

TOWN OF GRAND COULEE

COVID-19 EXPOSURE CONTROL PLAN POLICY

<i>Section</i>	<i>Classification</i>
General Governance	Policy
<i>Approved (Date)</i>	<i>Motion No.</i>
April 20, 2021	#7

PURPOSE

To establish a policy to implement a workplace exposure control plan, in order to limit exposure to COVID-19, as per section 85 of the Government of Saskatchewan's Occupational Health and Safety Regulations.

POLICY

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

COVID-19 PREVENTION MEASURES

- a) Follow all Public Health Orders both on and off the job.
- b) Maintain physical distancing.
- c) Do not share vehicles with anyone with whom you are not living, unless unavoidable. In this instance, employees must wear masks and physically distance in the vehicle is possible.
- d) Wash hand thoroughly and regularly.
- e) Disinfect desk\work area daily and after any visitor comes into the employee's work area.
- f) Disinfect commonly touched surfaces a minimum of twice daily. Commonly touched surfaces include light switches, door handles, taps, keyboards, etc.
- g) Visitors to the Water Treatment Plant are prohibited, unless they are on official Water Treatment Plant business and under the supervision of the certified operator.
- h) Visitors to the Town office must observe all Public Health Orders, maintain physical distancing, and not breach the sneeze guard. Visitors are encouraged to do business with the Town via phone or email when possible. No visitor is permitted to enter if they or a member of their household has: exhibited any signs of illness, has travelled outside the country in the last 14 days, or has been identified by Public Health as a close-contact or had close-contact with a confirmed or probable case of COVID-19.
- i) All staff must complete the WorkSafe Saskatchewan COVID-19 course, unless other workplace training exceeds this.
- j) Limit in person meetings when possible by engaging in virtual\video meeting instead.
- k) Ensure that the materials (ex: masks, hand sanitizer, etc.) and other resources (ex: worker training) are readily available where and when required.

WHEN AN EMPLOYEE FALLS ILL

- a) They are to return home immediately, if they are physically able to. If they are unable to leave the worksite, they are to observe all public health regulation (wear a mask, maintain physical distancing, etc.), call a healthcare provider or EMS, and isolate at work as best as they are able.
- b) They must contact the Administrator as soon as possible, who will notify the Mayor. They must inform the Mayor directly if the Administrator is unable to do so.
- c) They must call 811 and follow their advice.
- d) They must not attend work or a meeting on behalf of the Town when they are ill.
- e) They must not return to work or attend a meeting on behalf of the Town after being ill, until they are deemed free of contagion by a medical professional or 811.
- f) Sick notes are not required.
- g) Public Health Orders and OH & S must be adhered to at all times.
- h) Their work space must be cleaned and disinfected before anyone else may work there.

COUNCILLORS

No Councillor who is or who has been ill may attend a meeting on behalf of the Town of Grand Coulee until they are deemed free of contagion by a medical professional or 811.