned twice daily and high touchpoints in the changerooms are sanitized after each program.

Pool Deck

The pool deck will have no benches along the west wall of the pool. The bleachers on the north wall of the pool have also been removed. There will be stations on the west, north, and south sides of the pool deck. Bins will be handed out by Aquatic Staff to participants as they enter the pool deck so they can leave their personal belongings at while they are in the water.

All high touchpoints on the pool deck will be cleaned and sanitized between programs.

Equipment

Only Loyalist Township equipment will be used for lessons. Any equipment used will be cleaned and sanitized before it used by another lesson.

Water Fountains & Food

Participants are reminded that there is no food allowed on the pool deck at any time as per Ontario Health Regulation 565. Participants are asked to bring their own PLASTIC or METAL water bottle with them to class pre-filled. Glass bottles are not permitted on the pool deck as per Ontario Health Regulation 565. You can refill your bottle from the bottle fill station on the pool deck. The water fountain spout will be closed.

Parking Lot

The parking lot is considered part of the facility and all regulations regarding social distancing and gathering limits apply. All facility users must ensure that the guidelines and regulations from the Municipal, Provincial and Federal governments along with the local public health unit are practiced.

Suspected COVID-19

If anyone suspects that they have contracted COVID-19 or have come into close contact with someone that has contracted COVID-19, you shall notify the Township within 24 hours. For more information on COVID-19 and COVID-19 Assessment Centres, visit <https://www.kflaph.ca/en/healthy-living/novel-coronavirus.aspx> or contact KFL&A Public Health at 1-800-267-7875.

Assumption of Risk

The novel coronavirus (COVID-19) has been declared a worldwide pandemic by the World Health Organization. COVID-19, like many other viruses, is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, provincial, and municipal governments and health agencies continue to recommend the practice of social distancing. While Loyalist Township has put in place preventative measures to reduce the spread of COVID-19, the Township cannot guarantee that you and/or your child(ren) will not become infected with COVID-19, or any other virus. Further, attending programs or facilities in Loyalist Township could increase your risk and your child(ren)'s risk of contracting COVID-19, or any other virus.

W.J. Henderson Recreation Centre – Pool – Lane Swims (Public Access)

Please be advised that it is the responsibility of every Client to adhere to the following procedures:

Screening

Before travelling to the W.J. Henderson Recreation Centre, each person coming to the facility must review and answer the screening questions. For an up-to-date list of self-screening questions, please visit <https://covid-19.ontario.ca/self-assessment/>. If you answer yes to any of the screening questions, you are asked not to enter, and are advised to contact your primary care provider or a COVID-19 Assessment Centre or KFLA Public Health.

Upon arriving at the facility, you will be asked to confirm that you have passed the screening.

Reservation for Lane Swims

Pre-registration (online) is required for all lane swims in order to maintain contactless transaction and ensure accurate contact tracing records. Clients are encouraged to only sign up for one lane swim per day. Registration for residents will be open 96 hours before the class starts and 48 hours for non-residents. Please ensure that your contact information (Phone number, address and email address) is up to date on your Client profile.

Facility Entrance & Traffic Flow

Only clients that have registered for the Lane Swim will be permitted into the facility. All clients will need to enter the facility using the entrance on the upper level located at the North side of the facility. Doors will be opened fifteen (15) minutes prior to the swim starting to allow the Client to enter the facility, use hand sanitizer, check-in at the front desk, remove outdoor clothing and shoes (shoes/boots can be left in the changeroom, please bring outdoor clothing to the pool deck with you), and travel through the change rooms to the pool deck. Please follow the signage on the floors, walls, and doors to ensure a safe flow of traffic through the facility. Doors will remain locked after the registered clients have entered the building. Aquatic Staff will direct you when it is safe to enter or exit the water. You must maintain a distance of two (2) metres between yourself and other participants (unless they are in your social circle) as you enter and exit the pool.

Once the swim is over, please promptly dry off on deck. Once dried off, you will transit back through the changerooms and out of the facility as promptly as possible. This is to allow staff the time to clean and disinfect the changerooms and pool area as per public health requirements.

Physical Distancing & Face Coverings/Masks

Any person who enters or uses the facility MUST maintain a physical distance of at least (2) two metres from any other person who is using the facility except individuals who are from the same social circle. It is mandatory that all individuals wear a face covering/mask while in the facility. Face coverings/masks can be removed once participants are directed by Aquatic Staff to enter the water. When unmasked, you MUST maintain a physical distance of at least two (2) metres from any other person unless they are from the same social circle.

A Person shall be exempt from wearing a Face Covering only on the premises laid out in by KFL&A Section 22 Order.

