

Part C: Return to the Workplace Framework

The Township of Huron-Kinloss framework for the Return to the Workplace Plan was developed to ensure the safety of our staff and the visitors to our facilities. The framework includes:

- The identification of hazards in all municipal facilities
- Identification of potential hazards from job related tasks or duties
- Identification of controls that reduce the risk of the spread of the virus in all municipal facilities and in all job-related tasks and duties
- Creation or amendment of policies, procedures and training required for staff to understand and feel comfortable with return to the workplace
- Contingency plan

The process began with the development of a Task Force and a Terms of Reference including a mission statement. The mission statement would guide the process of developing the Return to the Workplace plan.

Mission: "To develop a fair, transparent and manageable return to the workplace plan for all Township of Huron-Kinloss staff. And further, to ensure a safe and manageable re-opening of facilities to the public amidst the COVID-19 pandemic."

Guiding Principles

This plan has been created to ensure the Township is able to continue to provide services to its residents in a safe and efficient manner throughout the COVID-19 pandemic.

The plan focuses on:

- ✓ Meeting the needs of our residents and businesses by providing valuable programs and services
- ✓ Ensuring the health and safety of our employees and members of the community,
- ✓ Contributing to community and global efforts to slow the spread of COVID-19, and
- ✓ Minimizing the Township's financial impacts due to COVID-19.
- ✓ In order to reopen safely, the Township's task force developed a plan to ensure each facility has the supplies and procedures it needs, including;
- ✓ A customized plan to reopen safely,
- ✓ Time for staff to implement that plan, and
- ✓ Funding for new safety measures.

The Identification of Hazards

The identification of hazards was completed in two steps. The Task Force discussed hazards for staff as we transition to returning all staff to the workplace and hazards that will become apparent when municipal facilities re-open to the public. It was important to determine our internal hazards to ensure staff feel safe as we continue to bring more staff into our facilities. Furthermore, the Task Force felt it was of the utmost importance to incorporate all staff's opinions while identifying hazards, and thus, developed a short interview (Appendix E) for our Senior Team to use to facilitate a discussion with each of their staff. The interviews provided not only an avenue for hazards or concerns to be discussed but it also provided an opportunity for the Senior Team to connect with their staff and see how they are doing. The feedback from these interviews provided the Task Force with a better understanding of the concerns from each department and clarified how the Task Force can support the return to the workplace through this plan.

It is important to note that as more staff begin to re-enter the workplace new hazards may be identified and it will be the role of the Task Force to continue to mitigate these risks by listening to staff's concerns and developing controls that will alleviate the concern. Therefore, the Task Force will continue to meet until we have fully transitioned all staff back to their workplace.

Furthermore, it will be the responsibility of the senior managers to ensure their staff has access to PPE and understands the new policies and procedures throughout the duration of the pandemic (or if there is a risk to staff). It will be the responsibility of staff to communicate with their senior managers when they are getting low on PPE, have a question about a policy or procedure or have a concern that has not been addressed in the plan.

Internal Hazards and Controls:

Each facility was examined for potential hazards and a list of controls to mitigate the risk of transferring the virus was created.

Common Areas pose a risk of transmission of the virus

- All common areas will be sanitized before leaving the space; including, everything that was touched: doorknobs, chairs, coffee maker, refrigerator, electronic devices, etc.
- Only a limited number of staff will be permitted in common areas at one time: Common areas were measured, and maximum number of occupants were determined.
- The committee room can be used for extra space during the lunch hour.

- The storage room downstairs will be used as a small office supply storage area to limit the contact/traffic throughout the office.
- Staff will be encouraged to use the bathrooms, photocopiers and shared spaces on their respective floors of the municipal office.
- Staff will also be encouraged to bring their own utensils, cups and other dishes rather than using shared items in the kitchen.
- A separate meeting area will be created in Council Chambers for staff that need to meet with a member of the public or as alternate location for staff to meet with each other.
- Masks were provided to all staff – these can be used in common areas if required, when meeting with other staff or the public.
- Vehicle sanitizing procedures were created, and sanitizing equipment was provided.

Cleaning Procedures will need to increase

- Cleaning routines will be amended to ensure the facilities are sanitized and cleaned regularly.
- Touchless hand sanitizer units have been installed throughout the building.
- An inventory of PPE and cleaning supplies will be maintained by the Emergency Management Coordinator. A procedure for tracking, requesting and ordering additional supplies will be created.

Individual Workspaces will need to remain private and clean

- Procedures will be amended to ensure workspaces are not shared and shared equipment is sanitized properly after each use.
- To deter staff from entering each other's private workspaces, footprints, sneeze guards, and signage will be installed. Mailboxes will also be available for all staff. A new mailbox will be installed at the bottom of the stairwell for staff with offices downstairs. Public Work's sheds have been equipped with outdoor mailboxes to reduce the number of people entering the facilities.
- Signage was posted throughout the office to encourage and remind staff to social distance and follow procedures, including:
 - 2m social distancing signs
 - Do Not Enter: restricted access sign
 - Do Not Enter: visitors not permitted
 - Do Not Enter: limited access

- Sneeze guards were purchased to provide a barrier between staff when meeting in private office spaces.
- A large barrier was installed between the Administrative Assistant/Finance's workspace and the hallway behind her desk.
- Footprints were placed 6' from each desk to show where staff can stand when talking to another staff person at their desk.
- Staff were equipped with webcam's and microphones to continue with virtual meetings.
- All staff were given their own screen cleaner (fogger machine is leaving a film on the computers).

Policies and Procedures will need to be created or amended.

- Internal policies and procedures were created or amended as required.
- The Ripley-Huron Fire Hall was closed to the public, but safety measures, equipment, policies and procedures were implemented to ensure the safety of the volunteer fire fighters and staff. New protective equipment was provided to ensure protection against the spread of COVID-19.

External Hazards and Controls

Re-opening our facilities to the public will present a new set of hazards for staff. The task force worked with staff to ensure the measures being put in place will create a feeling of safety in the workplace. Ensuring staff health and safety is the number one priority in the development of this plan; however, also ensuring staff FEEL safe while in the workplace is of great concern. In order to determine how staff feels about the return to workplace plan, the senior managers were tasked with interviewing each staff person to discuss their concerns and suggestions. Through these interviews the Task Force was able to better understand what controls are required to re-open our facilities to the public in a way that ensures staff will feel comfortable and safe.

Municipal Office and Ripley-Huron Community Centre Offices

- A new appointment procedure will be created for when the public wishes to meet with a staff person – this will limit the number of people that come to the office unannounced.
- A procedure for meetings will be created – where to sign in, how to enter the building, areas that guests are permitted in the facility, cleaning and sanitizing.
- Council Chambers will have a small meeting space set up in it, to avoid the public entering the office areas. The washroom in Council Chambers will be available for public use when guests are attending the office for a meeting.

- The washrooms in the Municipal Office will be for staff only – including the lobby area. The lobby will be roped off to the public.
- A limited number of people will be permitted to enter the municipal office at a time. The lobby's (RHCC and Municipal Office) were measured, and footprints installed to determine the number of people that can be in the space while maintaining physical distancing.
- A self-assessment questionnaire, to be completed by a resident/contractor, was made available to staff conducting off-site meetings or inspections.
- Plexiglass with smaller openings will be installed on counters/desks to limit the exposure of staff to the public (RHCC and Front Counter).
- An intercom system was ordered for staff to communicate with the public in the vestibule/lobby areas.
- A new, visitors on site – public, procedure was created (includes self-assessment questionnaire).
- A handling cash procedure was created.

