



WORKPLACE ILLNESS AND COVID-19 PREVENTION POLICY

Purpose

To describe the manner in which employees are to behave to both prevent contracting COVID-19 and how they should behave in the event they become ill.

Covid-19 Prevention Measures:

1. Maintain physical distancing by remaining two metres apart from others
2. Avoid handshakes and other physical contact with others
3. Avoid unnecessary travel
4. Follow proper hand hygiene
 - Wash your hands frequently with soap and warm water
 - Scrub your hands for 20 seconds
 - If soap and water are not available, use an alcohol-based hand sanitizer approved by Health Canada
5. Follow coughing/sneezing etiquette
 - Cough/sneeze into the bend of your elbow and then wash your hands with soap and warm water
6. Follow Public Health Orders both on and off the job
7. Clean and disinfect work spaces at least twice per day
8. Visitors to the Water Treatment Plant are prohibited, unless they are on official Water
9. Treatment Plant business and under the supervision of the certified operator.
10. Visitors to the municipal office must disinfect their hands with hand sanitizer and not breach the sneeze guard.
11. No visitor is permitted to enter who exhibits any signs of illness or who has travelled outside the country in the last 14 days.
12. Disinfecting of any surfaces that have been touched by visitor(s) must occur immediately after the visitor(s) have left.

When an Employee Falls Ill:

1. If an employee has any of the following flu like symptoms, the employee must not come into work:

Fever	Cough
Shortness of breath	Difficulty breathing
Fatigue	Muscle or body aches
New loss of taste or smell	Sore throat
Nasal Congestion or runny nose	Nausea/vomiting

2. If the employee has any of the above symptoms while at work, the employee is to return home immediately, if they are physically able to.
3. If the employee is unable leave the work site, they are to put on a non-medical mask, contact a healthcare provider or EMS, and isolate at work as best as they are able.
4. The employee must contact the Administrator as soon as possible, who will notify the Reeve.
5. The employee must inform the Reeve if the Administrator is unable to do so.
6. The employee must call 811 and follow all directions received by 811 and Public Health.
7. The employee must not attend work or a meeting on behalf of the municipality when they are ill.
8. The employee must not return to work or attend a meeting on behalf of the Rural Municipality of Milton No. 292. after being ill, until they are deemed free of contagion by a medical professional or 811. They may work from home if they feel they are able and there is work that can be completed at home.
9. Notes from physicians are not required.
10. Public Health Orders and OH&S must be adhered to at all times.
11. The employee's work space must be cleaned and disinfected before anyone else may work there.

Council Members

1. No council member who has any of the above symptoms may attend a meeting on behalf of the Municipality.
2. No council member who is or who been ill may enter the municipal office, municipal shop, or water treatment plant until they are deemed free of contagion by a medical professional.

Resolution No. 2021-292

Date: October 13th, 2021