Washrooms & Changerooms

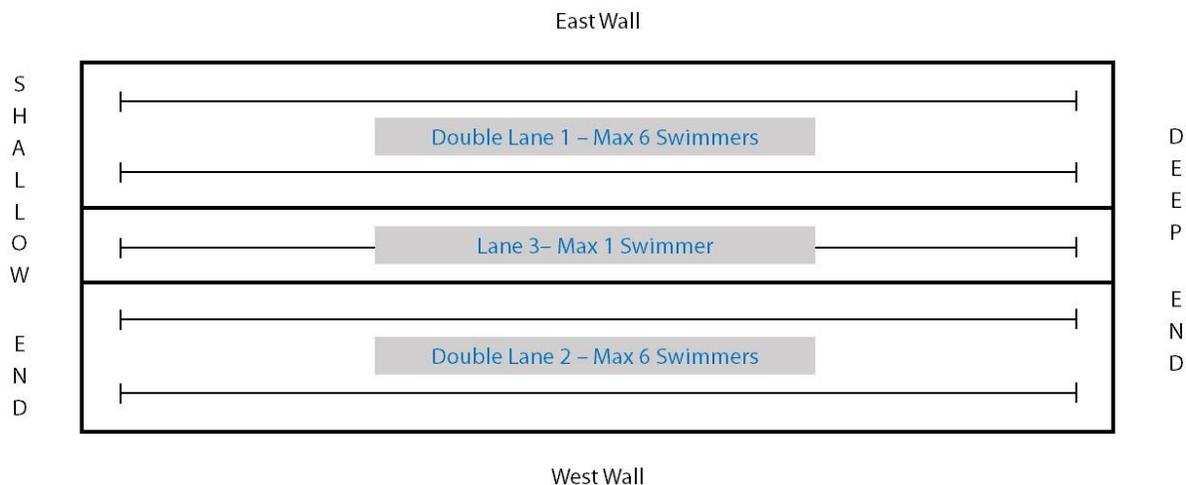
Washrooms are open for one (1) client at a time. Clients are encouraged to arrive with their swimsuit on underneath outside clothing. Showers are closed and clients are advised to shower at home prior to their arrival and after their swim/class. The changing area is available for use for anyone who needs to change after their swim. The pool changerrooms are limited to no more than four (4) people per changerroom at any time. Clients are permitted to bring belongings into the facility and must take those belongings to their designated station on the pool deck. Personal items should be kept to a minimum.

Washrooms are cleaned twice daily and high touchpoints in the changerrooms are sanitized after each program.

Capacities

The maximum number of people permitted in a Lane Swim is thirteen (13). Please refer to the diagram below for specific lane capacities. This capacity does not include the lifeguards. No spectators are allowed on the pool deck. Exceptions will be made for participants who require a support worker to be present.

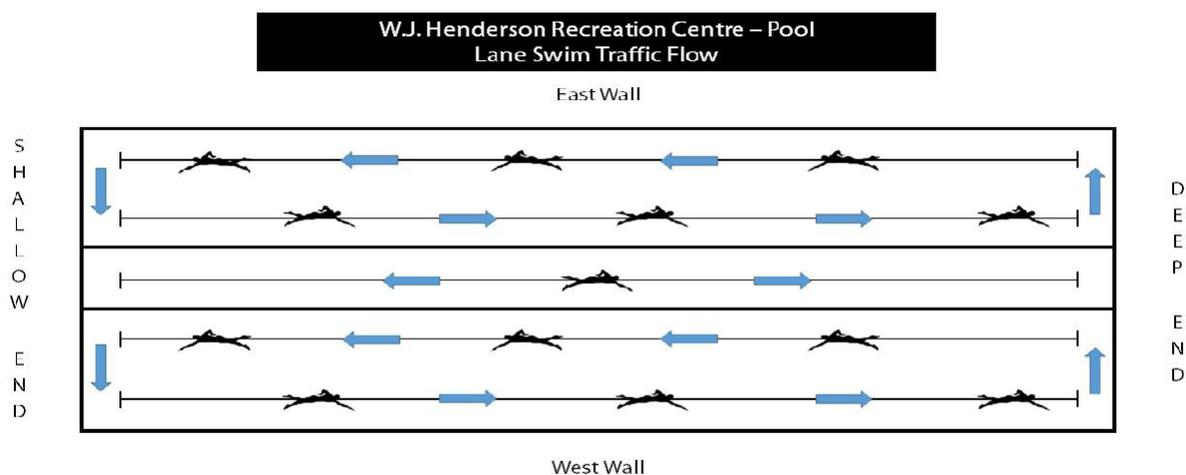
**W.J. Henderson Recreation Centre – Pool
Lane Swim Capacities**



Pool Deck

The pool deck will have no benches along the west wall of the pool. The bleachers on the north wall of the pool have also been removed. There will be stations on the west, north, and south sides of the pool deck. Bins will be handed out by Aquatic Staff to participants as they enter the pool deck so they can leave their personal belongings at while they are in the water. All high touchpoints on the pool deck will be cleaned and sanitized between programs.

Lane Swimming In-Water Traffic Flows



All participants are expected to swim along the black lines at the bottom of the pool. Participants in the double lanes will swim down the black line on the right of their double lane. At the end of the length, they will shift down the wall to the other black line and return to the other end along the left black line. No flip turns are allowed. No passing during a length is allowed – if you need to pass, do so at the wall while changing sides of the lane. The swimmer in the middle lane (Lane 3) will swim up and down the lane along the black line on the bottom of the pool.

Please note that participants must always maintain two (2) metres of physical distance between each other unless participants are in the same social circle. This will be enforced by Aquatic Staff. Please listen and follow all directions provided by Aquatic Staff.

Aquatic Staff reserve the right to change lane assignments to better accommodate the relative speeds of participants to assist with maintaining physical distancing while swimming.

