

# COVID-19 POLICY

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## 1.0 POLICY STATEMENT

The Brighton District Family Resource Centre Inc. is committed to the health, safety and wellbeing of its workers and of all individuals who enter its workplace.

COVID-19 is a respiratory viral infection which has infected individuals across the globe, including Canada.

The Brighton Children’s Centre aims to dispel fears and misconceptions regarding COVID-19 through this COVID-19 Prevention and Control Policy (the “Policy”) by educating its workers on the symptoms, infection prevention and control, and compliance with hand hygiene guidelines. In addition, this Policy sets out the Brighton Children’s Centre legal obligations under applicable legislation, as well as steps the Centre will take to limit the risk of infection by COVID-19 in the workplace.

## 2.0 PURPOSE

The Policy is intended to:

- Educate workers on the symptoms of a potential COVID-19 infection consistent with the guidelines from federal and provincial public health agencies;
- Provide clear direction to workers with respect to the prevention and control of COVID-19;
- Provide tips on effective hand hygiene techniques; and
- Set out the Brighton Children’s Centre legal responsibilities.

## 3.0 DEFINITIONS

COVID-19	The novel coronavirus discovered in late 2019 which has become a global pandemic as of early 2020.
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“Alcohol Based Hand Rub (ABHR)”	Waterless hand hygiene product that is available as a rinse, gel or foam and consists of a minimum of 60-80% alcohol. The effectiveness of alcohol is inhibited by the presence of organic matter.
“Hand Hygiene”	A general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene is best accomplished by washing hands with soap and warm water for at least 20 seconds.
“Hand Hygiene Station”	A dispensing location for waterless, ABHR product that is applied to reduce the number of microorganisms present on the hands.
“PPE”	Personal protective equipment, such as plastic gloves and masks.
“Physical Distancing”	Maintaining a distance of at least 2 metres (6 feet) between individuals.

**4.0 EDUCATION**

**4.1 SYMPTOMS**

Symptoms of COVID-19 range from mild (like the flu and other common respiratory infections) to severe, and can include the following:

MILD	SERIOUS	SEVERE
Fever	Pneumonia	Death
Cough	Kidney failure	
Difficulty breathing		

COVID-19 is mainly spread from person to person through close contact, such as in a household, workplace, hospitals or health care facilities.

**4.2 COMBATING MISINFORMATION**

The risk of COVID-19 infection and its symptoms may be higher for individuals with a weakened immune system. This may be the case for:

- Older people; and
- People who are immunocompromised due to underlying health conditions (for example: diabetes, cancer, HIV).

Despite the fact that people with weakened immune systems may be more susceptible to symptoms and effects of COVID-19, all individuals are at risk of contracting COVID-19, and all individuals are potentially at risk of suffering severe symptoms from COVID-19 if contracted.

The most reliable sources of updated information regarding COVID-19 are federal and provincial websites, such as:

- Federal: <https://www.canada.ca/en/public-health/services/diseases/2019-novelcoronavirus-infection.html>
- Alberta: <https://www.alberta.ca/coronavirus-info-for-albertans.aspx>
- British Columbia: <http://www.bccdc.ca/about/newsstories/stories/2020/information-on-novel-coronavirus>
- Ontario: <https://www.ontario.ca/page/2019-novel-coronavirus-2019-ncov>

## **5.0 LEGAL RESPONSIBILITIES**

Health and safety at work is everyone's responsibility. The The Brighton Children's Centre is responsible for making sure that the workplace is safe, and that the workers' health and safety are not put at risk. Workers, on the other hand, are responsible for looking after their own health and safety and making sure that they do not put themselves or their coworkers at risk.

This means that The Brighton Children's Centre will take reasonable precautions to protect workers in the workplace, and workers are required to adhere to the company's policies around health and safety in the workplace and exercise common sense. The Centre will provide training to all workers in respect of the practices and procedures it has adopted to keep its workers safe and prevent the transmission of COVID-19 in the workplace.

### **5.1 EMERGENCY AND PUBLIC HEALTH ORDERS**

The Brighton Children's Centre will comply with all emergency orders made by government or public health officials, including in respect of implementing physical

distancing and other measures designed to prevent the transmission of COVID-19 in the workplace, as well as in respect of any Centre closures ordered by the government or public health officials.

