



Corporate Workplace  
**Safety Plan**



# COVID-19 Workplace Safety Plan

## Corporation of the City of St. Catharines

Facility name:	All	Developed by: Brendan MacMullin, Community Emergency Management Coordinator (CEMC) and Allison Seddon, Human Resources Consultant, Health and Safety
Date completed:	November 20, 2020	
Division/group:	Corporate	
Date distributed:	November 20, 2020	Others consulted: Joint Health and Safety Committee, Various Departmental Supervisors, Engineering, Facilities and Environmental Services Department
Revision date:	January 25, 2021	

## 1. How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- The City's Municipal Emergency Control Group (MECG) and Human Resources review documentation from the province and local public health authorities on health and safety protocols related to COVID-19 to ensure practices are current.
  - [World Health Organization – Coronavirus disease \(COVID-19\) Pandemic](#)
  - [Centres for Disease Control and Prevention- Coronavirus \(COVID-19\)](#)
  - [Government of Canada - Coronavirus disease \(COVID-19\): Guidance documents](#)
- Management shares COVID-19 Health and Safety practices with staff as protocols change or new ones are instituted.
- Information is shared with staff through City email, intranet (Jostle), FAQs, shared network drive, staff meetings and tailgate/safety talks.
- Any staff member who has a question or concern related to their health and safety due to COVID-19 can speak to their manager or supervisor.
- City facilities have signage/posters to remind patrons, employees and visitors of the importance of hand hygiene, social distancing and not to enter if they are experiencing COVID-19 symptoms.

## 2. How we're screening for COVID-19

- Active daily screening has been implemented city-wide for employees using the tool provided by the Ministry of Health:
  - [Ministry of Health - COVID-19 Screening Tool for Workplaces](#)
- Staff and essential visitors can screen online, via phone, or on paper and data is retained for a minimum of 30 days.
- Employees or essential visitors who fail the screening are required to notify their supervisor/City contact and Human Resources before entering any City workspace.
- While certain provincial restrictions and recommendations are in place, patrons are actively screened before entering open arenas, community centres, and pools. This data, along with their contact information will be retained by the City for a minimum of 30 days.

### 3. How we're controlling the risk of transmission in our workplace

#### Elimination

##### Working from Home & Reduce Onsite Employees

- Where possible, staff are working from home.
- Where working from home is not possible, departments have created schedules to limit the number of employees in a work area at one time.

##### Engineering Controls – Physical Distance, Crowd Control and Separation

- Plexiglass barriers have been installed at most public counters, and/or social distancing is maintained using signage, floor marking and physical barriers such as tables.
- Directional arrow decals have been installed in select areas to assist with flow of foot traffic and to assist with social distancing.
- Meeting rooms and lunchrooms have been measured and marked with floor decals and chairs removed to ensure that social distancing is maintained.
- The capacity of facilities, community and meeting rooms was adjusted by staff to ensure provincial protocol compliance.
- The number of individuals in a facility is controlled through online booking systems and paper-based log sheets.

#### Administrative Controls

##### Source control masking

- Staff and patrons in public areas are required to wear masks unless exempt as per the provincial legislation, City By-Law and Niagara Regional By-Law.
- Staff are required to wear masks at all times while in facilities; this includes while at desks/workstations, in common areas, hallways, corridors, coffee/water stations, lunchrooms, printer areas, and in offices/meeting rooms.
- Staff are required to wear masks outdoors when working within two metres (six feet) of another individual.
- Masks are required in City vehicles when more than one individual is in the vehicle.
- Staff have been supplied with 3 triple-layer cloth masks.
- Facilities have signage installed reminding that masks are required.
- If a member of the public arrives without a mask, one is provided.

- When an individual does not wear a mask due to medical reasons, staff are to remain at least two metres (six feet) away from them.
- Staff are advised that masking is not an alternative to social distancing.
- Documentation has been provided to staff regarding fit and how to properly put on and take off masks.

### **Sanitizing Surfaces and Objects**

- Enhanced cleaning practices that meet or exceed the recommendations of Niagara Region Public Health have been implemented in City facilities.
- In addition to routine cleaning, frequently touched surfaces are cleaned and disinfected twice per day.
- Guidance from the province and Niagara Region Public Health was reviewed and actions taken to ensure City facilities are safe for staff and the public; examples of sources reviewed:
  - [Niagara Region Public Health - Environmental Cleaning and Disinfecting Recommendations](#)
  - [Province of Ontario - Resources to prevent COVID-19 in the workplace](#)
- A deep clean practice is in place for possible and confirmed exposure incidences. This practice includes:
  1. The entire area is wiped down using a disinfectant that carries a government regulated DIN #. (i.e. hard surfaces, air vents, personal items, keyboards, telephones, staplers, door handles, light switches, window latches etc.)
  2. The floor is swept and mopped with a solution of bleach and water. (Niagara Region Public Health recommends 20 ml bleach to 1 liter of warm water)
  3. If possible, the room is ventilated through the opening of windows and doors.
  4. An Ultralite fogger is used to further sanitize the space after other cleaning measures have been completed.

### **Hand and respiratory hygiene**

- Facilities are equipped with posters regarding hand and respiratory hygiene (e.g. to avoid touching eyes, nose or mouth).
- Staff have been advised of the importance of good hand hygiene on various occasions in communications from the CAO as well as managers and supervisors.
- Staff and patrons are encouraged to sanitize or wash their hands upon entry into any facility.
- Hand sanitizer is available at all facilities.

### **Personal protective equipment (PPE)**

- Standard operating procedures have been developed for staff at increased risk. These outline when and what personal protective equipment (PPE) is required and how to properly put on and take off the PPE.