Equipment

The only equipment available for use will be aquabelts. When your swim is done, please leave your aquabelt on the side of the pool deck. Aquatic Staff will be cleaning and sanitizing aquabelts after each swim.

Participants are welcome to bring their own equipment with them to the pool provided they do not share with any other participants outside their own social circle.

Water fountains and food

Participants are reminded that there is no food allowed on the pool deck at any time as per Ontario Health Regulation 565. Participants are asked to bring their own PLASTIC or METAL water bottle with them to class pre-filled. Glass bottles are not permitted on the pool deck as per Ontario Health Regulation 565. You can refill your bottle from the bottle fill station on the pool deck. The water fountain spout will be closed.

Parking Lot

The parking lot is considered part of the facility and all regulations regarding social distancing and gathering limits apply. All facility users must ensure that the guidelines and regulations from the Municipal, Provincial and Federal governments along with the local public health unit are practiced.

Suspected COVID-19

If anyone suspects that they have contracted COVID-19 or have come into close contact with someone that has contracted COVID-19, you shall notify the Township within 24 hours. For more information on COVID-19 and COVID-19 Assessment Centres, visit

<https://www.kflaph.ca/en/healthy-living/novel-coronavirus.aspx> or contact KFL&A PublicHealth at 1-800-267-7875.

Assumption of Risk

The novel coronavirus (COVID-19) has been declared a worldwide pandemic by the World Health Organization. COVID-19, like many other viruses, is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, provincial, and municipal governments and health agencies continue to recommend the practice of social distancing. While Loyalist Township has put in place preventative measures to reduce the spread of COVID-19, the Township cannot guarantee that you and/or your child(ren) will not become infected with COVID-19, or any other virus. Further, attending programs or facilities in Loyalist Township could increase your risk and your child(ren)'s risk of contracting COVID-19, or any other virus.

W.J. Henderson Recreation Centre – Pool – Senior Swims (Public Access)

Please be advised that it is the responsibility of every Client to adhere to the following procedures:

Screening

Before travelling to the W.J. Henderson Recreation Centre, each person coming to the facility must review and answer the screening questions. For an up-to-date list of self-screening questions, please visit <https://covid-19.ontario.ca/self-assessment/>. If you answer yes to any of the screening questions, you are asked not to enter, and are advised to contact your primary care provider or a COVID-19 Assessment Centre or KFLA Public Health.

Upon arriving at the facility, you will be asked to confirm that you have passed the screening.

Reservation for Senior Swims

Pre-registration (online) is required for all Senior Swims in order to maintain contactless transaction and ensure accurate contact tracing records. Registration for residents will be open 96 hours before the class starts and 48 hours for non-residents. Please ensure that your contact information (Phone number, address and email address) is up to date on your Client profile.

Facility entrance and traffic flow

Only clients that have registered for the Senior Swim will be permitted into the facility. All clients will need to enter the facility using the entrance on the upper level located at the North side of the facility. Doors will be opened fifteen (15) minutes prior to the swim starting to allow the Client to enter the facility, use hand sanitizer, check-in at the front desk, remove outdoor clothing and shoes (shoes/boots can be left in the changeroom, please bring outdoor clothing to the pool deck with you), and travel through the change rooms to the pool deck.

Please follow the signage on the floors, walls, and doors to ensure a safe flow of traffic through the facility. The outside doors will remain locked after the registered clients have entered the building.

Aquatic Staff will direct you when it is safe to enter or exit the water. You must maintain a distance of two (2) metres between yourself and other participants (unless they are in your social circle) as you enter and exit the pool.

Once the swim is over, or you are done your swim, please promptly dry off on deck. Once dried off, you will transit back through the changerooms and out of the facility as promptly as possible. This is to allow staff the time to clean and disinfect the changerooms and pool area as per public health requirements.

Physical Distancing & Face Coverings/Masks

Any person who enters or uses the facility MUST maintain a physical distance of at least (2) two metres from any other person who is using the facility except individuals who are from the same social circle.

It is mandatory that all individuals wear a face covering/mask while in the facility. Face coverings/masks can be removed once participants are asked by Aquatic Staff to enter the water. When unmasked, you MUST maintain a physical distance of at least two (2) metres from any other person unless they are from the same social circle.

A Person shall be exempt from wearing a Face Covering only on the premises laid out in by KFL&A Section 22 Order.

Washrooms & Changerooms

Washrooms are open for one (1) client at a time. Clients are encouraged to arrive with their swimsuit on underneath outside clothing. Showers are closed and clients are advised to shower at home prior to their arrival and after their swim/class. The changing area is available for use for anyone who needs to change after their swim. The pool changerooms are limited to no more than four (4) people per changeroom at any time. Clients are permitted to bring belongings into the facility and must take those belongings to their designated station on the pool deck. Personal items should be kept to a minimum.

Washrooms are cleaned twice daily and high touchpoints in the changerooms are sanitized after each program.

Capacities

The maximum number of people permitted in a Senior Swim is thirteen (13). Please refer to the diagram below for specific lane capacities. This capacity does not include the lifeguards. No spectators are allowed on the pool deck. Exceptions will be made for participants who require a support worker to be present.

