

<b>TOWN OF MAIDSTONE  POLICY MANUAL</b>	<b>SECTION XIV – COVID-19</b>
	<b>POLICY - OPERATING PROCEDURES</b>
	<b>Date of Approval: January 11, 2022 Resolution: 013-22</b>

### **A. General Guidelines**

1. The health and safety of Town employees and the public is paramount and will not be compromised.
2. Any employee who is experiencing symptoms indicative of COVID-19 must remain home.
3. Any employee who has tested positive for COVID-19 or has been in close contact with an individual who has tested positive for COVID-19 must disclose the same to the Administrator.
4. In the event of an employee disclosure in accordance with section 3., the Administrator shall follow sections 2. or 3. outlined in Part B of this Policy.
5. Physical distancing between individuals must be maintained.
6. Employees shall have the responsibility to clean and sanitize their own workstation and equipment.
7. Proper hand hygiene is expected.
8. Social gatherings of staff will take place at the Town shop only.
9. In the event of a conflict between this Policy and current provincial recommendations, provincial recommendations will be followed.

### **B. Guidelines for Employee Illness**

All employees are expected to self-monitor for COVID-19 symptoms. People with mild symptoms who are otherwise healthy should manage their symptoms at home.

Most common symptoms:

- fever
- dry cough
- tiredness

Less common symptoms:

- aches and pains
- 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.**

On average it takes 5–6 days from when someone is infected with the virus for symptoms

to show.

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

1. Any employee who has COVID-19 symptoms that are **unexplained, new, or worsening** is to stay home. The employee must request their absence using the normal process.
2. Employees that have been identified by positive test as having COVID-19 shall disclose the same to the Administrator before reporting to work. The Administrator shall advise the employee in accordance with Appendix A of the Policy.
3. Employees that have been identified as having close contact with a person who has tested positive COVID-19 shall disclose the same to the Administrator before reporting to work. The Administrator shall advise the employee in accordance with Appendix B of the Policy.
4. Employees that have traveled internationally shall self-isolate according to the requirements of the Government of Canada. Employees who choose to travel during the pandemic internationally will not be entitled to access sick leave for the purpose of self isolation.
5. Should a Town employee develop symptoms at work:
  - 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 avoided 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

Question: Is the employee fully vaccinated?

Yes	No
Employee must self-isolate for: A. 5 days from the date of positive test. <p style="text-align: center;"><b>Or</b></p> B. 48 hours from becoming symptom-free.	Employee must self-isolate for 10 days from the date of positive test.

*Employees who declare themselves to be vaccinated must produce proof thereof to the Administrator. Proof of vaccination will not be copied or retained in the employee's records.*

### Appendix B

Question: Is the employee fully vaccinated?

Yes		No
Question: Is the employee symptomatic?		Employee must self-isolate for 10 days
Yes	No	
Stay home, test for COVID-19. If positive, follow Appendix A.	Self-monitor for symptoms. If any develop, stay home, test for COVID-19.	

*Employees who declare themselves to be vaccinated must produce proof thereof to the Administrator. Proof of vaccination will not be copied or retained in the employee's records.*