



## Preventing COVID-19 in the Workplace Policy

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### Intent

This policy was developed to help prevent the spread of COVID-19 in the workplace. The precautionary measures have been developing using advice and information obtained from the World Health Organization, the government of Canada and various public health organizations.

The information in this policy is subject to change due to circumstances surrounding COVID-19 and process and practices may be updated as situations evolve.

### Guidelines

Nipissing First Nation (NFN) will work to achieve a workplace that follows all precautionary measures identified by applicable governmental bodies and public health authorities including NFN Health Services to reduce the spread of the COVID-19.

All NFN staff will be required to provide primary contact information and sign that they have received and reviewed this document.

### Employee Responsibilities

All employees should ensure they understand and comply with the infection prevention policies and practices outlined within this policy.

#### Hand Hygiene

- Wash hands frequently. Thoroughly wash hands with an alcohol-based rub or with soap and water. Wash hands for at least 15 seconds.
- Avoid touching your face (specifically your eyes, nose, and mouth).
- Cover your mouth when coughing, sneezing, and yawning by doing so into the bend of your arm, not your hand.
- Avoid or minimize touching surfaces people touch often.
- Instead of a handshake, give a friendly wave.
- Use necessary personal protective equipment as directed.

#### Social Distancing

- Keep a distance of at least two (2) metres between you and anyone else, including co-workers, clients and visitors.
- Increase distance between desks, tables, and workstations where this can be accommodated

- Reduce or eliminate activities that require close physical proximity or contact with people, such as meetings or host virtual meetings.

### Workspace Cleaning

Scheduled cleaning by NFN Maintenance staff will occur on a regular daily basis as directed by administration and facilities management.

To assist in precautionary measures please use appropriate products provided by NFN to clean and disinfect items like your desk, work surface, phones, keyboards, and electronics at least twice daily and more often if they are visibly soiled. Shared equipment such as fax machines, copiers, printers, work vehicles etc. must be disinfected using wipes or spray provided **prior** to each use.

### Face Coverings

As per the NFN Face Coverings (Non-medical Masks) Policy (July 23, 2020).

### Training

All employees are required to complete identified training to include at a minimum:

1. Individual Training provided by NFN RPN
2. HR Downloads PPE Module
3. HR Downloads Environmental Cleaning Module

### Daily Self-Assessment and Log

All NFN staff are to complete the Nipissing First Nation Daily Self-Assessment provided in the staff information kit prior to coming to work each day.

If you have any symptoms of COVID-19 or think you might have such a symptom, do not come to work. It is critical that if you have even one symptom of COVID-19 or mild symptoms, you must stay home to avoid spreading illness to others.

If you are concerned about COVID-19 exposure, you can use an online self-assessment tool <https://covid-19.ontario.ca/self-assessment/> or contact the NFN Community Health Nurse, 705 840-8830 to determine whether you should be referred to an assessment centre.

Complete the NFN Staff Location Log provided with this package each day you are at work to assist with rapid identification of work areas attended.

[Download COVID Alert: Canada's exposure notification app - Canada.ca](#)

### Developing Symptoms at Work

If you develop even mild symptoms while at work refer to the COVID-19 PATHWAY NFN Staff Symptoms at Work:

- Separate yourself from others.
- Contact your manager using a telephone or by e-mail;

- Notify your manager where you worked that day;
- Disclose any interactions with fellow staff, clients, or others; and
- Disclose any equipment you used, items you handled, or surfaces you touched.

If you drove yourself to work, immediately go home and start self-isolating. If you are unable to drive, your manager will contact either your emergency contact or the local public health authority or non-emergency services to ensure that you are safely returned home.

Do not return to work until the Community Health Nurse (CHN) or designate advises it is safe to do so.

## Self-Isolation, Quarantine, Self-Monitoring and Work Leaves

Self-isolation, quarantine and self-monitoring measures are known to reduce spread of COVID-19. Typically, with self-isolation an individual has symptoms and with quarantine they do not however, they may be at higher risk of exposure and spreading COVID-19. Self-monitoring is important in both self-isolation and quarantine.