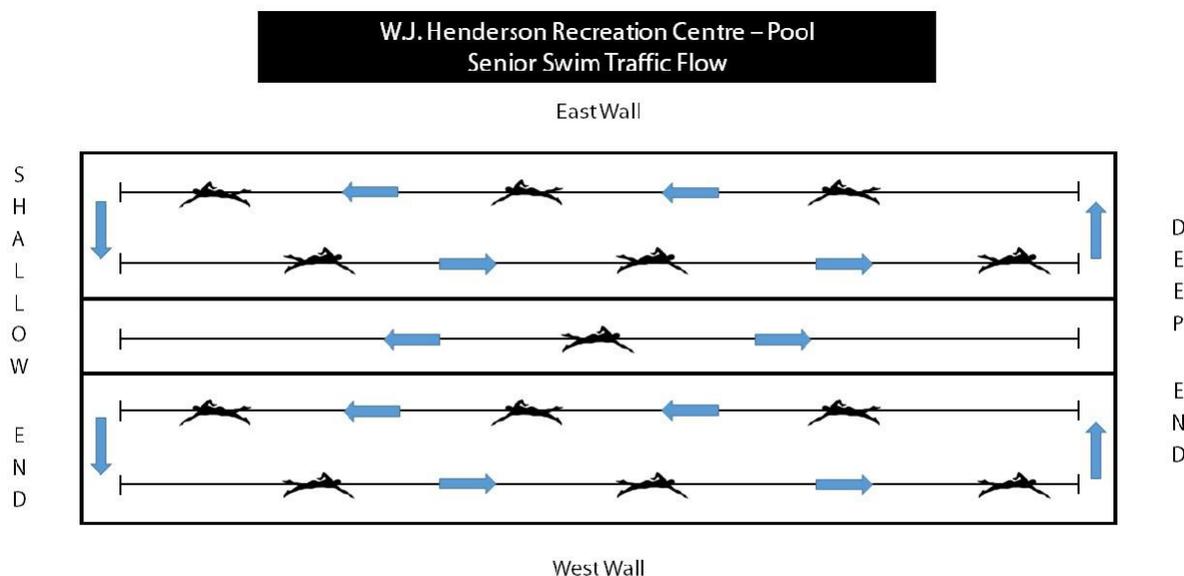


Pool Deck

The pool deck will have no benches along the west wall of the pool. The bleachers on the north wall of the pool have also been removed. There will be stations on the west, north, and south sides of the pool deck. Bins will be handed out by Aquatic Staff to participants as they enter the pool deck so they can leave their personal belongings at while they are in the water.

All high touchpoints on the pool deck will be cleaned and sanitized between programs.

Lane Swimming In-Water Traffic Flows



All participants are expected to swim along the black lines at the bottom of the pool. Participants in the double lanes will swim down the black line on the right of their double lane. At the end of the length, they will shift down the wall to the other black line and return to the other end along the left black line. No flip turns are allowed. No passing during a length is allowed – if you need to pass, do so at the wall while changing sides of the lane. The swimmer in the middle lane (Lane 3) will swim up and down the lane along the black line on the bottom of the pool.

Please note that participants must always maintain two (2) metres of physical distance between each other unless participants are in the same social circle. This will be enforced by Aquatic Staff. Please listen and follow all directions provided by Aquatic Staff.

Aquatic Staff reserve the right to change lane assignments to better accommodate the relative speeds of participants to assist with maintaining physical distancing while swimming.

Equipment

The only equipment available for use will be aquabelts. When your swim is done, please leave your aquabelt on the side of the pool deck. Aquatic Staff will be cleaning and sanitizing aquabelts after each swim.

Participants are welcome to bring their own equipment with them to the pool provided they do not share with any other participants outside their own social circle.

Water Fountains & Food

Participants are reminded that there is no food allowed on the pool deck at any time as per Ontario Health Regulation 565. Participants are asked to bring their own PLASTIC or METAL water bottle with them to class pre-filled. Glass bottles are not permitted on the pool deck as per Ontario Health Regulation 565. You can refill your bottle from the bottle fill station on the pool deck. The water fountain spout will be closed.

Parking Lot

The parking lot is considered part of the facility and all regulations regarding social distancing and gathering limits apply. All facility users must ensure that the guidelines and regulations from the Municipal, Provincial and Federal governments along with the local public health unit are practiced.

Suspected COVID-19

If anyone suspects that they have contracted COVID-19 or have come into close contact with someone that has contracted COVID-19, you shall notify the Township within 24 hours. For more information on COVID-19 and COVID-19 Assessment Centres, visit <https://www.kflaph.ca/en/healthy-living/novel-coronavirus.aspx> or contact KFL&A Public Health at 1-800-267-7875.

Assumption of Risk

The novel coronavirus (COVID-19) has been declared a worldwide pandemic by the World Health Organization. COVID-19, like many other viruses, is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, provincial, and municipal governments and health agencies continue to recommend the practice of social distancing. While Loyalist Township has put in place preventative measures to reduce the spread of COVID-19, the Township cannot guarantee that you and/or your child(ren) will not become infected with COVID-19, or any other virus. Further, attending programs or facilities in Loyalist Township could increase your risk and your child(ren)'s risk of contracting COVID-19, or any other virus.

