



# Municipality of West Elgin

## Agenda

### Special Council Meeting

June 18, 2020, 9:00 a.m.

Electronic Participation Meeting via Zoom

Due to the COVID-19 Pandemic and Emergency Orders Issued by the Province of Ontario under the *Emergency Management & Civil Protection Act*, prohibiting gathering of more than 5 people, this meeting will be held electronically. Please contact the Clerk's Department if you require an alternate format or accessible communication support or wish to receive the link to the meeting, at 519-785-0560 or by email at [clerk@westelgin.net](mailto:clerk@westelgin.net).

Pages

1. **Call to Order**

2. **Adoption of Agenda**

Recommendation:

That West Elgin Council hereby adopts the Agenda as presented.

3. **Disclosure of Pecuniary Interest**

4. **Staff Reports**

4.1 **M. Badura - COVID-19 Policies**

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These policies are in draft format due to the fact that this pandemic is a dynamic situation, with evolving Provincial and Public Health guidelines. Staff have been following these guidelines and the directives from the Province of Ontario, Ministry of Labour and Southwestern Public Health.

4.2 **L. Gosnell - Miller Park Washrooms**

4.3 **J. Nethercott - West Lorne Lawn Bowlers Request to Open Clubhouse Washroom**

#### **4.4 J. Nethercott, Clerk - Use of Technology for Council Meetings**

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Recommendation:

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Use of Technology for Council Meetings for information purposes.

#### **5. Adjournment**

Recommendation:

That West Elgin Council hereby adjourn the Special Meeting of Council at \_\_\_\_\_ a.m. to meet again at 9:30 a.m. on June 25, 2020 or at the call of the Chair.

# Municipality of West Elgin

## Policy 2020-07

### COVID-19 Pandemic Personal Protective Equipment & Clothing Policy

Effective Date: , 2020

Review Date:

#### 1. Purpose

The purpose of this procedure is to ensure that the risk of exposure to COVID-19 is minimized through the use of personal protective equipment and clothing.

#### 2. Scope

This procedure applies to all West Elgin staff.

#### 3. Definitions

**N-95 Face Filtering Respirator (FFR)**-A type of respirator which removes particles from the air that is breathed through it. These respirators filter out at least 95% of very small (0.3 micron) particles. N95 FFRs are capable of filtering out all types of particles, including bacteria and viruses.

**Respirator**-A personal protective device that is worn on the face or head and covers at least the nose and mouth. A respirator is used to reduce the wearer's risk of inhaling hazardous airborne particles (including infectious agents), gases, or vapours. Respirators are certified according to standards established by the National Institute for Occupational Safety and Health (NIOSH.) A respirator is tight-fitting. When properly fitted and donned, minimal leakage occurs around edges of the respirator when the wearer inhales.

**Surgical or Medical Masks**-Medical devices that use materials that block larger particles, splashes, and liquids. They are not tight-fitting and don't provide complete protection for the wearer from exposure to smaller particles. They also protect others from coughs, sneezes and droplets of the wearer.

**Facial Covering/Non-Medical Mask**-This type of covering or mask loosely covers the wearer's nose and mouth. It is not tight-fitting and is not effective in blocking virus particles that may be transmitted by coughing, sneezing, aggressive speaking/shouting or medical procedures. They may be commercially-produced or homemade, and may include bandannas and facial scarves.

## 4. References

- Occupational Health & Safety Act
- Regulations for Industrial Establishments
- Risk-informed Decision-making Guidelines for Workplaces and Businesses During the COVID- 19 Pandemic, Public Health Agency of Canada
- COVID-19 Guidance for Industry Operators, Ministry of Health

## 5. Procedures

### 5.1 General

- a) Personal respiratory protection for staff is not required in the majority of work situations.
- b) Firefighters will be provided with appropriate personal respiratory protection (N-95 or equivalent) for work activities which bring staff in close contact with others.
- c) Some work situations may require the use of personal respiratory protection (N-95 or equivalent) where there is a significant risk of exposure to airborne droplets from another person and other effective precautions cannot be used.

### 5.2 Facial Coverings & Non-Medical Masks

- a) Health Canada encourages the use of a facial covering/non-medical mask as an additional measure that the wearer can take to protect others, even if the wearer does not have COVID-19 symptoms. This may further prevent transmission from persons who are pre-symptomatic or who have no symptoms.
- b) Facial coverings/non-medical masks provide another way to cover the mouth and nose and prevent the wearer's respiratory droplets from contaminating others or landing on surfaces.
- c) Facial covering/non-medical masks are useful for short periods of time, when physical distancing (2 metres) is not possible in public settings or workplace activities. **FACIAL COVERING/NON-MEDICAL MASKS DO NOT PROVIDE THE WEARER WITH A RELIABLE LEVEL OF PROTECTION FROM INHALING SMALLER AIRBORNE PARTICLES AND ARE NOT CONSIDERED RESPIRATORY PROTECTION.**
- d) In the course of working, staff may be required to be in public settings or work situations where physical distancing is not possible.
- e) Homemade masks may include masks made of cloth. The mask may have a pocket to insert other masks or filters.
- f) Donning and use:

- Wash hands thoroughly or use approved hand sanitizer immediately prior to putting on the facial covering or mask
- Ensure it is well fitted and non-gaping
- Never share with others
- Avoid touching the face, facial covering/non-surgical mask during use
- Change the facial covering/mask as soon as it becomes crumpled, damp or soiled
- Use good hand hygiene throughout the period of use
- Wash hands immediately before removing the mask
- Wash hands immediately after removing the mask
- If disposable type is used, discard immediately
- Store the facial covering/non-surgical mask in a plastic bag until it can be laundered following use and before re-use
- Empty the bag directly into a washing machine and launder with other items using a hot cycle, and bleach if possible. Dry thoroughly before re-use.

