



COVID-19 RESPONSE POLICY

1. Application

- 1.1 This policy governs the COVID-19 procedure for all employees of the Town of Trenton (“the Town”).

2. Authority

- 2.1 The *Municipal Government Act*, as it is amended.

3. Definitions

- 3.1 **COVID-19** refers to the outbreak of the novel coronavirus known as COVID-19.
- 3.2 **Crisis** refers to a public health crisis or emergency as defined by public health and government authorities.

4. Community Response & Policy Compliance

- 4.1 Provincial and federal health authorities have stressed that we all have a role in containing the outbreak of COVID-19.
- 4.2 As an employer, the Town considers the following legal obligations in making decisions regarding COVID-19:
- (a) The obligation to provide a safe work environment for all employees and others in the workplace;
 - (b) The obligation not to discriminate based on any protected grounds under human rights legislation and to address discrimination by others in the workplace; and
 - (c) Other legal and contractual obligations, such as those obligations pursuant to applicable employment contracts and collective agreements.
- 4.3 Employees are expected to review and comply with this Policy.

5. Risk Management Measures

- 5.1 **Hygiene** – In light of the recent COVID-19 outbreak, the Town is prioritizing a high level of hygiene to keep the chance of transmission to an absolute minimum. Based on recommendations from
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federal and provincial health authorities, we are asking employees, councillors and visitors at Town worksites to please ensure that:

- (a) You wash your hands frequently with soap and water or alcohol-based hand sanitizer (both of which will be provided by the Town);
- (b) Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze and throw the tissue away immediately;
- (c) Avoid touching your eye, nose and mouth; and
- (d) Keep at least two (2) metres (approximately six (6) feet) away from anyone coughing and sneezing where possible.

- 5.2 **Travel** – The Canadian government has issued travel advisories to countries that are particularly affected by COVID-19. In light of the evolving nature of these travel advisories, the Town strongly urges employees and councillors to reconsider all non-essential travel.

In addition, during the COVID-19 outbreak, employees may be asked to:

- (a) Avoid certain travel destinations in accordance with recommendations and restrictions set by federal and provincial health authorities;
- (b) Advise the Employer of their travel plans and itineraries; and
- (c) If it is reasonable based on the travel and/or development of Covid-19 outbreak, employees may be asked not to attend work for a period of 14 days and / or to monitor for symptoms.

- 5.3 **Ongoing Occupational Health & Safety Monitoring** – The Town will continue to monitor the situation and may update these risk management procedures as needed.

The Town will endeavour to support employees who come into contact with or test positive for COVID-19 and encourages all employees to follow the advice of health care providers and public health authorities.

6. Absences & Impact on Pay

- 6.1 **Mandatory Absences** – In the event that an employee is unable to attend work due to following COVID-19 containment procedures set out by public health authorities, including voluntary self-isolation in appropriate circumstances, employees should contact the Chief Administrative Officer or designate right away. An employee may also be required to not attend at work if the Town is concerned that they may have been exposed to the virus, even if not displaying symptoms. Where possible, the Town will arrange for the employee to work from home. If working from home is not possible, and subject to subsection 6.2, employees will be permitted to use sick leave. For employees without sufficient banked sick leave, the Town will assist with applying for sick EI and any other applicable benefits announced by the federal government.



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- 6.2 **Precautionary Absences Due to Personal Travel** – The Town strongly encourages all employees to minimize non-essential travel during the COVID-19 outbreak. Employees who choose to travel for personal reasons in light of the evolving situation may not be permitted to return to the workplace for an isolation period. Employees travel at their own personal and financial risk. The Town will consider requests for leave pay on a case-by-case basis.