Leisure & Activity Centre

Occupancy & Signage

Entrance and exit signs are placed at doorways leading into the Centre. Physical distancing will be adhered to, following the markers laid out on the floor. Signage is posted at all entrances that reflect physical distancing and gathering restrictions, self-screening, and hand washing / sanitizing protocols.

Leisure & Activity Centre - Adult Fitness (Public Access)

Please be advised that it is the responsibility of every Client to adhere to the following procedures:

Screening

Before travelling to the Leisure & Activity Centre please review and answer the screening questions. For an up to date list of self-screening questions, please visit <https://covid-19.ontario.ca/self-assessment/>. If you answer yes to any of the screening questions, you are asked not to enter, and are advised to contact your primary care provider or a COVID-19 Assessment Centre or Telehealth Ontario.

Upon arriving at the facility, you will be asked to confirm that you have passed the screening.

Reservation for Fitness Class

Pre-registration (online or by phone) is required for all fitness classes in order to maintain contactless transaction and ensure accurate contact tracing records. Clients are encouraged to only sign up for one fitness class per day. Registration for residents will be open 96 hours before the class starts and 48 hours for non-residents. Please ensure that your contact information (Phone number, address and email address) is up to date on your Client profile.

Facility Entrance & Traffic Flow

Only clients that have registered for a fitness class will be permitted into the facility.

All clients will enter the facility using the front entrance located at the North side of the facility. Doors will be opened ten (10) minutes prior to the class starting to allow the Client to enter the facility, use hand sanitizer, check-in at the front desk, and move to their assigned station. Please follow the signage on the floors, walls and doors to ensure a safe flow of traffic through the facility. Doors will remain locked after the registered clients have entered the building.

Once the class is over please leave the equipment in your station, this is to allow staff the time to clean and disinfect the equipment/room as per public health requirements.

The instructor will allow two clients at a time to leave their station to go into the hallway to put on outdoor wear. Once the client has their belongings, they will exit the facility through the main entrance.

Physical Distancing & Face Coverings/Masks

Any person who enters or uses the facility MUST maintain a physical distance of at least (2) two metres from any other person who is using the facility except individuals who are from the same social circle.

It is mandatory that all individuals wear a face covering/mask while in the facility. Face coverings/masks can be removed while participants are engaged in physical activity. If the client moves from their designated station in the studio, they must wear a face covering/mask. A Person shall be exempt from wearing a Face Covering only on the premises laid out in by KFL&A Section 22 Order.

Washrooms & Changerooms

Washrooms are open for one client at a time but the changing section including showers are closed. Clients are permitted to bring belongings into the facility and must take those belongings to their designated station in the studio. Personal items should be kept to a minimum.

Capacities

The maximum number of people permitted in the fitness studio is eleven (11) for phase one. This is the total number including instructor and clients per class.

Parking Lot

The parking lot is considered part of the facility and all regulations regarding social distancing and gathering limits apply. All facility users must ensure that the guidelines and regulations from the Municipal, Provincial and Federal governments along with the local public health unit are practiced.

Suspected COVID-19

If anyone suspects that they have contracted COVID-19 or have come into close contact with someone that has contracted COVID-19, you shall notify the Township within 24 hours. For more information on COVID-19 and COVID-19 Assessment Centres, visit <https://www.kflaph.ca/en/healthy-living/novel-coronavirus.aspx> or contact KFL&A Public Health at 1-800-267-7875.

Assumption of Risk

The novel coronavirus (COVID-19) has been declared a worldwide pandemic by the World Health Organization. COVID-19, like many other viruses, is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, provincial and municipal governments and health agencies continue to recommend the practice of social distancing. While Loyalist Township has put in place preventative measures to reduce the spread of COVID-19, the Township cannot guarantee that you and/or your child(ren) will not become infected with COVID-19, or any other virus. Further, attending programs or facilities in Loyalist Township could increase your risk and your child(ren)'s risk of contracting COVID-19, or any other virus.

COVID-19 Screening

Purpose

This health & safety procedure is intended to keep workers safe in the workplace. Loyalist Township has developed this protocol to provide guidance on actions and communications if an employee is identified as a presumptive or confirmed COVID-19 case. This is consistent with the employer's obligations under the Occupational Health & Safety Act.

Scope

The scope of this procedure is for all employees. This procedure will be in effect immediately and until the COVID-19 outbreak is declared over by Public Health. For Emergency Services the Fire Chief/Deputy Fire Chief will perform the responsibilities of Human Resources (HR) as listed below.

Self-screening steps:

- Supervisors will ensure their employees use the self-screening protocol daily (see: COVID-19 Self-screening Health & Safety Protocol issued March 20, 2020).
- Employees will advise their Supervisors if they fail the self-screen (with symptoms or suspected exposure) and will not attend work.
- Supervisors will advise HR of any failed screening and will be given direction, with HR and Director consultation.
- Supervisor (with HR support as needed) will keep in contact with employees who failed self-screening to monitor their situation. Employee may be instructed to call their healthcare provider or if they do not have one, Telehealth Ontario at 1-866-797-0000. Or they may be referred to the Province of Ontario Self-Assessment Tool at <https://covid-19.ontario.ca/self-assessment/>.
- For employees instructed to contact as above (#4), they are required to report the outcome/direction to the Supervisor.
- HR will not disclose the name of any employee who is a presumptive or confirmed case of COVID-19 to anyone, in order to maintain privacy as required by legislation.
- An employee with a presumptive or confirmed case of COVID-19 may return to the workplace once cleared to do so by their healthcare provider or Public Health.