### **5.3 Face-Filtering Respiratory Protection-N-95 or equivalent**

- a) Prior to being issued respiratory protection, the employee will be fit-tested for each type of respiratory protection. Records of fit testing shall be retained by the department supervisor.
- b) Fit testing will be done according to CSA Z94.4-Selection, Fit and Care of Respirators.
- c) Fit testing shall be repeated every two years or where there has been a significant change to the employee (e.g. facial surgery, weight fluctuations, and other changes to facial size or shape that may affect the fit and seal of the respirator.)
- d) Medical fitness assessment for respiratory protection may be required in some circumstances.
- e) Staff who are required to use, or who choose to use, a respirator shall be clean shaven. Facial hair (beard, goatee, stubble, mustache, etc.) is prohibited.
- f) Staff will not use respirators that are defective, worn, damaged, or have reached the end of useful life or which are no longer able to provide adequate protection.
- g) Prior to use, the respirator shall be inspected for damage, wear, soiling, need for filter replacement, or other defects. Defective respirators or components shall be replaced or repaired prior to use.
- h) Employees shall not alter, repair, or make any modifications to respirators except as specified by the manufacturer.
- i) General requirements for donning and removing a disposable respirator are as follows:
  - Wash or sanitize hands prior to donning
  - Pre-stretch top and bottom straps before placing respirator on the face.
  - Cup the respirator in your hand, with the nosepiece at your fingertips, allowing the headbands to hang freely below your hand.
  - Position the respirator under your chin with the nosepiece up. Pull the top

strap over your head resting it high at the top back of your head. Pull the bottom strap over your head and position it around the neck below the ears.

- Place your fingertips from both hands at the top of the metal nosepiece. Using two hands, mould the nose area to the shape of your nose by pushing inward while moving your fingertips down both sides of the nosepiece.
- Pinching the nosepiece using one hand may result in improper fit and less effective respirator performance. Use two hands.
- Perform a user seal check prior to each wearing. To check the respirator-to-face seal, place both hands completely over the respirator and exhale sharply. Be careful not to disturb the position of the respirator. If air leaks around nose, readjust the nosepiece as described. If air leaks at the respirator edges, work the straps back along the sides of your head. If you CANNOT achieve a proper seal, DO NOT enter the contaminated area until a correctly fitting respirator is obtained.
- Follow all instructions provided by the manufacturer
- Avoid touching the face or respirator during use
- Change the respirator as soon as it becomes crumpled, damp or soiled
- Use good hand hygiene throughout the period of use
- Wash or sanitize hands immediately before removing the mask
- Discard immediately into a garbage bag or lined garbage receptacle
- Wash or sanitize hands immediately after removing the mask.

## 5.4 Gloves

- a) Gloves are not required and necessary for the majority of work activities and situations. Adherence to proper hand hygiene practices is essential to prevent transmission of disease.
- b) Gloves should be used when cleaning and sanitizing work surfaces to prevent contact with chemical agents and in accordance with the label and SDS instructions.
- c) If direct contact with a potentially infectious surface or person is necessary, disposable gloves should be used, but must be discarded immediately after use. NEVER RE-USE CONTAMINATED GLOVES BECAUSE THE GLOVES WILL TRANSMIT THE MICROORGANISM IN THE SAME WAY THAT TOUCHING WITH BARE HANDS WILL TRANSMIT.
- d) If gloves are used, avoid touching the face.
- e) When removing gloves, do the following:
  - Pinch and hold the outside of the glove near the wrist area.
  - Peel the glove downwards, away from the wrist, turning the glove inside out.
  - Pull the glove away until it is removed from the hand and hold the inside-out glove with the gloved hand.
  - With the un-gloved hand, slide fingers under the wrist of the remaining glove, taking care not to touch the outside of the glove.
  - Again, peel glove downwards, away from the wrist, turning the glove inside out.
  - Continue to pull the glove down and over the inside-out glove being

- held in your gloved hand.
- This will ensure that both gloves are inside out, one glove enveloped in the other, with no contaminant on the bare hands.
  - Discard gloves in garbage.
  - Thoroughly wash or sanitize hands after removal.

## 5.5 Eye & Face Protection

- a) If there is a risk of contact of the eyes or face with droplets or liquids, a face shield or splash goggles should be used.
- b) In this case, eye protection or a face shield should be used in conjunction with a face fitting respirator.
- c) Wash or sanitize hands prior to donning the goggles or face shield.
- d) Avoid touching the face when using goggles or face shield.
- e) Wash or sanitize hands prior removing goggles or face shield.
- f) Thoroughly clean and disinfect goggles or face shield after use, according to the manufacturer specifications.
- g) Place the goggles or face shield in a zipper-sealed bag or other clean storage location for next use.

## 5.6 Clothing Hygiene

- a) After use, clothing worn at work should be immediately removed and placed in the washing machine or in a bag away from possible contact with others until laundered.
- b) Launder clothing as usual, preferably in hot water, and dry thoroughly. Most viruses are killed during regular washing processes.
- c) Wash or sanitize hands thoroughly after removing and handling clothing prior to laundering it.

