

<b>SECTION: Health &amp; Safety</b>		<b>GUIDELINE #: JHS-028</b>
<b>Date Approved:</b> April 27, 2020		<b>Infection Control – Worker and Supervisor Responsibilities</b>
<b>Revision Date:</b>	<b>Review Date:</b>	
<b>Authority: Joint Health &amp; Safety Committee</b>		

## PURPOSE

To provide guidance to workers and supervisors on their responsibilities as they relate to COVID-19 and other infectious diseases.

## SCOPE

This guideline applies to:

- All Town Employees
- Hanover Public Library Employees
- Launch Pad Youth Activity and Technology Centre Employees
- Council Members
- Contractors and Visitors

## GUIDELINES

### Worker Responsibilities

- a) Under the Occupational Health and Safety Act (OHSA), workers have an obligation to raise any health and safety concerns to their Supervisor, Joint Health & Safety Committee (JHSC), or health and safety representative.
- b) Employees are required to abide by all policies and guidelines pertaining to health & safety, COVID-19, and other infectious diseases.
- c) Employees must wear all personal protective equipment (PPE) requested by the employer.
- d) Employees are required to report any illness to their supervisor.
- e) Employees who are unwell must comply with requests to return home, self-isolate, and seek clinical assessment over the phone.
- f) Maintain physical distancing of at least two metres (six feet) or more between persons.
- g) Regularly clean and disinfect work areas.
- h) Practice good hand hygiene throughout shifts:
  - a. Wash hands frequently with soap and water for at least 20 seconds.
  - b. If using hand sanitizers, they must be alcohol based (with greater than 60% alcohol) to be effective.
- i) Cough and sneeze into a tissue then immediately discard it, or cough or sneeze into your elbow or sleeve. Wash or sanitize hands immediately afterward.

### Supervisor Responsibilities

- a) Under the OSHA, Supervisors have an obligation to provide healthy and safe work environments, and to respond to health and safety concerns that are brought to their attention.
- b) Supervisors are required to abide by all policies and guidelines pertaining to health & safety, COVID-19, and other infectious diseases.
- c) Supervisors must wear all PPE requested by the employer.
- d) Supervisors must assess hazards and implement controls in response to those hazards, and as deemed required by the JHSC.

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- e) Supervisors must inform their staff of hazards and controls within the workplace, and ensure workers adhere to control measures.
- f) Supervisors should instruct anyone exhibiting symptoms of sickness to return home, self-isolate, and seek clinical assessment over the phone.
- g) Supervisors must assist with contact tracing, if requested.
- h) Supervisors must arrange cleaning and disinfection of potentially contaminated areas of the workplace.
- i) Maintain physical distancing of at least two metres (six feet) or more between persons.
- j) Regularly clean and disinfect work areas.
- k) Practice good hand hygiene throughout shifts:
  - a. Wash hands frequently with soap and water for at least 20 seconds.
  - b. If using hand sanitizers, they must be alcohol based (with greater than 60% alcohol) to be effective.
- l) Cough and sneeze into a tissue then immediately discard it, or cough or sneeze into your elbow or sleeve. Wash or sanitize hands immediately afterward.
- m) Maintain a minimum 30 day supply of cleaners, disinfectants, sanitizers, and PPE for the department.

### Best Practices for Hand Washing

All staff must wash or sanitize their hands:

- After using the restroom;
- Before eating;
- Before handling food or smoking;
- After coughing, sneezing, or blowing their nose;
- After removing a mask or gloves; and
- After contact with chemical agents.

### Work Refusals

Employees have the right to refuse unsafe work in accordance with the OHSA. The OSHA outlines a specific work refusal procedure that must be followed. Any work refusals related to COVID-19 will be investigated according to the designated OSHA process.

### RELATED DOCUMENTS

- a) JHS-026(G) COVID-19 Safety
- b) JHS-029(G) Infection Control – Disinfecting Work Sites
- c) Hanover Return to Work Reintegration Plan for COVID-19