COVID-19 Vendor/Contractor/Delivery Person Self-Screening Protocol

Supervisors are required to ensure all employees in a position to have direct contact with a vendor, contractor or delivery person, have received this updated protocol.

Before allowing a Vendor, Contractor, or a Delivery person access to the workplace, they must perform the self-screening below.

Loyalist Township Vendor/Contractor/Delivery Person Self-Screening Tool – COVID-19
We now recommend those with computer access use the Ontario COVID-19 self-assessment tool prior to entering the workplace. It can be found at <https://covid-19.ontario.ca/self-assessment/>.

If the tool advises the individual to self-isolate, the individual should not be permitted entrance. The Township employee assisting the individual should contact the supervisor for operational direction.

For those without available computer access, we have updated the Loyalist Township Vendor, Contractor, Delivery Person Self-Screening Tool – COVID-19 with current information from Public Health.

Instructions: *This tool does not have to be printed or submitted.*

Any Vendor, Contractor or Delivery person who needs to access the workplace is required to use this self-screening tool before entering.

(Please note that some vendors, contractors and delivery personnel may be exempt from the travel restrictions and related self-isolation requirements due to the nature of their work).

If they answer yes to any of the questions, they should not be granted access to the workplace and management should be notified so that further guidance can be provided.

In all cases where a Vendor/Contractor/Delivery person is granted access to the workplace, the Township liaison (Township employee coordinating the service) will ensure access is planned in a way which minimizes exposure/travel within the workplace. The Township liaison will ensure they are instructed to follow our applicable protocols, physical distancing rules and use PPE, ie gloves, mask, where physical distancing is not possible. Additionally, they are to use the public washroom facilities, where available, and are not permitted to use kitchen or lunchroom

facilities. Following the visit, all touched work surfaces should be sanitized by the Township liaison.

Screening Questions for Vendor/Delivery Person:

911 Screening Question:

1. Are you experiencing:

- Severe difficulty breathing
- Severe chest pain
- Feeling confused or unsure of where you are
- Losing consciousness

Call 911 immediately if you answered yes to any of the above

Screening Questions: Do you have any of the following symptoms:

- Fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius or higher)
- Chills
- Cough that's new or worsening (continuous, more than normal, not related to other known causes or conditions, ie. COPD)
- Barking cough, making a whistling noise when breathing (croup, not related to other known causes or conditions)
- Shortness of breath (out of breath, unable to breathe deeply, not related to other known causes or conditions, ie. asthma)
- Sore throat (not related to other known causes or conditions, ie. seasonal allergies, acid reflux)
- Difficulty swallowing (painful swallowing, not related to other known causes or conditions)
- Runny nose (not related to seasonal allergies or other known causes or conditions)
- Stuffy or congested nose (not related to other known causes or conditions, ie. seasonal allergies)
- Decreased or loss of taste or smell (not related to other known causes or conditions, ie. allergies, neurological disorders)
- Pink eye (conjunctivitis, not related to other known causes or conditions, ie. reoccurring styes)
- Headache that's unusual or long lasting (not related to other known causes or conditions, ie. tension headache, chronic migraines)

- Digestive issues like nausea/vomiting, diarrhea, stomach pain (not related to other known causes or conditions, ie. irritable bowel syndrome, anxiety in children, menstrual cramps)
- Muscle aches that are unusual or long lasting (not related to other known causes or conditions, ie. sudden injury, fibromyalgia)
- Extreme tiredness that is unusual (fatigue, lack of energy, not related to other known causes or conditions, ie. depression, insomnia, thyroid dysfunction)
- Falling down often (for older people)
- Sluggishness or lack of appetite (for young children and infants)

2. In the past 14 days, have you been in close physical contact with someone who currently has COVID-19? This includes getting a COVID Alert exposure notification. (close physical contact means any of the following: being less than 2 metres away in the same room, workspace, or area; living in the same house; being in the same classroom)

3. In the past 14 days, have you been in close physical contact with a person who either:

- Is currently sick with a new cough, fever, or difficulty breathing, or other symptoms associated with COVID-19?
- Or, returned from outside Canada in the last 2 weeks?

(close physical contact means any of the following: being less than 2 metres away in the same room, workspace, or area; living in the same house; being in the same classroom)

4. Have you travelled outside of Canada in the last 14 days? (This does not include essential workers who cross the Canada-US border regularly)

If you have answered NO to all questions, you are cleared to enter the workplace.

Close contacts should be with only those within your household, no “bubble” of contacts at this time.

If you become symptomatic at our workplace, please isolate yourself as much as possible, and put on a mask. If it is safe for you to do so, go home, call telehealth and your employer.

If at any time you have concerns about your health, please contact your care provider or Telehealth Ontario at 1-866-797-0000.

Proper Sanitation of Workplaces

Purpose

This health & safety procedure is intended to keep workers safe in the workplace. Loyalist Township has developed this procedure to provide proper sanitation protocols during the pandemic.

Scope

The scope of this procedure is for all municipal workplaces. This procedure will be in effect immediately and until the pandemic is declared over by Public Health.