Enhanced measures are in effect in NFN including the requirement that NFN staff not enter or access any NFN facilities including their workspaces if the following applies: a member of the NFN staff's household has returned from outside of Canada; or the NFN staff's place of residence is also a mandatory place of quarantine for persons returning from outside of Canada. The NFN staff is to discuss with their supervisor in advance a plan including where applicable, work from home measures, for the duration of the mandatory quarantine period issued by the Government of Canada. To clarify, the NFN staff is not subject to a mandatory quarantine as per the Government of Canada.

The NFN COVID-19 Related Application for Leave form is to be completed for the situations identified in this section.

You need to self-isolate if you:

- Have symptoms, even if mild, associated with COVID-19;
- Have been diagnosed with COVID-19;
- Are waiting for laboratory test results after being tested for COVID-19; or
- Have been advised to self-isolate by your regional public health authority (including NFN Health Services).

Self-isolating means:

- Staying home until the Community Health Nurse or designate says you are no longer at risk of spreading the virus; and
- Avoiding contact with others.

You need to quarantine if you:

- Had close contact with someone who has or is suspected to have COVID-19
- Have been told by public health that you may have been exposed and need to quarantine (self-isolate)
- Are returning from travel outside of Canada (mandatory quarantine)

Quarantine means that for 14 days you need to:

- Stay at home and monitor yourself for symptoms, even just one mild symptom
- Avoid contact with other people to help prevent transmission of the virus prior to developing symptoms or at the earliest stage of illness
- Do your part to prevent the spread of disease by practicing physical distancing in your home
- Monitor yourself for symptoms
- Comply with the Government of Canada mandatory quarantine measures if the reason for your quarantine is due to travel outside of Canada

You need to self-monitor if you:

- Have no symptoms but may have been exposed to COVID-19 in the last 14 days
- Are in close contact with elderly people or medically vulnerable people, or
- Have been instructed to self-monitor by your public health authority (including NFN Health Services).

Self-monitoring means to:

- Monitor yourself for 14 days for symptoms of respiratory illness, such as cough, fever, and difficulty breathing; and
- Avoid crowded places and increase your personal space from others whenever possible
- If your symptoms worsen, immediately contact your healthcare provider or the Community Health Nurse (CHN) or designate and follow their instructions.

## Reporting a COVID-19 Related Leave

It is mandatory to report all work leaves resulting in illness due to COVID-19, the need to self-isolate due to COVID-19 and the need to self-monitor due to COVID-19 whether symptomatic or asymptomatic.

NFN staff must report leave as per usual protocol and expect a contact from the Community - Health Nurse (CHN) or designate at 705-840-8830 or 705-753-3312. Staff are required to make every effort to respond to the CHN within one (1) hour of receiving the call or message. Failure to respond may result in the employee being deducted for that leave from his/her regular salary ½ day or 1 full day if the call is not made on that same day.

## Shared Spaces in the Workplace

Until further notice:

1. Only one staff permitted in copier, printer and mail rooms at anytime
2. Only one staff permitted per office unless that office has been clearly identified with door signage as designated to receive more than 1 staff. When there is more than 1 staff in an office all staff in that office must be wearing a face covering unless each staff is behind a physical barrier such as Plexiglas and there is no other staff within 2 metres
3. Staff are not permitted to make social visits to other offices

4. Access and use of NFN meeting rooms must abide by the In-Person Meeting at NFN During a Pandemic Outbreak Policy (September 20, 2020)
5. Waiting areas remain off limits.
6. Kitchen facilities in all work space will have limited use. Refrigerators, coffee machines, kettles, toasters and microwaves are available for staff use and contact surfaces must be sanitized prior to each use. There will be no access to dishes, cups, glasses, cutlery including disposables, dishtowels or rags.
7. Staff remaining at work for lunch are to bring their own containers, take them home each day and clean them at home. Staff are not to use the sinks for washing.
8. Food and beverage in individual containers including individually wrapped utensils are permitted in the workspace. Caterers must abide by this practice.
9. Staff will be assigned to specific restroom facilities closest to work area and public rest rooms will be off limits. Staff are to sanitize restroom contact surfaces prior to each use.

