

COVID-19 safety plan

Toronto Centre Returning Office 35108

By-Election 2020

This document is intended to provide guidelines, protocols and information about what we need to do and to know about controlling the transmission of COVID-19 In the Returning Office, throughout the by-election in 2020, in order to keep everyone safe who works and enters the Returning Office.

A copy of this document will be available in all departments, and on our server.
A shortened "Snapshot" version of this document will be posted.

Staff members, we want your comments and suggestions.

We want to know if you have any concerns or issues about your workplace safety, and whether any incidents arise.

Thank you for your help in keeping us all safe in these challenging times.

Shelley

COVID Safety Officer
Toronto Centre
shelleyledger@gmail.com
647-924-3458

The COVID-19 pandemic is an evolving situation – we will review this plan regularly and make changes as required. We will refer to government and public health websites for up-to-date information.

COVID-19 Information and Resources

Toronto Public Health <https://www.toronto.ca/> Tel: 416-338-7600

Government of Ontario <https://covid-19.ontario.ca/>

Government of Canada <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

COVID Alert App <https://covid-19.ontario.ca/>
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/covid-alert.html>

1. How will we ensure all staff and visitors know how to keep themselves safe from exposure to COVID-19?

Actions:

- There is an appointed COVID-19 Safety Officer
- Meet with each department about plan, explain and invite comments and suggestions
- Post COVID -19 Safety Plan
- Post COVID -19 Health and Safety signage
- Notify all staff of any procedural changes
- Post information about available social and mental health supports, and encourage them to use these resources
- Share information to help your workers stay healthy while travelling between home and work
- Re-view procedures with staff from time to time

We will stay current with public health and workplace safety guidance for COVID-19. We will share new information as soon as possible.

2. How will we screen for COVID-19?

Actions:

- At Reception, require each Visitor to read the “COVID Screen Checklist” and confirm that their responses to all questions are “No.”
 1. Have you returned from outside of Canada in the past 14 days?
 2. Have you experienced COVID-19 symptoms (fever ($>38^{\circ}\text{C}$), cough, difficulty breathing, sore throat or trouble swallowing, runny nose, sudden loss of taste and/or smell, or a combination of these) in the last 72 hours?
 3. Have you had close contact with someone who has been diagnosed with, tested for or experiencing symptoms of COVID-19 in the past 14 days, without wearing a mask?
- Reception will ask each visitor for their ID in order to complete a Visitor Tracking Form.
- Post signage asking Visitors with symptoms not to enter
- Post Infographics of Mask Wearing, Physical Distancing, and Sanitizing and Cleaning

Staff is encouraged to self-monitor

- Ask Staff to review “COVID Screen Checklist” on their own
- encourage workers to monitor their own symptoms at all times
- ensure workers know where to find the [online COVID-19 self-assessment](#)
- ask workers to use the tool at home if they have any symptoms and to follow the instructions
- ensure workers know who their workplace contact is and how to get in touch with them in case the self-assessment, public health or their health care provider suggests they self-isolate, or if they start to experience symptoms at work

Staff is encouraged, if they are willing, to download the COVID alert app as another line of monitoring and of defense <https://covid-19.ontario.ca/>

3. How will we control the risk of transmission in the Returning Office?

Actions:

Set up sanitizing stations in each staff area and reception.

At Reception

Physical Distancing and Mask Wearing

- Only two (2) visitors will be permitted in Reception at any time. If there are more than 2 visitors waiting in Reception, they will have to wait downstairs in the lobby. Reception will obtain their cell phone number and call them when ready.
- As a mandatory prevention measure, while on-site, all visitors are required to physically distance (>2m/6ft) from others, and to wear a mask (Per Toronto By-Laws)
 - Masks will not protect the people wearing them 100% from being exposed to or getting COVID-19. Physical distancing is still required.
 - Note: Exemptions from wearing a mask are extended to:
 - Persons with medical or other accommodations which inhibits their ability to wear a mask
 - Persons who are unable to place or remove a mask without assistance
- A record of visitors will be maintained by Reception

NB NOTE: What if someone shows up at Reception without a mask or refuses to wear a mask?

