

POLICY NAME: COVID-19

Policy number: HR 01-04

SECTION: Human Resources

INTENT

CVC is committed to the health and wellbeing of its staff and is dedicated to taking all precautionary measures identified by applicable government bodies and public health authorities.

The purpose of this policy is to help prevent the exposure and spread of COVID-19 in the workplace and sets out the process and reporting obligations for employees and supervisors including the procedures and documentation required for employees working on-site who have probable or confirmed cases of COVID-19.

This policy applies to all casual, contract and permanent employees. All staff are required to follow all measures outlined in this policy.

DEFINITIONS

Appropriate medical authority: local public health unit or treating physician.

Working on-site: refers to working at any CVC office locations, parks or facilities, including field work occurring at locations not owned or operated by CVC

Close contact: refers to anyone with the following exposures to a COVID-19 case, from 2 days before to 14 days after the onset of the illness:

- Being less than 2 meters/6 feet from an infected person for 15 (cumulative) minutes or more in the same room, workspace or area. Examples may include living in the same house, riding in the same vehicle or eating a meal together at the same table.
- Having direct physical contact with an infected person without wearing protective equipment such as a mask or gloves. Examples may include hugging or kissing, shaking hands or giving a high-five.

Note: Walking or passing by someone at their workstation or in the hallway is not considered being in close contact.

RESPONSIBILITIES FOR WORKING ON-SITE

All employees must ensure that they understand and comply with the general infection prevention practices outlined in this policy, the detailed *Safe Working Measures During a Pandemic guideline* and any job specific guidelines identified by their supervisor. These guidelines are updated as required to ensure the appropriate safe working measures are in place in addition to the prevention practices below. Therefore, employees are expected to check myCVC on a regular basis for the most up-to-date guidelines and supervisors are to ensure their staff are informed and aware of these guidelines and any updates.

1. Before entering the workplace

Prior to working on-site all employees must:

- Complete the *COVID-19 Self-Screening Assessment form* (available on myCVC) or via CVC's *Covid-19 App* (available on Teams, or downloadable on your cell phone) prior to working on-site (excludes those working from home). Please maintain records of your completed self-assessment and follow any direction as provided.

2. Working on-site

While working on-site, employees must take the following precautions:

Hand Hygiene

- Wash hands frequently and thoroughly with an alcohol-based rub or with soap and water.
- Avoid touching their faces (specifically eyes, nose and mouth) as much as possible.
- Cover their mouth when coughing, sneezing and yawning using the bend of their arm to cover your mouth, not hands.
- Avoid touching surfaces that people touch often.
- Avoid handshakes, give a friendly wave instead.
- Use any necessary personal protective equipment as directed.

Workspace Cleaning

- Use appropriate products provided to clean and disinfect items like their desk, phone, keyboard and electronics frequently.

Physical Distancing

- Maintain the required safe distance from others, including co-workers and visitors.
- Where physical distancing is not possible wear any personal protective equipment as directed.
- Please refer to section 2 of the *Safe Working Measures During a Pandemic guideline* for shared vehicle use.

Wearing Masks

- A mask must be worn while inside all CVC facilities and where you cannot maintain a 2 meter/6 feet distance from each other.
- A mask must be worn where required by local public health.
- Masks must be worn correctly: covering the nose, mouth and chin at all times when worn

Note: The following face coverings are NOT permitted - neck gators, bandanas, and masks with a valve

Activities Log and Laptop

- Maintain a general log of daily activities, areas visited and who you were in contact with while working should you get sick and CVC needs to take action to notify individuals. The App also has a feature called "contact log" to allow staff to input the same information as mentioned above.
- At the end of each workday, if working on-site, employees must take their laptop and any necessary work required to do their job at home.

3. Experiencing potential COVID-19 symptoms while on-site

If an employee develops COVID-19 symptoms working on-site, they should:

- a) Separate themselves from others immediately.
- b) Contact their supervisor by phone or email and notify them of their symptoms, where they worked that day and who they were in contact with (e.g. coworkers, visitors, external partners).
- c) Provide their supervisor with a summary of any equipment or corporate vehicles used, items handled, or surfaces touched as soon as reasonably possible.
- d) Immediately return home, contact a medical practitioner and begin self-isolating.
Note: If an employee carpooled or took public transit, please discuss this with your supervisor and/or Human Resources for alternative arrangements to get home safely.
- e) Contact Human Resources to discuss next steps.
- f) Do not return to work until advised that it is safe to do so by the appropriate medical authority.