The Community Services Team created a comprehensive re-opening plan with the cooperation of the Grey-Bruce Health Unit. The plan is available in Appendix A.

Landfill

- Signage was installed limiting the number of vehicles allowed in the landfill at one time.
- Landfill accounts were created to reduce the need for cash handling or document transfer.
- An intercom system was installed to enhance communication between the landfill attendants and users of the landfill.
- Landfill hours were extended by one day to reduce traffic at the landfill
- Temporary yard waste disposal sites were created in Ripley and Point Clark (Lucknow has a yard waste site).

Staff Training

To ensure all staff have an opportunity to ask questions about the plan and to understand the new and amended policies and procedures, a mandatory staff training will be organized on Tuesday September 1st, 2020. The training will be done through zoom. Staff will be sent the plan a few days prior to the meeting in order to be prepared with their questions for the training.

Contingency Plan

As the pandemic continues to unfold there are some concerns of a second wave hitting Grey-Bruce. In order to ensure staff are prepared to deal with a second wave, an outbreak in our community, or the province stepping our area back a stage in the re-opening plan; a contingency plan was discussed. Through these discussions it was noted that like the first closure, many of the decisions were made following provincial directives through the MECG. Furthermore, after discussing these scenarios with the Grey Bruce Public Health Unit, the Task Force determined that one contingency plan may not suffice, depending on the situation.

From the information received from the Grey Bruce Health Unit it was noted that as soon as a positive COVID-19 test is confirmed, they begin contact-tracing. If a member of staff contracts COVID-19 or must self-isolate because they've been in contact with someone who has the virus; they must report this information to the CAO. This information will remain confidential and the employee and CAO will work with the Grey Bruce Health Unit to determine if any other staff are required to self-isolate. If an employee is NOT contacted, it means the risk of them encountering and contracting COVID-19 is low and therefore, they are not required to self-isolate. The current Send Home and Return to the Workplace pandemic policies will be followed during these circumstances.

It is important to note that the CAO will work closely with the Grey Bruce Health Unit in any situation and will take their advice on office closures and changes to programs and services. Continuing operations will be the priority; however, whether the office will close will depend on the severity of the spread of the virus and the number of staff affected.

Staff who are required to self-isolate will work with their immediate supervisor and the CAO to determine if accommodations can be made for the employee to work from home. If the employee had COVID-19, it will be expected that the employee will use their sick leave time during their absence.

If the province directs non-essential business to close staff will be directed to work from home and continue to monitor the advice of the province and Grey-Bruce health unit.

Commitment to Staff

Throughout this pandemic staff has shown their ability to adapt, accommodate, and innovate, and that has not gone unnoticed. Many of us have been put into work situations we've never experienced before, and as a team, we were able to continue operations and continue serving our community. The commitment that staff has shown to the Township throughout this process is admirable and it's important for everyone to know that this commitment is reciprocal. We have created this plan and implemented these measures as a commitment to staff that your health and safety is of utmost importance and we will continue to monitor the COVID-19 situation and make amendments to our plan as required.

If at any time you have questions, concerns or ideas; please contact a member of the Task Force to discuss.

The Task Force members:

Jackie Johnson

Leanne Scott

Mary Rose Walden

Michelle Goetz

Mike Fair

Tracey Howe

Ripley Huron-Community Centre Return to Operations Plan (Appendix A)



The Corporation of the Township of Huron-Kinloss

Internal Procedure

Number: [Click here to enter text.](#)

Return to Operation Policy

Revision: 25 August 2020

Author: Maggie Young

Date: 13 August 2020

Procedure: Return to Operation Policy

Procedure:

To inform the public and user groups of the Return to Operation plan for municipally run facilities in response to the ongoing COVID-19 Pandemic

Contents:

In preparing for the re-opening of municipally run facilities, the Township of Huron-Kinloss is committed to the health and safety of visitors and staff. Part of that commitment includes frequent review of the Return to Operation Plan worked out between the user group and the Community Services Department to ensure not only the health and safety of all individuals, but also to provide the best experience possible under the Provincial health orders.

Safety Precautions

- All persons entering a municipally run facility must wear a face covering that securely covers the nose, mouth and chin, if physical distancing is not possible, as required under Grey-Bruce Medical Officer of Health Order
- Physical distancing of two meters is always required
- Ensure you are practicing proper hand hygiene upon arrival, and frequently throughout your stay. Hand sanitizer is available throughout the building.
- Be advised that anyone entering the building will be required to submit a self-screening assessment either directly to the Community Services Department, or via their sport organization. Follow up self-assessment upon arrival is also required. If you or anyone in your household are feeling sick, please do not come to the facility. Your rental will be rescheduled, and if unable to reschedule, a refund will be provided
- Surfaces and other high touch areas will be cleaned and disinfected frequently by staff
- Township of Huron-Kinloss employees have appropriate training and protective equipment for their work environment, and will also be screened daily

Bookings

- All bookings must be completed in advance with the Program Coordinator & Administration – 519-395-2909
- All bookings must adhere to Provincial restrictions in place at the time of the rental, including physical distancing, maximum capacity, face coverings etc.
- All organizations, groups and individuals must complete, and receive approval, of the Return to Operation Plan documentation prior to the rental date (See Schedule A)

- All organizations, groups and individuals must sign the Group Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement prior to the rental date (See Schedule B)
- The main entrance doors will remain locked at all times.

Specific Guidelines – Ice Rentals

- All organizations, groups or individuals must complete, and receive approval of, the Return to Operation Plan prior to the rental date
- All organizations, groups or individuals must sign the Group Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement prior to the rental date
- Dressing rooms will be made available, but physical distancing must be maintained. Dressing room capacity will be significantly reduced until further notice. Players are strongly encouraged to come fully dressed. Chairs will also be available in the lobby to put skates on
- Ice times are 50 minutes in length, with a 10-minute flood at the end. Main entrance doors will always be locked. Participants will be permitted access to the building 15 minutes before their scheduled ice time, and must vacate the building no more than 15 minutes following their rental
- A new zero tolerance policy for spitting within the building will be in place. Please leave dressing rooms and benches clear of any personal items or garbage when you leave to help staff safely and quickly clean and disinfect for the next group
- All players and coaches must maintain physical distancing while in the facility and on-ice as much as possible, excluding participants while they are actively engaged in sport activity
- To enhance physical distancing, participants should use the same entrance on and off the ice nearest to their dressing room. Dressing rooms and skate tying areas will be allocated to help distance one group from another
- All users must adhere to the most current provincial health orders. Deviation from any public health order may result in the group being asked to leave the facility immediately and future ice rental privileges could be suspended
- Water bottles should be filled prior to entering the building and have the users name on it
- If participating in a sport, players are strongly encouraged to come fully dressed
- Following the rental, please comply with physical distancing and proceed out of the facility following directional signage

