

TOWN OF MAIDSTONE POLICY MANUAL	SECTION XIV – COVID-19
	POLICY - OPERATING PROCEDURES
	Date of Approval: November 10, 2020 Resolution: 363-20
<p>A. General Guidelines</p> <ol style="list-style-type: none"> 1) The health and safety of Town employees and the public is paramount and will not be compromised. 2) Any employee who has COVID-19 symptoms is asked to remain at home. 3) When practical, physical distancing between individuals should be maintained;¹ when impractical, the use of masks is encouraged. 4) If it is necessary to enter a residence, employees must wear a mask. 5) Commonly touched areas and shared equipment must be cleaned and disinfected twice daily. These include light switches, door handles, countertops, etc.² 6) The sharing of phones, desks, offices, and other tools and equipment is discouraged.³ 7) Employees shall have the responsibility to clean and sanitize their own workstation, equipment, vehicles, etc.⁴ 8) Proper hand hygiene is expected. Practices include using soap and water when hands are soiled and hand sanitizer when visibly clean. Cough and sneeze into your elbow and avoid touching your face, mouth, nose and eyes.⁵ 9) Social gatherings of staff will take place at the Town shop only. 10) The Town office will receive appointments only and maintain a record of visitors to support public health investigation and contact tracing.⁶ 11) Plans will include provisions to adapt, where necessary, to changes in directives from the province to minimize disruption of service to the public. <p>B. Guidelines for Employee Illness⁷</p> <p>All employees are expected to self-monitor for COVID-19 symptoms by using the self-assessment tool at Saskatchewan.ca/COVID19.⁸</p> <p>Most common symptoms:</p> <ul style="list-style-type: none"> • fever • dry cough • tiredness <p>Less common symptoms:</p> <ul style="list-style-type: none"> • aches and pains 	

¹ *Re-Open Saskatchewan*, August 5, 2020. p.16

² p.15

³ p.14

⁴ p.14

⁵ p.16

⁶ p.14

⁷ p.16

⁸ p.16

- sore throat
- diarrhoea
- conjunctivitis
- headache
- loss of taste or smell
- a rash on skin, or discolouration of fingers or toes

Serious symptoms:

- difficulty breathing or shortness of breath
- chest pain or pressure
- loss of speech or movement

Seek immediate medical attention if you have serious symptoms. Always call before visiting your doctor or health facility.

People with mild symptoms who are otherwise healthy should manage their symptoms at home.

On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.

Employees are encouraged to use the self-assessment tool found on saskatchewan.ca. Search “self-assessment.”

- 1) If an employee has COVID-19 symptoms that are unexplained, new, or worsening they are to stay home. The employee must request their absence using the normal process.
- 2) Any employee who presents with COVID-19 symptoms that are unexplained, new, or worsening but does not yet have conclusive test results must stay home until they are symptom free for no less than 48 hours.
- 3) Employees that have been identified by positive test as having COVID-19 shall immediately go into mandatory self-isolation until have been cleared by medical professionals.
- 4) Employees that have been identified as having close contact with a person or persons with COVID-19 shall go into mandatory self-isolation for 14 days from the date of last having been exposed to COVID-19.
- 5) Employees who are household members or contacts of a person with COVID-19 shall immediately go into self-isolation for 14 days.
- 6) Employees who are household members or contacts of a person who is exhibiting COVID-19 symptoms that are unexplained, new, or worsening are to maintain strict physical distancing protocols and wear a mask⁹ while working indoors or shared vehicles at all times.
- 7) Employees that have traveled internationally shall go into mandatory self-isolation for 14 days from date of arrival back into Canada. Employees who choose to travel during the pandemic internationally will not be entitled to access sick leave for the purpose of self isolation.

- 8) Should a Town employee develop symptoms at work:¹⁰
- The staff member should self isolate immediately.
 - The staff member should contact their supervisor.
 - Once the staff member leaves, areas that the staff member touched should be cleaned and disinfected. Items that cannot be cleaned and disinfected should be removed from the area and stored in a sealed container for a minimum of three days.

C. Guidelines for Work Refusal Due to COVID-19

Section 3-8(a) of the Saskatchewan Employment Act (SEA) states that employers must “ensure, insofar as reasonably practical, the health, safety, and welfare at work of all the employer’s workers.” Section 3-8(f) provides that the employer must also ensure that all employees are properly trained in all matters that are necessary to protect their health, safety and welfare and the employer must ensure there is enough and competent supervision.

To meet these duties and keep employees safe during the current pandemic, employers must put in place safety measures that address the requirements set out in the Public Health Order, OH&S requirements, and all other recommendations of the Province. Section 3-10 of the SEA states that employees must take reasonable care to protect their health and safety and the health and safety of other workers. Employees must also comply with legislation and regulations regarding OH&S matters.

D. Additional Health Supports

- 1) Healthline 811

This plan is subject to change according to future infection rates, hospitalization trends, and/or government mandate.

¹⁰ p.14