	<b>City of Wetaskiwin Administrative Directive:</b>	<b>Infection Control - COVID-19 Pandemic</b>
<b>Directive #</b>  <b>HR-013</b>	<b>Approved</b>  <b>Date: April 29, 2020</b>	<b>Revised</b>  <b>Date: August 26, 2020</b>

## Directive Purpose

It has been confirmed that the virus that causes COVID-19 may be transmitted by respiratory droplets and contact with respiratory droplets on surfaces and in the air. To reduce the risk of viral transmission amongst City employees the following protocols are to be established.

Due to the changing conditions associated with the pandemic, this document will need to be monitored and reviewed regularly for updates.

## Definitions

**CAO** – Chief Administrative Officer; can also be referred to as City Manager.

**City Vehicle** – any truck, car, bus, or similar conveyance, including any motorized unit which may or may not be self-propelled or mounted on a truck or trailer, and which is owned or leased by the City of Wetaskiwin.

**Commercial Travel** – Involves the use of an airplane, car, bus, train, boat, ship, or any other conveyance hired to transport people/ passengers.

**COVID-19** – a respiratory disease caused by the SARS-CoV-2 coronavirus.

**Face Mask/ Covering** – a face mask of covering that covers the nose, mouth, and chin without gaping and with the designed purpose to limit the spread or respiratory illness. The mask must have at least 2 layers of fabric and not have an expiration valve.

**Leadership** – a term that refers to all levels of management that are responsible for controlling and directing staff. Titles include but are not limited to: team leader; operator in charge; coordinator; captain; sergeant; deputy chief; chief; supervisor; manager; general manager; and city manager.

**Medically cleared** – able to resume normal work duties after consultation or testing from a certified medical professional or body.

**Pandemic** – refers to a disease that is prevalent over an entire country, continent, or the world.

**PPE** – protection worn by an individual to provide a barrier between the hazard and it entering one's body. Examples include, masks, respirators, gloves, face shield, hard hats, hearing protection, safety glasses, etc.)

**Self-isolate** – the legislated requirement to stay at home when you have a symptom of COVID-19 or are a primary contact of a confirmed COVID-19 case. If you are in mandatory isolation:

- Stay home – do not leave your home or attend work, school, social events or any other public gatherings.
- Avoid close contact with people in your household, especially seniors and people with chronic conditions or compromised immune systems.
- You are prohibited from taking public transportation like buses, taxis or ride-sharing.
- Do not go outside for a walk through your neighbourhood or park. This includes children in mandatory isolation.
- You can get fresh air in your backyard, if you have one, but you must remain on private property not accessible by others.
- If you live in an apartment building or high-rise, you must stay inside and cannot use the elevators or stairwells to go outside. If your balcony is private and at least 2 metres away from your closest neighbour's, you may go outside on the balcony.

## Responsibilities

- 1) Chief Administrative Officer (CAO) shall:
  - a. Determine the duration for the directive to be in effect.
  - b. Direct leadership actions resulting from employee non-compliance.
  - c. Formally communicate the intent, terms, and conditions of this directive to all employees.
- 2) Leadership shall:
  - a. Review the directive with employees to ensure they understand the intent, terms, and conditions.
  - b. Enforce the intent, terms, and conditions of this directive.
- 3) Employees shall:
  - a. Adhere to the intent, terms, and conditions of this directive.
  - b. Discuss personal or business travel plans with their manager and or supervisor prior to travel

## Protocols and Guidelines

- 4) The Workspace in General
  - a. Employees working at a City workplace will be responsible to ensure they always maintain a physical distance from others of at least 2 meters and wear a mask or face covering in compliance with HR-

015 Face Mask Directive.

- b. Employees will participate in the daily health self-assessments as described in Directive HR-012 – Daily Health Assessment.
- c. Employees exhibiting any symptoms of illness, have a member of their immediate household exhibiting any symptoms of illness, or have been in contact with a confirmed case of COVID-19 is not permitted to report to work (Sore throat, cough, fever, shortness of breath, and/or runny nose). Please refer to HR-014 Responding to Possible or Confirmed Cases of COVID-19 for further direction.
- d. The workspace provided must have the desk edges no closer than 2 meters away from the nearest desk/ workspace and with the occupant no closer than 2 meters to the next closest person. The exception would be if there is a physical barrier between desks greater than 6 feet high. (high enough to prevent a standing person from coughing or sneezing into the next workstation). Ideally, the workspace provided would be an office with walls and a door with one occupant per office.
- e. The user of the space will be responsible for wiping down high touch areas within their area at regular intervals. Cleaners/ wipes will be provided by the City for employee's use.
- f. In addition, high touch areas within offices will be sanitized by dedicated staff at least twice daily.
- g. Employees, other than the workstation occupant, will stay 2 meters away from the desk edge or the occupant (whichever is furthest) within the space.
- h. Hand sanitizer will be provided for each workstation occupant.