Current Dressing Room Capacity = 8 per room

Specific Guidelines – Room Rentals

- All organizations, groups or individuals must complete and receive approval of, the Return to Operation Plan, prior to the rental date (See Schedule A)
- All organizations, groups or individuals must sign the Group Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement prior to the rental date (See Schedule B)
- Renters must provide a specific time of when they need in and out of facility and must adhere to these times. Doors will be locked at all times and renters will only be permitted at the time provided
- Following the rental, please comply with physical distancing and proceed out of the facility following directional signage
- All users must adhere to the most current provincial health orders. Deviation from any public health order may result in the group being asked to leave the facility immediately and future ice rental privileges could be suspended
- All persons entering a municipally run facility must wear a face covering that securely covers the nose, mouth and chin, if physical distancing is not possible, as required under Grey-Bruce Medical Officer of Health Order

Current Room Capacity

Social Room = 25

Auditorium = 50

Lucknow Townhall Basement =15

Lucknow Hawk Theatre = 30

Point Clark Community Centre Upstairs =50

Point Clark Community Centre Basement =20

RETURN TO PLAY COVID-19 FACILITY GUIDELINES FOR ICE USERS

As COVID-19 continues to evolve, this document is subject to change without notice.

Parking Lot Entrance

No change from previous years.

Entrance Doors

The main entrance will be the entrance for all facility users.

Exit Doors

All ice users must exit through the main doors, only after the following rental has entered the ice surface and the hallway and dressing rooms are cleared.

All spectators must exit through the East lobby exit near offices.

Entrance Process

User groups will be required to monitor the entrance and exits, and ensure that proper procedures are followed, including the participant/spectator capacity numbers.

Pre-screening is required. User groups must ensure they keep a log of all participants entering the facility, this can be accomplished before the rental (e.g. through RSVPs). The log shall be kept for contact tracing purposes and forwarded to the Community Services Department within 24 hours of the rental. This information will be kept on file for 30 days.

Entrance Time and Exit Time

Entrance to the facility will be permitted 15 minutes prior to the rental. Participants arriving earlier must be asked by the user group volunteer to wait outside the facility.

Dressing rooms must be vacated within 15 minutes after leaving the ice. For instance, if the rental is at 4:00pm, the user group must be off the ice by 4:50pm and have left the facility by 5:05pm. It is the responsibility of the user group to ensure participants have left the building at the required time.

Changing of Equipment Location Process

Dressing rooms will be available, with a maximum of 8 people per room and or the respective hallway chairs, including parent reps, coaches and participants. Showers within the dressing rooms will not be available.

Number of On-ice Participants

The maximum number of participants per session/practice/hour ice time is 25 people. This includes players, coaches and officials. This is to allow a second group to enter the facility while the first group is still inside. This will allow us to maintain 50 minute on-ice time rentals.

The user group must assign a volunteer to control the facility entrance. The volunteer must ensure the following:

- Ice participants are provided access to the facility no sooner than 15 minutes before their rental
- Spectators are provided access to the facility no sooner than 15 minutes before the rental
- No more than 25 ice participants and 25 spectators are granted access
- Do not allow any other participants to enter the facility with the exception that parents may access the dressing room hallway to tie skates of younger participants
- Access to main washrooms will be permitted for both ice participants and spectators

Ice participants must ensure the following:

- No more than 25 on ice participants per rental
- Ice participants do not have access to other areas of the facility, and should only be in the dressing rooms, dressing room hallway outside their specific dressing room, or on the ice surface
- Ice participants must remain in the dressing room until the Zamboni has cleared the ice
- Ice participants will enter / exit ice surface via the closest door to dressing room. Dressing rooms 3,4,5 use north ice surface entrance, and dressing rooms 1,2 use the south ice surface entrance.
- Groups may need to coordinate with other associations for overlapping rental times.

For example, Association A's ice rental time is from 6:00pm – 7:00pm, and Association B's rental time starts at 7:00pm. As ice users are required to exit the building 15 minutes after leaving the ice surface, Association A is required to exit by 7:05pm. As Association B is allowed to enter the building 15 minutes prior to their ice rental time, they will be allowed to enter at 6:45pm.

Therefore, there will be a 20-minute overlap of ice users to a maximum of 50 people. Each ice user rental group will need to work with the other group to ensure that the maximum number of people is not exceeded during this overlap.

Spectators

Spectators must be limited to 25 due to possible overlapping groups.

Spectators must ensure:

- They watch from the stands only. No viewing from the lobby.
- Spectators will access the main lobby washrooms only for emergency purposes.
- Spectators must be physically distanced by a minimum of 2m
- Spectators may access the dressing room hall to tie skates of younger participants.
- Spectators will be provided access to the facility no more than 15 minutes prior to the start of the rental.

- All spectators must exit the stands between rentals via the EAST lobby exit. If a spectator is staying for the second rental, the spectator must leave the facility and re-enter through the main door.
- Spectators must begin to exit once the users are off the ice surface. Spectators may wait outside, or in cars and/or parking lot for their participants. Spectators may assist with untying skates in the dressing room hall but must not gather and ensure they leave the dressing room / hallway facility immediately after untying skates. Groups may wish to designate a few parents on each team to assist with this process.

Conduct of Parents in the Stands

Spectators must ensure that they are physically distanced by a minimum of 2m in the stands. Spectators must take any garbage with them and dispose of in the appropriate containers. If parents have other children with them that are not participating in on-ice activities, the parent is responsible for the conduct of that child(ren). Children must be supervised at all times, without exception. Parents not supervising their children will be asked to leave the facility with their children, and without warning.

Items Allowed in the Facility

Bags, individual food and beverages are permitted. No shared food (e.g. potlucks, bake sales, team snacks, etc.). Waste containers must be used. Seating will be limited. Tables will not be available.

Warmups/Dry Land Training

Warmups and dry land training are not permitted in the facility.

Reporting of Incidents – Injury or COVID-19

Incident forms are available from municipal staff.

Storage

Access to storage will be by appointment or prior arrangement only. Groups should try to limit the number of people with access to storage areas. These areas will not be cleaned or sanitized.

Cleaning

Dressing rooms will be cleaned and sanitized after each use. Washrooms will be cleaned and sanitized twice daily minimum. High touch point surfaces such as player's benches and door handles will be sanitized several times per day.

Groups are responsible for ensuring all garbage is collected in trash bins in dressing rooms. Groups must ensure that participants are not spitting or depositing other bodily fluids on any surface in the facility.

User groups are required to clean and dispose of any materials left on the players' benches.

Referee Rooms

Referee rooms will not be available for coaches. Coaches should come dressed for practice and should be prepared to put skates on either in the lobby area or near the players' benches.

Masks for Participants

Masks are required until entering the ice surface. Masks should be left in the participants' bag before entering the ice surface.

Conduct with Staff

All participants must ensure they maintain at least 2m distance when speaking to staff. There is a zero-tolerance policy for any mistreatment of staff. Any person that refuses to maintain distance or abuses staff in any way will be asked to leave, as per the Townships' Escort Policy.

Social Room Rentals

Social Room renters will access the Social Room via the WEST side entrance. Renter will pre-screen all participants and keep a record of all individuals present. The renters log must be submitted to the Community Services Department within 24 hours of the rental and will be held on file for 30 days. Maximum capacity is 25 people, for social distancing measures. Lobby washrooms are available for emergency purposes.