## Employer Responsibilities

To ensure that NFN continues to provide a healthy and safe workplace, the following measures have been implemented. In addition, NFN continues to stay updated on guidelines and information provided from public health authorities or agencies including the World Health Organization (WHO), Public Health Agency of Canada (PHAC), Public Health Ontario (PHO) and the North Bay Parry Sound District Health Unit (NBPSDHU) and Health Canada (including First Nations and Inuit Health Branch, Department of Indigenous Services Canada).

1. Use the risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic to help develop policies and procedures.
2. Continue to communicate with staff and customers about COVID-19, including the measures we are taking to prevent the spread of COVID-19.
3. Post signs asking ill clients or visitors to stay away from the premises.
4. Post signs encouraging good respiratory hygiene, hand hygiene, and healthy practices.
5. Where feasible, implement measures to reduce social contact, such as teleworking arrangements, flexible hours, staggering start times, encouraging the use of e-mail, and teleconferencing.
6. All non-essential meetings or travel are postponed until clearance received from the government of Canada or the local health authority.
7. Continually evaluate the workplace for areas where people have frequent contact with each other and shared spaces and objects to look at measures to reduce contact.
8. Ensure increased cleaning of high-contact areas.
9. Evaluate and implement ways that employees can practice social distancing, such as increasing distance between desks, workstations, and people in wait lines.
10. Minimize interactions between clients and employees.
11. Implement and follow increased cleaning guidelines:
  - Make hand sanitizer available at all entries, kitchens, and common areas
  - Clean and disinfect all high-traffic areas and frequently touched areas (such as door handles, fridge handles, microwaves, printers, photocopiers) twice daily.
  - Provide cleaning wipes that are at least 70% alcohol to ensure proper disinfection, or use other approved disinfectant sprays and solutions in common areas and workspaces for employees to clean workspaces.
12. Open windows and doors whenever possible to ensure the space is well-ventilated.
13. Provide personal protective equipment (PPE) for staff as appropriate for their position and risk of exposure

14. Identify and mandate staff training on PPE and environmental cleaning

## Work-Related Travel

1. Non-essential travel is postponed until further notice.
2. Essential work-related travel must be prior approved

## Other NFN COVID-19 Policies

In addition to the Preventing COVID-19 in the Workplace Policy, managers and supervisors are responsible to ensure NFN staff are aware of, understand and have been provided with a copy of other NFN COVID-19 policies. These include but are not limited to:

1. NFN Face Coverings (Non-medical Masks) Policy (July 23, 2020)
2. In-Person Meeting at NFN During a Pandemic Outbreak Policy (September 20, 2020)
3. NFN Screening for In-person Visit Policy (September 26, 2020)
4. NFN CV19 W2 Pandemic Pay Policy (September 26, 2020)

## Resources Attached

1. Staff Self-Assessment (NFN)
2. NFN Staff Location Log
3. How to wash your hands (PHO)
4. How to use hand sanitizer (PHO)
5. Physical Distancing (PHO)
6. Cleaning and Disinfection in Public Settings (PHO)
7. COVID-19 Pathway NFN Staff Symptoms at Work (NFN)
8. How to Self-Isolate (PHO)
9. How to Self-Monitor (PHO)

## Acknowledgement and Agreement

I, the undersigned acknowledge that I have read and understand the Preventing COVID-19 in the Workplace Policy of Nipissing First Nation. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination.

Name: \_\_\_\_\_

Position/ Department: \_\_\_\_\_

Primary Contact Number: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

## Next Steps

1. A fully signed copy with all attachments to be provided to staff
2. The fully signed original without attachments to be sent to NFN Human Resources.