# Municipality of West Elgin

## Policy 2020-08 COVID-19 Pandemic Staff Health and Safety

Effective Date: , 2020

Review Date:

### 1. Purpose

The purpose of this procedure is to ensure that the risk of exposure to COVID-19 is minimized for staff who are required to work during a pandemic.

### 2. Scope

This procedure applies to all West Elgin staff.

### 3. References

- Occupational Health & Safety Act
- Regulations for Industrial Establishments
- Risk-informed Decision-making Guidelines for Workplaces and Businesses During the COVID- 19 Pandemic, Public Health Agency of Canada
- COVID-19 Guidance for Industry Operators, Ministry of Health Cleaning and Disinfection for Public Settings, Public Health Ontario
- COVID-19 Cleaning and Disinfecting Public Spaces, Public Health Agency of Canada

### 4. Procedures

#### 4.1 General

- a) Workplaces, work sites, and work activities can contribute to the transmission of respiratory pathogens, such as the virus causing COVID-19.
- b) Appropriate public health measures will be implemented to prevent and reduce the spread of COVID-19 among staff, contractors, and the public.
- c) Specific policies, procedures, and standard operating guidelines are developed and implemented based on conducting a comprehensive risk assessment of the likelihood of exposure of staff. The risk assessment will determine the appropriate risk mitigation strategies required.
- d) COVID-19 is readily transmitted by respiratory droplets and contact.
- e) Transmission at work can occur either directly via close contact or indirectly



- via contaminated surfaces and/or objects (fomites.)
- f) The risk of transmission may be greater if staff share workstations and equipment.
  - g) Transmission of the virus can occur in the early phase of illness, when symptoms may be absent, non-specific, or mild.
  - h) Risk assessment and risk mitigation are based on advice provided by the following sources:
    - Public Health Agency of Canada
    - Ontario Ministry of Health
    - Ontario Ministry of Labour
    - Work Health Organization
    - Centres for Disease Control and Prevention (CDC)
  - i) Risk assessment and risk mitigation measures are subject to change and revision as new information on transmission and epidemiology becomes available.
  - j) If it appears that a worker has been exposed to direct transmission of COVID-19 in the course of work, or at the workplace, the CAO/Treasurer or designate will investigate. Required reporting to the WSIB and Ministry of Labour in relation to an occupational illness or occupational disease will be completed. Further investigation and contact tracing will be initiated in accordance with Ministry of Labour and Ministry of Health requirements. Exposed staff will be notified as needed, and will be isolated for 14 days or as per the direction of the Ministry of Health and/or Ministry of Labour.

## **4.2 Hygiene Practices, Equipment & Facilities**

- a) Adequate supplies for handwashing and hand sanitizing shall be provided and used. These supplies include soap, towels or hot air dryer, sinks, running water, etc.
- b) Approved alcohol-based hand sanitizer or equivalent will be provided for staff who do not have access to handwashing facilities.
- c) Hand hygiene posters and information will be posted throughout the workplace locations.
- d) Respiratory etiquette instructions will be communicated to all employees through posting, email, discussion, or other effective methods.
- e) Enhanced environmental cleaning and disinfecting schedules will be increased and established. Adequate supplies of Health Canada-approved cleaning and disinfecting products will be provided.
- f) Adequate time in scheduling will be provided to allow staff to perform the necessary hygiene practices and measures.

## **4.3 Physical Distancing**

- a) National, provincial, and municipal pandemic emergency response procedures will establish whether and which facilities will be closed to the public.

- b) These response procedures will also establish which essential municipal services will continue and which services will be modified or suspended.
- c) As much as possible, staff will be assigned work activities and work locations with a view to maintaining a spatial distance of at least 2 metres from others. This may be achieved through separate offices, physical partitions/separations, and administrative controls.
- d) Vehicles and equipment used as workplaces will be assigned to individual employees where possible to avoid sharing and possible transmission from operator to operator.
- e) Where possible, employees will not be required to travel together in a vehicle used for work purposes. If employees are required to travel together, masks will be provided.
- f) Dedicated work stations and equipment, tools, etc. will be provided to individual employees to reduce sharing of communal equipment. If communal equipment and devices are used, increased cleaning and sanitizing procedures will be used.
- g) Shifts may be staggered or rotated allowing for working independently.
- h) Where possible, full or periodic working from home measures will be implemented.
- i) Information and procedures will be communicated to all affected employees on a regular basis.
- j) If physical distancing cannot be maintained, appropriate personal protective equipment, measures, and procedures will be provided and implemented.
- k) If an employee becomes ill at work, rapid isolation of the ill employee will occur. The employee will be isolated from other staff.

#### **4.4 Screening**

- a) Passive screening measures will include visitor signage.
- b) Signage will be clear and visible. It will warn individuals to not enter the facility if experiencing respiratory symptoms; to practice hand hygiene; and to follow proper respiratory etiquette.
- c) Active screening measures are directed at employees, and include the following:
  - Instructing staff to self-monitor for symptoms such as fever, cough, or difficulty breathing
  - Consideration of employees who are at higher risk because of age, immune compromising conditions, chronic diseases, etc. Employees will be encouraged to self-declare these conditions and situations to the supervisor. Effort will be made to accommodate the employee where possible.
  - Completion of the Active Screen Questionnaire” on a daily basis. The completed questionnaire will be retained by CAO/Treasurer or designate.

