

Village of Debden

Policy Title Infectious Disease Policy		Adopted By Council	Policy Number 1/2020	
Jurisdiction Village of Debden	Attachments: Appendix A PPE Protocol Appendix B Cleaning Protocol Appendix C COVID-19 Symptom Procedure		Effective Date May 12, 2020	Page 1 of 4
Reviewed By Council			Amended: December 10, 2020 October 14, 2021	

Purpose

To address the course of action to take to prevent the spread of infectious diseases when identified by the World Health Organization and/or the Province of Saskatchewan's Ministry of Health.

Policy Statement

As a rule, we have become accustomed to dealing with colds, flus, viruses and illnesses in the workplace. On occasion a new, sometimes a deadly strain of a virus can create circumstances that necessitate the need for more stringent practices and procedures. If such a deadly strain is identified, several precautions to monitor and prevent the spread of such a disease shall be implemented as follows.

- The Village of Debden will educate our workers on the signs and symptoms of any seriously contagious and possible deadly new health concern.
- The Village of Debden will ensure that proper hygiene products such as facial tissues, Lysol wipes, hand washing stations, and hand sanitizer are stocked.
- We will sanitize and clean frequently touched objects such as doorknobs, railings, office equipment, staff lunch or coffee rooms and bathrooms.
- If employees are required to travel for work to areas affected by the virus, travel will be postponed and rescheduled when it is safe to resume travelling.
- If employees are travelling on their personal time, and they are returning from an area designated as a high threat, self-isolation will be expected upon their return.
- We will continue to monitor the situation. If new developments arise, we will circulate the new information to our employees.
- The Village of Debden will practice social distancing techniques. These can include video conferencing, telephone calls, and flexible work hours to minimize contact in the workplace. We will ensure that workers are able to maintain 2 meters apart at all times while completing their work safely.
- We will educate the workers on precautions and preventative steps that should be taken to prevent the spread of the virus and to minimize risk of contracting the virus. We will educate them on their responsibilities which include:

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1. Maintain Social Distance
 2. Know the hazards of the workplace
 3. Follow established procedures as directed by Foreman, Administrator and Council.
 4. Follow **Personal Protective Equipment (PPE) Protocol**
 5. Follow **Cleaning Protocol**
 6. Report any unsafe conditions or acts to Foreman or Administrator
 7. Know how and when to report exposure incidents
- We will permit workers time away from work to attend medical appointments and time to recover from the specific virus outbreak.
 - In the event of a confirmed case within the Village, the Village Council has the authority to immediately close, the municipal office, recreational facilities and Public Works buildings (including no entering of residences unless an emergency.) Essential services will continue. Council will call a Special Meeting of Council in the event of multiple confirmed positive case in the community.
 - We will produce disease or virus specific safe work practices and safe job procedures in the event of a WHO concern and these practices and procedures will be conveyed to our staff.

Volunteer Immunization Policy Statement

This COVID-19 Voluntary Immunization Policy Statement is a key part of the Village of Debden's commitment to maintaining a safe and healthy workplace.

In our day-to-day operations, the Village of Debden has a responsibility to protect all staff, Council members and the community in which we operate. Any and all precautions to protect against COVID-19 and other infectious diseases should be taken by the community.

It is indicated by federal and provincial health authorities that COVID-19 vaccines approved for use in Canada are, in combination with health and safety precautions, a safe and effective ways to reduce the chances of acquiring and spreading COVID-19 and reducing the chances of individuals experiencing severe symptoms should they contact COVID-19.

Consistent with federal and provincial guidance, to prevent the infection and spread of infectious disease and as an integral part of its public health and safety measures the Village of Debden highly encourages all employees, contract workers, Council members, volunteers and anyone entering any municipal building, who are eligible and can safely do so, to get immunized as recommended by the Ministry of Health and Province of Saskatchewan.

Employees are encouraged to book appointments to receive immunizations. In accordance with the Special Vaccination Leave (Sec. 6-22.1 of The Occupation Health and Safety Regulations, 2020), workers in Saskatchewan are entitled to three consecutive hours of paid time during work hours to receive a vaccination. This paid time off is for one immunization dose only. Employees must work with their supervisor to determine appropriate times for taking their immunization leave.

