



PORT COLBORNE

The Corporation of the City of Port Colborne COVID-19 Safety Plan

Date Completed: December 9, 2020

Date Distributed: December 9, 2020

Revision date: November 17, 2021

Developed by: Health & Safety Coordinator

Others consulted: Emergency Control Group, JHSC

The Corporation of the City of Port Colborne – COVID-19 Safety Plan



PORT COLBORNE

Introduction

Since March of 2020, the City of Port Colborne has adapted to the affects of COVID-19 in the work environment. The City has taken necessary steps to minimize the impact of COVID-19 on operations, while also protecting the health and safety of all employees, visitors and the public. The City's Emergency Control Group (ECG) has consistently met on a weekly basis to evaluate, discuss and make recommendations regarding best practices in the response to COVID-19.

In June, Departments undertook COVID-19 Risk Assessments and then submitted their plans to the EOC for control implementation to reduce the impact of COVID-10 in the workplace. To complete these assessments, Departments worked in consultation with Health & Safety to assess areas of risk and implement effective control measures using the Hierarchy of Controls. This involved consideration of Elimination, Substitution, Engineering and Administrative Controls, in addition to Personal Protection Equipment (PPE).

The City of Port Colborne's COVID-19 Safety Plan is an outline of the current actions that are being taken to protect the health, safety and well-being of employees, visitors and the community.

The COVID-19 pandemic is an evolving situation, and the Safety Plan will be reviewed regularly and changes made as required.



PORT COLBORNE

COVID-19 Corporate Policies

The below policies have been developed and implemented in response to the risks posed by COVID-19 in the workplace.

- COVID-19 Policy 1 – Exposure
- COVID-19 Policy 2 – Self-Monitoring, Self-Isolation and Isolation
- COVID-19 Policy 3 – Visitor Screening
- COVID-19 Policy 4 – Common Room Sanitation
- COVID-19 Policy 5 – Mail Handling Procedures
- COVID-19 Policy 6 – Enhanced Sanitation and Cleaning
- COVID-19 Policy 7 – Shower Facility Usage
- COVID-19 Policy 8 – Entry to Non-City Dwellings
- COVID-19 Policy 9 – City Vehicle Sanitation
- COVID-19 Policy 10 – Safe Work Procedures during COVID-19
- COVID-19 Policy 11 – City Hall Appointments
- COVID-19 Policy 12 – Document Retention
- COVID-19 Policy 13 – Vaccination Policy
- COVID-19 Public Proof of Vaccination Policy

Policies and related forms and appendixes are available in hardcopy in all City Facilities, in addition to digitally in the Common Drive on all City computers.



PORT COLBORNE

Measures to Keep Employees Informed

To ensure workers know how to keep themselves safe from exposure to COVID-19, guidance is provided on the most updated information available from Public Health resources from the Federal, Provincial and Regional level. This information is the basis for the development of COVID-19 Policies specific to the City of Port Colborne work environment.

Guidance is provided surrounding topics such as:

- Screening Procedures
- Physical Distancing Measures
- Cleaning and Disinfection
- Personal Protective Equipment (PPE)
- Hand Hygiene
- Actions in the Event of a Failed Screening
- Vaccination

Due to the risk of exposure increasing through in-person contact, avenues of communication were evaluated, and alternative methods are recommended.

Communication methods that are recommended for use include remote options such as phone, email or Microsoft Teams. Should in-person communication be necessary, recommendations are made within COVID-19 Policy 10 – Safe Work Procedures during COVID-19 regarding physical distancing, meeting lengths, room occupancies and cleaning requirements.

Communication surrounding updates to policies, procedures, best practices, the work environment, training or other work-related items are communicated through:

- team meetings
- email
- posting of notices in common areas

The Emergency Control Group meets on a weekly basis to discuss new information related to COVID-19, address items for discussion and make decisions on actions to be taken in response. These discussions and decisions are made from the most up-to-date guidance available from a number of resources including Regional guidance, provincial updates and guidance, and best practices occurring within other workplace settings, such as other municipalities.