Auditorium Rentals

Auditorium Room renters will access the Auditorium via the SOUTH EAST entrance. Renter will pre-screen all participants and keep a record of all individuals present. The renters log must be submitted to the Community Services Department within 24 hours of the rental and will be held on file for 30 days. Maximum capacity is 50 people, for social distancing measures. Auditorium washrooms are available for emergency purposes.

Entrance Time and Exit Time

Entrance to the facility will be permitted 15 minutes prior to the rental. Participants arriving earlier must be asked by the user group volunteer to wait outside the facility.

Dressing rooms must be vacated within 15 minutes after leaving the ice. For instance, if the rental is at 4:00pm, the user group must be off the ice by 4:50pm and have left the facility by 5:05pm. It is the responsibility of the user group to ensure participants have left the building at the required time.

Compliance

Groups not complying with any facility rule noted above will be given one written warning. The second offense will be a suspension from the facility. The third offense will result in expulsion from the facility for the season. Refunds will not be provided for groups that have been suspended or expelled and the group will be responsible to pay for ice time booked during the suspension and/or expulsion. Suspensions will last a minimum of two weeks. Suspensions and expulsions will apply to either the offending individual, team and/or the entire association depending on the severity of the contravention.


Resources:

- Grey-Bruce Public Health Unit
- Ontario Regulation 364/20: Rules for Areas in Stage 3

Council Chambers Return to Operations Plan (Appendix B)

To be added

Ripley-Huron Fire Department (Appendix C)

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|  | <h1 style="text-align: center;">Ripley Huron Fire Department</h1> <h2 style="text-align: center;">Standard Operating Guideline</h2> | | |
| Subject: | Fire Department Business Continuity Plan – Declared Pandemic | Date: | April 2020 |
| Section: | 11 – Occupational Health and Safety | Pages: | 1 of 10 |
| File: | 11-7 | Fire Chief: | Chris Cleave |

1.0 Purpose:


- 1.0.1 To establish safe operating guidelines and procedures for the provisions of Essential and Non-Essential Fire Department duties and the Protection of Fire fighters from exposure during a declared pandemic event.
- 1.0.2 This Standard Operating Guideline only applies during a declared Pandemic event. Activation of this Guideline shall be posted, and all members notified by the Fire Chief (s) when it is in effect and when the guidelines are terminated.
- 1.0.3 The Protection and Prevention Act (FPPA), Section 2 (1) states that; Every municipality shall establish a program in the municipality which must include public education with respects to fire safety and certain components of fire prevention; and, provide such other fire protection services as it deems necessary in accordance with its needs and circumstances.

Fire Protection Services are defined in Section 1 (1) of the FPPA and are as follows:

- a) fire suppression, fire prevention and fire safety education
 - b) mitigation and prevention of the risk created by the presence of unsafe levels of carbon monoxide and safety education related to those levels
 - c) rescue and emergency services
 - d) communication in respect of anything described in clauses (a) to (c)
 - e) training of persons involved in providing anything described in clauses (a) to (d)
 - f) the delivery of any service described in clauses (a) to (e)
- 1.0.4 Under Clause 25(2) (h) of the Occupational Health and Safety Act (OHSA), employers have a duty to take every precaution reasonable in the circumstances for the protection of a worker. The OHSA also requires the employer to provide information, instruction, and supervision to a worker to protect their health or safety; Clause 25(2) (a).
 - 1.0.5 The Emergency Management and Civil Protection Act, Ontario Regulation, O. Reg. 82/20 Subsection 7.0.2 (4), Schedule 2, Section 34 (viii) states that Fire and Emergency Services is an Essential Service. This Regulation further states in Schedule 1, Section 1 (5) “nothing in this order precludes the delivery of services by the following in Ontario, regardless of whether or not they are listed in Schedule 2: 1. Any government. This regulation does not provide any further

11-7-1

It is recognized that this guideline may not address all circumstances. Conditions may exist that shall require reasonable discretion on the part of the Officer in Charge. Decisions should always take into consideration the safety of our staff and the public as well as the best interests of the Township of Huron-Kinloss.

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|  | <h1 style="text-align: center;">Ripley Huron Fire Department</h1> <h2 style="text-align: center;">Standard Operating Guideline</h2> | | |
| Subject: | Fire Department Business Continuity Plan – Declared Pandemic | Date: | April 2020 |
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| File: | 11-7 | Fire Chief: | Chris Cleave |

definition and/or clarification as to what work functions of the Fire Department are Essential vs. Non-Essential. As such it is the obligation of the Employer to create and enact the appropriate policy, procedure and guidelines respecting such functions and the work of the Fire and Emergency Services.

- 1.0.6 The Emergency Management and Civil Protection Act, Ontario Regulation, O. Reg.52/20, “Organized Public Events and Certain Gatherings” does not apply to a workplace that is not required to close pursuant to O. Reg. 82/20. As such it is the obligation of the Employer to create and enact the appropriate policy, procedure and guidelines respecting such functions and the work of the Fire and Emergency Services.

2.0 Responsibility:


- 2.0.1 This guideline shall be followed by all members of the Ripley-Huron Fire Department.
- 2.0.2 Every Supervisor is responsible to ensure that they are familiar with and follow this SOG.
- 2.0.3 Every Supervisor is responsible to ensure that staff is familiar with and follows this SOG.
- 2.0.4 Every member of the department is responsible to work in a safe manner while using or wearing the applicable Personal Protective Equipment (PPE) and/or protective devices or clothing supplied or approved by the department.
- 2.0.5 Every Supervisor is responsible to ensure staff works in a safe manner while using or wearing applicable Personal Protective Equipment (PPE) and/or protective devices or clothing supplied or approved by the department.
- 2.0.6 Every Supervisor is responsible to take every reasonable precaution in the circumstances for the protection of a worker.

3.0 Safe Operating Guidelines:

- 3.0.1 The Ripley-Huron Fire Department identifies the following work activities as essential and non-essential with respects to maintaining the business continuity of the Fire Department during a declared pandemic event:
- 3.0.2 **Essential Services:**
1. Fire and Emergency Response – FPPA 1(1)(a)
 2. Firefighter Training Programs - FPPA 1(1)(e)
 3. Fire Code Inspections - FPPA 1(1)(a)

11-7-2

It is recognized that this guideline may not address all circumstances. Conditions may exist that shall require reasonable discretion on the part of the Officer in Charge. Decisions should always take into consideration the safety of our staff and the public as well as the best interests of the Township of Huron-Kinloss.