Harassment, Retaliation and Solicitation

At the present time, the decision to get or not to get immunized belong to the individual employee. While the Village of Debden has legitimate reasons for encouraging immunization, the agency expressly prohibits any form of harassment, discipline, reprisal, intimidation, or retaliation based on an employee's decision to get or not get immunized or provide proof of immunization.

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While an employee is entitled to hold certain beliefs, they cannot discourage other employees from getting immunized. Attempts to discourage employees and/or participants from immunization may be subject to disciplinary action.

Procedure

For Employee Positive Test Result and COVID-19 Symptoms: see Appendix C

If a staff member tests, they should immediately isolate and phone 811 to arrange for an SHA PCR test. If you test positive after the PCR test, contact the Administrator immediately.

The Village of Debden employees are responsible for cooperating with and respecting this policy and must comply with the rules and regulations set forth to ensure their safety and wellbeing.

Tamara Couture

Administrator

October 14, 2021

Council Meeting Date

Rod Fisher

Mayor

Appendix A Personal Protective Equipment (PPE) Protocol

Where there is potential for human to human contact during the peak phase of the Pandemic, the Town will use the appropriate control measures to minimize the transmission of infection. Three control measure for risk management include; engineering, administrative and personal protective equipment measures.

Administrative

Engineering controls:

- Isolate the hazard
- Ventilate
- Use physical barriers (such as Plexi-glass between staff and customers)

Administrative controls:

- Manage policies and procedures
- Administer safe work procedures such as respiratory hygiene
- Reinforce handwashing
- Train & supervise workers

Personal Protective Equipment:

- Provide gloves, eye protection, protective clothing, respirators, and others as appropriate
- Ensure proper fit of PPE and appropriate for job
- Ensure to train workers to use PPE correctly and maintain
- Ensure PPE is stored clean and fully operational

Public Works

	Low Risk Tasks in which workers typically have no contact with people who could possibly be infected.	Moderate risk Tasks in which workers may be exposed to people who could possibly be infected in relatively large, well-ventilated workspaces	High risk Tasks in which workers may have contact with people who could possibly be infected in small, poorly ventilated workspaces
Hand Hygiene	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
Disposable gloves	Not required	Not required, unless handling objects which may be contaminated	Yes , in some cases, such as when working directly with people or objects that may be contaminated.
Aprons, gowns, or similar body protection	Not required	Not required	Yes , in some cases, such as when working directly with people and not able to maintain 2m distancing.
Eye protection – goggles or face shield	Not required	Not required	Yes , in some cases, such as when working directly with people and not able to maintain 2m distancing.

Appendix B Cleaning Protocol

Administrative

The following cleaning procedures will be established as a critical measure to help reduce the spread of infection. High touch surfaces shall be cleaned with an approved cleaning agent and paper towel or wipe at the **beginning of each work day and after any other person that may have permission to enter the office.**

This includes:

- Doorknobs & Light switches
- Cupboard handles
- Telephones
- Tables & chairs
- Commonly touched hard surfaces- counters, file cabinets, etc.
- Computer mouse, keyboard, Photocopier & printers
- Coffee maker, fridge, microwave, water pump
- Hand sanitizer pumps
- Pens for public use

Ensure to clean all work surfaces thoroughly if an employee falls ill at work.

For face to face meetings, **cleaning protocol** must be followed with an approved cleaning agent at the **beginning and end of each meeting.** The meeting space should have disinfectant available for **pre & post meeting cleaning.** This includes:

- Door knobs & light switches
- Tables & Chairs and all commonly touched hard surfaces
- Coffee maker
- Hand sanitizer pumps
- Pens for public use

Public Works

Public Works General Cleaning Protocol:

The following cleaning procedures will be established as a critical measure to help reduce the spread of infection. High touch surfaces shall be cleaned with an approved cleaning agent and paper towel or wipe **upon entry to each new piece of equipment/vehicle or building/facility.** This includes:

Vehicles/Machines

- Interior & exterior vehicle steering wheel
- All controls/levers/buttons
- Armrests
- Vehicle keys if being shared
- Vehicle seatbelts & releases