Employees who are subject to any emergency or public health order, including any order to quarantine or self-isolate as a result of recently returning from international travel or having close contact with individual(s) confirmed or suspected to have COVID-19, must comply with any such order and must immediately inform the Centre that they are subject to such order.

In these circumstances, the Brighton Children's Centre will consider whether it is possible and practical for the employee to work from home while subject to the order, and, if the Centre determines in its sole opinion that it is either not possible or not practical for the employee to work from home, the Centre will place the employee on a leave of absence subject to applicable employment standards legislation.

## **5.2 LEAVE OF ABSENCE**

The Brighton Children's Centre will provide employees with and unpaid leave of absence for reasons relating to COVID-19, including leaves of absence due to mandatory quarantine, illness, and caring for dependent family members due to their illness or due to the closure of schools and daycares, as required by applicable employment standards legislation.

The Brighton Children's Centre will not require a medical certificate for COVID-19 related leaves of absence; however, the Centre reserves the right to require other reasonably sufficient proof of the stated reason for taking the COVID-19 related leave of absence.

Please consult the applicable employment standards legislation for more information on COVID-19 related leaves of absence.

## **5.3 HEALTH AND SAFETY**

The Brighton Children's Centre has added to our Health and Safety policy in regards to a COVID-Test. To ensure the safety and health for all families, staff and children, all staff are required to undergo the COVID-19 Test, with results demonstrating a "negative test result" before returning to work.

### ***5.3.1. Physical Distancing, Sanitation and Personal Protective Equipment***

The Brighton Children's Centre will take reasonable efforts to ensure the sanitation of workplace surfaces that are commonly used or touched by employees, customers, or other individuals and which might transmit COVID-19, including but not limited to door handles, light switches, tabletops, microwaves, and telephone equipment.

The Brighton Children's Centre will observe all public health orders and guidelines in respect of physical distancing, including by ensuring adequate spacing between employees, and limiting the number of individuals in the Centre premises.

The Brighton Children's Centre will implement reasonable business practices where necessary to minimize unnecessary physical contact among employees, including but not limited to communicating electronically where feasible, staggering breaks, limiting the sharing of work equipment, and scheduling only the minimum required number of workers to perform work in a given work location.

The Brighton Children's Centre will also restrict visitors to the workplace and take reasonable steps to ensure physical distancing between workers and customers, clients, and suppliers, including by limiting the number of customers, clients, and suppliers permitted in the workplace at a given time and restricting which workplace locations such customers, clients, and suppliers are permitted to go.

Where necessary to protect a worker from the risk of contracting COVID-19, the Centre will provide personal protective equipment (PPE), including rubber gloves, masks, or gowns, as appropriate. When outdoors employees are permitted to remove PPE if physical distancing is kept and employees feel comfortable. This is as per our local health unit, Halliburton Kawartha district health unit as of August 5, 2021

If feasible given the nature of the Centre and the duties of certain workers as well as the individual circumstances and needs of certain workers, the Centre will consider, in its sole discretion, requiring or permitting certain workers to work from home.

The Centre will conduct on-going risk assessments as needed and adjust its practices and procedures as required to adhere to public health official orders, guidelines, and recommendations for best practices to prevent the spread of COVID-19 in the workplace.

### ***5.2.2. Symptomatic or Exposed Employees***

Employees who develop symptoms of COVID-19, or who have been in close contact (including living in the same residence) with individuals who are confirmed or suspected to have COVID-19, who have recently returned from international travel, or who are at a high risk of exposure (e.g. due to being a healthcare provider at a healthcare location with

confirmed cases of COVID-19) must inform the Brighton Children's Centre of these facts immediately and must remain at home.

The Centre will consider whether it is possible and practical for the employee to work from home while symptomatic, and, if the Business determines in its sole opinion that it is either not possible or not practical for the employee to work from home, the Centre will place the employee on a COVID-19 related leave of absence under applicable employment standards legislation.

The Brighton Children's Centre has an obligation to protect its workers from the risk of COVID-19 infection, including by prohibiting workers who may be at high risk of spreading COVID-19 from entering the workplace. Accordingly, all workers must report if they are experiencing any symptoms of COVID-19 to the Business immediately. Any employee who fails to disclose facts relevant to an assessment of their risk as outlined above may be subject to discipline, up to and including termination of employment.

### **5.2.3. Refusing Unsafe Work**

Health and safety legislation gives workers the right to refuse work they have reasonable grounds to believe is unsafe to themselves or another worker.

