

The Corporation of the Township of Huron-Kinloss



BY-LAW

2022 - 89

Being a By-law to Amend the Emergency Management - Pandemic Policies for the Township of Huron-Kinloss

WHEREAS The Council for The Corporation of the Township of Huron-Kinloss deems it expedient to establish policies;

AND WHEREAS the Municipal Act S.O. 2001, c 25, Section 5(3), as amended provides that a municipal power, including a municipality's capacity rights, powers and privileges under Section 9, shall be exercised by By-Law;

AND WHEREAS the Corporation of the Township of Huron-Kinloss passed By-Law No. 2020-34 delegating authority to the Chief Administrative Officer during uncertain times;

AND WHEREAS the Council for The Corporation of the Township of Huron-Kinloss passed By-Law No. 2020-43 to adopt Emergency Management – Pandemic Policies and it is now deemed desirable to amend the policies;

NOW THEREFORE the Council of The Corporation of the Township of Huron-Kinloss enacts as follows:

- 1.0 That the Corporation of the Township of Huron-Kinloss Council hereby adopts the amended Emergency Management – Pandemic Policies as contained in the attached Schedule “A” to this by-law.
- 2.0 That By-Law No. 2020-43 is hereby repealed.
- 2.0 This By-Law shall come into full force and effect upon final passage.
- 3.0 This By-Law may be cited as the “Emergency Management – Pandemic Policies”.

READ a FIRST and SECOND TIME this 16th day of May 2022

READ a THIRD TIME and FINALLY PASSED this 16th day of May, 2022

Mitch Twolan, Mayor

Emily Dance, Clerk



The Corporation of the Township of Huron-Kinloss

Policy

Section: 6.0 Emergency Management - Pandemic

Policy: Protection of Workers Policy

By-Law: 2022-89

Date: 16 May 2022

Revision:

Coverage:

This policy shall apply to all employees, contract employees, volunteers, students of the Township of Huron-Kinloss.

Policy Statement:

The World Health Organization is the sole authority for declaring a Pandemic, Epidemic and an Endemic.

This policy applies in all circumstances where the Chief Public Health Officer (Federal Government), the Chief Medical Officer of Health (Provincial Government) or the Medical Officer of Health (Grey-Bruce Public Health Unit) has declared a Public Health Emergency or has provided guidance, direction and/or a recommendation in relation to a declared Pandemic, Epidemic, Endemic or other known viral infections (cold/flu).

The Township of Huron-Kinloss values the health and safety of every individual, and is committed to building, and maintaining, a safe and healthy work environment and will take every precaution reasonable in the circumstances for the protection of the health and safety of its employees from the hazards of infectious disease or illness.

This policy is a key element in the protection of employees from illness resulting from a pandemic, endemic or epidemic events. Furthermore, this policy is intended to provide direction and protection when any of these events are occurring or could potentially occur and the events could seriously affect the Health and Wellness of Township Employees, the Safety of the General Public and/or will directly impede the Townships ability to provide services and maintain continuity of operations.

The Chief Administrative Officer reserves the right to apply this policy in any or all circumstance where any type of pandemic, epidemic, endemic or other viral infections may cause the same regardless of a declared emergency.

BACKGROUND:

On March 11, 2020, the World Health Organization declared COVID-19 a pandemic virus. Globally and within Ontario, variants of the virus have circulated with increased transmissibility and disease severity compared with previous COVID-19 virus strains.

Coronavirus (SARS-CoV-2) is an acute respiratory illness which may be characterized by fever, cough, shortness of breath and several other symptoms. Asymptomatic infection is also possible.

Regardless of which SARS-CoV-2 variant or other infectious illnesses are predominate in the area public health and workplace controls measures continue to work to reduce disease spread and severe outcomes.

Legislative Authority:

This policy is aligned with the employer's general duty under the Occupational Health and Safety Act to take every reasonable precaution to protect its employees and the responsibility to assess the workplace for risks, including that of COVID-19 transmission and all other infectious disease.