General Procedure

General housekeeping procedures will continue through the cleaning staff, including periodic/episodic use of the Clorox machine.

With respect to the additional daily sanitization requirements noted below, cleaning staff are assigned to clean PUBLIC washrooms only, at the office locations. Cleaning staff are not responsible for high-touch surface sanitation or staff washroom sanitation, outside of their routine cleaning.

All sanitation completed with Spray 9 or disinfectant wipes will be done in accordance with directions, including contact time (amount of time the disinfectant needs to remain wet on the surface to allow for proper disinfection). Lysol/Great value brand wipes contact time is 5 minutes. Spray 9 contact time is 30 seconds.

Individual offices/workstations will be sanitized daily by the user, using Spray-9 or disinfectant wipes in accordance with the guidelines listed below.

Individuals will clean common area surfaces they touch with Spray-9 or disinfectant wipes immediately after use. This includes bathroom surfaces (including taps, paper towel dispenser handles, flush handles, light switch, and door handle).

In addition, the following sanitation procedure will be followed twice during the normal workday/shift, each workday.

All high-touch surfaces in common areas will be cleaned with Spray-9 in accordance with the directions. Such surfaces include but are not limited to:

- Door handles
- Light switches
- Hand railings
- Bathroom surfaces (including taps, paper towel dispenser handles, flush handles)
- Countertops
- Refrigerator and microwave door handles
- Coffee makers
- Drawer and cupboard handles

All sensitive electronic high-touch surfaces in the kitchen area, such as microwave buttons, will be cleaned with disinfectant wipes in accordance with directions.

Due to the sensitive nature of photocopier machine electronics, do not apply sprays or other materials to these electronic pads, rather staff will sanitize their hands before and after every use.

Personal Protective Equipment

Avoid contact of cleaning and sanitation products with skin and eyes. If exposure occurs wash/rinse immediately and seek medical attention if irritation persists. PPE is optional when working with these products but is recommended to avoid contact with the virus. Those workers assigned to complete the sanitation procedures in each workplace can use PPE, including nitrile or vinyl gloves and safety glasses if desired to reduce risk of exposure. Wash hands after sanitation is completed, regardless of whether done with or without gloves.

Proper Use & Sanitation of Vehicles & Equipment

Purpose

This health & safety procedure is intended to keep workers safe in the workplace. Loyalist Township has developed this procedure to provide proper use and sanitation protocols during the COVID-19 pandemic event.

Scope

The scope of this procedure is for all municipal vehicles and equipment operated by workers. This procedure will be in effect immediately and until the COVID-19 pandemic is declared over by Public Health.

General Procedure

Vehicle Use

In order to maintain the 2-meter physical distancing as recommended by public health, vehicle occupancy will be restricted to one person per vehicle. In situations where more than 1 person must ride in the same vehicle and cannot maintain a two-metre distance between workers, the following adaptations should be made:

- Use the vehicle with the most cab space for shared use if possible
- Encourage the same workers to ride in the same Township vehicle every shift
- Workers should occupy the same seats in a vehicle for the entire shift
- All windows should be slightly or fully open
- Workers must wear a non-medical mask or face covering in a shared vehicle o Workers should refrain from touching their masks and faces
- Where possible, avoid physical contact and sharing materials or equipment
- Workers must clean their hands before and after vehicle use
- Vehicles should be cleaned and disinfected during the shift, see instructions below

Vehicle & Equipment Sanitation

General housekeeping procedures need to be used. The worker will remove all unnecessary items from the vehicle/equipment at the end of use, ie. garbage, unnecessary papers, etc.

Vehicles and equipment must be sanitized by the worker each time the worker has finished using the vehicle/equipment. The following actions are required to ensure proper sanitation:

1. Open windows to allow for proper ventilation.
2. Ensure loose objects that need to stay in the vehicle are thoroughly sanitized and then properly secured.
3. Thoroughly sanitize all high-touch surfaces, as well as all surfaces/objects the operator comes into contact with, including but not limited to:
 - Blinker
 - Seat belt
 - Steering wheel
 - Radio dials
 - Door handle
 - Window controls
 - Mirror
 - Cup holders
 - Arm rests
 - Dashboard
 - Seat adjusters
 - Gear shifter
 - Trunk latch
 - Visor
 - Gas latch
 - Hood latch and release
 - Ignition keys
4. Use only the cleaning products that are provided by your Supervisor. Note, that some products may only be used on certain surfaces and may require PPE. Read the label and use as directed. Do not spray products directly on electronics or screens, instead apply to towel and wipe.

Staff will make note of the contact time (amount of time the disinfectant needs to remain wet on the surface to allow for proper disinfection) of the product they are using and ensure the surface they are sanitizing remains wet for that amount of time.

Lysol/Great value brand wipes contact time is 5 minutes.

Spray 9 contact time is 30 seconds.

Personal Protective Equipment

Use appropriate PPE as recommended by the product manufacturer, including nitrile or vinyl gloves.

Enforcement

It is very important that we all follow this protocol. Failure to follow this protocol is considered misconduct. As such, management will address failure to follow the protocol in keeping with progressive discipline principals. This starts with reminders, and progresses to discipline up to and including discharge, based on the frequency and severity of the misconduct.

