

## SCHEDULE "A" TO BY-LAW 18-2020

### TOWNSHIP OF WOLLASTON

### PANDEMIC DISINFECTION POLICY

#### 1. Purpose

The purpose of the Pandemic Disinfection Policy is to establish proper workplace disinfection methods and procedures for the various departments in Township of Wollaston related to a pandemic.

#### 2. Scope

The terms set out in this Policy shall apply to all members of staff. All staff members shall observe and comply with every provision of this Policy.

#### 3. Disinfection Procedures

Set out below are the various Disinfection Procedures for each Department within the Township of Wollaston. Every staff member must adhere to the procedures provided for the Department they report to.

##### Public Area Department

- a. All staff shall contact the Supervisor prior to the beginning of their regular scheduled shift to complete the appropriate Screening Tool.
- b. All staff are to practice social distancing while in the workplace and carry out appropriate infection control practices. No face to face contact is permitted with other employees.
- c. Each staff member will be assigned to a specific municipal vehicle to use for the day. The vehicle will be appropriately disinfected at the beginning and end of every shift. This includes, wiping down the door handles, steering wheel, gear shift, keys, dashboard and other interior items of the truck that they may have come into contact with.
- d. Staff are to wear rubber gloves at all times when carrying out their duties. All facilities that are currently being occupied by staff shall be disinfected on a daily basis. Items to be disinfected includes door knobs, work surfaces, counters, shared kitchen items, bathrooms, faucets, light switches, thermostats and alarm key pads.
- e. Staff shall keep a written record of any concerns they observe and send to their Supervisor for review.

##### Roads Department

- a. All staff shall contact the Roads Superintendent prior to the beginning of their regular scheduled shift to complete the appropriate Screening Tool.

- b. All staff are to practice social distancing while in the workplace and carry out appropriate infection control practices. No face to face contact is permitted with other employees.
- c. Upon entering the garage, each staff member shall pick up their own designated sanitizer and head to their assigned truck or machine.
- d. The vehicle shall be properly disinfected at the beginning and end of every shift. This includes, wiping down the door handles, steering wheel, gear shift, dashboard and any other interior items of the truck or machine that they may have come into contact with.
- e. When employees are required to fuel their vehicles, they are to properly disinfect the pump handle before and after use.
- f. If employees are required to contact the Department Head, the employee shall do so by means of phone, radio or hand signals.
- g. Trucks and machines are to be parked in the garage each night and the keys are to remain in the ignition of the vehicle at all times.

### **Building & By-Law Department**

- a. All staff shall complete the appropriate Screening Tool prior to the commencement of their shift.
- b. All staff are to practice social distancing while in the workplace and when coming into contact with the public. Staff shall also carry out the appropriate infection control practices.
- c. Each workstation within the office including desks, computers, telephones, etc. will only be used by the same staff member. The workstations shall be disinfected at the beginning and end of every shift.
- d. Shared office equipment i.e. printers and photocopiers and common areas such as washrooms, door handles and shared kitchen areas shall be disinfected after every use.
- e. Each staff member will have their own assigned vehicle; there will be no sharing of vehicles. The vehicle shall be properly disinfected at the beginning and end of every shift. This includes, wiping down the door handles, steering wheel, gear shift, keys, dashboard and any other interior items of the truck or machine that they may have come into contact with.

### **Fire Department**

- a. All responders shall complete the appropriate Screening Tool prior to attending the Fire Hall.

- b. All responders are to practice social distancing while in the workplace and when coming into contact with the public. Staff shall also carry out the appropriate infection control practices.
- c. When completing truck and equipment checks, tasks are to be completed in smaller groups and gloves and coveralls are to be worn at all times.
- d. When responding to medical assistance calls, only two responders are required to respond, all others should standby at the hall or at home for further instruction from command.
- e. In the event that responders deplete their supply of N-95 masks before resupply takes place, full SCBA will be required for medical calls with precautions.
- f. The last person to leave the hall is to wipe down all surfaces including door handles, counters, telephones, etc. appropriate disinfection methods.

### **Administration & Finance Department**

- a. All staff shall complete the appropriate Screening Tool prior to the commencement of their shift.
- b. All staff are to practice social distancing while in the workplace and shall also carry out the appropriate infection control practices.
- c. Each staff member will be responsible for the proper disinfection of their own workstation within the office including their desk, computer, telephone, etc. The workstations shall be disinfected at the beginning and end of every shift.
- d. Shared office equipment i.e. printers and photocopiers and common areas such as washrooms, door handles, light switches, key pads and shared kitchen areas shall be disinfected appropriately after every use.
- e. At the end of every shift, the last employee to leave the office for the day shall wipe down the light switches, door handle and alarm key pad before leaving the building.

### **Environment Department**

- a. All staff shall complete the appropriate Screening Tool prior to the commencement of their shift.
- b. All staff are to practice social distancing while in the workplace and shall also carry out the appropriate infection control practices.
- c. Each staff member will have their own assigned vehicle; there will be no sharing of vehicles unless in the case of emergency work. The vehicle shall be properly disinfected at the beginning and end of every shift. This includes, wiping down the door handles, steering wheel, gear shift, keys,

dashboard and any other interior items of the truck or machine that they may have come into contact with.

- d. Portable equipment and tools are to be disinfected before and after each use and gloves are to be worn, where practical. Once gloves have been removed and disposed of appropriately, staff shall then wash hands with soap and water or use hand sanitizer.
- e. All work spaces and stationary equipment located in all facilities are to be disinfected before and after use and or if repairs are required.