5) Shift and Break Staggering

- a. Employees working from City offices are encouraged to stagger their break times with 50% or less of the department employees taking a break at a time. Ideally, separate break areas for 50% of departmental employees would be assigned per department per shift.
- b. Where possible, Co-workers within the same shift will remain constant. (i.e. same two or more employees will always be assigned to work together in the same shift.)

6) Handwashing/ Hand Sanitizers

- a. Employees working in a city workplace will be required to wash their hands prior to starting work and frequently throughout the day.
- b. Handwashing/ sanitizing will be required each time the

employee enters a city building.

- c. Hand Sanitizer will be provided for employees to use throughout the day or when handwashing is not available.

#### 7) Common Areas (Break Rooms/ Coffee Rooms)

- d. In all lunch rooms occupancy shall be limited to the space available to accommodate physical distancing.
- e. It may be required for lunch breaks to be staggered between work shifts so that no more than 50% of one department occupies the space at one time.
- f. Employees of City departments will be required to not occupy break rooms, lunchrooms, etc. with other city departments.
- g. Maximum occupancy levels to maintain physical distancing shall be posted at common areas (break rooms, lobbies, reception areas, etc.).

#### 8) Office Equipment - Copiers/ Scanners, etc.

- a. It is required that only one person at a time use, and be in proximity to, office equipment such as copiers, scanners, etc.
- b. Rooms housing this type of equipment will have occupancy of one (1) unless physical distancing can be maintained.
- c. Users will be responsible for wiping down keyboards, buttons and screens after each use using a disinfecting wipe provided by the city.

#### 9) Meetings and Gatherings

- a. Employees working at City workplaces will be responsible to ensure they always maintain a physical distance of at least 2 meters (6 feet).
- b. Virtual meetings will be encouraged, however, in cases where this is not possible, or practical, in person meetings can be held where physical distancing, PPE use, and hand hygiene techniques can be maintained.

#### 10) Use of City Vehicles and Equipment

- a. Every effort will be made to ensure only 1 occupant per vehicle is observed.
  - i. The Wetaskiwin Fire Department will have regular exemption from this clause when responding to an emergency.
- b. In exceptional circumstances where more than 1 occupant may be required in a vehicle, the maximum number in a vehicle shall be 2, with both driver and passenger wearing a mask or face covering.



Where possible the passenger shall be seated in the rear seat on the right side of the vehicle.

- c. Hand sanitizer use / handwashing shall be initiated prior to entering the vehicle and after exiting the vehicle.
- d. The above conditions also apply to employees riding in a personal vehicle while on City business.



#### 11) Personal Travel

- a. The City cannot control one's personal travel or with whom they interact. However, there are legal and moral obligations requiring the City to provide a safe and healthy work environment to its employees. To this end, the City will follow the best practices and guidelines suggested by federal and provincial health authorities regarding employees returning to work after travelling.
- b. Personal International Travel
  - i. Employees returning from international travel, by any means of transport, are legislated federally and provincially to self-isolate for a minimum period of 14 days.
  - ii. Time required for self-isolation will not be eligible for compensation by the City when the travel was for personal reasons.
  - iii. Personal international travel plans should be discussed with the GM or manager due to the above clause.
- c. Personal Interprovincial Travel
  - i. Non-essential travel outside of the province of Alberta is not recommended by Alberta Health Services until at least Stage 3 of the province's Relaunch Strategy has been initiated.
  - ii. Employees returning from interprovincial travel (travel within Canada) while traveling by personal vehicle will be able to return to work, however, all PPE, physical distancing, and hand hygiene hazard controls must be strictly adhered to.
  - iii. Travelers returning from interprovincial travel by commercial means may be required to not return to work until medically cleared from COVID -19.
  - iv. Monitor for symptoms for 14 days upon return.
- d. Personal Travel within Alberta
  - i. Those returning from travel within the Alberta are required to return to work following the current established protocols for mask wearing, physical distancing, hand hygiene, etc.
  - ii. Monitor for symptoms for 14 days upon return.

#### 12) Work Related/ Professional Development (External Training) Travel

- a. Work related travel will include travel required to complete business as a

- representative for the City of Wetaskiwin.
- b. Employee’s manager and/or general manger will approve work related travel dependent upon the need of the travel and the current pandemic situation and infection prevention controls in place.
  - c. Professional Development travel compensated by the City will require approval of the employee’s manger, GM, and the DEM.
  - d. Approval will be based on the need for the external training to occur and the safety protocols in place by the host of the external training.
  - e. The employee must provide a training request form that includes justification for the immediate need of the training along with the safety measures in place at the external training facility.
  - f. Employees may pay and travel for professional development on their own, however, upon return the employee may be required to adhere to isolation or other protocols that may not be compensated by the City.
  - g. Where possible, employees traveling for City business or for professional development shall use separate vehicles and accommodations.

Approved By:		Responsible:	
	August 28, 2020		August 26, 2020
City Manager	Date	Director/Manager	Date