



Covid-19 Health and Safety Plan during a Pandemic

Date: April 28, 2021

Revised:

Introduction:

This policy has been written with the intent that infectious disease not be transmitted to or from any of the people working with LCCJ, at any of LCCJ locations or events. Today, the overriding concern is with the coronavirus, COVID-19, and the pandemic that has resulted from its continuing spread and mutation.

This virus is acquired by directly inhaling aerosols exhaled by an infected person or by touching a surface contaminated by the deposition of these same aerosols. Vaccines have become recently available, but until COVID-19 has ceased to be a danger to life, all of the following policies will be followed, regardless of anyone's vaccination status.

The purpose of this policy is to prevent illness and injury, and to promote the health and safety of all LCCJ clients, employees, students, and volunteers by ensuring a safe workplace when it is necessary to work, or volunteer in-person, during a pandemic. As well this policy creates a framework for responding to any health and safety issues that may arise during a pandemic or other infectious disease outbreak.

LCCJ shall adhere to all Ontario Occupational Health and Safety requirements. LCCJ shall ensure that the organization, staff, students, and volunteers all understand the Covid-19 Health and Safety Plan during a pandemic, as well as their responsibilities as they pertain to health and safety in the workplace during a pandemic.

In the event of any conflict between this document and any applicable legislation, regulation, or orders or directives issued by the Minister of Health or the Chief Medical Officer of Health, the legislation, order, or directive prevails.

Definitions:

Workplace: Any place (inside or outside), where a staff, student or volunteer engages in providing any services on behalf of LCCJ

Service Provision: Any situation where a staff, student or volunteer has contact with the public in the course of their work or volunteer work.

General Health and Safety Plan During a Pandemic:

LCCJ shall maintain and provide all of the Covid-19 Health and Safety Plan during a pandemic pertaining to the organization, staff, students, volunteers, and the community.

The Covid-19 Health and Safety Plan during a pandemic will be updated when new pandemic directives are provided by the local Lanark, Leeds and Grenville District Health Unit, the Province of Ontario, the Minister of Health or the Chief Medical Officer of Health. Updates are to be shared with staff and volunteers in a timely manner.

Each employee, student and volunteer shall receive a copy of the Covid-19 Health and Safety Plan during a pandemic from their supervisor; new employees, students or volunteers within a week of commencing employment or volunteer activities.

LCCJ shall provide staff, students and volunteers with pandemic safety training as required. These trainings shall include information with respect to:

- Individual and organizational responsibilities
- Red Cross Preventing Disease Transmission Training including proper use of Personal Protective Equipment (PPE)
- Infection Prevention and Control at Work Basic Awareness Training
- Procedures for reporting health and safety concerns and incidents

Staff, students, and volunteers have the right to refuse work that they believe may be unsafe for themselves or someone else, without fear of reprisal and must notify their supervisor, as soon as possible, if they have any concerns about following the COVID-19 Health and Safety Plan during a Pandemic procedures. They should also notify their supervisor of any concerns regarding a safe workplace.

LCCJ will provide staff, students and volunteers the recommended PPE to safely perform their work or volunteer work.

When staff numbers reach 6 or more, a Health and Safety Committee shall be formed.

Staff, student and volunteer adherence to the Covid-19 Health and Safety Plan during a pandemic shall be completed, reviewed, and recorded on an ongoing basis.

During the pandemic staff, students, and volunteers are strongly advised to:

- stay home as much as possible and leave only for essential purposes (work, school, food, health care, assisting vulnerable individuals or physical activity)
- avoid social gatherings
- limit close contacts to the people they live with
- work from home if possible
- avoid travel except for essential reasons
- follow public health advice
- wash their hands thoroughly and regularly
- cover their cough
- download the COVID Alert App <https://covid-19.ontario.ca/covidalert>
- get tested if they have symptoms compatible with COVID-19, or if they have been advised of exposure by their local public health unit or through the COVID Alert mobile app
- consider, if living alone, establishing exclusive, close contact with another household to help reduce the negative impacts of social isolation
- maintain at least two metres of physical distancing from everyone else
- wear a proper fitting government of Ontario approved face mask if physical distancing cannot be maintained and/or if wearing one is required
- wear a mask (obligatory) and maintain physical distancing during permitted organized public events or social gatherings with individuals outside of their household
- follow provincial and local restrictions on public and private gatherings

Communications and Crisis Management Plan

LCCJ will provide clear information and instruction to staff, students, volunteers and the public, including clients, about protecting themselves from the spread of COVID-19 or other infectious disease outbreaks.