4. Supervisor Safety Audits

Supervisors are responsible for ensuring the safety of their staff while they are at work. During the COVID-19 situation, or as directed by CVC, supervisors and/or managers must conduct COVID-19 safety audits to assess that staff are following the *Safe Working Measures During a Pandemic guideline* and any job specific protocols for COVID-19. The audits are mandatory and must be conducted periodically (minimum of once per month) without prior notice to staff of the audit timing or place.

The COVID-19 section of the *Supervisor Safety Audit Checklist* is to be completed along with any recommendations for corrective actions or comments. It is recommended that these audits are completed in person and on-site but at minimum the audits must be conducted via Teams with the occasional on-site audit checks. In circumstances that the employee is new to CVC (under a year of employment) or a casual employee, audits must be conducted in person.

By undertaking these audits, supervisors will ensure due diligence of staff being safe at work. You can find the updated *Supervisor Safety Audit Checklist* on myCVC and/or contact the Coordinator, Health and Safety for guidance or assistance in conducting these audits.

Supervisors should also ensure that staff are trained and aware of the *Safe Working Measures During a Pandemic guideline* and any job specific guidelines identified for their work.

An 'enforcement through education' approach shall initially be taken by management where a staff person is found to be non-compliant to any items identified on the COVID-19 section of the *Supervisor Safety Audit Checklist*. If three (3) incidents of non-compliance are found specific to the same staff person and the same requirement under this policy, disciplinary measures may be taken by CVC up to and including termination.

PROCEDURES FOR REPORTING PROBABLE OR CONFIRMED COVID-19 CASES

CVC has the responsibility to ensure the health and safety of all CVC staff and it is important that, as outlined below, if an employee tests positive for COVID-19, is awaiting test results for COVID-19 or has come into contact with someone who has or may have COVID-19 that they follow the guidelines outlined below so that the appropriate procedures and notifications can be applied.

If employees meet any of the following criteria, regardless if they are working on-site or from home, they should contact their supervisor and Human Resources immediately to discuss next steps:

- a) Exhibit COVID-19 symptoms (refer to full symptom list on Self-Screening Assessment form/CVC COVID-19 App):**
 - Employee to seek medical attention or get tested.
 - The employee may return to work when cleared to do so with medical documentation (e.g. doctors note or clearance from public health) by the appropriate medical authority or upon a negative COVID-19 test.
- b) Awaiting COVID-19 test results:**
 - Employee must remain at home until results of test has been received or cleared by medical authority to return to work
- c) Tested negative for COVID-19 but:**
 - **Had been in close contact with a COVID-19 case:**
 - Employee self-isolates as per Public Health direction or for 14 days as directed by Human Resources, whichever is greater
 - The employee may return to work when cleared to do so with medical documentation (e.g. doctor's note or clearance from public health) by the appropriate medical authority
 - Once cleared to return to work, employee will need to fill out a Medical Clearance Attestation form (available on myCVC) and submit it to HR before returning to work
 - **Had NO close contact with a COVID-19 case:**
 - **But experiencing symptoms:**
 - Employee self-isolates as per Public Health direction or for 14 days as directed by Human Resources, whichever is greater
 - The employee may return to work when cleared to do so with medical documentation (e.g. doctor's note or clearance from public health) by the appropriate medical authority
 - Once cleared to return to work, employee will need to fill out a Medical Clearance Attestation form (available on myCVC) and submit it to HR before returning to work
 - **Experiencing NO symptoms:**
 - No further documentation is required, and employee can return to work

d) Tested positive for COVID-19, and:

- **Experiencing symptoms:**
 - Employee self-isolates as per Public Health direction or for 14 days as directed by Human Resources, whichever is greater
 - The employee may return to work when cleared to do so with medical documentation (e.g. doctor's note or clearance from public health) by the appropriate medical authority
 - Once cleared to return to work, employee will need to fill out a Medical Clearance Attestation form (available on myCVC) and submit it to HR before returning to work
- **Experiencing NO symptoms:**
 - Employee self-isolates as per Public Health direction or for 14 days as directed by Human Resources, whichever is greater
 - The employee may return to work when cleared to do so with medical documentation (e.g. doctor's note or clearance from public health) by the appropriate medical authority
 - Once cleared to return to work, employee will need to fill out a Medical Clearance Attestation form (available on myCVC) and submit it to HR before returning to work

e) Recently travelled outside the province of Ontario or Canada:

- Employee must inform their supervisor of the date of return from travels
- Employee self-isolates as per Public Health direction and/or follows the instructions as per the Government Travel Quarantine Guide
- If you develop symptoms during self-isolation, call Tele-Health Ontario or your local Public Health and follow the steps outlined in part a) above
- If you test positive for COVID-19, follow the instruction of your doctor or public health officials and follow the steps outlined in part d) above

Employees who are experiencing any of the cases outlined above, along with other situations not listed, will be reviewed on a case by case basis and subject to legislative guidelines and public health recommendations. CVC procedures and guidelines are subject to amendments as legislation or government guidelines are updated.

Where an employee is able to work from home during self-isolation, these options may be discussed with the supervisor in consultation with Human Resources.

PROCEDURES FOR NOTIFYING THOSE IN CLOSE CONTACT

Employees placed on leave or remote work duties remain entitled to privacy and CVC will not disclose the reasons for an employee's leave or remote working arrangements, except to those employees who require that information to carry out their employment duties.

Where possible, CVC will notify employees who have been subject to a credible transmission risk of COVID-19 in the workplace. A credible transmission risk will vary and will be determined in consultation with qualified medical professional. Whenever possible, a qualified medical

professional would carry out the appropriate notifications. Should CVC be required to make notifications to impacted staff, reasonable efforts will be taken to not disclose information that might (alone or together with publicly available information) identify the individual who may have caused the COVID-19 transmission risk.

The objective of notifying a potentially exposed employee is to provide them with sufficient information to obtain medical advice and, if necessary, treatment as well as outlining the safety measures the manager has taken to minimize the risks of exposure and assure that it is safe to work. To that end, CVC will follow some guiding principles regarding notification, in communicating the below key pieces of information:

- The fact that the individual was potentially exposed to COVID-19;
- If known:
 - date(s) of their potential exposure; and
 - the extent and circumstances of their potential exposure (i.e., incidental indirect contact versus prolonged direct contact).

Individuals who may have been in close contact with someone who has reported symptoms of COVID-19 will be informed that they may have been exposed as soon as possible. Department managers will communicate this via email and the individual must follow the instructions outlined in the email and if applicable follow the procedures in the above sections 'Procedures for Reporting Probable or Confirmed COVID-19 Cases'.

For additional information on what a manager can communicate please refer to the *Messaging to Staff for Scenarios Involving COVID-19* guideline or contact Human Resources

Please refer to the *Messaging to Staff for Scenarios Involving COVID-19* guideline which is available on myCVC for further details.

WORKPLACE SAFETY AND INSURANCE BOARD (WSIB)

Per the Occupational Health and Safety Act, CVC is required to report occupational illnesses. An occupational illness as defined as "a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired thereby and includes an occupational disease for which a worker is entitled to benefits under the Workplace Safety and Insurance Act, 1997". One example of an occupational illness that has been identified by WSIB is COVID-19.

As a result, if an employee tests positive for COVID-19 due to exposure at the workplace, or a claim has been filed with the Workplace Safety and Insurance Board (WSIB), CVC must give notice in writing within four days to:

1. The Ministry of Labour, Training and Skills Development
2. The Joint Health and Safety Committee or a health and safety representative.

Additionally, CVC must report any occupationally acquired illnesses to the WSIB within three days of receiving notification of the illness.

REFERENCES

Messaging to Staff for Scenarios Involving COVID-19 guideline

Region of Peel: Getting tested for COVID-19: <https://www.peelregion.ca/coronavirus/testing/#after>

Safe Working Measures During a Pandemic

Sick Time policy (HR 04-06)

Supervisor Safety Audit Checklist

Temporary Modifications to CVC policies