



The Corporation of the Municipality of Red Lake

HEALTH & SAFETY POLICY MANUAL

Subject:
COVID-19 Policy

Approval Date:
July 13th, 2020

By-Law No.
46-2020

5.11 PURPOSE

The purpose of this document is to outline the procedures that are required to be implemented to ensure health and safety throughout the workplace during the COVID-19 pandemic.

1. DEFINITION

“COVID-19 Department Guidelines” shall mean specific guidelines that pertain to each individual department in regards to the COVID-19 pandemic. These guidelines may be updated accordingly.

2. RESPONSIBILITIES

Municipality of Red Lake:

- Take every precaution reasonable in the circumstances to protect the health and safety of workers from COVID-19.
- Put in place the measures needed to protect workers from COVID-19.

Supervisor:

- Make every reasonable effort to ensure workers have been provided with appropriate policies, information and instruction regarding COVID-19.
- Assess if workers are at risk from exposure to COVID-19.
- Implement the COVID-19 Policy and COVID-19 Department Guidelines to prevent the spread of COVID-19.

Employees:

- Attend required training and education sessions to become familiar with prevention and control practices relevant to their workplace.
- Follow safe working guidelines appropriate to the nature of work performed.
- Use the appropriate personal protective equipment for the situation.
- Know and follow the appropriate reporting guidelines to be used in the event of an exposure.
- Employees should raise any concerns to their Supervisor.



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3. PERSONAL HYGIENE

Everyone can take individual steps to prevent the spread of COVID-19. Personal hygiene best practices are as follows:

- a) Avoid touching your eyes, nose, and mouth with unwashed hands.
- b) Wash your hands frequently with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer containing at least 70 % alcohol.
- c) Cough and sneeze into your sleeve or a tissue.
- d) Avoid commonly touched areas, if possible.

4. CLEANING & DISINFECTING

Municipal staff and employees are responsible for maintaining sanitary practices. Refer to COVID-19 Department Guidelines for cleaning and disinfecting procedures for each department.

5. PHYSICAL DISTANCING MEASURES

Physical distancing is proven to be one of the most effective ways to reduce the spread of COVID-19. Staff, Employees and members of Council are to practice physical distancing when possible.

If a task does not allow workers to maintain physical distancing then appropriate personal protection equipment may be worn.

Refer to COVID-19 Department Guidelines for specific physical distancing measures.

6. ACTIVE SCREENING MEASURES

Every workplace is unique and specific screening measures may be required for each department. Department specific screening measures may be found in the COVID-19 Department Guidelines.

- If an employee answers yes to any of the screening measures, they shall report to their Supervisor.
- If any employee develops any of these symptoms while working, they shall report to their Supervisor.
- If a visitor answers yes to any of the screening questions they will be advised to use telecommunications to arrange to conduct business with the



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7. PASSIVE SCREENING MEASURES

A screening poster shall be posted in a prominent location near to the entrances of all Municipal buildings where the public attends, or acts as a workplace for employees.

The poster may contain the following:

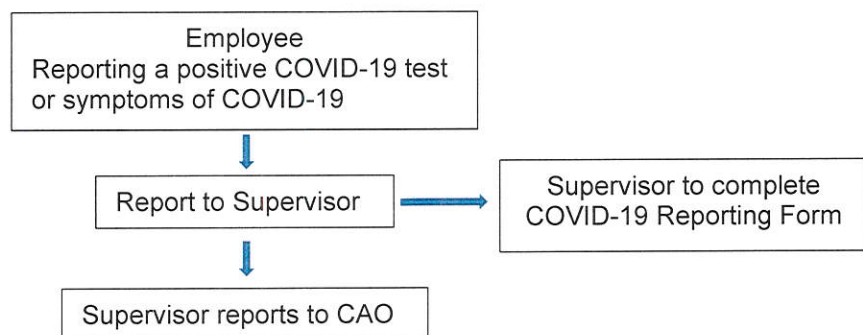
- Screening questions.
- Limitations on number of visitors.
- Physical distancing requirements.
- Personal Protective Equipment requirements, if any.

8. PERSONAL PROTECTIVE EQUIPMENT (P.P.E)

The Municipality shall provide P.P.E in accordance with the recommendations that are described for best practices to protect workers. If the recommended P.P.E. is not available appropriate alternatives will be provided. P.P.E requirements are outlined in the COVID-19 Department Guidelines.

9. REPORTING

If you become aware of potential exposure, please do the following:



- Call into your supervisor and report that you have potentially been exposed.
- Monitor for symptoms.
- Contact a health care professional if symptoms arise.
- Follow the recommendations of your health care provider or local public health



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authority.

- Refer to COVID-19 Department Guidelines for specific reporting measures.

10. RESOURCES

Information about COVID-19 is evolving daily as information updates are provided. Credible sources of information that should be reviewed regularly include:

- Government of Canada <https://www.canada.ca/coronavirus>
- Government of Ontario <https://covid-19.ontario.ca/>
- Northwestern Health Unit <https://www.nwhu.on.ca/covid19/Pages/home.aspx>