## 4.5 Communication

- a) Staff will receive regular updates on pandemic and business continuity plans, measures and procedures.
- b) Staff training on measures and procedures will be provided and documented.
- c) Staff will immediately report any concerns, issues, or hazards to the supervisor.
- d) Staff contact information will be updated regularly to reflect absenteeism and staff availability to ensure routine information, and related emergency contact information is current.
- e) Contractors will be provided with information and updated as needed as revised measures, procedures and staff contact information become available.

## 4.6 Mental Health

- a) Measures, procedures and practices will be implemented that support and promote psychological health and safety in the workplace.
- b) Staff are encouraged to report concerns relating to mental stress to the supervisor.
- c) Regular debriefing and communication strategies will target situations and work demands with a high risk of causing mental stress.
- d) Employee assistance and community resources will be used to assist in maintaining a mentally healthy and safe workplace.

## 4.7 Personal Protective Equipment & Clothing

Please refer to Personal Protective Equipment & Clothing procedure

## 5. Documentation

Active Screening Questionnaire

COVID-19 Employee Screening		
Municipality of West Elgin Staff Only		
Date of Screening:		
Employee Name:		
As part of our ongoing efforts to keep all staff safe, we are initiating an active screening process. This will help us protect all Town personnel during the course of their duties from the potential risks of COVID-19. All staff entering Town facilities will be asked to complete the checklist to ensure the well-being of all individuals. Please answer the following questions as part of the screening process:		
<i>Do you have any of these symptoms?</i>		
Symptoms	YES	NO
New or existing Cough		
Fever of 100.4F or higher		
Chills		
Runny/Stuffy Nose		
Shortness of Breath/Difficulty Breathing		
Sore Throat		
1. Have you returned from International travel in the last 14 days and symptom free?		
2. Have you had exposure to someone with, or under, investigation for COVID-19?		
3. Have you been tested for COVID-19 and what are the results?	Positive _ Negative _	
4. Are you an unconfirmed COVID-19 case?		

If a staff member screens positive (for example, answers “yes” to any of the Symptoms and Q1 or Q2 or Q3 or Q4) the CAO, Director or Manager should encourage the staff member to wear a mask and self-distance from all staff in order to wait for further instruction.

**Please complete the Screening form each Monday** (or your first scheduled shift of the week) and notify us immediately if any conditions change during the week.

At all times, Managers and Supervisors should ensure the continued safety and security of all individuals, whether or not they exhibit signs of COVID-19.

# Municipality of West Elgin

## Policy 2020-09 COVID-19 Pandemic Working in Private Residences

Effective Date: , 2020

Review Date:

### 1. Purpose

The purpose of this procedure is to protect staff from potential exposure to the virus which causes COVID-19 in work situations that require staff to perform work in private residences.

### 2. Scope

This procedure applies to all West Elgin staff.

### 3. References

- Occupational Health & Safety Act
- Regulations for Industrial Establishments
- Risk-informed Decision-making Guidelines for Workplaces and Businesses During the COVID- 19 Pandemic, Public Health Agency of Canada
- COVID-19 Guidance for Industry Operators, Ministry of Health
- Cleaning and Disinfection for Public Settings, Public Health Ontario
- COVID-19 Cleaning and Disinfecting Public Spaces, Public Health Agency of Canada
- COVID-19 Guidelines, Ministry of Labour, Training & Skills Development

### 4. Procedures

#### 4.1 General

- a) COVID-19 creates challenges for staff who may be required to carry out maintenance or repair work in private residences whether it is of an emergency or essential service capacity, or in the resumption of some municipal service delivery situations.
- b) This procedure attempts to address some scenarios; however, special protocols or variance from this procedure may be required. If necessary, modifications will be made, based on risk assessment and supervisor or manager input.

## 4.2 Resident or Tenant Screening Questions

Prior to commencing the work in a privately owned residence, the resident or tenant is required to respond to the following questions:

- a) Have you, or anyone else in the residence, experienced symptoms consistent with COVID-19 in the past 10 days (coughing, sneezing, sore throat, fever, difficulty breathing)?
- b) Have you, or anyone else in the residence, been diagnosed with COVID-19 in the past 10 days?
- c) Have you, or anyone else in the residence, been in close contact with someone diagnosed with COVID-19 in the past 14 days?
- d) Have you, or anyone else in the residence, been tested for COVID-19 and/or are waiting to hear the results of a laboratory test for COVID-19?
- e) Have you, or anyone else in the residence, travelled anywhere outside of Canada within the past 14 days?
- f) Have you, or anyone else in the residence, been advised by a medical professional to self-isolate for any other reason?

Where the client answers “NO” to all of the questions above and physical distancing can be maintained, follow section 4.3.

Where the client answers “NO” to all of the questions above but physical distancing with the client cannot be maintained, follow section 4.4.

If the client answers “YES” to any of the above questions, and the work is not considered emergency or essential, the work should be scheduled for a time when the household is no longer under self-isolation.

Where the client answers “YES” to any of the questions follow section 4.4.

Where the client refuses to answer the questions, treat the situation as though they responded “Yes” and follow section 4.4.

## 4.3 Resident/Tenant Answers “NO” to all of the Pre-Screening Questions

Where the resident/tenant answers “NO” to all of the client pre-screening questions:

- a) Advise the client of the “Physical Distancing Requirements”. They must

maintain at least 2 metres from workers at all times. This also applies to any pets in the household. Pets should be restricted to another area of the home.