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4. Service Requests in relation to Smoke and CO Alarm Compliance - FPPA 1(1)(b)
5. Open Air Burn Complaint Investigation (Fire Prevention) - FPPA 1(1)(a)
6. Fire Department Apparatus Inspections and Maintenance - FPPA 1(1)(f)
7. Fire Department Equipment Inspections and Maintenance- FPPA 1(1)(f)
8. Fire Department Facility Inspections and Maintenance (Fire Hall Only) - FPPA 1(1)(f)
9. Construction and Maintenance of the Fire Department Training Facility - FPPA 1(1)(f)
10. Fire Department Public Education (Online and Social Media Only) - FPPA 1(1)(a)
11. Fire Department Administrative Functions - FPPA 1(1)(f)

3.0.3 **Non-Essential Services:**

1. Fire Department Participation in Appreciation Parades
2. Use of Fire Department Apparatus for Public Announcement purposes not related to a dispatched emergency response of the Fire Department.
3. Any other work service request that is not identified in the Essential Services Category

3.0.4 Any work or service that is identified as an essential service in this SOG, except for Fire and Emergency Response to dispatched incidents, shall be done in a manner that adheres to the following procedures:

1. Prior to the commencement of any work identified as essential in this SOG, each worker must first complete the COVID-19 Self-assessment screening form as per the Township of Huron-Kinloss COVID-19 Self-Assessment Procedure. Self-assessment forms will be found in a file folder in the Fire Hall dispatch office. This does not apply to Emergency Response situations.
2. Except in circumstances as directed by the Fire Chief, no more than five (5) persons shall occupy an area where work is being conducted, training may be excluded as approved by the Fire Chief where an appropriate Training Safety Plan and/or a “Modified In-person Firefighter Training” Standard Operating Guideline exists.
3. At all times, where possible, each person shall maintain a minimum physical distance of six (6) feet between each person while conducting essential services for the Ripley-Huron Fire Department
4. In circumstances where it may not be possible to maintain a physical distance of six (6) feet between individuals, the work shall be terminated if possible and if not, employee(s) shall wear a surgical mask that covers the mouth and nose, and eye protection in the form of safety glasses and/or a full face shield.
5. Wherever possible when doing essential work, a designated safety officer shall be appointed to monitor the use of PPE and physical distancing.


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6. In circumstances where more than five (5) people may be required to effect work, the Officer in Charge of the work shall conduct a safety briefing (tailgate meeting), draft and implement a safety plan and divide the workers up in a manner that allows them to work in groups of five (5) or less and ensure a reasonable distance is established between work groups. For the purpose of this SOG four (4) times the individual physical distance requirement (24 feet) shall be deemed as a reasonable distance between work groups.
7. Each worker shall wash their hands regularly during the work and/or utilize hand sanitizer regularly while the work is being conducted.
8. All tools, equipment and vehicles shall be disinfected prior to another worker using the equipment and upon completion of its use. This disinfection procedure includes the steering wheel, door handles, rails, seat belts, gear shifts, siren and light controllers, equipment bag handles, radios, tablets/keyboards, equipment handles, cords, cases and any other items and touch points that a worker has come into contact with during the work.
9. Prior to any Fire Department employee entering a building or residence for a non-emergency response work, the employee must first contact the Fire Communication Centre to have the on duty Dispatcher check the COVID-19 Registry. The phone number to call is 1-519-842-7807. For an Emergency Response the Officer in Charge shall confirm over the radio with Fire Comm that the registry has been checked.

3.0.5 All employees of the Ripley-Huron Fire Department have the right under the Occupational Health and Safety Act to refuse work that they believe is dangerous in nature with the exception of Section 43 of the act which states the right to refuse work does not apply to a worker when the work is inherent in the workers work or is a normal condition of the workers employment (Fire Suppression and Emergency Response).

3.0.6 Essential Services Priority Table

| SERVICE | PRIORITY | MIN. STAFFING | MAX. STAFFING |
|--|----------|---------------|---------------|
| Fire and Emergency Response | High | 4 | 26 |
| Firefighter Training Program | High | 2 | 26 |
| Fire Code Inspection | High | 1 | 5 |
| Smoke/CO Alarm Program Compliance | High | 1 | 3 |
| Open Air Burning Complaint Investigation | High | 1 | 4 |
| Apparatus Inspection and Maintenance | High | 2 | 5 |
| Equipment Inspection and Maintenance | High | 2 | 5 |
| Facility Inspection and Maintenance | High | 1 | 5 |

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| | | | |
|--|-------------|---|---|
| Construction and Maintenance Training Facility | Low | 1 | 5 |
| Fire Department Public Education | Medium | 1 | 1 |
| Fire Department Administrative Functions | Medium/High | 1 | 5 |

| | | |
|-----------------|---|--|
| High Priority | = | Must Occur |
| Medium Priority | = | Should Occur if/when Time Permits |
| Low Priority | = | May occur if it can be done safely - not an absolute requirement |

3.1 Personal Protective Equipment (PPE)

3.1.1 Personal Protective Equipment, for the purpose of this SOG shall be:

1. Fire Department Issued Coveralls, Firefighter Turnout Gear or other approved clothing
2. N95 Particulate Respirator (Properly Fitted)
3. Surgical Masks/Cloth Face Masks
3. Latex/Nitrile Gloves
4. CSA Approved Safety Eyewear or Full-Face Shield
5. CSA Approved Safety Footwear – NFPA Rated for Fluid/Pathogens

3.2 Potential Exposure to COVID-19

3.2.1 In circumstances where a worker believes they may have come into contact with COVID-19 while performing Essential Services, the worker shall immediately report this to a Chief Fire Officer and shall self-isolate themselves for a period of 14 days as per the Grey-Bruce Public Health directives.

3.2.3 COVID-19 Symptoms are:

Common:


1. Fever
2. Cough
3. Runny Nose
4. Sore Throat
5. Respiratory Difficulties

Additional:

1. Headaches
2. Muscle Pain
3. Diarrhea


11-7-5

It is recognized that this guideline may not address all circumstances. Conditions may exist that shall require reasonable discretion on the part of the Officer in Charge. Decisions should always take into consideration the safety of our staff and the public as well as the best interests of the Township of Huron-Kinloss.

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4. Nausea and Vomiting
5. Chills
6. Loss of taste or smell

3.2.4 At any time if an employee of the Ripley-Huron Fire Department has any of the symptoms listed in Section 3.2.3 of this SOG, whether COVID related or not, that member shall not be permitted to attend the Fire Hall for any reason until such times as the employee is symptom free for 5 consecutive days.

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3.3 Essential Services Procedures:

- 3.3.1 Fire and Emergency Response – shall be conducted in accordance with the Fire Department Establishing and Regulating By-law, the FPPA, and the Operating Guidelines and Policies of the Ripley-Huron Fire Department and the Township of Huron-Kinloss.
- 3.3.2 Firefighter Training Programs – the Chief Fire Officer and Fire Officers shall establish a modified program of training that focuses on a distance learning model using online web based resources. Under Phase 3 of the Province of Ontario’s Pandemic Framework for Re-opening Plan, in person firefighter training may begin to resume so long as all of the requirements detailed in section 3.0.4 are adhered to and all of the Guidelines contained within the “Modified In-person Firefighter Training” SOG is adhered to.
- 3.3.3 Fire Code Inspections – This service will be conducted and completed by the Fire Chief. In certain circumstances this may require the assistance of additional Fire Department employees. Wherever possible this activity will be kept to the absolute minimum number of personnel required to accomplish the task and shall not exceed the maximum number of five (5) personnel. All requirements detailed in section 3.0.4 shall be adhered.
- 3.3.4 Smoke/CO Alarm Program Compliance - This service will be conducted and completed by the Fire Chief. In certain circumstances this may require the assistance of additional Fire Department employees. Wherever possible this activity will be kept to the absolute minimum number of personnel required to accomplish the task and shall not exceed the maximum number of three (3) personnel. All requirements detailed in section 3.0.4 shall be adhered.
- 3.3.5 Open Air Burn Complaints Investigation - This service will be conducted and completed by the Fire Chief or the Township By-law Enforcement Officer. In certain circumstances this may require the assistance of additional Fire Department employees. Wherever possible this activity will be kept to the absolute minimum number of personnel required to accomplish the task and shall not exceed the maximum number of four (4) personnel. All requirements detailed in section 3.0.4 shall be adhered.
- 3.3.6 Fire Department Apparatus, Equipment and Facility Maintenance and Inspections – This essential work shall be conducted by the weekend standby crew in accordance with the posted

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schedule. In such other circumstances where repair and maintenance is required it shall be approved to occur. Wherever possible this activity will be kept to the absolute minimum number of personnel required to accomplish the task and shall not exceed the maximum number of five (5) personnel. All requirements detailed in section 3.0.4 shall be adhered.