This policy is applied in accordance with the Ontario Human Rights Code, Occupational Health and Safety Act and any other applicable legislation and/or collective agreement.

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POLICY

Visitors to Site

1. During a Pandemic, Epidemic, Endemic or other known viral infections (cold/flu) emergency events, visitors will conduct self-screening procedures prior to entering any municipally owned facility to determine if they are at risk of contracting and or spreading the infectious illness.
2. A visitor is defined as any person not employed by the Township of Huron-Kinloss that is required to attend any workplace for the purpose of engaging in or meeting to discuss Township business or services but does not include customers attending the front counter at the Township Office.
3. As a first line of defense in maintaining a safe work environment, a policy of visitor screening will be implemented.
4. Visitors who do not meet the requirements to successfully pass a self-screening assessment are not permitted into municipally owned facilities.
5. 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 infectious illness.
6. If the presence of the visitor is not essential to business continuity, the best action is to refuse entry to municipally owned facilities.
7. 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.
8. The employee inviting the visitor into the work location is responsible for recording the person's arrival/departure.
9. The employee is responsible for ensuring the procedure and all current safety precautions are adhered to.
10. The employee responsible will forward the self-screening assessment via e-mail and request it be returned prior to entry.
11. 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.
12. The self-screening assessment form will be forwarded to the Administrative Assistant Finance to be filed.

13. The Administrative Assistant will post the visitors anticipated arrival and final departure to the intranet to notify staff members that may encounter the visitor accidentally of their presence and the timeframe.
14. 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
15. Following departure, the workplace should be cleaned as appropriate.
16. Attached Forms:
 - Appendix 'A' Self-Screening Assessment Tool for Covid-19
 - Appendix 'B' - VISITOR SIGN IN/OUT LOG-Public Health Measures

Workplace Disinfecting

1. The Township of Huron-Kinloss workspaces shall be maintained in a clean and organized manner to ensure employees are working in a safe and healthy work environment. Work surfaces must be disinfected on a regular basis to eliminate dirt and the spread of germs. The following steps are to be followed:
 - Clean visibly soiled surfaces before disinfecting.
 - Wear appropriate personal protective equipment when in contact with chemical solutions, and where specified by the manufacturer.
 - If necessary, prepare solutions for cleaning and disinfection daily. It is important that proper strengths of disinfectant solutions are used.
 - Follow the manufacturer's instructions for the safe and proper application of specific cleaning and disinfecting products.
 - Ensure all WHMIS protocols including any information found on the SDS for the cleaning solution being used are followed.
 - Electronic surfaces will need to be wiped down with a paper towel that has been treated with the disinfectant, do not spray the disinfectant directly on the electronic surface.
 - Ensure daily disinfecting of surfaces and objects that are touched often. Items that require daily disinfecting include, but are not limited to:
 - Desks
 - Countertops
 - Doorknobs
 - Bathrooms

- Computer keyboards & Mouse
- Faucet handles
- Phones
- Chair arms
- Desk top appliances (stapler, tape dispenser, stamps etc.)

2. Shared workspaces are to be disinfected as follows:

- Kitchen/Lunchroom

Please refer to the physical distancing procedure to ensure a safe distance is maintained. Everyone is required to use the same cups, plates, cutlery etc., and keep them at their workstation until a time when they can be properly sanitized. Every person is responsible for disinfecting surfaces they have encounter, after they are done. This includes but not limited to kitchen appliances, counters, sinks and handles etc.

- Copier Room

Please refer to the physical distancing procedure to ensure a safe distance is maintained. Everyone is responsible for disinfecting any office equipment and handles, etc. immediately after each use.

- Meeting Rooms

While in person meetings are only to be held, when necessary, all desks, tabletops, and chairs are to be disinfected afterwards. Ensure any electronic equipment used is disinfected also, smart boards, telephones and conference phones.