- b) Maintain proper physical distancing while providing services (a distance of two arm's lengths from others). Where this cannot be maintained, additional controls will be required (follow section 4.4).
- c) Workers must don the following prior to entering the residence:
  - Disposable latex or nitrile gloves.
- d) Wash your hands often with soap and water for at least 20 seconds, or by using an alcohol-based hand sanitizer with at least 60 percent alcohol.
- e) Avoid touching your face.
- f) Practise proper cough and sneeze etiquette.
- g) Clean and disinfect any work surface (water meter, access doors, etc.), using proper cleaning and disinfection measures prior to performing work.
- h) Upon exiting the property, wash/sanitize your hands and disinfect any tools or equipment that were brought into the residence and need to be removed. Do this prior to loading the items into the vehicle.

#### **4.4 Resident or Tenant Answers “YES” to any of the Pre-Screening Questions or Physical Distancing Requirements cannot be maintained**

Where the resident/tenant may create an exposure risk based on the pre-screening questions or if the physical distancing cannot be maintained, the following procedures shall be followed:

- a) Advise client of “Physical Distancing Requirements”. They must maintain at least 2 metres from workers whenever possible. This also applies to any pets in the household. Pets should be restricted to another area of the home.
- b) Plan your job. Ensure that you have all tools necessary to perform the task prior to entering the residence.
- c) Workers must don the following prior to entering the residence:
  - Disposable latex or nitrile gloves.
  - Reusable fabric coveralls or equivalent.
  - NIOSH-approved N95/N100 P95/P100 respirators or NIOSH approved half/full face respirator with approved cartridges N95/N100/P95/P100.
  - CSA approved safety glasses or goggles.
- d) Clean and disinfect all work areas prior to starting the work.
- e) Change gloves if damaged or excessively soiled. Discard in a garbage bag.
- f) Perform the work.
- g) Exit the residence and do the following:
  - Remove all potentially contaminated clothing (gloves/mask), place in a garbage bag, seal.
  - Remove coveralls and place in a garbage bag and seal. Coveralls cannot be used at additional job sites that day. At the end of the day the coveralls must be laundered with hot water and detergent. If coveralls are not available, change clothes immediately upon leaving the jobsite and follow the same bagging and laundry procedures.

- Using clean gloves, clean and disinfect tools, equipment, reusable PPE (i.e. safety glasses, face shield, half face respirator, outside of garbage bag.
  - Using clean gloves, dispose of the garbage bag at the residence.
  - If it cannot be disposed of at the residence and must be transported in the vehicle, do not allow the bag to come in contact with your person while transporting.
- h) Disinfect any areas of the service vehicle that might have been exposed (i.e. worker returned to obtain tools from vehicle). Where possible utilize a helper/runner who may be able to obtain tools and deliver them near to the work site.
- i) Dispose of gloves and wash/sanitize your hands prior to departing from the work location.

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COVID-19 Resident Screening		
<b>Date of Screening:</b>		
<b>Resident Name:</b>		
<b>Resident Address:</b>		
<p>As part of our ongoing efforts to keep all staff safe, we are initiating an active screening process. This will help us protect all Municipal personnel during the course of their duties from the potential risks of COVID-19. All residents whose homes staff will be entering, will be asked to complete the checklist to ensure the well-being of all individuals.</p> <p>Please answer the following questions as part of the screening process:</p>		
<b><i>Do you have any of these symptoms?</i></b>		
<b>Symptoms</b>	<b>YES</b>	<b>NO</b>
New or existing Cough		
Fever of 100.4F or higher		
Chills		
Runny/Stuffy Nose		
Shortness of Breath/Difficulty Breathing		
Sore Throat		
1. Have you returned from International travel in the last 14 days and symptom free?		
2. Have you had exposure to someone with, or under, investigation for COVID-19?		
3. Have you been tested for COVID-19 and what are the results?	Positive _ Negative _	
4. Are you an unconfirmed COVID-19 case?		

# Municipality of West Elgin

## Policy 2020-10 COVID-19 Pandemic Handling of Mail & Other Items

Effective Date: , 2020

Review Date:

### 1. Purpose

The purpose of this procedure is to ensure that mail, items, and deliveries received from outside the facility are properly handled to reduce the risk of contact with viral contamination.

### 2. Scope

This procedure applies to all West Elgin staff.

### 3. References

- Occupational Health & Safety Act
- Regulations for Industrial Establishments
- Risk-informed Decision-making Guidelines for Workplaces and Businesses During the COVID- 19 Pandemic, Public Health Agency of Canada
- COVID-19 Guidance for Industry Operators, Ministry of Health
- Cleaning and Disinfection for Public Settings, Public Health Ontario
- COVID-19 Cleaning and Disinfecting Public Spaces, Public Health Agency of Canada

### 4. Procedures

#### 4.1 General

- a) The risk of contamination of mail and packages received from outside the workplace is low.
- b) Microorganisms do not survive well on porous surfaces such as cardboard and paper.
- c) Survival of microorganisms on plastic or other non-porous surfaces is greater.

