

THE CORPORATION OF THE TOWN OF RAINY RIVER

BY-LAW NO. 1748-20

Being a by-law to establish a Return to Work Policy (COVID-19 Disruption)
for the Town of Rainy River.

WHEREAS the Town Council of the Corporation of the Town of Rainy River has established a Return to Work Policy (COVID-19 Disruption).

NOW THEREFORE the Town Council of the Corporation of the Town of Rainy River enacts as follows:

THAT the Town of Rainy River Return to Work Policy (COVID-19 Disruption), a copy of which is attached and marked as "Schedule A" to this by-law, is hereby approved.

This By-law shall come into effect upon the third and final reading.

READ the first time in open Council this 13th day of July, 2020.

Original Signed
Mayor

Original Signed
Chief Administrative Officer

READ the second time in open Council this 13th day of July, 2020.

Mayor

Chief Administrative Officer

READ the third time and finally passed in open 13th day of July, 2020.

Mayor

Chief Administrative Office

Schedule A



Policy No.

HS-75

CORPORATION OF THE TOWN OF RAINY RIVER HEALTH
AND SAFETY DEPARTMENT

Return to Work (COVID-19 Disruption) Policy

Purpose

The Corporation of the Town of Rainy River has developed the following document to implement safe practice among staff and those who interact with front line workers. The health, safety and overall well-being of all members of staff have been taken into consideration during the Covid-19 Pandemic.

The World Health Organization, the Government of Canada, the Province of Ontario and the Town of Rainy River have all taken action to insure the well-being of the public due to the wide-spread circulation of Covid-19.

Measures taken to promote public safety and well-being included implementing self-quarantine, self-isolation, self-monitoring, virus testing, and social distancing. These steps have been taken in order to slow the progress of Covid-19 and allow the health care sector to adapt and be able to provide the necessary care for all.

The measures taken have resulted in slowing of the spread of Covid-19. Current statistics indicate that the Northwestern Ontario region, of which the Town of Rainy River is located, has been largely unaffected by the spread of Covid-19 to date.

In order to continue the vigilance against Covid-19 the Town of Rainy River is implementing the following guidelines and requirements in accordance Provincial Guidelines. The Guidelines may be amended from time to time based on the directives given by the Ministry of Health regarding best practices.

Current State of Affairs (July 8, 2020)

All municipal facilities have been closed to the public since Tuesday March 17, 2020. On Monday March 23, 2020 the Town of Rainy River declared a state of emergency based on current pandemic level and the localized senior and vulnerable populations located within the community.

Public Works Crew members have been carrying out essential activities on a limited staffing basis. The public works garage and water treatment plant have remained locked at all times with no entry by the public permitted. Crew members have not been and will continue to refuse entry into private residences. As of Tuesday May 19, 2020 the Public Works Crew has been called back on a full time basis.

The Municipal Office staff have returned to the office on a full time basis. The CAO and Deputy Clerk-Treasurer have made some adjustments to working hours in an attempt to reduce the number of hours all staff are present.

The Municipal Office had been previously equipped with glass partitions around the front counter area and access to the interior of the office can be controlled by the front desk personnel. A mail slot is located in the main office door to allow residents and other individuals conducting business with the Town to drop off payments or other documents.

The Economic Development Officer has been working solely from home since March 25, 2020.

Council has been conducting regular Council meetings and the Committee of the Whole meetings, as scheduled, via the electronic platform Zoom. Other contact has come in the form of e-mail correspondence and phone calls. Some committee meetings have resumed in-person with physical distancing in place.

Moving Forward

The Public Services Health and Safety Association (PSHSA) has developed a number of guidelines relating to how businesses should move forward in re-opening. The Northwestern Health Unit (NWHU) has provided recommendations and best practices for re-opening of facilities as well.

It is understood that facilities will not return to previous levels of service in the near future. The Town of Rainy River supports its staff to begin the process in a slow and measured rate. Full staff attendance on-site may not be achievable in the foreseeable future. Staff must be confident that they are not exposing themselves or vulnerable members of their households to Covid-19 due to work related activities. Staff will be allowed flexibility to perform duties which may be outside normal working hours to facilitate self-isolation.

The Town of Rainy River wishes to move forward with a slow re-opening of Municipal Services taking into account the health, safety and well-being of all staff and their families. In order to do so a number of additional activities will be required to on a regular ongoing basis.

- 1) At the beginning of each week staff will be required to fill out a short survey to help reduce the spread of Covid-19 within the staff and members of the public with whom they are in contact either during the working hours or off hours. (as attached)

During work hours

- a. All municipal buildings will remain closed to the public, until such time as this restriction can be safely lifted.
- b. Upon staff entering any municipal building each individual must apply hand sanitizer.
- c. Staff will be provided with the masks, gloves and other appropriate PPE to be used in situations where social distancing guidelines are not possible or at the discretion of the individual employee.
- d. All staff will employ social distancing guidelines of 2 metres or 6 feet. If this is not possible, masks, face shields, gloves or other appropriate personal protective equipment (PPE) must be worn.
- e. A designated employee shall disinfect all common surfaces such as door handles, mail slot, dead bolt, etc., upon arrival and once during the mid-day (suggestion being return from lunch break)
- f. Every employee will disinfect their work station or equipment upon arrival at the work site.
- g. Each employee shall attempt to contain their activities to one work station or piece of equipment. If the work station or equipment requires another operator it shall be re-sanitized prior to use by the new operator.

General Guidance

Protect yourself and your co-workers by:

- Maintaining physical distancing of at least 2 metres (6 feet) or more between persons, including clients and co-workers
- Promote good hygiene such as:
 - Wash your hands often with soap and water when hands are visibly soiled, before or after any breaks, at the beginning and end of shift, and before preparing food or use an alcohol-based sanitizer (with greater than 60% alcohol content) if hand washing is not possible
 - Sneeze and cough into your sleeve
 - If you use a tissue, discard immediately and wash your hands afterwards
 - Avoid touching your eyes, nose or mouth
 - Avoid high-touch areas, where possible, or ensure you clean your hands after
- Minimize contact with people who are sick and ensure controls are in place for the protection of workers
- Stay home if you are sick

- Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure to wash your hands after removing gloves.

If an employee is experiencing any symptoms of Covid-19, outline as attached and updated by the Ministry of Health, they are to report to this fact to their supervisor immediately and contact the NWHU assessment line at 1-866-468-2240 and follow directions provided regarding testing, self-isolation, or self-quarantine.

ADOPTION & REVIEW GUIDELINES

Approved by Motion #20-063 & By-law 1748-20 on July 13, 2020
Reviewed/Revised by Res.

Approximate date of next review _____

REFERENCES:	POLICY AREA	POLICY NUMBER
	Human Resources	Section HR-75
	_____	_____