LCCJ will ensure that staff, students and volunteers know what they need to do to protect themselves and others by training them to follow the work and hygiene practices in the Covid-19 Health and Safety Plan during a Pandemic, including all new safety measures.

LCCJ will communicate all new safety measures with staff, students, volunteers and the community by:

- posting notices in common areas and at the front door of the office including the current requirements for screening and mask use
- emails

- phone calls
- virtual meetings

LCCJ will keep abreast of public health and workplace safety guidance for COVID-19, to:

- remind workers about available social and mental health supports
- encourage them to use these resources
- share information to help workers stay healthy while commuting and travelling as part of their work
- train and re-train on procedures

COVID-19 Screening for Staff, Students, Volunteers and Community Members

LCCJ will ensure that they are using the most up-to-date screening tool for Covid-19 and will provide the screening tool or screening tool link to staff, students, volunteers and clients.

These tools are available for:

- staff, students and volunteers <https://covid-19.ontario.ca/screening/worker/>
- community members <https://covid-19.ontario.ca/screening/customer/>

LCCJ will ensure that staff, students and volunteers are screened for COVID-19 before they go to work, go to the office or volunteer on behalf of the organization for in-person events.

LCCJ staff, students, and volunteers will ensure that all community members participating in any programs offered in-person, or community members who enter the office for any reason, are screened either before they come to the office, or upon arrival at the workplace or meeting place.

Screening should occur before or immediately upon arrival at the workplace by staff, students, and volunteers wherever the work or volunteering is occurring on behalf of LCCJ, at the beginning of the workday.

Staff, students and volunteers may complete the screening tool online before going to work or on-site before starting the shift or workday. Community members may complete the screening tool before arrival at the workplace or meeting place or on-site.

The executive director, staff, student or volunteer will ensure that the result of screening is used to determine whether the staff, student, volunteer or community member may enter the workplace. A staff member, student, or volunteer may only enter the workplace if they have passed the screening. A community member may only enter the workplace, meeting place or in-person programming if they have passed the screening.

Anyone who does not pass screening must not enter the workplace or volunteer in-person and they must be advised to self-isolate and to call their health care provider or Telehealth Ontario (1-866-797-0000) to get advice or an assessment, including if they need a COVID-19 test.

Staff, students, volunteers, or community members who are living with someone currently experiencing any COVID-19 symptoms and/or waiting for test results after experiencing symptoms must stay home, along with the rest of their household, until they get a negative COVID-19 test result, are cleared by their local public health unit, or are diagnosed with another illness.

If any of the answers to the screening questions change during the day, the staff, student or volunteer should inform the executive director or supervisor of the change, go home to self-isolate immediately and contact their health care provider or Telehealth Ontario (1-866-797-0000) to get advice or an assessment, including if they need a COVID-19 test.

If the staff notices, or the community member, reports that any of the answers to these screening questions change during the day, the staff, student or volunteer should inform the executive director or supervisor of the change and tell the community member to go home to self-isolate immediately and contact their health care provider or Telehealth Ontario (1-866-797-0000) to get advice or an assessment, including if they need a COVID-19 test.

LCCJ will maintain a record of the date and time that staff, students **or** volunteers are in the workplace, or are in contact with community members in-person.

- screening forms and contact logs will be available at the front door and in forum kits
- contact information, including first name, last name, location of contact/meeting, address, telephone number, and beginning and end of contact time with community members must be recorded
- this information may be requested by public health for contact tracing
- these records should be maintained for a period of at least a month

Any record created as part of staff, student, volunteer or client screening may only be disclosed as required by law.

Staff, students, volunteers, and community members have the right to refuse participation in any LCCJ activity or program that they feel is unsafe.

Staff, students and volunteers are to notify their supervisor, as soon as possible, if they need any direction or information in screening community members for coronavirus.

In-Person Meetings

Staff, students, and volunteers are directed to work from home and perform duties and hold meetings virtually, as much as possible during a pandemic. Before proceeding with an in-person meeting, the Executive Director or designate must be consulted and a decision will be made on a case-by-case basis, to determine if an in-person meeting is necessary, or advisable.