PORT COLBORNE

Actions:

- Directors
 - Provide input on the implication of practices within their department operations
- Supervisors/Managers
 - Ensure information is distributed to all reports and liaise between Employees and Directors
- Health & Safety Coordinator
 - Ensure communication plans in place for new or updated information regarding COVID-19
- Emergency Control Group
 - Ensure all information related to COVID-19 is reviewed and required updates are made to current practices
- Employees
 - Ensure all communications regarding COVID-19 are read and understood and seek clarification if required



PORT COLBORNE

Screening

Active screening questionnaires are developed using the most up-to-date screening questions provided by Niagara Region Public Health. Review occurs on a weekly basis to determine if any updates have occurred.

Active screening information is posted on all public and employee entrances to City Facilities.

Active screening procedures are conducted for the following groups in accordance with the below methods:

Employees

- Screen on a daily basis at their initial reporting location, including City Facilities or Worksites
- Screening is completed through the Digital website link using the QR code available on all facility entrances, or by paper if the digital option is not available
- Employees who require a paper version must fill out the Niagara Region's COVID-19 Screening Questionnaire obtain this through their Supervisor, or through the Common Drive COVID-19 File

Visitors

- Visitors are required to complete the digital screening before entering a City facility or worksite
- If digital screening is not possible, employees must ensure the visitor is completing the paper version of the Niagara Region's COVID-19 Screening Questionnaire obtained through their Supervisor, or through the Common Drive COVID-19 File
- Visitor screening applies at both City Facilities and City Worksites.

Results of Active Screening

- When an employee or visitor does not pass the screening, they will not be permitted to enter the City facility or worksite.
- All employees are required to contact their Supervisor and Health & Safety Coordinator if they do not pass the screening to determine next steps.



PORT COLBORNE

Actions:

- **Employees**
 - Complete the screening on a daily basis before reporting to City facilities or worksites
 - Ensure any visitors that you permit to enter City facilities or worksites have completed the screening
 - Do not enter any City facility or worksite in the event of a failed screening
- **Supervisors/Managers**
 - Ensure all reports are completing the screening on a daily basis
 - Ensure all employees are conducting visitor screening when arranging visitors to City facilities or worksites
- **Health & Safety Coordinator**
 - Review of Regional screening questionnaire on a weekly basis to recommend updates as needed
- **Emergency Control Group**
 - Review of notifications of updated symptoms/screening documents to determine if updates required



PORT COLBORNE

Proof of Vaccination

COVID-19 Vaccination Policy

The City has implemented a COVID-19 Vaccination Policy that requires all staff to declare their vaccination status. Those staff who are not vaccinated or who are unwilling to disclose their vaccination status must undergo regular rapid antigen testing.

Controlling the Risk of Transmission

Controls

Departments have worked together with the Health & Safety Coordinator to determine effective control measures to be implemented that are specific to the department work environment. These measures include:

- Engineering Controls:
 - Physical barriers
 - Physical distancing of workspaces

- Administrative Controls
 - Shift staggering – dividing departments/divisions into smaller groups with varying shift start and end times to decrease workplace contacts.
 - Work from home options – ability to work from home for certain positions
 - City Vehicles – Reduction in the number of employees travelling within a vehicle to reduce close contacts in enclosed spaces
 - Shift rotations in the office – prioritizing availability to work in the office based on factors such as ability to complete job tasks, availability of workspace at home with minimal distractions, etc.
 - Meetings in person – should interactions have to occur in person, consideration should be made to reducing the meeting length as much as possible, meeting in larger spaces where ample space is available, or outdoors if possible
 - Additional twice-daily cleaning during operating hours for common areas, public spaces and high touch points
 - Procedures for cleaning of common areas



PORT COLBORNE

- Personal Protective Equipment
 - Masks, eye protection and other forms of required PPE are provided by the City and worn in accordance with COVID-19 Policy 10 – Safe Work Procedures during COVID-19.
 - Procedures include instructions for donning and doffing PPE, storage of PPE, cleaning and disinfection of PPE, and disposal of PPE as applicable.

- Other Controls:
 - Physical distancing requirements
 - Culture of cleanliness regarding increased hand hygiene, cough and sneeze etiquette

Review of Controls

Employees are encouraged to bring forward concerns and recommendations to their Supervisors regarding how the work environment could become more efficient with COVID-19 precautions in place.

It is recommended that management teams make control measures related to COVID-19 an item on department meeting agendas to ensure review of measures for efficiency and effectiveness are evaluated from a department level on a frequent basis.

Recommendations regarding different ways of working are also frequently discussed within the ECG to determine if there are new ways of working that could be considered and implemented.

