

LOYALIST TOWNSHIP EMERGENCY SERVICES



COVID-19 SAFETY PLAN

February 23rd, 2021

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Others consulted: Provincial, Regional & Related Industry Partners

Safety Protocols - Safely from Exposure to COVID-19

Purpose

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

Scope

The Protocol applies to all Loyalist Township Emergency Services 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 Emergency Services 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

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 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. Use hand sanitizer before and after using any shared equipment.

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 the Fire Chief for more information.

Daily Self-Screening

- *Daily* self-screening is required before attending the workplace **(THIS INCLUDES RESPONDING TO EMERGENCY CALL-OUTS)**
- 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 emailed to staff)
- Only attend the workplace if you answered NO to all questions (or if the Provincial tool does not recommend self-isolation)

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

PPE

When interacting with others, staff are required to wear a face covering. Masks and Latex or Nitrile gloves are available to staff.

Regular Personal Prevention Guidelines to be Followed at All Times

- Review updated protocols, communications, etc. and follow directions as outlined
- 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.

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.

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.

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.

Control Measures for COVID-19 Transmission Mitigation

Proper Sanitation of Workplaces

Purpose

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

Scope

The scope of this procedure is for all Loyalist Township Emergency Services workers. 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 general areas. 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 must be worn when working with these products. Those workers assigned to complete the sanitation procedures in each workplace must use PPE, including nitrile or vinyl gloves and safety glasses to reduce risk of exposure. Wash hands after sanitation is completed, regardless with using gloves.

Proper Use & Sanitation of Vehicles & Equipment

Purpose

This health & safety procedure is intended to keep workers safe in the workplace. Loyalist Township Emergency Services 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 apparatus 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 **NON-EMERGENCY CALL-OUTS**

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 additional PPE beyond COVID-19 requirements. 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.

Presumptive or Confirmed COVID-19:

An employee who has a confirmed or presumptive case will inform the Fire Chief and/or Deputy Chief without delay. In the event the Fire Chief and/or Deputy Chief can not be reached, the On-Call Chief will be notified. 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 of anyone who has been a close contact in the workplace as deemed required by the employer and with referencing and guidance from our Local Public Health Officials. (Meanwhile, Public Health will also be following-up on *all* close contacts.)

The Fire Chief and/or Deputy Chief or their designate 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 don't have a healthcare provider, please call TelehealthOntario at 1-866-797-0000. Please contact the Fire Chief or On-Call Chief 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.

Senior Fire Administration are 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

PLEASE NOTE THAT DURING EMERGENCY CALL-OUTS, FOLLOW THE REQUIRED ACTIONS AS DEFINED AND DIRECTED BY THE FIRE CHIEF(S) THESE ACTIONS TAKE PRIORITY OVER THE SAFETY PLAN – EMERGENCY OPERATIONS WILL NOT BE HINDERED BY THIS SAFETY PLAN

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
Loyalist Township Emergency Services – Fire Stations
February 23rd, 2021
Revision date: February 23rd, 2021 Version # 2

IMPORTANT COVID-19 INFORMATION

- FOLLOW OUR HEALTH & SAFETY PROTOCOLS AS PROVIDED
- 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/>
- 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) APPARATUS & EQUIPMENT USE
 - iii) ALL OTHER APPLICABLE SITUATIONS
- FOLLOW OCCUPANCY LIMITS AS IDENTIFIED FOR EACH WORKSPACE/MEETING ROOM
- 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 THE FIRE CHIEF WITHOUT DELAY OR THE ON-CALL CHIEF IF THE FIRE CHIEF IS NOT AVAILABLE
- EMPLOYEES WILL INFORM THE ABOVE 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 SELF-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.

PLEASE NOTE THAT DURING EMERGENCY CALL-OUTS, FOLLOW THE REQUIRED ACTIONS AS DEFINED AND DIRECTED BY THE FIRE CHIEF(S) THESE ACTIONS TAKE PRIORITY OVER THE SAFETY PLAN – EMERGENCY OPERATIONS WILL NOT BE HINDERED BY THIS SAFETY PLAN