Public Washrooms Sanitation

Purpose

This health & safety procedure is intended to keep the public and workers safe. Loyalist Township has developed this procedure to provide proper sanitation of public washrooms protocols during the COVID-19 outbreak event.

Scope

The scope of this procedure is for all municipal-operated, open public washroom facilities. This procedure will be in effect immediately and until the COVID-19 outbreak is declared over by Public Health.

General Procedure

User Responsibility

People using public washrooms will:

- Be well (anyone at high-risk or experiencing symptoms of illness should return home)
- Wear a face covering
- Maintain a distance of two metres or six feet from others while waiting in line
- Use hand sanitizer upon entry
- Flush with lid down if lid is available
- Wash hands for 20 seconds using soap and water before exiting or use hand sanitizer

Assigned Worker Responsibilities

- Post signage regarding the above responsibilities of users

Support Proper Hand Hygiene

- Post signage on handwashing and hand sanitizing at sinks. Replace/update as needed
- Ensure that soap and paper towels are available and are refilled frequently to ensure the public can practice proper hand hygiene
- Hand sanitizer should be made available where possible at the entrance/exit of the washroom

Support Physical Distancing

- If possible, post physical distancing signage outside and inside the washroom in case of lineups
- Floor markers to designate 2 m (6 foot) spacing may be advisable in busier washrooms
- Post maximum occupancy signs to further enhance physical distancing
- Some urinals and sink basins may need to be decommissioned (ie. taped off, marked out of service, or bagged) if 2 m (6 foot) spacing cannot be maintained in the current set up
- Place signage in each stall instructing users to flush the toilet with the lid down, if applicable
- Ventilation in the facility should be maximized

Sanitizing Washroom – Minimum Twice Daily

- Ensure you have an adequate amount of supplies available before you proceed to sanitize washrooms
- Ensure washrooms are vacant

- Put out “washroom closed for cleaning” sign(s) when necessary or lock washroom door behind you after you enter the washroom for cleaning
- Use products supplied by Supervisor in accordance with product directions for contact times and wear the recommended PPE: gloves, disposable surgical mask, and goggles. Dispose of gloves and mask upon completion of sanitation.
- Spray disinfectant on the toilet seat and handle, and use paper towel to wipe down after the prescribed contact time has expired
 - Do not flush paper towel. Paper towel is to be disposed of in the garbage can.
- Apply disinfectant to all high-touch surfaces and allow sufficient contact time before wiping down with paper towel, including:
 - Doorknobs and locks
 - Light switches and automatic door openers/locks
 - Taps, sinks and countertops
 - paper towel dispenser and handles
 - baby change tables
- Refill soap, paper dispensers, and toilet paper as needed
- Complete the sanitation log

Cleaning Washroom – Daily (in conjunction with and in addition to above sanitation steps)

- Apply the toilet bowl cleaner first into the upper lip of the bowl or urinal and allow sufficient contact time before scrubbing the bowl. Flush, with lid down if lid present, after scrubbing
- Spray disinfectant on the toilet seat, exterior of the toilet bowl, toilet handle, tank and partitions and use paper towel to wipe down after the prescribed contact time has expired
- Remove liner from sanitary napkin dispenser if it has been used and dispose into garbage. Replace liner bag
- Clean mirrors with glass cleaner and paper towels
- Remove garbage while being cautious to seal bag without causing a force of air or articles to be expelled, then replace with a new bag
- Being careful to keep dust disturbance to a minimum, use broom to remove all dust and debris before washing the floor
- Use disinfectant in a floor scrubber/mop bucket and scrub/damp mop floors and put up a wet floor warning sign when complete. Remove the sign when dry
- Use Clorox machine to disinfect the space when directed by the supervisor, in accordance with the safety protocols

Personal Protective Equipment

Those workers assigned to complete the public washroom cleaning and sanitation procedures will use appropriate PPE as recommended by the product manufacturer, including nitrile or vinyl gloves, surgical masks, and goggles.

Presumptive or Confirmed COVID-19:

An employee who has a confirmed or presumptive case will inform HR at 613-386-7351 x149 or hr@loyalist.ca. The employee will only disclose that they are a confirmed or presumptive case. They do NOT need to identify which category they are in. The employee will advise HR of anyone who has been a close contact in the workplace in the preceding five days. (Meanwhile, Public Health will also be following-up on *all* close contacts.)

HR will prepare a communication to employees who are close contacts “Please be advised that on (date) Loyalist Township was notified that a person who you may have had close contact with at work has a presumptive or confirmed case of COVID-19. You are advised to self-isolate and continually self-screen for 14-days from today. Please contact your healthcare provider. If you do not have a healthcare provider, please call Telehealth Ontario at 1-866-797-0000. Please contact HR at 613-386-7351 x149 or hr@loyalist.ca if your medical condition changes.”

No staff other than identified close contacts will be informed by HR of the presumptive or confirmed case.

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=EAlaIQobChMIq86LuM6M7QIV1sDICh13ugofEAAYASAAEgKxIPD BwE>

<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
February 22nd, 2021
Revision date: February 22nd, 2021 Version # 2

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 AS DEEMED REQUIRED BY THE EMPLOYER AND WITH REFERNACING AND GUIDANCE FROM OUR LOCAL PUBLIC HEALTH OFFICIALS
- 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.