3. Everyone is discouraged from sharing or using other co-worker's workstations. This includes picking up the phone, using the computer, borrowing pens, pencils, staplers etc.

Self-Screening

1. As a first line of defense in maintaining a safe work environment, a policy of employee self-screening will be implemented. During a Pandemic, Endemic, Epidemic, or other infectious illness emergency event, employees may be

required conduct self-screening procedures at home prior to coming to work to determine if they are at risk of contracting or spreading an infectious illness.

2. Self-Screening procedures and questions shall be based on all current recommendations or guidelines issued by the Chief Public Health Officer (Federal Government), the Chief Medical Officer of Health (Provincial Government) and/or the Medical Officer of Health (Grey-Bruce Public Health Unit) or as recommended by the Ministry of Labour or any applicable Occupational Health and Safety legislation or Guidelines
3. Employees who do not meet the requirements to successfully pass a self-screening assessment are required to stay home and to contact their immediate supervisor as soon as possible to inform them of the result of their self-screening assessment. The supervisor will contact their manager and/or CAO.
4. 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 return-to-work timing and communicate this information to the employee.

Physical Distancing

1. To protect and maintain the safety and well-being of Municipal Staff and the public, physical distancing procedures may be necessary and can be enacted at any time as determined by the Chief Administrative Officer in consultation with Planning and Operations emergency management staff.
2. Physical Distancing, also referred to as social distancing, is the practice of maintaining a greater than usual physical distance from other people or avoiding direct contact with people in public places during a Pandemic, Epidemic, Endemic or other known viral infections (cold/flu) emergency events to minimize exposure and reduce the transmission of infection.
3. The more people you are in contact with the greater the risk of encountering a person carrying the infectious illness. These recommended steps can be taken as part of effective physical distancing and may be implemented as needed by the Chief Administrative Officer in consultation with Emergency Management Planning and Operations staff:
 - Post physical distancing posters in all meeting rooms and around the facility.
 - Persons are recommended to maintain 2m (6 ft) between each other, where possible.
 - Control access to the facilities.
 - Cancel all business-related travel.

- Cancel or postpone non-essential meetings, training, and social events.
 - Promote telecommuting, and teleconferences for meetings.
 - Avoid shaking hands, or other body contact.
 - Limit multiple occupants in and sharing vehicles wherever possible. Proper PPE must be worn when more than one person is in a vehicle. If sharing a vehicle, the Vehicle Disinfection Procedure must be followed.
4. Supervisors may determine the need to for an employee to attend certain functions and the Supervisor may allow for such attendance if current public health regulations and/or public health recommendations allow for it and the attendance can be done in a safe and controlled manner.



The Corporation of the Township of Huron-Kinloss

Policy

Section: 6.0 Emergency Management - Pandemic

Policy: Consolidated Work, Hours, Absence and Travel Policy

By-Law: 2022-89

Date: 16 May 2022

Revision:

Coverage:

This policy shall apply to all employees, contractors, volunteers, students of the Township of Huron-Kinloss.

Policy Statement:

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This policy applies in all circumstances where the Chief Public Health Officer (Federal Government), the Chief Medical Officer of Health (Provincial Government) or the Medical Officer of Health (Grey-Bruce Public Health Unit) has declared a Public Health Emergency or has provided guidance, direction and/or a recommendation in relation to a declared Pandemic, Epidemic, Endemic or other known viral infections (cold/flu).

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This policy is a key element in the protection of employees from illness resulting from a pandemic, endemic or epidemic events. Furthermore, this policy is intended to provide direction and protection when any of these events are occurring or could potentially occur and the events could seriously affect the Health and Wellness of Township Employees, the Safety of the General Public and/or will directly impede the Townships ability to provide services and maintain continuity of operations.

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BACKGROUND:

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Regardless of which SARS-CoV-2 variant or other infectious illnesses are predominate in the area public health and workplace controls measures continue to work to reduce disease spread and severe outcomes.