- 3.3.7 Construction and Maintenance of the Fire Department Training Facility - This is an approved capital project of the Township of Huron-Kinloss which is a government entity. This facility is intended to support, and is a resource to deliver, the training of Fire Department employees which is a legal requirement of the municipality under the FPPA. If it is unanimously agreed upon by the Chief Fire Officers, and if any employee of the Fire Department wishes to exercise their right to participate in work at this facility to complete its development, they shall be allowed to do so as long as all of the Safety Procedures and the use of PPE as detailed in this SOG and the Occupational Health and Safety Act are strictly adhered. No employee of the Ripley-Huron Fire Department shall be required to do this work if they do not wish to do so.
- 3.3.8 Fire Department Public Education - This essential service shall only be delivered online and though print and social media. All in person Public Education sessions are suspended until such time as this SOG is no longer in effect.
- 3.3.9 Fire Department Administrative Functions – These functions are primarily completed by the Fire Chief in an office environment. At times when a Fire Officer or Firefighter is required to complete an administrative task, they shall do so from their home environment, or they may attend the fire hall to use Fire Department Specific reporting software and/or forms. Wherever possible this activity will be kept to the absolute minimum number of personnel required to accomplish the task and shall not exceed the maximum number of five (5) personnel. All requirements detailed in section 3.0.4 shall be adhered. Meetings will be completed using online web-based resources as needed. In the event a face to face meeting is required all requirements detailed in section 3.0.4 shall be adhered.
- 3.3.10 General Procedures - In addition to this SOG, the Essential Services identified within shall also be performed in accordance with all other Ripley-Huron Fire Department SOG's and the applicable Township of Huron-Kinloss policies and procedures.

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4.0 Resources

- 4.0.1 Fire Protection and Prevention Act 1997, S.O 1997
- 4.0.2 Occupational Health and Safety Act, R.S.O 1990
- 4.0.3 Emergency Management and Civil Protection Act, R.S.O 1990

5.0 Approvals

- 5.0.1 All necessary Standard Operating Guidelines that are related to Pandemic Specific employee health and safety topics shall be reviewed by all Chief Officers and the Joint Health and Safety Committee Members prior to being enacted. This shall also apply to all updates or amendments required to any current Pandemic related SOG's to meet current best practices and standards. Approval shall be unanimous between all parties prior to the SOG or changes being adopted. Approval shall come in the form of a signature on the SOG by each Chief Officer and each JHSC Committee member.
- 5.0.2 This Standard Operating Guideline and associated procedures is hereby approved by the Chief Fire Officers.

Signed:

Chris Cleave, Fire Chief


Date

Jeff Pollard, Deputy Fire Chief

Date

Scott Martyn, Assistant Fire Chief

Date

| | | | |
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5.0.3 This Standard Operating Guideline and associated procedures is hereby acknowledged and agreed upon by the Joint Health and Safety Committee.

Signed;

Dean Watson, Fire Captain

Date

Brent Chatham, Firefighter

Date

Bill Meyer, Firefighter

Date

Steve Nicholson, Firefighter

Date

Tracey Howe, Health & Safety Coordinator

Date

5.0.4 This Standard Operating Guideline is hereby approved by the Township of Huron-Kinloss.

Mary Rose Walden, CAO

Date



Terms of Reference – Return to the Workplace Plan

1. Mission statement.

To develop a fair, transparent and manageable return to the workplace plan for all Township of Huron-Kinloss staff. And further, to ensure a safe and manageable re-opening of facilities to the public amidst the COVID-19 pandemic.

2. Problem statement.

The COVID-19 pandemic changed the way we worked and provided services to our residents. Many employees were required to work from home, while others needed to change the basic fundamentals of their jobs to accommodate social distancing and health and safety protocols. These changes were important to ensure the health and safety of our employees but as the pandemic begins to subside, we must begin to think about the return to the workplace and normal operations.

Returning to the workplace will present many challenges for the task force to work through. Modifications to the workplace may be required to ensure social distancing requirements can be adhered to. Policies and procedures will need to be amended to ensure the health and safety of all staff and the public. And finally, a well thought out and effective communication plan will be required to ensure staff and the public feel comfortable and safe as we begin to re-open our facilities.

3. Boundaries, beyond which the investigation should not go.

Although these are unprecedented times for the Township and for our staff, it is important that we maintain the focus of creating a path forward that will accommodate each department, not necessarily every individual staff person. Any individual requests or accommodations should be examined on a case by case basis by the Senior Management Team.

4. Specific issues to be addressed.

- a. Hazard assessment needs completed for the following:
 - i. Facilities closed to the public (Arena, Municipal Office, Sheds, Vehicles, etc.)
 - ii. Facilities open to the public (Arena, Municipal Office, Sheds, Public washrooms, playgrounds, programs, etc.)

- iii. Staggered schedules: how will the hazards evolve as more staff begin working at the facilities full time.
- b. What equipment do we need to purchase to separate staff from other staff, staff from public, staff from contractors/third party vendors. Do any workplaces need re-arranged?
- c. Need to review all common areas and pinch points, how can we adjust any social distancing issues? (lunch room, entrances, exits, hallways)
- d. Determine trigger to implement plan
- e. Determine the trigger to re-open to the public
- f. Do evacuation procedures need amended?
- g. Do we need enhanced cleaning and disinfecting procedures?
- h. Temperature checks – are these required, what are the limitations?
- i. Does the self-assessment form and process need adapted?
- j. What signage is required for staff and the public to be allowed on site (for all facilities and how will this look in all the different facilities)
- k. What policies and procedures do we need to create?

5. Desired outcomes/outputs.

The desired outcome is a fair and manageable return to workplace plan to be approved by the CAO and endorsed by staff.

6. Persons involved.

- a. Leanne – HR subject matter expert
- b. Tracey – Health and Safety subject matter expert and understand public works concerns
- c. Mike – Infrastructure and Equipment subject matter expert, has employees that regular deal with the public, understands community services concerns, manages operation of public facilities
- d. Michelle – Chair
- e. Jackie – front line subject matter expert, deals with public more than all other staff
- f. Ad Hoc: Mary Rose, Chris, Matt, Emily

7. Project administration including:

a. Timeframe: The Task force will begin meeting virtually the week of June 8th 2020. Implementation of the plan will be determined based on the triggers as outlined in the plan. Senior Management will meet with their staff from June 15th to July 17th.

b. Meetings: will take place once a week on Microsoft Teams or on Zoom. Senior Managers will schedule their individual staff meetings using Microsoft Teams.

c. Reporting Guidelines: at the first meeting a secretary for the task force will be appointed. Each meeting of the task force will have an agenda and minutes will be taken. Minutes will be posted on the intranet under COVID-19; the minutes will be available internally only.

d. Final Report: the final report will be available for the Senior Management team to review in August.