Buildings/Facilities

- Commonly touched hard surfaces in buildings
- Yard gate latches, locks
- Storage areas or containers
- Light switches
- Broom/shovel/tool handles
- Building doorknobs

Appendix C
COVID-19 Symptom Flowchart

READ THIS COLUMN IF YOU ARE FULLY VACCINATED	READ THIS COLUMN IF YOU ARE NOT VACCINATED, OR PARTIALLY VACCINATED
If you tested POSITIVE and are fully vaccinated:	If you have tested POSITIVE and are NOT fully vaccinated:
All people who are fully vaccinated and test positive for COVID-19 MUST self-isolate at home or in a suitable environment for at least 10 days following the date of your exposure.	All people who are NOT fully vaccinated or have no vaccination and test positive for COVID-19 MUST self-isolate at home or in a suitable environment for at least 10 days following the date of your exposure.
Anyone who tests positive with COVID-19 Self-Test (rapid antigen test) should immediately seek a confirmatory test (laboratory test). Public health will follow up with you if the confirmatory test is positive.	Anyone who tests positive with a COVID-19 self-test (rapid antigen test) should immediately seek a confirmatory test (laboratory test). Public health will follow up with you if the confirmatory test is positive.
If you contract COVID-19, you can help the contact investigation by notifying your potential contacts using the COVID Alert app on your mobile phone.	If you contract COVID-19, you can help the contact investigation by notifying your potential contacts using the COVID Alert app on your mobile phone.
Send an email regarding your status to villagedebden@sasktel.net and CC your immediate supervisor.	Send an email regarding your status to villagedebden@sasktel.net and CC your immediate supervisor.

If you are symptomatic and are fully vaccinated:	If you are symptomatic and are NOT fully vaccinated:
Seek testing, isolate, and await further instructions.	Seek testing, isolate, and await further instructions.
Do not report for work.	Do not report for work.
Stay home until you are 48 hours symptom free.	Stay home until you are 48 hours symptom free.
Send an email regarding your status to villagedebden@sasktel.net and CC your immediate supervisor.	Send an email regarding your status to villagedebden@sasktel.net and CC your immediate supervisor.
If you test negative and have been symptom free for 48 hours, you may return to work.	If you test negative and have been symptom free for 48 hours, you may return to work.

Who is a “close contact”?	
<p>Contacts who are fully vaccinated will generally be advised to seek testing only if COVID-19 symptoms develop and do not need to self-isolate unless symptomatic. All contacts who develop symptoms should seek testing immediately.</p>	<p>Contacts who are not fully vaccinated must seek testing and self-isolate for at least 14 days from the date of last exposure to the case.</p> <p>Close contacts must self-isolate for 14 days from their last exposure and to seek testing as soon as possible following exposure <i>and at day 10 after exposure</i>. All close contacts who develop symptoms should seek testing immediately.</p>
<p>If you are fully vaccinated, generally, you will not be considered a close contact.</p> <p>If you are advised that you have been in contact with a positive case, self-monitor for symptoms.</p> <p>If symptoms develop, test and self-isolate and await further instructions.</p>	<p><u>Close Contacts are defined as:</u></p> <p>Anyone who is not fully vaccinated and lives with a positive case, has direct physical contact with a positive case, or is exposed to their infectious body fluids.</p>
<p>If you are a close contact and are fully vaccinated:</p>	<p>If you are a close contact and are NOT fully vaccinated:</p>
<p><i>Contacts are assessed based on their vaccination history (immunization record) to determine if they are at risk for contracting COVID-19.</i></p>	
<p>Unless ordered otherwise, anyone who is 14 days past their second dose of the COVID-19 vaccine at time of exposure and is asymptomatic does not need to self-isolate when named as a close contact of a COVID-19 positive person.</p>	<p>Anyone who is unvaccinated or has received only one dose of the COVID-19 vaccine still has the duty to self-isolate as directed by Public Health if they are deemed a close contact.</p>
<p>Public Health may advise fully vaccinated close contacts to isolate if they are considered at higher risk of serious illness or increased transmission, or they live in settings at risk of outbreaks. Self-isolation of fully vaccinated close contacts may also be advised in any health care setting, including long-term and personal care homes, and congregate living settings, like group homes or correctional facilities.</p>	