If an employee has a good faith and reasonable basis to believe that work is unsafe, including due to exposure to COVID-19, the employee must report it to the Brighton Children's Centre immediately.

The Centre will follow these steps:

1. Speak to the refusing employee to understand the nature of their concern. If the situation cannot be resolved with this discussion, then proceed to step 2.
2. Conduct an internal investigation, with the participation of the worker and any health and safety representatives required by applicable legislation, to determine the validity of the work refusal.
3. If it is determined that there is no objective risk, but the refusing employee maintains his or her refusal, the Centre must contact the applicable workplace health and safety agency/ministry to perform its own official investigation.
4. If the applicable workplace health and safety agency/ministry confirms the absence of risk and the refusing employee continues to refuse to return to work, then he or she may be disciplined.

In determining whether the risk from COVID-19 poses danger to an employee, the Centre will consider all relevant circumstances, including whether the employee or a member of

their household is at particular risk of COVID-19 due to an underlying health condition; the nature of the employee's work; and whether any risk can be reasonably attenuated through sanitation and/or use of PPE.

### **5.3 PRACTICAL CONSIDERATIONS**

Both employees and employers are advised to be vigilant in monitoring themselves to ensure that the objectives of this Policy are upheld.

Some logical and practical recommendations include:

- If an employee exhibits COVID-19-like symptoms (e.g., fever, sore throat, coughing), he or she is advised to stay home and rest. The Centre will implement leave entitlements according to employment standards requirements.
- Adhere to this Policy's hand hygiene techniques and procedures.
- Avoid crowded areas and mass gatherings.
- Only access and rely on official federal and provincial government websites for information.
- If necessary or required by law, the Brighton Children's Centre will close common areas in the workplace.

## **6.0 PREVENTION AND CONTROL**

### **6.1 PREVENTION PRACTICES**

To prevent and control the spread of COVID-19, health officials recommend all individuals to practice good hygiene and/or observe commonly advised precautionary measures.

To prevent exposure to a range of diseases, including COVID-19, workers are encouraged to perform the following in and outside the workplace:

- Wash hands often with soap and water or use an alcohol-based hand sanitizer;
- Avoid touching eyes, nose, and mouth with unwashed hands;
- Avoid close contact with people who are ill;
- Stay home when ill;
- Cover coughs or sneezes with a tissue, and then immediately throw the tissue in the garbage and wash hands;

- If a tissue is not available, sneeze or cough into a sleeve or arm, not a hand; and
  - Clean and disinfect frequently touched objects and surfaces.

The Brighton Children's Centre will ensure that there is an adequate supply of liquid soap in the bathroom and kitchen areas and post signage reminding employees to regularly wash their hands with warm water and soap for a minimum of 20 seconds. The Centre will also ensure there is an adequate supply of hand sanitizer (if available) for employees to use as well as cleaning products to sanitize surfaces.

## **7.0 HAND HYGIENE PROCEDURES**

Follow these steps to maintain proper hand hygiene.

### **7.1 SOAP AND WATER**

- First, remove jewellery (rings).
- Next, wet your hands.
- Then apply the cleaner.
- Vigorously clean or rub all aspects of your hands, including the palms and backs of your hands, thumbs, fingers, nails and wrists, for a minimum of 20-30 seconds (sing "Happy Birthday" twice).
- Rinse and dry your hands properly with single-use paper, a cloth towel, or a blow air dryer.
- Try to turn off the tap with a paper towel after you dry your hands.

### **7.2 ABHR**

- Apply 1 or 2 pumps of product (about the size of a loonie) into your hands.
- If the ABHR dries before 15 seconds of rubbing, apply more product.
- Rub vigorously, applying friction to all skin surfaces and paying particular attention to fingertips, webbing between fingers, palms, back of hands, nail beds, and each finger.
- Rub for a minimum of 15 seconds until the product is dry before touching anything. This ensures that the ABHR is effective and eliminates the extremely rare risk of flammability in the presence of an oxygen rich environment.



## 8.0 REVIEW

This Policy is intended to be temporary, and shall be monitored, reviewed, and amended as necessary, in the Centre' sole discretion, in accordance with official federal and provincial government announcements, information, and orders.

### **Acknowledgement and Agreement Form**

I acknowledge that I have read, understand, and agree to abide by The Brighton Children's Centre's Coronavirus Prevention and Control Policy.

**SIGNATURE:**

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Employee

**NAME:**

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Print

**DATE:**

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