- There are exclusions for persons with certain disabilities that prevent them from wearing masks. However, as this is an ongoing workspace, we have made other provisions for these persons. Elections Canada has also advised us that people who may refuse to wear a face covering should be included in this category. No proof is required.
- Receptionist will
 - Advise the visitor that a mask or face covering is required to enter the Returning Office. This is line by Toronto by-law [no. 541-2020](#)
 - Offer the visitor a mask or face shield
 - If the visitor declines, they need provide no explanation
 - Respectfully ask for their name and contact information, and ask them to wait for a person who will speak with them
 - Notify the department lead or the person they have asked to see.
 - Visitors who are here to vote will be accommodated in some fashion by the Service Centre Supervisor
 - If an issue or problem arises, please advise the appropriate administrative officer, i.e., either the DRO or the RO or the administrative department lead

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In Departments

- As a mandatory prevention measure, while on-site, all staff and visitors are required to physically distance (>2m/6ft) from others, and to wear a mask (Per Toronto By-Laws)
 - Masks will not protect the people wearing them 100% from being exposed to or getting COVID-19. Physical distancing is still required.
 - Note: Exemptions from wearing a mask are extended to:
 - Persons with medical or other accommodations which inhibits their ability to wear a mask
- Persons who are unable to place or remove a mask without assistance
- Staff should clean their hands before entering the workplace and after contact with objects and surfaces others may have touched

Staff members are asked to,

- Not shake hands
- Not share food or beverages
- Observe physical distancing
- Wash your hands often with soap and water, or if that is not possible, use alcohol-based hand sanitizer
- Limit sharing of materials, supplies, equipment, and if shared, use wipes /cleaning solution, sanitizer and handwashing.
 - For example, if you visit another staff person's station/office and sit in a chair, you must wipe (sanitize) the chair before you leave.
 - Wipe off shared supplies like staplers and tape, for example, before and after use
- Observe all Regis (this building's) COVID guidelines and requests
- Read and follow Regis Kitchen use guidelines, including limiting time in the kitchen. Take outside breaks whenever possible

Reduce transmission from surfaces and objects

(– see poster “Cleaning and Disinfection for Public Settings – Ontario Public Health”)

Public health recommends we sanitize high touch surfaces at least twice a day.

- each staff person is responsible for cleaning their own work spaces before and after use
- daily, each department must decide who will carry out sanitizing of the department's common work place surfaces throughout that shift/day
- assign tools, equipment and workstations to a single user if possible, or limit the number of users
- regularly sanitize any shared equipment and tools, including between users
- consider when you need to clean and disinfect commonly touched surfaces and common areas more than twice a day, e.g., visitor chairs, ballot boxes, pens, pencils

4. What will we do if there is a potential case, or suspected exposure to, COVID-19 in the Returning Office?

Actions:

- What happens if someone has symptoms – either our staff or a visitor?
- What happens if someone tests positive?

There are steps that you will need to take if one of your workers has symptoms which may be related to COVID-19, or is diagnosed with COVID-19.

We have designated a safe isolation area in the workplace and will create a checklist with the procedures of what to do if someone gets sick at work, including key contact numbers.

Step 1: Exclude symptomatic staff or visitors from the Returning Centre

- If a worker calls in sick or informs you of symptoms, or close contact with someone with symptoms, have them take the self-assessment (<http://covid-19.ontario.ca/self-assessment>). Ask the worker to follow any recommendations given by the tool, including being tested and self-isolating.
- If a Visitor or staff member shows symptoms in the workplace, they should return home by Taxi and self-isolate immediately. If not able to leave immediately, they should be isolated until they are able to leave. A small meeting room will be set aside as an isolation room if required.
- If the person is very ill, call 911 and let the operator know that the person may have COVID-19.
- Department leads will notify the RO or the ARO.
- Ask the staff member, or encourage the visitor, to contact their doctor or Telehealth Ontario at Toll free: 1-866-797-000 for further directions about testing and self-isolation. (Telehealth Ontario (<https://www.ontario.ca/page/get-medical-advice-telehealth-ontario>))