#### 4.2 Mail & Items Received in Drop Box and Other Deliveries Mail

## **and Drop Box Procedures:**

- a) Perform hand hygiene.
- b) Don disposable gloves.
- c) Place disinfecting cleaner, cleaning cloth, hand sanitizer, and garbage bag in plastic box reserved for mail and other items.
- d) Avoid touching the face throughout this process.
- e) Wipe down handle and touch surfaces of drop box using disinfecting cleaner.
- f) Use the plastic box to remove mail and items.
- g) If you notice any unusual item that should not be in the drop box, place it in the garbage bag for disposal.
- h) Clean the touch surfaces on the inside of the drop box to the extent possible.
- i) Close and lock the drop box.
- j) Re-clean the drop box handle.
- k) Remove gloves, place in garbage bag.
- l) Perform hand hygiene using hand sanitizer.
- m) Dispose of garbage bag.
- n) Transport plastic box to dedicated processing location.
- o) The dedicated processing area should have a desk or table with a non-porous surface.
- p) This location should be restricted to authorized staff only.
- q) If possible, wipe down external surfaces of envelopes, boxes, and exterior packaging and place back inside the box. Plastic envelopes or other non-porous packages should be cleaned.
- r) Clean exterior surface of plastic box.
- s) If possible, do not open or further handle the mail or items for 24 hours.

## **Deliveries to municipal facilities:**

- a) Staff who place orders who are expecting deliveries to municipal facilities will notify other staff who may subsequently receive the delivery.
- b) Perform hand hygiene.
- c) Don disposable gloves.
- d) The items delivered are to be left unopened for the 24 hours period wherever possible.
- e) All safety measures identified above to safely open mail shall be utilized to safely unpack delivered packages.

## **4.3 Opening & Processing Mail and Other Items**

- a) After the 24 hour waiting period, mail and other items may be opened and processed.
- b) Wash or sanitize hands, don gloves.
- c) Avoid touching face throughout the process.
- d) Open mail and packages as usual.
- e) Upon completion of opening and processing mail and other items, clean all items used (e.g. knife, stamps, pens, etc.)
- f) Clean exterior and interior of box.

- g) Clean all touch surfaces in the location where mail and items were handled (table, desk, etc.)
- h) Remove gloves, discard, and perform hand hygiene.
- i) Distribute mail and items as usual.

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# Municipality of West Elgin

## Policy 2020-11 COVID-19 Pandemic Touchpoint Cleaning and Disinfecting

Effective Date: , 2020

Review Date:

### 1. Purpose

The purpose of this procedure is to ensure that workplace touchpoints are properly and frequently cleaned reduce the risk of coming into contact with viral contamination. This policy has been developed as a safety precaution for COVID-19 but may be utilized in future for any similar viral or communicable disease circumstance.

### 2. Scope

This procedure applies to all West Elgin staff.

### 3. Definitions

**Touchpoints** are surfaces that are frequently touched with hands. If hands become contaminated, then the microorganism can easily enter the body when the hands come into contact with the face, eyes, nose, and mouth.

**Cleaning products** remove germs, dirt, and impurities from surfaces by using soap or detergent and water. Cleaning doesn't necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. The friction or mechanical action created by wiping and scrubbing assists in removal. Some cleaners are combined with disinfectants into a single product.

**Disinfecting products** kill germs on surfaces using antibacterial or antiviral chemicals. These products can be applied after the surface has been cleaned or may be combined into a single product with a cleaner.

**Disinfecting wipes**-Single use wipes have combined cleaners and disinfectants in one solution. Wipes may become dry due to fast drying properties. Disinfecting wipes are not recommended for heavily soiled surface.

## 4. References

- Occupational Health & Safety Act
- Regulations for Industrial Establishments
- Risk-informed Decision-making Guidelines for Workplaces and Businesses During the COVID- 19 Pandemic, Public Health Agency of Canada
- COVID-19 Guidance for Industry Operators, Ministry of Health
- Cleaning and Disinfection for Public Settings, Public Health Ontario
- COVID-19 Cleaning and Disinfecting Public Spaces, Public Health Agency of Canada

## 5. Procedures

### 5.1 General Information

- a) Cleaners break down grease and remove organic material from the surface or touchpoint.
- b) Cleaners may be used separately before using a disinfectant, or may be purchased with a cleaner and disinfectant combined into a single product.
- c) Disinfectants have chemicals that kill most germs. Disinfectants are ideal for frequently- touched surfaces.
- d) Disinfectants should be applied after the surface has been cleaned, unless the cleaner and disinfectant is combined in one product.
- e) Disinfectants must have a drug identification number (DIN.)
- f) Disinfectant wipes have combined cleaners and disinfectants in one solution.
- g) Wipes may become dry and lose their effectiveness due to fast drying properties. If wipes become dry, they should not be used and should be discarded.
- h) Wipes are not recommended for use on heavily soiled surfaces.
- i) Prepare products for use:
  - Where possible, use pre-mixed solution
  - Read and follow the manufacturer's instructions to properly prepare the solution
  - Wear gloves and other PPE indicated on the label or SDS.
  - If a pre-mixed or other manufactured cleaner and disinfectant is not available, a solution of chlorine bleach, detergent, and water may be used to clean and disinfect. See Schedule E for information on preparation of this type of cleaner/disinfectant.
  - **ALLOW ADEQUATE CONTACT TIME FOR THE DISINFECTANT TO KILL GERMS BY FOLLOWING INFORMATION ON THE LABEL. ENSURE TOUCHPOINTS ARE COMPLETELY WETTED AND COVERED WITH THE CLEANER/DISINFECTANT. THE SURFACE SHOULD BE WET FOR THE TIME SPECIFIED ON THE LABEL OR SDS. IF THESE REQUIREMENTS ARE NOT ADHERED TO, MICROORGANISMS MAY NOT BE COMPLETELY DESTROYED.**

