



Preventing COVID-19 in the Workplace Policy

Revised November 30, 2021

Intent

This policy was developed to help prevent the spread of COVID-19 in the workplace and has been revised to include new information or reflect changes that have occurred since May 2020. The precautionary measures have been developed using advice and information obtained from the World Health Organization, the governments 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 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 review, understand, and comply with procedures and practices outlined within this policy.

Training

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

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

Infection Prevention Measures

All employees are required to follow public health measure for hand hygiene, physical distancing, workspace cleaning and face coverings.

Hand Hygiene

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

Physical Distancing

1. Keep a distance of at least two (2) metres between you and anyone else, including co-workers, clients, and visitors.
2. Increase distance between desks, tables, and workstations where this can be accommodated.
3. Reduce or eliminate activities that require close physical proximity or contact with people, such as meetings or host virtual meetings.

Workspace Cleaning

1. Scheduled cleaning by NFN Maintenance staff will occur on a regular daily basis or as directed by administration and facilities management.
2. To assist with precautionary measures, 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.
3. Shared equipment such as fax machines, copiers, printers, work vehicles etc. must be disinfected using approved wipes or spray provided prior to each use.

Face Coverings

1. As per the Nipissing First Nation Face Coverings (Non-medical Masks) Policy (July 23, 2020).

Vaccination Status Disclosure

1. As per the Nipissing First Nation Vaccination Status Disclosure Policy (September 23, 2021).

Daily Screening, Self-Monitoring and Self-Isolation

1. All NFN staff are to complete active screening for COVID-19 symptoms each scheduled workday or sick leave day whether on-site or at home. This is to review for illness or symptoms related to COVID-19. 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.
2. Staff with access to the GOEVO Personal Protective App (PPA) are to use this app to complete active screening. Managers are to review the completions daily and send reminders to staff that have not completed screening.

3. Staff that do not have access to the GOEVO PPA are to use the paper version of the screening tool and submit the record to their supervisor. The supervisor is to secure the record as confidential and after 14 days have passed destroy (shred) the record.
4. Staff scheduled off for a full day as annual leave, accumulated time, or lieu time are not required to complete the daily screening.
5. Staff on leave for part of the workday as annual leave, accumulated time, or lieu time must complete the daily screening.
6. If you have any symptoms of COVID-19 or think you might have such a symptom, do not come to work. Complete the daily screening and proceed as directed by the screening tool.
7. Staff need to self-monitor, self-isolate or quarantine if instructed by a public health authority including NFN Health Services. This means remaining at home on your property and not entering any NFN facilities even if you receive a negative COVID-19 test result until the Community Health Nurse (CHN) or designate you are clear to do so.
8. **Do not return to work or enter an NFN facility until the Community Health Nurse (CHN) or designate advises that you are clear to do so.**

Developing Symptoms at Work

If you develop even mild symptoms while at work do the following:

1. Separate yourself from others.
2. Re-do the screening tool and proceed as directed by the screening tool.
3. If the screening tool indicates, you are not cleared to work leave immediately and go home.
4. The CHN will contact you at home to follow up and provide directions.
5. **Do not return to work or enter an NFN facility until the Community Health Nurse (CHN) or designate advises that you are clear to do so.**

COVID-19 Related Leaves

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 the employee or a member of their household is symptomatic or asymptomatic.

NFN staff must report sick leave as per usual protocol including reporting the leave to their supervisor and/ or use the sickday@nfn.ca email. All sick leave calls whether COVID-19 related or not will be followed up by the NFN Community Health Nurse (CHN). 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.

Staff may be advised to get a rapid test or go to a testing centre and get tested for COVID-19. If staff receive a negative test result, they still need to be cleared by the CHN or designate prior to returning to and entering a work site. Staff are not to enter the work site until the CHN or designate has provided a clearance and the supervisor is notified of the clearance.

The *NFN COVID-19 Related Application for Leave* form is to be completed for situations identified in this section and other COVID-19 leaves as per the *NFN COVID-19 Related Leaves and Work from Home Arrangements Guidance Document (September 23, 2021)*.

Shared Spaces in the Workplace

1. When there is more than one staff in an office all staff in that office must be wearing a face covering over their nose, mouth, and chin unless each staff is behind a physical barrier such as Plexiglas and no other staff is within two metres.
2. Staff are not to make social visits to other offices
3. Access and use of NFN meeting rooms must abide by the In-Person Meeting at NFN During a Pandemic Outbreak Policy (September 20, 2020)
4. In kitchen facilities staff must sanitize contact surfaces prior to use.
5. Food and beverage in individual containers including individually wrapped utensils are permitted. Caterers must abide by this practice.

Work-Related Travel

1. Non-essential travel is postponed until further notice.
2. Essential work-related travel must be prior approved and documented rationale provided indicating why the work-related travel is essential.
3. The NFN COVID-19 Travel Request Form must be completed for essential travel.
4. Employees must attest to full vaccination status when completing the travel request.
5. Employees must comply with all public health measures identified in this policy or those at the travel destination as long as they are not less than what is noted in this policy.
6. Essential work-related travel is limited to the province of Ontario until further notice.
7. Essential work-related travel will not be approved or will be cancelled should the destination be situated in what is described as a COVID-19 “hot spot”.

Employer Responsibilities

To ensure that NFN continues to provide a healthy and safe workplace NFN will 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 the public 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 physical contact, such as teleworking arrangements, encouraging the use of e-mail, and teleconferencing.
6. 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.
7. Ensure increased cleaning of high-contact areas and access to cleaning and disinfectant supplies.
8. Evaluate and implement ways that employees can practice physical distancing, such as increasing distance between desks, workstations, and people in wait lines.
9. Minimize interactions between clients and employees.

10. Provide personal protective equipment (PPE) for staff as appropriate for their position and risk of exposure
11. Identify and mandate staff training on PPE and environmental cleaning

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 receive a copy of the 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 20, 2021)
4. Administering Leaves Due to COVID-19 (September 23, 2021)
5. Planning COVID-19 Safe Event (August 9, 2021)
6. NFN Vaccination Status Disclosure Policy (September 13, 2021)

Acknowledgement and Agreement

I, the undersigned acknowledge that I have read and understand the Nipissing First Nation Preventing COVID-19 in the Workplace Policy (November 30, 2021). I am providing a primary number that I can be reached at when not at work. 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 provided to staff
2. The completed signature page sent to NFN Human Resources.