Step 2: Contact public health

- Immediately contact your local public health unit (<http://www.health.gov.on.ca/en/common/system/services/phu/locations.aspx>) for guidance on next steps. Public health will provide instructions and do contact tracing if needed.
- To support contact tracing, we will have a system in place to provide information about who had interactions with an affected staff member. This will include the following:
 - Full names
 - date and approximate length and frequency of interaction
 - contact telephone numbers
 - addresses

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Step 3: Follow public health guidance

- disinfect surfaces that may have been touched by the ill worker as soon as possible. Read Public Health Ontario's COVID-19 fact sheet about [cleaning and disinfection for public settings](https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en) (<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>).

Our local public health unit may require that:

- other staff who were exposed are notified and sent home to self-isolate, self-monitor and report any possible COVID-19 symptoms
- the workplace be shut down while the affected workplace or area and equipment are disinfected other public health measures are implemented

Self-isolation and return-to-work

- Public health may require self-isolation for a minimum of 14 days for staff with symptoms, and for those who have had close contact with an individual with symptoms or a confirmed diagnosis.
- Symptomatic workers may need to self-isolate for longer based on the advice of public health or their health care provider.

5. How will we manage any new risks caused by changes to the way we operate?

Consider: With staff, review existing critical risks and whether work practice changes that could affect our current risk management strategy. Are any new risks introduced due to changes in staff numbers or work practices? What new risk controls are required?

Actions:

- What if someone shows up without a mask or refuses to wear a mask? See section 3, above, “At Reception.”
- How will we maintain physical distance during an emergency evacuation?
Elections Canada advises the following:
 - ROs and AAROs or their designated health and safety person are encouraged to contact the landlord to prepare an evacuation plan that will minimize risk for all staff and other tenants.
 - In the event of an emergency that requires the evacuation of a facility (e.g. fire), physical distancing may not be possible since safely exiting the facility becomes the priority.
 - While evacuating, staff should continue to follow the hygiene best practices, if safe to do so, and may choose to quickly put on their own non-medical mask or face covering, if available.
 - Once safely outside, staff are encouraged to practise physical distancing.

What is our evacuation plan?

To be completed

First aid and safety

- In a first aid situation, department leads should use their best judgment, balancing health and safety protocols with the need for treatment.
- First aid kits should only be opened by staff wearing a fresh pair of gloves.
- Where is our first aid kit? To be completed.

6. How will we make sure our plan is working?

Actions:

- Ask all staff for comments and suggestions after first review of COVID Plan. Such as: Are there better or easier ways to do things; or communicate things?
- COVID Safety Officer will review regularly with staff
- Ask staff to bring issues and comments to our attention – to department lead or to COVID Safety Officer (Shelley) – shelleyledger@gmail.com
- Department leads are responsible for ensuring the Plan is being implemented in their department and notifying COVID Safety Officer of issues or changes required
- Department leads will be notified of any changes to the existing Plan
- COVID Safety Officer will meet with RO and other staff as necessary, e.g., Public Health has issued new guidelines; staff member has confirmed case of COVID; etc.

COVID-19 safety plan – Snapshot

Toronto Centre 35108 Returning Office

Elections Canada By-Election 2020

Measures we're taking

How we're ensuring visitors to and staff in the Returning Office know how to keep themselves safe from exposure to COVID-19

- The Returning Office has developed comprehensive COVID Safety Plan and has appointed a COVID Safety Officer
- COVID awareness signage and information is posted throughout the Office, including a COVID-19 Screening Checklist

How we're screening for COVID-19

- Visitors are asked to review the COVID Screening Checklist before entry
- Staff, after completing the COVID Screening Checklist, will be self-monitoring on an ongoing basis

How we're controlling the risk of transmission in the Returning Centre

Physical distancing and separation

- Visitors and staff are asked to wear masks, physically distance, use sanitizer
- Visitors unable to mask will be accommodated in a safe way
- Service Centre, polling area and all administration areas are arranged to ensure physical distancing.
- Staff maintain physical distancing at all times when circulating in and out and within facility.