## **4. What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace**

### **What do we do if a worker gets sick or has to self-isolate?**

- If an employee is sick with symptoms unrelated to COVID-19, they are instructed to stay home until they have been symptom free for 24 hours.
- If the employee is sick with symptoms that are related to COVID-19, they are instructed to contact Niagara Region Public Health to determine if a test is required.
- If a test is required, the employee must remain home until results are received and must have a negative result and be symptom free for 24 hours prior to returning.
- If an employee has had a suspected exposure, they are instructed to stay home until the individual they were exposed to has a negative test result.
- If the employee is identified by Public Health as a close contact of a confirmed case, the employee is required to self-isolate.
- If an employee is identified by Niagara Region Public Health as a contact of a contact they are instructed to self-monitor while working from home for the isolation period of the confirmed case, or arrangements will be made to have them self-monitor while working in isolation in the workplace for the same period.
- Human Resources has created a COVID-19 FAQ which is accessible to staff through the City's website, intranet or their manager/supervisor.
  - [City of St. Catharines COVID-19 Employee Return to Work FAQ](#)

### **Steps taken by the employer**

- When an employee has symptoms, Human Resources goes through the following questions:
  - When did symptoms begin?
  - What symptoms are you and/or the member of your household experiencing?
  - If they claim the symptoms are related to allergies – Have you experienced these allergy symptoms before?

- Has Public Health been contacted?
- Is a test scheduled?
- Have you knowingly been in contact with anyone who has a confirmed case of COVID- 19?
  - If yes,**
    - Were you in close contact\*?
    - Did Public Health contact you directly to confirm you were identified as a close contact?
    - \*Close contact is currently defined as:
      - a. being less than 2 metres away in the same room, workspace, or area for more than a brief period of time – not just a walk by
      - b. living in the same home
- When were you last physically in the workplace?
- Have you been in close contact with anyone in the workplace in the last 48 hours?
  - If yes,**
    - Were you or those you were in close contact with wearing a mask in the workplace?
    - How long were you within 2 metres with each person?
    - What were you doing within 2 metres of each other?
    - Were you or the person you were within 2 metres of coughing or sneezing?
    - What areas of the workplace were you in?
- If the employee was in the workplace in the 48 hours prior to developing symptoms, staff will notify those who are deemed close contacts and remind them to self-monitor and practice physical distancing, mask wearing and hand washing.
- Additionally, managers and supervisors arrange to have the work area deep cleaned.

**Self-isolation and return to work**

- The City follows Niagara Region Public Health direction on self-isolation and return-to-work practice.
- Currently the employee remains in self-isolation until a negative result is received

and they have been symptom free for 24 hours.

- If the employee was deemed a close contact to a positive case by Public Health officials, they must complete the full 14-day isolation and be symptom free in order to return to work.

#### **Confirmed case**

- The City will follow the direction of Niagara Region Public Health for a confirmed case.
- Confirmed COVID-19 cases that may be related to workplace exposure are reported to the Ministry of Labour, Training and Skills Development and the Workplace Safety and Insurance Board (WSIB).
- Human Resources will complete their own investigation to determine which areas, if any, the employee frequented and if there is risk of exposure in those areas. Human Resources will provide direction to staff if there is a risk of exposure.
- Human Resources will not release the individual's name.
- Human Resources will provide direction to deep clean the affected area.

### **5. How we're managing any new risks caused by the changes made to the way we operate our business**

- The City's Municipal Emergency Control Group (MECG) continues to meet with a focus on the health and well being of staff.
- The City's MECG has developed continuity of operations plans to ensure essential operations can continue in an emergency.
- Employees have access to the City's Employee and Family Assistance Plan (EFAP) which gives employees and their eligible family members access to free, confidential counselling and support.

### **6. How we're making sure our plan is working**

- Human Resources will review the safety plans with the City's Joint Health and Safety Committees (JHSC).
- Each Joint Health and Safety Committee (JHSC) are to identify actual and potential hazards, inspect the workplace on a regular basis and recommend health and safety improvements.
- Staff are encouraged to provide feedback on the safety plan to any member of a JHSC.
- The Workplace Safety Plan will be shared and communicated to staff, including updates as needed.



# COVID-19 Workplace Safety Plan – Snapshot

**Business name: City of St. Catharines**

**Division/group: Corporate Copy**

**Date completed: November 16, 2020**

**Revision date: January 25, 2021**

## Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Frequent communication from the CAO's office, Human Resources and the management team.
- Posters and signs posted in facilities to help keep staff safe.

How we're screening for COVID-19

- Active screening is required daily for employees and essential visitors at facilities prior to entering the work area.

How we're controlling the risk of transmission in our workplace

### **Reducing the number of people in the workplace**

- Those who can are working from home
- Where working from home is not possible, schedules are adjusted so there are fewer people are in the workplace.

### **Physical distancing and separation**

- Social distancing signage and floor decals are displayed in facilities.

### **Cleaning**

- Additional cleaning is being completed at facilities targeting high-touch or high-traffic areas.

### **Other**

- Staff are required to wear masks at all times in facilities.
- Good hand hygiene is encouraged in work areas and signage is displayed throughout facilities.
- Hand sanitizer is available at facilities.

## What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Human Resources will complete an internal investigation and determine the best course of action. Human Resources will work closely with Niagara Region Public Health.

## How we're managing any new risks caused by the changes made to the way we operate our business

- The MECG will ensure the Corporation is prepared to maintain continuity of operations throughout this pandemic.
- Health and wellbeing will be at the forefront of the City's response through the coming months.

## How we're making sure our plan is working

- Staff will continue to reevaluate our plan and receive feedback from staff and JHSCs.