7. Standard Operating Procedures / Protocols

- 7.1 During the COVID-19 pandemic, the Chief Administrative Officer shall ensure that adequate and appropriate Standard Operating Procedures (SOP's) are developed and implemented. The process for development of SOP's shall include:
- (a) conducting hazard assessments at the workplace (in consultation with the with the Occupational Health and Safety Committee) to ensure appropriate physical distancing, hygiene and other needs are adequately met;
 - (b) discussing special needs with employees to assess challenges such as those with underlying conditions, childcare difficulties, family challenges to assess who best can return to work sites, and who may need to continue to work off-site for the time being;
 - (c) considering / supporting the ability for employees to work from home as practical to assist with physical distance planning;
 - (d) evaluating other considerations that provide a consistent and efficient level of service across departments while allowing for some site /department / service group specific needs; and
 - (e) any other necessary steps in compliance with the requirements set by the provincial Chief Medical Officer of Health and any other relevant federal or provincial government bodies and / or health authorities
- 7.2 During the COVID-19 pandemic, the Chief Administrative Officer shall ensure that adequate and appropriate guidelines and protocols are developed, communicated, and adhered to in regard to access to Town sites. Guidelines / protocols shall take into account:
- (a) Working from home and return to work procedures;
 - (b) Personal Protective Equipment (PPE's) for employees and visitors that is appropriate and in accordance with Nova Scotia Public Health orders and directives;
 - (c) Spacing requirements for work stations, common areas, washrooms and meeting rooms to ensure sufficient space to meet physical distancing requirements for employees, councillors and the public;
 - (d) Visual and digital reminders for visitors, councillors and staff to follow social distancing guidelines and proper hand hygiene techniques;
 - (e) Routes of entry and exit which maximize distancing and minimize points of touch or contact with others (e.g., those entering and exiting do not pass or intersect);
 - (f) Maintenance of sanitation and hygiene supplies in sufficient quantities at all times at all worksites and in all vehicles;

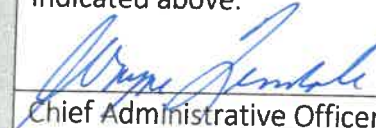


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- (g) Precautions necessary for higher risk activities and which require special precautions or protective equipment such as sewage treatment and solid waste handling;
- (h) Ensuring mandatory training requirements are met in a safe and adequate manner which is also in keeping with both Nova Scotia Public Health and Occupational Health and Safety guidelines;
- (i) Cleaning of all work areas and vehicles in accordance with Nova Scotia Public Health orders and directives;
- (j) Ventilation of all work areas and vehicles that is in accordance with recommendations Nova Scotia Public Health guidelines; and
- (k) Any other necessary steps to maintain compliance with the requirements set by the provincial Chief Medical Officer of Health and any other relevant federal or provincial government bodies and / or health authorities.

		<u>CAO's Annotation for Official Policy Book</u>	
Policy Number:	ADM-20201208	Date of Notice to Council Members of Intent to Consider (Minimum 7 Days):	<u>Nov.30, 2020</u>
Council Approval:	<u>2020/ 12/ 08</u> Y M D	Date of Passage of Current Policy:	<u>Dec.08, 2020</u>
Effective Date:	<u>2020/ 12/ 08</u> Y M D	I certify that this Policy was adopted by Council as indicated above.	
Supersedes Date:	<u> / /</u> Y M D		<u>Dec 8/2020</u>
		Chief Administrative Officer	Date



COVID-19 RESPONSE POLICY WORKPLACE PREVENTION PLAN

1. Application

- 1.1 This standard operating procedure governs the worksite protocols and procedures to be followed during the COVID-19 Pandemic for all employees of the Town of Trenton (“the Town”).

2. Authority

- 2.1 The Municipal Government Act, as it is amended.

3. Definitions

- 3.1 COVID-19 refers to the outbreak of the novel coronavirus known as COVID-19.
- 3.2 Pandemic refers to a public health crisis or emergency as defined by public health and government authorities.