Legislative Authority:

This policy is aligned with the employer's general duty under the Occupational Health and Safety Act to take every reasonable precaution to protect its employees and the responsibility to assess the workplace for risks, including that of COVID-19 transmission and all other infectious disease.

This policy is applied in accordance with the Ontario Human Rights Code, Occupational Health and Safety Act and any other applicable legislation and/or collective agreement.

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POLICY

Overtime Hours of Work:

1. During any period when a Pandemic, Endemic, Epidemic, or other infectious illness emergency event is occurring, employees may be required to work beyond their normal hours of work, work different shifts than usual or work from an alternate location.
2. During an emergency event overtime hours may become mandatory. Normal pay rules will apply for the selection of employees which are eligible for overtime. Should employees exceed the maximum annual overtime limit, the Chief Administrative Officer (CAO) may permit employees and the mayor may permit the CAO to exceed the provision of the Township of Huron-Kinloss Hours of Work and Overtime Policy.
3. At the discretion of the CAO, employees may be reassigned or redeployed within their own departments, or within other departments where the skills and need are appropriate. Refusal to accept a redeployment assignment will follow our Refusal to Work policy
4. The safety of workers will not be compromised. Appropriate training and protective equipment will be provided as per the Consolidated PPE procedure. Where a job requires certification, all reasonable efforts will be made to use qualified employees.

Layoffs:

1. During any period when a Pandemic, Endemic, Epidemic, or other infectious illness emergency event is occurring there will be an evaluation of impacts on the nonessential services by the CAO. If redeployment is not possible, employees in nonessential service areas may be subject to layoff.
2. Should there be any Provincial Order that shuts down a Municipal operation or service, and if redeployment is not possible, employees in non-essential service areas may be subject to layoff.

Leaves of Absence:

1. Employees who need to take a leave of absence to care for a sick family member or stay home with their children in the absence of childcare due to a Pandemic, Endemic, Epidemic, or other infectious illness emergency event may be eligible

for a legislated leave of absence. In general, legislated leave of absences are unpaid job protected leaves.

2. In the event of a Pandemic, Endemic, Epidemic, or other infectious illness emergency event, it will be likely that some staff may have to be at home providing care to sick family members. The Chief Administrative Officer will consider if the employee staying at home are able to continue to work and to what degree to maintain the critical functions of all departments in accordance with the Working from Home or Alternate Work Location section of this policy.
3. Employees may qualify for the Sick Leave under the appropriate section of this policy when providing care to a sick family member.
4. Each request for Leave of Absence will be reviewed and managed on a case-by-case basis.

Return to Work:

1. The Township of Huron-Kinloss is committed to supporting employees who have been absent from work because of failing to pass the self-screening assessments, have been subjected to a quarantine due to travel to an at-risk area, have been ill with a viral infection, has been identified as a close contact or was taking care of ill family members. The CAO, or designate, will work together with each employee on a case-by-case basis to determine and implement a successful return to work plan.
2. Employees returning to work after failing to pass the self-screening assessments, have been subjected to a quarantine due to travel to an at-risk area, have been ill with a viral infection, has been identified as a close contact or was taking care of ill family members will be required to pass the self-screening assessment as per the Township of Huron-Kinloss self screening policy requirements.
3. Before returning to work, employees who have been absent from work because they were confirmed ill with the Pandemic, Endemic, Epidemic, or other infectious illness must be able to attest that they meet the minimum criteria as detailed in any self-isolation or self-monitoring guidance document released by any Government Health agency having authority or jurisdiction.
4. Once the employee can successfully complete the self-screening assessment and/or provide attestant that they meet the self-isolation, self monitoring, and symptom free criteria, and has notified their supervisor, they may report to work as per normal.