In order to make a determination to hold an in-person meeting the following questions will be asked of the organizer:

- Why is an in-person, rather than a virtual meeting needed?
- Where will the meeting be held?
- Can the meeting be held safely outside while protecting participants' confidentiality?
- Who needs to participate?
- Would a smaller group be possible?
- Have they been given the choice to meet virtually?
- How will they ensure participants remain 2 meters apart?
- How will they follow the screening and cleaning policies?
- Will they be able to comply with the health and safety policies?
- Do they have the necessary PPE?
- Are all government, local public health or Ministry of Health directives on in-person meetings being followed?
- Are there any other considerations that need to be addressed to protect the health and safety of participants?

When working in-person on behalf of LCCJ, staff, students and volunteers are directed to:

- maintain 2 meters (6 feet) apart from any other individual
- wear a mask
- follow the PPE policy and procedures
- follow the Cleaning and Disinfection of Surfaces policy and procedures when working in-person

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is used to prevent exposure to an infectious source.

All staff, students and volunteers will use the most appropriate PPE for their work environment complying with agency, local, regional, and provincial directives selection of PPE is based on the nature of the interaction with the client and/or the likely mode(s) of transmission of infectious agents. Selection of the appropriate PPE

is based on a risk assessment (e.g., interaction, status of client) that dictates what is worn to break the chain of transmission.

LCCJ will provide staff, students, and volunteers with the government recommended PPE for the type of work interaction.

Staff, students, and volunteers are to notify their supervisor as soon as possible if they need any PPE, if supplies are running low or if they have any concerns regarding the proper use of PPE.

Prior to providing any services on behalf of LCCJ, all staff, students and volunteers must successfully complete:

- Red Cross Preventing Disease Transmission Training
- Public Health and Safety Association
- Infection and Prevention Control at Work, Basic Awareness Training

Gloves must be worn when it is anticipated that the hands will be in contact with mucous membranes, non-intact skin, body fluids, secretions, excretions, or when cleaning equipment and environmental surfaces contaminated with the above. Gloves should be used when cleaning office equipment and environmental surfaces.

Gowns are worn when it is anticipated that an activity is likely to generate splashes or sprays of body fluids, secretions, or excretions. Gowns are not required in the course of work on behalf of LCCJ by staff, students or volunteers.

Masks are used to protect the mucous membranes of the nose and mouth when it is anticipated that an activity is likely to generate splashes or sprays of body fluids, secretions, or excretions, or when physical distancing (remaining 2 metres apart) from other individuals is not possible.

It is important to have a government approved proper fitting mask appropriate for the type of work performed.

Masks must always be worn by clients, staff, students, and volunteers when meeting in-person. Masks do not need to be worn by staff, students, volunteers, or clients when they are working alone in an office. Masks should be worn in any shared spaces in the office or when working in the community.

Eye protection and face shields are used, in addition to a mask, to protect the mucous membranes of the eyes when it is anticipated that an activity is likely to generate splashes or sprays of body fluids, secretions or excretions, and during cleaning, when using products which can splash. Eye protection or face shields are not required in the course of work on behalf of LCCJ by staff, students or volunteers.

Procedure for Putting On (Donning) PPE

1. Perform hand hygiene
2. Put on gown if deemed necessary for the activity to be performed
3. Put on mask
4. Put on eye protection/face shield if deemed necessary for the activity to be performed
5. Put on gloves if deemed necessary for the activity to be performed

Procedure for Taking Off (Doffing) PPE

1. Remove gloves if worn for activity and discard in an open-faced garbage receptacle
2. Remove gown if worn for activity
3. Perform hand hygiene
4. Remove eye protection/face shield if worn for activity
5. Remove mask and discard in an open-faced garbage receptacle
6. Perform hand hygiene

Cleaning and Disinfecting in the Workplace

To ensure a safe and clean workspace, all staff, students and volunteers will be required to clean and disinfect daily and following appointments or meetings:

- their personal workspace and shared workspace such as, computers, telephones, desk surfaces, doorknobs and light switches
- bathroom fixtures and toilet seat
- kitchen sinks fixtures, dishes and coffee maker
- meeting rooms including all tables and chairs, following appointments or meetings

Accordingly, staff, students, and volunteers will also be responsible for cleaning and disinfecting any shared equipment and frequently touched surfaces as advised by public health, such as doors and photocopiers.

The office and forum kits will be supplied with approved cleaning and disinfecting products, masks and gloves for use by staff, students and volunteers.