## 5.2 Cleaning & Disinfecting Touchpoints

- a) There is a potential risk of contamination from workplace touchpoints.
- b) Microorganisms survive for longer periods of time on non-porous surfaces such as painted surfaces, metal, stone, Formica, melamine, plastic and vinyl. Microorganisms do not survive well on porous surfaces such as paper, cardboard, or fabric.
- c) Some microorganisms, such as influenza and COVID 19 are transmitted by droplets. Droplets from coughing, sneezing, speaking, etc. can settle on surfaces. The surfaces become vectors of disease transmission.
- d) Some microorganisms are transmitted by contact (e.g. E Coli, MRSA, Hepatitis, etc.) These are usually transmitted by ingesting the microorganism, by contact with mucous membranes, or through injection into broken skin.
- e) Touchpoints include writing instruments, doorknobs, handrails, control switches and buttons, light switches, cabinet handles, taps, sinks, toilet handles, work surfaces, desks, tables, countertops, faucet handles, sinks, telephones, and electronic devices.
- f) Vehicles and mobile equipment touchpoints include steering wheels, door handles, mirrors, display screens, controls, knobs, levers, radios, etc.
- g) Tools and equipment used by more than one person are also considered touchpoints.
- h) Staff are responsible for cleaning and disinfecting their respective work locations and equipment during an outbreak or pandemic event. Staff may also choose to voluntarily clean and disinfect their respective work locations and equipment at any time.
- i) Clean and disinfect touchpoints prior to using the work location or equipment. These touchpoints should be re-cleaned and re-disinfected as a minimum, at least twice daily, or when visibly dirty unless otherwise specified.
- j) Staff are responsible for cleaning and disinfecting touchpoints in their work areas prior to completing work for the shift.
- k) Use an approved cleaner and disinfectant which are effective against microorganisms. Cleaners and disinfectants must be on the Health Canada approved list.
- l) Don eye protection and gloves prior to cleaning. Additional PPE may be required according to instructions on the product label or the Safety Data Sheet (SDS.)
- m) Where possible, use an approved pre-mixed solution.
- n) Check the expiry date on the cleaner/disinfectant. Discard if it is expired.
- o) Follow the exact instructions provided by the manufacturer with respect to dispensing, mixing, diluting, applying and using. Refer the information on the label and the Safety Data Sheet.
- p) Discard disinfecting wipes if they become dry.
- q) If using wipes or disposable rags, etc., discard after use.
- r) If using re-usable cleaning rags, mops, pads, etc., rinse thoroughly after use and allow to air dry in a well-ventilated area.
- s) Remove eye protection without touching face.
- t) Remove gloves inside out and discard.
- u) Wash hands thoroughly or use a hand sanitizer.

### 5.3 Cleaning & Disinfecting Touchpoints

Vehicle cleaning recommendations (upon first entry and periodically throughout the day) include anything inside the vehicle that your fingers touch should be cleaned:

- a) the steering wheel
- b) gear shifter
- c) lane change and windshield wiper controls
- d) door handles
- e) radio/control knobs
- f) vehicle controllers and touch screens on display units
- g) storage bins and seat belts
- h) first aid and fire extinguisher units.

DRAFT



# Municipality of West Elgin

## Policy 2020-12 COVID-19 Pandemic First Aid Treatment

**Effective Date:** , 2020

**Review Date:**

### 1. Purpose

The purpose of this procedure is to protect first aid attendants and others from the risk of exposure to COVID-19 when administering first aid treatment.

### 2. Scope

This procedure applies to all West Elgin staff.

### 3. References

- Occupational Health & Safety Act
- Regulations for Industrial Establishments
- First Aid Regulation
- Risk-informed Decision-making Guidelines for Workplaces and Businesses During the COVID-19 Pandemic, Public Health Agency of Canada
- COVID-19 Guidance for Industry Operators, Ministry of Health
- Cleaning and Disinfection for Public Settings, Public Health Ontario
- COVID-19 Cleaning and Disinfecting Public Spaces, Public Health Agency of Canada
- COVID-19 Guidelines, Ministry of Labour, Training & Skills Development

### 4. Procedures

#### 4.1 General Information

- a) COVID-19 creates challenges for staff who may be required to administer first aid treatment to another person. Because of the need for close physical contact, additional precautions are necessary to protect both the attendant and the victim
- b) Additional measures may be required as circumstances change and the workplace adjusts. It is crucial to identify the correct level of first aid services for every work shift.
- c) If the number of workers on a shift has changed, or the risk of exposure to communicable diseases has increased or decreased, it is important to

continue to adequately assess the risk.