Cleaning

- All high touch surfaces will be sanitized frequently throughout each day
- Visitor contact areas, for example, reception, the polling area, will be sanitized before and after each use

What we will do if there is a potential case, or suspected exposure to COVID-19 at the Returning Office

- Reception will regularly obtain contact information from all Visitors for contact tracing purposes, to ensure the ongoing safety and well-being of all persons who enter or work in the Returning Office, and their family and community
- Personal contact information will be shared with Public Health only if required by Public Health for the purpose of contract tracing should a case be identified
- Any affected persons will be notified
- The Returning Office will be decontaminated as required
- Our operations and procedures will be modified according to the guidance and requirements of Public Health



COVID-19 SCREEN

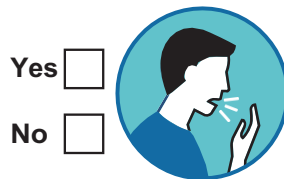
Name: _____

Date: _____ Time: _____

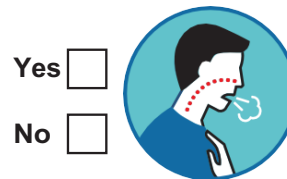
**Do you have any
of the following (new or worsening):**



Fever



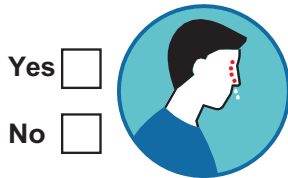
Cough



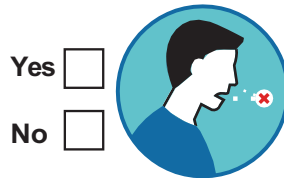
Difficulty breathing



**Sore throat,
trouble swallowing**



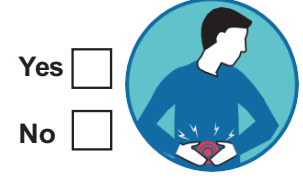
Runny nose



**Loss of taste or
smell**



Not feeling well



**Nausea, vomiting,
diarrhea**

Yes ☐ **Have you been in close contact with someone who has
confirmed COVID-19 in the past 14 days without wearing
appropriate PPE (a Mask)?**
No ☐

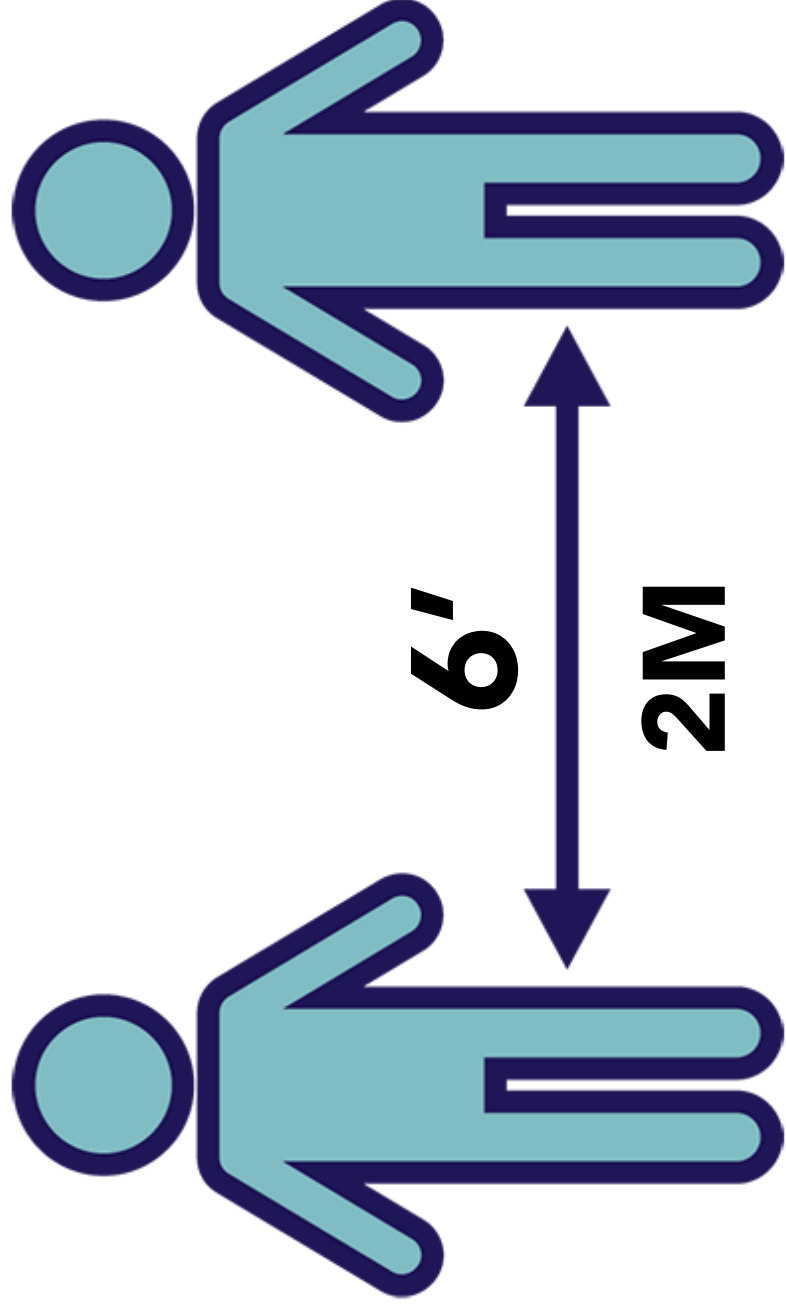
Yes ☐ **Have you returned from travel outside Canada in the
past 14 days?**
No ☐