Personal items should be kept to a minimum in the office, and offices should be clear of any unnecessary items to ensure a safe and clean workplace. A clean and organized desk will allow cleaners to effectively disinfect surfaces.

Staff, students, and volunteers are to notify their supervisor of any concerns regarding a safe and clean workspace, if they need any cleaning supplies that are not available, or if they are unsure about how to safely use the cleaning supplies provided by LCCJ.

Cleaning and Disinfecting Procedure

High touch surfaces include, but are not limited to those surfaces which have frequent contact with hands such as doorknobs, light switches, toilet handles, handrails, faucets, coffee pot handle, touch screen surfaces, and chair arms.

All staff, students and volunteers will disinfect high touch surfaces

- every two hours when sharing a space
- at the beginning and ending of the workday when not sharing a space
- before and after meeting a client
- attending a meeting at another agency, office, meeting room or other space

A supply of cleaning wipes and or disinfectant spray with paper towels and gloves will be made available. Commonly used cleaners and disinfectants are effective against COVID-19, if they have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada. The expiry date of the product must be checked prior to use and the manufacturer's instructions must be followed. The cleaner will be made available at LCCJ's office for use.

If an area or surface is visibly soiled, a cleaner must be used prior to using a disinfectant. Cleaners break down grease and remove organic material from surfaces. Common cleaners include dish soap and commercially available cleaning agents.

Disinfectants contain chemicals that kill most germs and are applied directly to a clean surface.

Disinfectant wipes have combined cleaners and disinfectants in one solution and will be available for routine cleaning as indicated above. Disinfectant wipes are not recommended for heavily soiled surfaces.

Health Canada has developed a list of hard surface disinfectants that can be used against the coronavirus. If these are unavailable, use a diluted bleach solution. Always read the manufacturer's instructions for safe use of cleaning and disinfection products. Wear gloves, use in a well-ventilated area, and allow enough contact time for disinfectant to kill germs based on the product being used.

External cleaning contractors will clean the workspace bi-weekly when the office is in use.

Hand Hygiene

Hand hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal from, or killing of transient microorganisms on the hands. Hand hygiene is the most important and effective infection prevention and control measure to prevent the spread of microorganisms.

A person's hands are the most common pathway for the transmission of microorganisms between humans and their environment. They continually touch surfaces which may be contaminated with bacteria and viruses. Good hand hygiene at the appropriate times, with the appropriate method, greatly reduces the risk of transmission of microorganisms and is required for all LCCJ staff, students, and volunteers.

Staff, students, and volunteers will be provided with public health hand washing information and training.

LCCJ will provide hand sanitizer for staff, students and volunteers for the workplace.

Hand sanitizing with a 70 to 90% alcohol-based hand rub (ABHR) is the preferred method for cleaning hands when hands are not visibly soiled. Using easily accessible ABHR takes less time than traditional hand washing and has been shown to be more effective than washing with soap and water when hands are not visibly soiled.

Hand washing with soap and running water must be performed when hands are visibly soiled as the effectiveness of alcohol is inhibited by the presence of organic material. The mechanical action of washing, rinsing, and drying is the most important contributor to the removal of bacteria or viruses that may be present.

When using ABHR

- Apply 1 to 2 pumps of product to palm of dry hands
- Rub hands together palm to palm
- Rub in between and around fingers
- Rub back of each hand with palm of other hand
- Rub fingertips of each hand in opposite palm
- Rub each thumb clasped in opposite hand
- Rub hands until the product is dry (usually between 15-20 seconds).
Do not use paper towels to dry
- Once dry, the hands are safe

When using soap and water

- Wet hands with warm water
- Lather soap and rub hands palm to palm
- Rub in between and around fingers
- Rub back of each hand with palm of other hand
- Rub fingertips of each hand in opposite hand
- Lather hands for 20 seconds
- Rinse thoroughly under running water
- Pat hands dry with paper towel
- Use paper towel to turn off taps
- Your hands are now safe

from Public Health Ontario, Best practices for hand hygiene in all health care settings.

Mental Health Care During a Pandemic

LCCJ encourages staff, students, volunteers and clients to access mental health supports in coping with a pandemic or crisis. Everyone is encouraged to notify their supervisor, as soon as possible, if they have any concerns about their mental health for support and information about support services.

For staff, personal leave days can be used for mental health purposes. The number of personal leave days is found in staff contracts.