Actions:

- Directors
 - Develop plan to determine appropriate controls for department work environment to reduce possible impact of COVID-19 in the workplace
 - Lead discussions surrounding the effectiveness of current controls and possible changes to be made

- Supervisors/Managers
 - Provide recommendations to Directors on effective control measures from an operational perspective

- Employees



PORT COLBORNE

- Adhere to control plans put in place
 - Provide feedback to supervisor or manager on areas for improvement
- Emergency Control Group
 - Review Department Control Plans and provide recommendations.



PORT COLBORNE

Potential Cases and Exposure

In the Event an Employee does not pass Daily Screening

In the event that an employee does not pass the Daily Employee Screening, the below steps will be taken:

1. Employee will be removed from the workplace.
 - Employee does not report to work
 - Employee notifies their Supervisor and Human Resources
 - Employee is asked to provide information to Human Resources regarding close contacts in the workplace
2. Employee will contact Public Health
 - Public Health will provide guidance on how to proceed, if testing is required and if contact tracing is needed
3. Employee and Employer will follow Public Health direction
 - Employer actions will include notification to other affected workers who were identified as close contacts, workplace shut down for disinfection, or other recommended measures
 - Employee actions may include self-monitoring, self-isolation, isolation and/or testing
4. Employer will inform any workers who may have been exposed.
 - Workers will be notified if they may have been exposed in the workplace
 - Date, time and location of exposure will be given
5. Employer will report positive cases to the Ministry of Labour, Training and Skills Development and the WSIB regarding workplace exposure.



PORT COLBORNE

Public Health Contact Information

Contact information for Niagara Region Public Health is available on the COVID-19 City Facility Screening Poster.

Public Health Phone Number: 905-688-8248

Public Health Website: <https://www.niagararegion.ca/health/covid-19/default.aspx>

Self-Monitoring, Self-Isolation and Isolation

Employees are required to self-monitor, self-isolate or isolate in accordance with Public Health advice. Details on the differences are available in COVID-19 Policy 2 – Self-Monitoring, Self-Isolation and Isolation.

Illness at Work

Should an employee become ill at work, they will be required to leave the workplace immediately. If they are unable to leave the workplace immediately, the employee will be required to isolate in the designated self-isolation area at their facility.

- City Hall – 3rd Floor Library
- Engineering & Operations Centre – Committee Room 1
- Vale Health & Wellness Centre – Pro Shop
- Sugarloaf Marina – Storage Room
- Port Colborne Public Library – Basement Kitchen
- Port Colborne Museum – Arabella's Tea Room

In all situations where an employee becomes ill at work, they are required to notify their Supervisor and Human Resources.

Contact Tracing

Upon notification of a possible exposure to COVID-19, the employee will be asked to provide a list of the contacts they have had within the workplace over the last two days that they reported into the workplace or to a worksite.

Contacts will be identified based on a risk assessment of interactions, work assignments and other activities that occurred while the employee may have been infectious at work.



PORT COLBORNE

Screening Records may also be referenced for employees and visitors if required.

Actions:

- Employees
 - Complete daily employee through digital or paper option before entering a City facility or worksite
 - Do not report to work and notify their supervisor, human resources and public health in the event daily screening is not passed
 - Participate in contact tracing
- Supervisors and Managers
 - Ensure employees complete daily screening
 - Ensure visitor screening procedures are being followed
 - Ensure COVID-19 documents are retained and forwarded to Human Resources
 - Assist in contact tracing as required
- Human Resources
 - Review each case where an employee does not pass daily screening
 - Assist in contact tracing
 - Liaise between affected employees and public health as required



PORT COLBORNE

New Risk Management

Changes to work practices to prevent the spread of COVID-19 have the potential to affect the way other risks may be managed in the workplace. It is also possible that new procedures will bring new risks or challenges.

Specific areas where this has occurred have been identified, along with goals for responding to these new or changed hazards.

Working Remotely

- Changes to the work environment have resulted in many employees who have the ability to begin working from home.
- With this shift to at-home work environments, possible new challenges are presented, such as ergonomic concerns, working alone and mental health effects.
- The City has provided resources to help combat some of the impacts of working remotely, include measures on how to safely set up an at-home work environment, how to maintain a work-life balance, and wellness ideas.