Send Home:

1. During a Pandemic, Endemic, Epidemic, or other infectious illness emergency event in all circumstances any employee who feels ill or observes that another employee is exhibiting symptoms of the illness while in a workplace, the employee shall contact their immediate supervisor.
2. Employees who are ill shall stay at home until symptoms are resolved and they successfully pass the self-screening assessment and meet the minimum criteria as detailed in any self-isolation or self-monitoring guidance document released by any Government Health agency having authority or jurisdiction.
3. Employee self-screening assessment shall be checked daily, for any indication of illness related symptoms. If an employee fails the screening assessment, are found to be symptomatic or cannot meet the minimum criteria as detailed in any self-isolation or self-monitoring guidance document the employee will be instructed to leave work and immediately contact a health professional or shall self-isolate to the most current criteria established by any Government Health agency having authority or jurisdiction.
4. Eligible employees will be able to use their available sick leave during this time.

Sick Leave:

1. Employees who are sick (or feel sick or self-screen themselves as likely to be sick) are NOT to report to work.
2. Employees will be paid according to the established Time Off Policy-Sick Leave or Collective Agreement for each day of sickness/self-isolation that is unrelated to travel, until they have passed the self-screening assessment tools necessary for a return to work.
3. Employees who are not eligible may have access to opportunities and protections provided via Employment Insurance or the Employment Standards Act.
4. When an employee is required to self-isolate as per any current Public Health Isolation criteria, the employee will be eligible to use their sick time per the Township of Huron-Kinloss Sick Leave policy, or they may use available vacation time or overtime. This section does not apply to current travel related quarantines or self-isolation requirements.
5. When an employee is required to care for a sick family member they will be eligible to use their sick time as per the Township of Huron-Kinloss Sick Leave policy, or they may use available vacation time or overtime.

6. Employees must report all illness or sick days to their supervisor as soon as possible.
7. Once all available paid time off has been exhausted, eligible employees may qualify for Employment Insurance benefits.
8. Employees who elect to stay home during a Pandemic, Endemic, Epidemic, or other infectious illness emergency event will have the option to use their sick time, available vacation time or overtime per this policy.

Travel:

1. When travel advisory warnings to specific destinations are in effect during a Pandemic, Endemic, Epidemic, or other infectious illness emergency events; Township of Huron-Kinloss employees shall adhere to the advice, guidance and directives of the Government of Canada, the Provincial Government and/or the Grey Bruce Public Health Unit.
2. If a travel advisory is posted in relation to a Pandemic, Endemic, Epidemic, or other infectious illness emergency event, and an employee is going to or has just returned from a destination noted in the advisory, the Township of Huron-Kinloss may exercise its option to request that the employee refrain from attending work for a period to ensure that the individual has not contracted any infectious disease posted in the warning. Likewise, if the employee's family members have recently visited an at-risk area, they are required to notify their supervisor.
3. All travel for Township business inside and outside of the province may cease at the discretion of the Chief Administrative Officer in consultation with the appointed emergency management staff members. Employees will be notified in all circumstances when travel has been restricted or ceased as a result.
4. If an employee has upcoming personal or business plans to travel to an identified at-risk area as it relates to a Pandemic, Endemic, Epidemic, or other infectious illness emergency events, the employee must speak to their supervisor prior to travelling to understand the implications for when they return.
5. It is recommended that employees consult with, and abide by, the Travel Advisory website on the Government of Canada's webpage.
<https://travel.gc.ca/travelling/advisories>
6. Following a travel advisory, senior management will make every attempt to notify any staff that are away on business or personal travel that they are required to make reasonable efforts to return home in a timely manner. Staff will be given 48 hours from notification to make return home arrangements. If staff choose to not return home in a timely manner or if they choose to travel contrary to a travel advisory the compensation for self-isolation will be subject to the discretion of

the Chief Administrative Officer or such other person that the Township may designate.

