



### **FIELD PROTOCOLS FOR ALL PLANNING AND DEVELOPMENT SERVICES STAFF DURING COVID-19**

In addition to the protocols described in the health and safety guideline **Safe Working Measures During a Pandemic**, the following task specific protocols are to be followed for all Planning and Development Services (PDS) staff. Those not following these guidelines may be subject to disciplinary action. New safe working measures will be added as required or requested.

As it relates to the Ontario government's [Enhancing Public Health and Workplace Safety Measures](#), staff are expected to adhere to the following measures:

- If you have been approved\* to access the office or conduct field work, before starting your workday, you must complete a self-assessment using the 'My Screening' function on CVC's COVID-19 App on Teams. Ensure that you follow all of CVC's COVID-19 protocols and limit your interactions with other people (CVC staff, members of the public) to the fullest extent possible.  
**\*Note:** Approval to access the office is required via the 'Request Office Use' function on the COVID-19 App on Teams.
- If you are indoors for any reason you must wear a mask or face covering that covers the mouth, nose and chin at all times with the only exception being when eating or drinking.
- If at any time you are working, indoors or outdoors, and the 2 meters/6 feet distance cannot be maintained between yourself and anyone else and you are not separated by plexiglass or another impermeable barrier, eye protection must also be worn as PPE.

These protocols apply to planning and regulatory site visits and other development related activities including technical matters (e.g. feature staking etc.).

Planning and Regulatory site visits include, but are not limited to, attending potential development sites or sites subject a planning or permit applications, alone or with other CVC staff, clients/agents, and/or other agencies to confirm the features on site, including feature staking by staff, discuss the proposed development, as well as, general site inspections required during file processing.



Compliance and enforcement inspections for Regulations staff include, but are not limited to, responding to complaints associated with potential development occurring without CVC approval, unplanned inspections resulting from complaints of non-compliance with a permit and assisting other agencies who have jurisdiction on a property.

### **Determining the Need**

Prior to attending, the staff person(s) should determine if a site visit is required to complete their review of the application. Other measures, such as site photos or videos, should be used if possible. Further, if multiple staff are asked/plan to attend, they should determine as a group if all staff involved need to attend and prioritize who must attend prior to confirming attendance.

**NOTE:** Refer to the ***Vehicles*** in the Safe Working Measures During a Pandemic guideline for additional information.

### **Protocols**

In situations where staff will be going out to site on their own, they are expected to establish a check in protocol with their supervisor or another colleague when leaving/returning from that site visit. For guidance on ensuring employee safety while working alone, refer to our Working Alone policy HS 04-04 on myCVC.

Site visits and inspections cannot be completely withdrawn from Planning and Regulations client services and the duration of the COVID-19 pandemic may continue for weeks or months.

Planning, regulations and technical staff will address the need to conduct site visits and feature staking as well as compliance and enforcement matters and respond to client or resident concerns while minimizing the need for site visits by use of phone calls, reliance on client/agent/resident provided information (photos, video, video or teleconference, statements, drone footage, etc.) internal resources such as GIS and Google Earth, and communication with other regulatory agencies and qualified professionals (e.g. landowner's agent or contractor).

Where site visits or inspections are deemed necessary, participants should be minimized and limited to only those that must attend. For example, participation of technical staff should only occur if they are required to confirm existence of regulated features or confirm appropriate mitigation measures, or complete staking of features, etc.



Only stakeholders whose site visit participation is deemed necessary should meet with staff on site. Planning the goals of the meeting with stakeholders to confirm required attendance should occur prior to scheduling the site visit.

All corporate protocols including physical distancing precautions of 2 metres and the wearing of masks and PPE, must be followed as outlined below. Phone communication is encouraged after the site visit or inspection if it can help limit the number of people on site during the site visit or inspection.

Photos and detailed site visit notes are essential to ensure that observations made on site can be clearly and comprehensively conveyed to the larger group of stakeholders (e.g., property owner, agent, consultant, surveyor, municipal or agency partner, and/or other CVC staff) and so that decisions are defensible and transparent and future need to visit the site again is minimized.

### **Site Visits**

Once a site visit for a planning, regulatory or other development related activity or for technical matters required to process an application is deemed necessary, it must be scheduled to the extent possible and if external stakeholders are attending as outlined above, Planning, regulations and/or technical staff must ask the following screening questions:

Are you currently self-isolating for one of the following reasons?

- You have tested positive for COVID-19? **Yes/No**
- You have symptoms of COVID-19 (fever, cough, sore throat, loss of smell or taste, shortness of breath, etc.)? **Yes/No**
- You had close contact with someone who has COVID-19 or has COVID-19 symptoms? **Yes/No**
- Received a notification from the COVID Alert app that you may have been exposed to COVID-19? **Yes/No**
- Returned from travel outside Canada in the past 14 days? **Yes/No**

If any individual answered yes to any of the above, staff are not to visit the site, and report this to their Manager.



### **On-Site**

Follow the protocols described in the health and safety guideline **Safe Working Measures During a Pandemic** and wear a mask/face covering and, if necessary gloves and eye protection (refer to page 1). PPE will depend on the site and work being undertaken. Do not forget to wear appropriate construction PPE (safety boots, hi-vis vest, hard hat, etc) as may be required for entering construction sites.

If possible, communicate with stakeholders via telephone while on site (i.e. from inside their home for residential property visits)

For construction sites, schedule site visits during times when less people will be on site and limit participants as outlined above.

If participants or members of general public come too close, politely ask person(s) to keep a distance of 2 metres for the protection of both parties. If the request is not adhered to, staff should leave the site.

**NOTE:** Refer also to the sections on *Work Crews* and *Working in the Vicinity of the General Public* in the main **Safe Working Measures During a Pandemic** guideline