## 4.2 Providing First Aide Care

- a) When the call for first aid is received, the first aid attendant should initially determine if the victim is capable of answering the basic COVID-19 assessment questions:
  - Have you, or anyone else in the residence, experienced symptoms consistent with COVID-19 in the past 10 days (e.g. coughing, sore throat, fever, difficulty breathing)?
  - Have you, or anyone else in the residence, been diagnosed with COVID-19 in the past 10 days?
  - Have you, or anyone else in the residence, been in close contact with someone diagnosed with COVID-19 in the past 14 days?
  - Have you, or anyone else in the residence, been tested for COVID-19 and/or are waiting to hear the results of a laboratory test for COVID-19?
  - Have you, or anyone else in the residence, travelled anywhere outside of Canada within the past 14 days?
  - Have you, or anyone else in the residence, been advised by a medical professional to self-isolate for any other reason?
- b) Determine the circumstances of the call for first aid assistance.
- c) If there are any symptoms of COVID-19, send the victim home or for health care provider treatment when it is safe to do so.
- d) If the victim is suspected of being infected with COVID-19, follow standard precautions:
  - Have the victim place a mask over the nose and mouth.
  - Limit contact if possible by maintaining 2 metres of distance until the victim has donned the mask.
  - Limit the number of other people who are in contact with the victim.
  - Anyone who must be nearby should wear a face shield, disposable gloves, disposable gown if possible, and N-95 respirator or equivalent.
- e) If necessary, call 9-1-1.
- f) If no critical intervention is required, the first aid attendant should interview the victim from at least 2 metres distance and ask:
  - Is anyone sick or in self-isolation in your household?
  - Have you been in contact with anyone who is sick?
- g) The first aid attendant should determine if the victim has a minor injury and can self-administer treatment:
  - Can the victim treat the minor injury based on the first aid attendant's instructions?
  - If the answer is yes, direct the victim to treat themselves according to the appropriate first aid treatment methods.
- h) If the victim cannot treat themselves, based upon a review of the situation, the attendant should don disposable gloves, face shield, and N-95 respirator to provide treatment:
  - Wash or sanitize hands, then don disposable gloves. Ensure that gloved hands do not touch the face or other exposed skin areas.
  - Instruct the victim in the steps needed to provide first aid treatment to themselves, as much as reasonably possible. For example, the victim may

be instructed to wash their hands, wash the wound, get a bandage, open the bandage, and how to apply the bandage correctly.

- If the attendant must come in close contact with the victim, ensure that the N-95 respirator, face shield, and gloves are used.
- i) Upon completion of treatment:
- Dispose of all disposable items that were used in a garbage bag.
  - Clean and sanitize surfaces, touch points, equipment and supplies.
  - Remove face shield and sanitize if it is to be re-used.
  - Remove respirator and discard.
  - Remove gloves using the “inside-out” method.
  - Thoroughly wash or sanitize hands and areas of skin that may have been in contact with the victim.

#### **4.3 Performing CPR**

- a) The risk of disease transmission is low while performing CPR, especially when using a breathing barrier.
- b) If the first aid attendant is uncomfortable or has not been trained to perform traditional CPR, have someone call 9-1-1, don disposable gloves and respirator, and start “Hands- only” CPR (continuous chest compressions without any mouth to mouth contact) until someone else takes over or emergency services arrive.

#### **4.4 Following Treatment**

- a) First aid attendants who had contact with a victim known or suspected of having COVID-19 should monitor themselves for symptoms for 14 days.
- b) If symptoms occur, the attendant should self-isolate according to public health and municipal requirements.



## Staff Report

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**Report To:** Council Meeting  
**From:** J. Nethercott, Clerk  
**Date:** 2020-06-18  
**Report:** 2020-10  
**Subject:** Use of Technology for Council Meetings

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### **Recommendation:**

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Use of Technology for Council Meetings for information purposes.

### **Purpose:**

To provide Council with an update on the costs associated with required technology to host in person Council meetings with a 10 person gathering limit.

### **Background:**

At the Council meeting on June 11, 2020 Council discussed the possibility of moving to in person Council meetings in July. With the current gathering limit set at 10 persons, staff and Council could meet in the same room and be within the provincial limit. Council meetings require a quorum of Council (which is 3) at the very least, but normally 5 members of Council, plus the Clerk, however normally all three Senior Staff attend Council, plus other staff that are presenting reports, who generally exit the meeting after their report is presented, this would meet the 10 person limit. However the concern is with ensuring the meeting meets the standard of open and transparent government as required by Section 239 of the Municipal Act, that all meetings are open to the public as with that calculation it only leaves the ability of 2 members of the public to attend. In order to comply with the Municipal Act, I believe we would need to web broadcast our meetings still via Zoom so that the public can watch and or listen to the meetings as they happen.

Currently our Council Chambers has no technology, other than a speaker phone. In order to broadcast an in person meeting West Elgin would need to purchase equipment:

- Smart TV at least 55 inch or larger
- 360 degree Video Conference Camera
- Microphone(s)

The costs for such equipment range from \$3,000 to \$5,000 on the lower end to \$30,000 on the higher end. For example one camera and microphone bundle that seems to fit the technology requirements and the size of the room would be approximately \$1,600.00 and then the cost of a Smart TV on top. There may also be delivery time delays, due to these items being very popular during this pandemic.

The alternative to purchasing such equipment, would be to operate as we have been, by using Zoom where each person wears a headset and sits at their own device. Using this we can all be in Council Chambers, but Council Members and staff would still need to speak into the device and may not be ideal.

If Council chooses to wait until the gathering size is increased to at least 20 persons, meetings could return to pre-COVID-19 format and staff would have to monitor the number of attendees from the public, but generally we could move staff in and out to accommodate the public.

Staff are hoping to integrate web broadcasting technology into a redesigned Council Chambers when the renovations of the municipal office are able to be completed.

**Financial Implications:**

Range of costs and expenses between \$3,000 and \$30,000 unbudgeted costs.

**Policies/Legislation:**

Municipal Act.