7. Compensation is based on the recommended self-isolation timeframe, as suggested by the most current criteria in effect issued by the Government of Canada, the Provincial Government and/or the Grey Bruce Public Health Unit. If the employee does not return to work after this timeframe, or is unable to work from an alternate location compensation may be available under the Emergency Management-Sick Leave, at the discretion of the Chief Administrative Officer

Working from Home or Remote Location:

1. This section shall apply to all employees of the Township of Huron-Kinloss who can work from home or off site, who can maintain all or most of their regularly scheduled work hours, and who are essential to the Township's continuity of operations.
2. The use of alternate work location outside a municipal facility may be made mandatory at the discretion of the Chief Administrative Officer.
3. Prior to engaging in work from or off site, the following criteria must be considered and met:
 - The Employee must be able to carry out duties, assignments, and other work obligations from their home or off-site location as they do when working from their regular work location and must complete the Working Remotely at Home Acknowledgement.
 - The Employee must be able to continue to work their regularly scheduled times or close to.
 - Employees must be available to their supervisor, manager, and co-workers during the core work hours.
 - Employees must be available to attend virtual meetings and participate in other required calls and meetings, as required.
 - Telecommuting must be approved by the Supervisor daily unless a predetermined schedule has been established by the CAO or Supervisor.
 - The terms and conditions of the employee's contract and all policies and procedures applied to the workplace will remain in effect at such times as an employee works from home or an off-site location
4. Supervisors will be responsible for daily telecommunication or video conferencing with their staff.
5. Employees must remain available for staff meetings and other meetings deemed necessary by management.

6. The Township will not supply office furnishings and employees who work from home may be required to use their own equipment, hydro etc. at no additional expense to the municipality.
7. The use of municipal equipment for remote work is limited to authorized persons and for purposes related to municipal business.
8. Office supplies will be provided by the Township, as needed, and must be approved by your supervisor.
9. Out of pocket expenses for other supplies will not be reimbursed unless approved, prior to purchase.
10. During work hours and while performing work functions, remote employees remain covered by WSIB. Employees must agree to maintain the alternate worksite in a good condition free from health and safety hazards. The Township assumes no liability for injuries occurring in the Employee's home outside of the agreed upon work hours and for any non work related activities during working hours. The Township is not liable for loss or destruction of property that may occur in or to the Employee's home. The Township assumes no liability for family members, visitors or others that may become injured within or around an employee's home.
11. The Employee remains obligated to comply with all Township rules, practices and policies while working remotely:
 - The Township has the right to cancel or suspend employee working from home privileges at any time and for any reason.
 - Telecommuting must be approved by the supervisor daily and the employee must complete the Working Remotely at Home Acknowledgement.
12. The Working Remotely at Home Acknowledgement is attached hereto and forms part of this policy.

Remote Access:

1. It has been recognized that during a Pandemic, Endemic, Epidemic, or other infectious illness emergency event it would be beneficial to encourage an alternate work location. The use of an alternate work location may be mandatory at the request of the CAO or designate. If working from home, or an alternate work location is required, the Township shall endeavour to provide resources for authorized employees to have secure remote access.
2. Remote access shall be limited to employees who have received approval or been assigned an alternate work location under the Work from Home or Alternate Work Location section of this policy and

3. Each employee approved for remote access shall complete the Working Remotely at Home Acknowledgement form.
4. Requests for remote access from employees who are essential to the Township's continuity of operations are subject to approval by the CAO and Treasurer. Where possible, consideration will be given to transfer of documents using e-mail, portable storage devices or secure online platforms to limit the number of remote connections.
5. Remote access is restricted to Township owned equipment only to ensure security and confidentiality is maintained. When the alternate work location has ended, the equipment will be returned to the Treasurer to remove the remote access from the memory.
6. The Township cannot guarantee uninterrupted remote access and reserves the right to limit the number of authorized users at any time. Employees should not count on unlimited access and plan their work schedule to reduce reliance on remote access as much as possible.
7. All documents must be managed with the same security and confidentiality requirements as though you were working from your regular work location.