Return to the Workplace Interview Questions (Appendix E)

Return to Normal Operations

Staff Interviews

To the Senior Team:

The Return to the Workplace Task Force is requesting that the Senior Team meet individually with all their staff (full-time, part-time, students, casual, contractors) to discuss the return to workplace plan. The Task Force has developed a list of questions to help guide the conversation with members of your staff. You may take as detailed notes as you like, as this presents an opportunity for you to gain an understanding of how each of your staff are feeling about returning to normal operations; however, please only send the task force the general feelings/concerns from your department. The Task Force will be creating a plan based on the overall feedback received. Any individual accommodations for staff will need to be discussed and approved by the Senior Manager and CAO.

The goal of the interviews is to provide the Task Force with enough information to create a plan that meets our mission:

"To develop a fair, transparent and manageable return to the workplace plan for all Township of Huron-Kinloss staff. And further, to ensure a safe and manageable re-opening of facilities to the public amidst the COVID-19 pandemic."

Please consider asking the following questions:

1. How are you doing? (general questions about how the staff member is coping)
2. Do you have any concerns about returning to normal operations?
3. Do you have any concerns about working with the public?
4. Do you feel you have the PPE you need to safely conduct day to day operations?

OR

What do PPE do you think you need in order to safely return to your workplace?

5. Are there any specific tasks that you are concerned about when you return to normal operations?
6. Can you think of any COVID-19 hazards in your workplace and can you think of any possible solutions to mitigate the risk of these hazards spreading COVID-19?

Please complete your staff interviews by July 3rd 2020 at 4:30PM. General comments can be sent to mgoetz@huronkinloss.com.

Thanks for your cooperation.

Policies and Procedures – Appendix F – Internal Use Only



Policy

Section: 6.0 Emergency Management - Pandemic

Policy: Visitors to Site

By-Law: 2020-43

Date: 18 March 2020

Revision: [Click here to enter text.](#)

Coverage:

This policy shall apply to all visitors (other than authorized employees) entering any municipality owned and operated facilities during uncertain times.

Policy Statement:

To provide a tool to enhance the safety and wellbeing of Municipal Staff and the general public.

During the COVID-19 Pandemic and other uncertain times, visitors will conduct self-screening procedures prior to entering any municipally owned to determine if they are at risk of contracting and or spreading COVID-19.

As a first line of defense in maintaining a safe work environment, a policy of visitor screening will be implemented.

Visitors who do not meet the requirements to successfully pass a self-screening assessment are not permitted in to municipally owned facilities.

The Chief Administrative Officer (CAO) or designate will check the Grey Bruce Public Health website (<http://www.publichealthgreybruce.on.ca>) for the latest advice on the pandemic and when the additional safety policy can be lifted.

Legislative Authority:

Occupational Health & Safety Act

Contents:

1. When the public is restricted from entering municipally owned facilities added safety measures are required to be implemented to protect municipal staff from risks of contracting and or spreading the COVID-19 virus.
2. If the presence of the visitor is not essential to business continuity, the best action is to refuse entry to municipally owned facilities.
3. If it is determined by the supervisor (in consultation with the CAO) that the visitor presence is required the visitor is required to conduct a self-screening assessment prior to entering the facility.
4. The visitor will be required to wear a mask while in the facility (exception: Elected Official - see below).
5. The employee inviting the visitor into the work location is responsible for recording the person's arrival/departure.
6. The employee is responsible for ensuring the procedure and all current safety precautions are adhered to.

PROCEDURE

1. The employee responsible will forward the self-screening assessment via e-mail and request it be returned prior to entry.
2. Those who pass the criteria will be permitted access to the facility with limited access and are required to perform the task in the most effective and efficient manner to reduce any contact with other staff and limited movement.
3. The self-screening assessment form will be forwarded to the Administrative Assistant Finance to be filed. (COVID-19)
4. The Administrative Assistant will post the visitors anticipated arrival and final departure to the intranet to notify staff members that may come in contact with the visitor accidentally of their presence and the timeframe.
5. Upon leaving the facility the departure time of the visitor(s) shall be recorded by the Administrative Assistant – Finance on Form VISITOR SIGN IN/OUT LOG-Pandemic
6. Following departure the workplace should be cleaned as appropriate.

Elected Officials

When Elected Officials attend the municipal office for meetings they will be required to complete a self-assessment screening form. All meetings will take place in Council Chambers and access to Council chambers will be granted via the main chamber doors. Masks are not required when sufficient social distancing is achievable.

Attached Form

Appendix 'A' Self-Screening Assessment Tool for Covid-19

Appendix 'B' - VISITOR SIGN IN/OUT LOG-Pandemic



The Corporation of the Township of Huron-Kinloss

Internal Procedure

Number: 12.44

Department: Emergency Management -
Pandemic

Revision: [Click here to enter text.](#)

Date: 25 August 2020

Author: Michelle Goetz

Procedure: Appointment Booking

Procedure:

A procedure to book appointments with staff when using Council Chambers as the meeting location. During the pandemic members of the public will not be permitted in the office area for meetings (this includes the committee room and private office spaces).

Contents:

During a pandemic we will be encouraging the public to book appointments with staff when they require a meeting rather than dropping into the office to see if the staff person is available. Meetings will be held in Council Chambers, a small meeting area has been created in the back of Council Chambers to reduce the need for members of the public to access the office area in the Municipal Office. A procedure for conducting meetings with the public during a pandemic has also been created.

Members of the public can book a meeting with staff by calling or emailing the staff person directly, by inquiring through a member of our front-line staff or by completing the online appointment request form.

These are the steps to book Council Chambers for a meeting:

- 1) Appointment request forms from the website are sent to the Administrative Assistant Finance, he/she will send the request to the appropriate staff person. The form can be found here:
<https://www.huronkinloss.com/en/townhall/townhall.aspx>
If someone calls in to book an appointment the form can be filled out by the front line staff and sent to the staff person being requested.
- 2) The staff person being requested checks if the day/time is available on the Municipal Calendar (if receiving request form from the Administrative Assistant Finance or if contacted directly by phone or email).
- 3) If the day/time is available book Council Chambers in the Municipal Calendar OR send the confirmation to Jackie so she can book Council Chambers on your behalf.

Resources:

[Click here to enter text.](#)



The Corporation of the Township of Huron-Kinloss

Internal Procedure

Number: 12.45

Department: Emergency Management -
Pandemic

Revision: [Click here to enter text.](#)

Date: 25 August 2020

Author: Michelle Goetz

Procedure: Meeting Procedure

Procedure:

The procedure for hosting meetings in Council Chambers with members of the public during the pandemic.