4. Community Response & Compliance

- 4.1 Provincial and federal health authorities have stressed that we all have a role in containing the outbreak of COVID-19.
- 4.2 As an employer, the Town considers the following legal obligations in making decisions regarding COVID-19:
- (a) The obligation to provide a safe work environment for all employees and others in the workplace;
 - (b) The obligation not to discriminate based on any protected grounds under human rights legislation and to address discrimination by others in the workplace; and
 - (c) Other legal and contractual obligations, such as those obligations pursuant to applicable employment contracts and collective agreements.
- 4.3 Employees are expected to review and comply with this Standard Operating Procedure.
- 4.4 Supervisors are expected to ensure that all Contractors carry out work in accordance with this Standard Operating Procedure, especially informing that they should not be present at worksites if they are ill or required to quarantine.
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5. Risk Management Measures

- 5.1 Hygiene** – In light of the recent COVID-19 outbreak, the Town is prioritizing a high level of hygiene to keep the chance of transmission to an absolute minimum. Based on both recommendations and requirements from federal and provincial health authorities, employees must:
- (a) Wash hands frequently with soap and water or alcohol-based hand sanitizer (both of which will be provided by the Town);
 - (b) Cover mouth and nose with bent elbow or tissue when coughing or sneezing and throw the tissue away immediately;
 - (c) Avoid touching eyes, nose and mouth;
 - (d) Avoid contact with people who are sick;
 - (e) Stay home if you are sick (and let your supervisor know right away or ensure that a family member or other personal representative contacts your supervisor on your behalf);
 - (f) Avoid high-touch areas, where possible, and clean hands afterwards;
 - (g) Disinfect work areas (including vehicles) or equipment that are being used frequently by multiple employees; and
 - (h) Maintain physical distance of two (2) metres (approximately six (6) feet) at all times while in the workplace in accordance with public health directives. Face masks must be worn in circumstances where it is not possible to maintain a physical distance of two (2) metres.
- 5.2 Personal Protective Equipment (PPE) and Disinfection Supplies** – At all times and at all worksite locations staff shall have easy access to at least two of the following:
- Disposable disinfectant wipe or spray disinfectant and paper towel;
 - Washrooms with soap and water or hand sanitizer; or
 - Masks (cloth or disposable) and gloves (disposable).
- 5.3 Travel** – In light of the evolving nature of federal and provincial travel advisories and restrictions, the Town strongly urges employees to reconsider all non-essential business and personal travel. During the COVID-19 outbreak, employees must:
- (a) Avoid certain travel destinations in accordance with recommendations and restrictions set by federal and provincial governments and health authorities;
 - (b) Advise in advance of your travel plans and itineraries (business or personal) outside Nova Scotia, including travel within the Atlantic Bubble to New Brunswick, Newfoundland, and Prince Edward Island; and
 - (c) Following travel outside the Atlantic Bubble you must self-isolate for a period of fourteen (14) days in accordance with provincial requirements and monitor for symptoms.