**If visitor answered YES to any of these
questions, they are not permitted inside the
Returning Office. Suggest they go home & self-
isolate right away and "call Telehealth or a health
care provider, to find out if you need a test."**

TORONTO.CA/COVID19

 **TORONTO** Public Health

Thank you for



Physically Distancing

Thank you for

WEARING



a Face Mask

All persons entering or remaining in these premises shall wear a mask or face covering which covers the nose, mouth and chin as required under City of Toronto by-law no. 541-2020.

Exceptions include people who cannot wear a mask for medical reasons, or children under two years old, or those who require accommodation in accordance with the Ontario Human Rights Code.

Proof of a medical condition is not required.



**SANITIZE
HANDS
HERE**



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CORONAVIRUS DISEASE (COVID-19)

CLEANING AND DISINFECTING PUBLIC SPACES

This document provides guidance on cleaning and disinfecting of public settings, including schools, universities, public libraries, museums, public transit, communal residences and workplaces.



WHAT YOU SHOULD KNOW

- ▶ Surfaces frequently touched with hands are most likely to be contaminated. These include doorknobs, handrails, elevator buttons, light switches, cabinet handles, faucet handles, tables, countertops and electronics.
- ▶ It is not yet known how long the virus causing COVID-19 lives on surfaces, however, early evidence suggests it can live on objects and surfaces from a few hours to days.

CHOOSE A PRODUCT THAT CLEANS AND DISINFECTS

- ▶ When cleaning public spaces, choose products that clean **and** disinfect all at once (e.g. premixed store-bought disinfectant cleaning solutions and/or wipes when available).
 - **Cleaning products** remove germs, dirt, and impurities from surfaces by using soap (or detergent) and water. Cleaning does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

- **Disinfecting products** kill germs on surfaces using chemicals.

- ▶ Use only **approved hard-surface disinfectants** that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms the disinfectant product is approved and safe for use in Canada.

CREATE A CLEANING PROCEDURE

- ▶ Operators of community settings should develop or review protocols and procedures for cleaning public spaces. This will help determine where improvements or additional cleaning may be needed.
- ▶ Read and follow manufacturer's instructions for safe use of cleaning and disinfection products (e.g. wear gloves, use in well-ventilated area, allow enough contact time for disinfectant to kill germs based on the product being used).
- ▶ Wash hands with soap and water or use alcohol-based hand sanitizer after removing gloves.



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French Posters to follow