Working in Teams

- Projects and tasks that normally involve collaboration between employees may have to be changed to account for COVID-19 restrictions, policies or best practices.
- Group work may need to be conducted remotely with collaboration over virtual avenues.
- In-person tasks that involve two or more employees may need to be re-assessed to determine if any new hazards are posed due to COVID-19, and if so, how the work can continue to be completed in a safe manner without increasing this risk of COVID-19 transmission.
- Employees should consider alternate methods of completing tasks in pairs or groups that do not involve in-person interactions to reduce contacts.

To address these hazards, in addition to possible other hazards that may exist, Supervisors will establish regular check-ins with employees about how they're coping with the changes to the work environment, including changes to work location, hours of work or additional safety measures within the workplace.



PORT COLBORNE

As new hazards or changes to existing hazards are identified, Supervisors will be encouraged to work with the JHSC to determine methods for controlling these hazards.

Actions:

- Employees
 - Communicate regularly with their Supervisor about questions, concerns or challenges with changes to the work environment
- Supervisors
 - Communicate regularly with employees to ensure ability to address employee concerns and promote team environment in varying work arrangements.
- JHSC
 - Work with Supervisors to continually assess new risks and changes to risks, and develop appropriate controls.



PORT COLBORNE

Evaluation of Safety Plan

To ensure the Safety Plan is up-to-date, the Safety Plan is reviewed on the below schedule:

- As needed by the ECG
- Monthly by the Health & Safety Coordinator
- Every 3 months, prior to JHSC Meeting by the JHSC

The Health and Safety Coordinator will also evaluate how current practices are working in consultation with the ECG and JHSC and adapt the plan as new best practices are discovered.

Employees are encouraged to bring forward ideas, recommendations or questions regarding workplace practices related to COVID-19 to their Supervisor/Manager, Director or Human Resources.

Changes to the plan will be communicated through all available communication methods on a corporate level, in addition to on a Departmental/Divisional level to ensure all employees are reached.

Actions:

- Employees
 - Communicate ideas, recommendations or questions to appropriate person
- Supervisors/Managers
 - Escalate necessary information to Directors or Human Resources regarding effectiveness of Safety Plan
- ECG
 - Evaluate feedback and make necessary changes.



PORT COLBORNE

The Corporation of the City of Port Colborne **COVID-19 Safety Plan – Summary**

Date completed: November 20, 2020

Revision date: N/A

Measures we are taking

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

- Communication responsibilities are clearly defined across all levels to ensure no gaps exist
- Two-way communication flow
- Varying methods of communication, including email, meetings or postings.

How we're screening for COVID-19

- Daily Employee Screening prior to reporting to work
- Visitor Screening occurring at City Facilities and Worksites.

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

Physical distancing and separation

- Barriers have been installed to separate workspaces that do not allow for physical distancing
- PPE is provided to all employees and visitors who cannot maintain physical distance
- Masks are not a replacement for physical distancing.

Cleaning

- Facility cleaning and documentation occurs daily during operating hours, in addition to regular after-hours cleaning
- Procedures are in place regarding employee responsibilities to disinfect common areas, City vehicles, personal workspaces and areas that their hosted visitors came into contact with



PORT COLBORNE

Other

- Recommendations for reduced contact through alternative work arrangements, virtual meetings, working from home options.

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

- Step 1: Exclude symptomatic people from the workplace
- Step 2: Contact Public Health
- Step 3: Follow Public Health direction
- Step 4: Inform any workers who may have been exposed
- Step 5: Report to the Ministry of Labour, Training and Skills Development, and the WSIB.

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

- Employees are encouraged to point out concerns regarding tasks that may have an increased risk due to COVID-19
- Supervisors are encouraged to keep COVID-19 in mind at all times when considering how hazards in the workplace may be impacted
- The JHSC will work collaboratively with Supervisors and Employees to determine alternative methods of controlling new hazards or changes to hazards
- The City will provide resources to help employees manage these hazards, such as ergonomic resources for at home workspaces, or wellness information for during a pandemic.

How we're making sure our plan is working

- The ECG continues to meet on a weekly basis
- The City's plan is also referenced in comparison to best practices within similar workplaces to ensure adequate coverage of the necessary COVID-19 measures
- The JHSC reviews COVID-19 measures on a weekly basis through COVID-19 inspections and reports their findings to the Health & Safety Coordinator for action
- Employee opportunities for feedback through surveys and town hall meetings.