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- 5.4 Use / Sharing of Town Vehicles** – Town vehicles shall be cleaned at the beginning of each work day or shift. This includes cleaning of all high touch surfaces in accordance with Public Health hygiene protocols. During the COVID-19 outbreak, employees are asked to:
- (a) Wash or disinfect hands each time they re-enter the vehicle;
 - (b) Wash or disinfect hands before / after eating and after touching items such as boxes, tools, machines, clipboards, pens, and papers or using the washroom;
 - (c) Avoid eating or drinking in vehicles;
 - (d) Maintain physical distancing whenever possible;
 - (e) Wear masks whenever sharing a vehicle with other employees
 - (f) Use the vehicle climate control system and windows to improve fresh air intake/air circulation whenever possible. Increased airflow can reduce contaminant build up. Avoid using the recirculated air option and allow time for ventilation between uses.
 - (g) Refrain from sharing equipment such as phones, tablets or computers (unless disinfected before use);
 - (h) Ensure that no person other than a Town employee is permitted in a Town vehicle.
- 5.5 Self-Screening Protocols** - Under no circumstances should an employee be / remain at a worksite if they have symptoms of COVID-19, such as:
- fever (chills, sweats)
 - cough or worsening of a previous cough
 - sore throat
 - headache
 - shortness of breath
 - nasal congestion or runny nose
- In addition:
- (a) Any employee experiencing symptoms of COVID-19 should use the COVID-19 Self-Assessment tool (<https://when-to-call-about-covid19.novascotia.ca/en>), call 8-1-1, or consult a medical professional, to receive further direction and determine whether they need to be tested for COVID-19.
 - (b) The employee must immediately inform their supervisor if they are experiencing symptoms and of the results of their self-assessment, 8-1-1 or medical appointment.
 - (c) Employees must follow the direction of the assessment or medical professional.
- 5.6 Public Access** – Unless / until otherwise directed by the Chief Administrative Officer, access to Town worksites (except Parks and Trails) shall be restricted to:
- Employees
 - Councillors
 - Persons who have a pre-arranged appointment with a Town employee or councillor
 - Persons performing contract work as pre-approved by a Director.
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5.7 Contact Tracing – For contact tracing purposes, a record shall be kept of all Employees, Councillors, persons with pre-arranged appointments, and persons performing pre-approved contract work who attend at Town worksites. Contact tracing records shall be kept confidential and shall be securely destroyed after a period of 60 days.

5.8 COVID Testing:

- (a) Any employee who is being tested for COVID-19 must let their manager or director know right away.
- (b) Immediately upon receiving notification of the results of a test for COVID-19, the employee shall notify their manager or director.
- (c) A manager or director who is notified that an employee in their service group has tested positive for COVID-19 shall immediately notify the Chief Administrative Officer.
- (d) In accordance with the direction of the Chief Administrative Officer, notification may be provided to other employees deemed to have had possible exposure. This notification shall be done without specifying the identity of the employee who has tested positive (e.g., “There was a potential COVID exposure at the X Office on DATE between 9:00am and 4:00pm”).
- (e) In accordance with the direction of the Chief Administrative Officer, all relevant information and records shall be provided to Public Health to facilitate contact tracing.
- (f) Employees deemed to have had possible exposure shall follow the direction of Public Health regarding self-isolation or self-monitoring and shall keep their manager or director apprised of such direction.

6. Working Remotely

6.1 COVID-19 has necessitated many organizations to move to remote work models. The Town, in its sole discretion, shall notify Employees of any change to their work location, including any move from working on site to working remotely, and vice versa. In making decisions regarding whether and when Employees will work remotely or onsite at the Town, the Chief Administrative Officer or designate shall consider the following factors:

- The current direction from the Chief Medical Officer of Health of Nova Scotia;
- The current state of COVID-19 in the Town’s workforce;
- The necessity of certain work being performed onsite at the Town;
- The Town’s ability to comply with requirements (physical distancing, masks, disinfection, etc.); and
- Any other considerations which are relevant to ensuring a safe workplace for Employees.

6.2 Any Employee request to work remotely must be made in writing and include supporting documentation and shall be considered on a case-by-case basis.



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7. Ongoing Occupational Health & Safety Monitoring

- 7.1 The Town will continue to monitor the situation and may update these risk management procedures as needed.

8. Communication & Updates

- 8.1 This Standard Operating Procedure may be updated as needed. In the event there is an update, employees will be informed by the Chief Administrative Officer or designate.
- 8.2 The intention of this Standards Operating Procedure is to assist the Town in ensuring compliance with the evolving requirements of the Order of the Chief Medical Officer of Health for the Province of Nova Scotia and any other applicable federal and provincial requirements. In the event that anything in this Standard Operating Procedure conflicts with an applicable federal or provincial government directive, the applicable government directive shall be followed.
- 8.3 The Town will endeavour to support employees who come into contact with or test positive for COVID-19 and encourages all employees to follow the advice of health care providers and public health authorities.