Contents:

Whenever possible members of the public should book an appointment with a staff member to ensure the meeting space in Council Chambers is available. The appointment request form can be located here:

<https://www.huronkinloss.com/en/townhall/townhall.aspx>

Procedure if a member of the public drops in and asks to meet with a staff person:

- 1) Open the Municipal Calendar on the intranet to see if Council Chambers is available. If Council Chambers is not available, ask the member of the public to please call, email or fill out the booking form online to request an appointment time with the staff person.
- 2) If Council Chambers is available, contact the staff person being requested to see if they are available for a meeting. If they are not available, ask the member of the public to please call, email or fill out the booking form online to request an appointment time with the staff person.
- 3) If the staff person being requested is available, ask the member of the public to please wear a mask to the meeting, sanitize their hands and sign in. After signing in, they can exit the lobby (go outside) and wait on the footsteps in front of Council Chambers for the staff person to let them in.
- 4) Complete steps 7-11 below to conduct the meeting.

Procedure if the member of the public has pre-booked the meeting:

- 5) Confirm the meeting details on the Municipal Calendar. Ask the member of the public to please wear a mask to the meeting, sanitize their hands and sign in. After signing in, they can exit the lobby (go outside) and wait on the footsteps in front of Council Chambers for the staff person to let them in.

- 6) Contact the staff person to let them know the person they are meeting with has arrived.
- 7) The staff person will enter Council chambers through the main doors (not the kitchen doors) when possible. Staff will sanitize their hands before opening the door to let the member of the public in Council Chambers. Staff may wear a mask while in transition to and from the meeting if they choose to.
- 8) Unlock the doors to Council Chambers and exit the vestibule before the member of the public enters it.
- 9) Once the member of the public is seated, they may remove their mask (if the staff person they are meeting with feels comfortable with that, it is up to each individual staff person to determine if they want the member of the public to wear a mask and if they will wear a mask, for the duration of the meeting).
- 10) The meeting will take place at the small desk located at the South West corner of Council Chambers. The sneeze guard should separate the staff person from the member of the public.
- 11) Once the meeting is complete, the member of the public will put on their mask and exit Council Chambers through the main doors. Once they have exited the building, the staff person will use the disinfecting spray and paper towels to wipe down everything the member of the public might have touched and will lock the doors.
- 12) The staff person will then sign out the member of the public they were meeting with.

Members of the public are required to wear masks while in transition (entering or exiting the facility, getting up to use the washroom, etc.). Masks may be removed, at the direction of the staff person, once seated.

If a member of the public has to use the washroom, they can use the washroom in the vestibule of Council Chambers. Staff should let the member of the public know that disinfectant spray and paper towels are available in the washroom if they wish to wipe down the room before they use it. Please ask them to wipe the toilet, sink, and doorknobs down when they are done.

Where a Provincial or Health Unit order or Municipal or County By-Law requires it, members of the public will be required to wear a face covering when entering the Municipal office. While staff may remind the public about the mask requirements, the public will not be turned away if they are not able to wear a mask.

Resources:

[Click here to enter text.](#)



The Corporation of the Township of Huron-Kinloss

Internal Procedure

Number: 12.46

Department: Emergency Management -
Pandemic

Procedure: Customer Service-
Municipal Office

Author: Leanne Scott/Jackie Johnson

Revision: [Click here to enter text.](#)

Date: 13 August 2020

Procedure:

In order to provide safe customer service, during the COVID-19 Pandemic a procedure has been developed to ensure physical distancing within the public space of the Municipal office.

Contents:

Signage is posted on the front door of the Municipal office, indicating a self assessment be completed cognitively before entering the office. If they answer yes to any of the assessment questions, members of the public are not permitted to enter the building.

Where a Provincial or Health Unit order or Municipal or County By-Law requires it, members of the public will be required to wear a face covering when entering the Municipal office. While staff may remind the public about the mask requirements, the public will not be turned away if they are not able to wear a mask. A Plexi glass barrier is in place at the front counter, with only enough space to pass documents and the debit machine between the public and staff. An intercom system is available at the front counter for the hearing impaired.

Limited Access Allowed

In accordance with the Grey-Bruce Health Unit recommendations the front lobby has been measured and physical distance stickers placed on the floor 2 metres apart. There can safely be 3 people in the sectioned off portion of the front lobby. If members of the public request to speak briefly with staff members, there is sufficient space at the barricades for other customers to attend the front counter, while the requesting customer remains at the barricade with the staff member. The staff member must stay on the restricted side of the barricade and wear a mask when speaking with the public.

The front vestibule between two sets of glass doors may contain 1 member of the public if the front lobby is at full capacity. There is an intercom available in the vestibule to communicate with the front staff. Beyond that, there will be physical distancing stickers placed outside down the front ramp, spaced accordingly.

Public Washrooms

The washrooms located in the lobby are closed to the public. If a member of the public requests to use a washroom, they will be directed to the front door at Council chambers, where staff will let them in the front foyer washroom. This washroom will be stocked with sanitizing spray and hand wash, with the intent that the public will use at their own risk. Staff will lock up the council chambers once the washroom has been vacated.

Shared Equipment/Common Areas

The common areas will be sanitized daily.

When items are shared between members of the public or staff, we must make the best effort to sanitize between each use. As an example, where the public requires use of a common pen, wipe the pen with sanitizing spray.

The debit machine will be wrapped with protective covering, that is easy to clean. After each use of the debit machine, it is to be wiped down.

All efforts will be made to provide accurate and efficient service to the customers in a timely manner to limit the exposure to one another.

Resources:

[Click here to enter text.](#)



The Corporation of the Township of Huron-Kinloss

Internal Procedure

Number: 12.47

Department: 5.0 Public Works

Revision: DRAFT

Author: Tracey Howe

Date: 8 September 2020

Procedure: Pandemic Guidelines for Crossing Guard

Procedure:

To establish a procedure for the safe response to pandemic conditions while assisting the children of our community

Contents:

The following steps shall be taken by the Crossing Guard while performing duties:

- A self-assessment form shall be completed and submitted to the Director of Public Works at the start of each workday.
- The stop paddle shall be wiped clean with disinfectant at the end of each shift.
- The Crossing Guard shall wash their hands with soap and water prior to starting work, after using washroom facilities, and before and after eating.
- The Crossing Guard shall carry a supply of liquid hand sanitizer for use when a surface other than the stop paddle is touched while on the job.
- The Crossing Guard shall practice social distancing, keeping a minimum of two (2) metre distance from others at the crosswalk corner.
- The Crossing Guard will attempt to discourage others from gathering at the crosswalk corner for extended periods; beyond the regular process of those waiting to cross the street.
- The Crossing Guard will be issued face masks and wear one when physical distancing is not possible (i.e. when a parent/guardian wants to have a conversation, beyond "hello" at the corner, etc.). *
- When a mask is required, the Crossing Guard shall follow Internal Procedure 12.37 Face Masks (referenced in the Resources section).
- The Crossing Guard shall contact the Director of Public Works when additional personal protective equipment (PPE) is required.

* In consultation with Grey Bruce Public Health, it is not necessary for the Crossing Guard to wear a mask when performing the regular duties of the position. However, the Township encourages the use of masks when physical distancing cannot be maintained.

Resources:

<https://www.publichealthgreybruce.on.ca/COVID-19> <https://www.ontario.ca/page/2019-novel-coronavirus>

Internal Procedure 12.12 Social Distancing (being updated)

[Internal Procedure 12.37 Face Masks & Shields](#)