For 24/7 support and help connecting with the appropriate public mental health, addictions program or support across Ontario, contact

- ConnexOntario: <https://www.connexontario.ca/en-ca/>
- call toll free **1-866-531-2600**
- on-line chat (English) <https://www.connexontario.ca/Home/Chat>

Personal Leave

LCCJ provides non-cumulative personal leave days beginning each year on January 1, as delineated in the staff contracts. These may be used as sick leave, for doctors' appointments, for mental health care or to provide care for family members.

Sick leave credits are to be used for absences due to legitimate illness.

For absences due to injury or hospitalization or illness of a duration of more than the contracted personal leave, the employee may take a protected leave as defined in

the Employment Standards Act and make application for identified benefits through Employment Insurance.

The Employer reserves the right to request proper medical certification of illness or injury, as a condition to payment of personal leave. The Employer will adhere to Public Health direction regarding the requirement of a medical note for reasons associated with a declared pandemic.

An employee who is required to be absent on account of illness or injury must notify the Employer (preferably the employee's immediate Manager) on the first day of illness or injury, as soon as possible before his/her normal starting time.

An employee who is experiencing symptoms related to a declared pandemic must not attend work and notify their supervisor immediately. They will be instructed to follow Public Health direction and/or direction from their own healthcare provider in order to determine their ability to safely return to work. This may include the need to be tested and/or a specified period of isolation or quarantine. The employee will provide the direction he or she received from Public Health or their healthcare provider to his or her supervisor.

The manager will provide this information to Human Resources who will ensure the sensitive and confidential information is stored in a manner that balances the employee's right to privacy and LCCJ's reporting obligations under the prevailing Ministry direction in force at the time. This may include responding to a request from Public Health to provide information to assist with contact tracing.

An employee who has been directed by Public Health or their healthcare provider to self-isolate or quarantine for a specified period of time will not be required to use their personal leave credits. The employee and their manager will collaboratively explore options to support the employee during this time by considering approaches such as, but not limited to, working from home if feasible and the individual is well enough to be productive; the use of other credits to take paid time off such as, vacation time and banked time; an unpaid leave of absence; or entering into a temporary reduced work week agreement while working from home.

An employee who is not eligible for personal leave and has been directed by public health to self-isolate or quarantine for a specified period of time may take a protected leave as defined in the Employment Standards Act and make application for identified benefits through Employment Insurance.

References:

The following links are provided for reference and easy access to most recent information:

The Government of Ontario COVID-19 Information on the latest case data and updates, learn how to protect yourself and others and get advice on what to do next if you think you might have COVID-19: <https://covid-19.ontario.ca/>

The COVID-19 Alert App that will let you know if you have been exposed to the virus and how to proceed: <https://covid-19.ontario.ca/covidalert>

The Government of Ontario Resources (posters, tools and guidance) to prevent COVID-19 in the workplace and protect workers, customers and the public from COVID-19. <https://www.ontario.ca/page/resources-prevent-covid-19-workplace>

Provincial Mental Health Supports: <https://www.ontario.ca/page/covid-19-support-people#section-4>

The Occupational Health and Safety Act, R.S.O. 1990, c. O.1, which determines the health and safety rights and duties of everyone in the workplace in Ontario.
<https://www.ontario.ca/laws/statute/90o01>

The Employment Standards Act, 2000, S.O. 2000, c. 41, which determines the minimum standards of employment including job-protected leaves.
<https://www.ontario.ca/laws/statute/00e41>

The Government of Ontario, on-line Covid-19 Workplace and Employee Screening Tool, available as a downloadable and printable document.
<https://covid-19.ontario.ca/screening/worker/>

The Government of Ontario, on-line Covid-19 Customer Screening Tool, available as a downloadable and printable document.
<https://covid-19.ontario.ca/screening/customer/>

Public Health Ontario, Recommended Steps for Putting On (Donning) and Taking Off (Doffing) PPE.
<https://www.publichealthontario.ca/-/media/documents/ncov/ipac/ppe-recommended-steps.pdf?la=en>

Government of Canada, Hard-surface disinfectants and hand sanitizers (COVID-19): Disinfectants for use against COVID-19. <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

Government of Canada, Reduce the spread of COVID-19: Wash your hands infographic <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/reduce-spread-covid-19-wash-your-hands.html>

Public Health Ontario, Best practices for hand hygiene in all health care settings <https://www.publichealthontario.ca/-/media/documents/bp-hand-hygiene.pdf?la=en>

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