

APPENDIX C2 – Municipal and Government: Appropriate health and safety control measures for infectious diseases (including COVID-19)

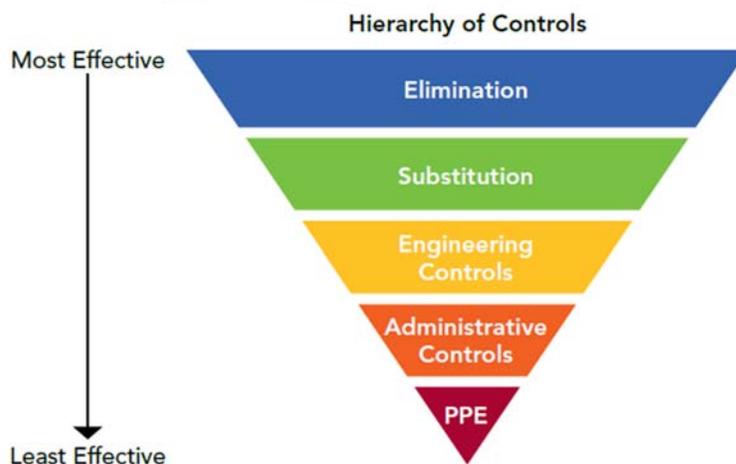
Organizational Risk Assessments in all settings must be updated to ensure worker protection including measures that mitigate transmission of COVID-19. Effective hazard prevention and control includes using a standard occupational health and safety hierarchy of controls framework that consists of engineering, administrative controls, and if required personal protective equipment (PPE). The levels of the hierarchy of controls are arranged from the most to least effective measures. This not only supports the worker’s rights to a safe and healthy environment but also promotes appropriate and consistent PPE conservation and stewardship efforts.

Policies, procedures, measures and training for the protection of workers must be developed in consultation with the joint health and safety committee and health care representatives (if any).

Hierarchy of controls

Controlling worker exposures to occupational hazards is a requirement of the *Occupational Health and Safety Act* and its regulations. As shown below, the best controls are those that eliminate the risk of exposure in the workplace. Control measures that aim to minimize the risk of exposure (e.g. PPE) are considered less reliable as they do not eliminate the hazard. The effectiveness of such controls decrease as you move down the hierarchy.

To prevent the transmission of infectious diseases, it is important that workplaces use multiple control strategies, implemented at the same time or one after another, to keep workers as safe as possible. This is particularly important since elimination (physically removing the hazard) and substitution (replacing the hazard) are not feasible options. Applying a combination of controls can provide an additional degree of protection, even if one intervention fails or is not available.



Examples of Engineering, Administrative and PPE controls Infectious Diseases including COVID-19
The following examples are not an exhaustive list and the employer must identify controls that would be specific to their own needs. The controls below should be implemented prior to moving to additional conservation measures for PPE.

Adapted from [CDC Conventional Capacity Strategies: Coronavirus checklist](#) and Chapter 5 of the [Ontario Health Plan for Influenza Pandemic](#).

Engineering Controls	
	<p>Facility</p> <ul style="list-style-type: none"> ▪ Utilize facility design to reduce exposure. ▪ Signage on entry door to limit access of clients experiencing Infectious Disease Symptoms.
	<p>Room Design</p> <ul style="list-style-type: none"> ▪ Temporary separate room for client with suspected infection (e.g. kids program while waiting for parent pickup) ▪ Utilize room design to reduce exposure (e.g. furniture separation for physical distancing)
	<p>Environmental Controls - Ventilation</p> <ul style="list-style-type: none"> ▪ Ensure ventilation systems are working and are properly maintained to provide air movement according to standards (e.g. filtration). ▪ Open windows and doors to let fresh air in when possible. ▪ Design building ventilation systems to meet specific standards
	<p>Equipment</p> <ul style="list-style-type: none"> ▪ Sharps Containers and Safety Devices ▪ Separate tools and vehicles for workers
	<p>Human Traffic Patterns</p> <ul style="list-style-type: none"> ▪ Design buildings to facilitate traffic patterns that enhance physical distancing, and reduce exposure. (e.g. add symbol on the ground to instruct adequate distancing) ▪ Design of traffic flow patterns to enhance physical distancing.
	<p>Hand hygiene</p> <ul style="list-style-type: none"> ▪ Provide easy access to soap and water (ways to properly clean hands) or alcohol-based hand sanitizer if soap and water are not available. Locations might include building entry and exit points, at checkout points, near elevators, or at reception desks.
	<p>Barriers to Separate</p> <ul style="list-style-type: none"> ▪ Where feasible, install sneeze guards and physical partitions (e.g. plexi-glass or plastic screens) where it is difficult to remain 2 meters apart (e.g. clients/ visitor and worker have close interaction such as during registration, reception, public service counters, busing, public workstations, office areas, between bathroom sinks).

Administrative Controls	
	<p>Infection Prevention & Control Program</p> <ul style="list-style-type: none"> ▪ Conduct an Infection Disease Risk Assessment. ▪ Establish controls as required. ▪ Annual review of program. ▪ Develop specific procedures and practices as required by Public Health, Ministry of Labour Training and Skills Development, other regulatory body or relevant standards for sector.
	<p>Visitor Policies</p> <ul style="list-style-type: none"> ▪ Place posters or other signage in high traffic areas such as entrances and reception areas (e.g. physical distancing, cough etiquette, hand washing). ▪ Add screening and other general public requirements to existing Codes of Conduct for visitors/clients. ▪ Enforce Code of Conduct (include zero tolerance for comments like “I have COVID-19” or behaviours from patrons who do not follow physical distancing) ▪ Provide information and links to screening questionnaires for completion prior to site arrival. (e.g. advise anyone with symptoms to stay home). ▪ Screen for symptoms on arrival to site and deny entry to anyone who is exhibiting symptoms.
	<p>Worker Screening</p> <ul style="list-style-type: none"> ▪ Update and communicate screening policies to staff. ▪ Post Posters to screen for illness. ▪ Add screening and other general worker requirements to existing Codes of Conduct. ▪ Enforce Code of Conduct (include zero tolerance for comments like “I have COVID-19” or behaviours from workers who do not follow physical distancing) ▪ Provide information and links to screening questionnaires for workers. ▪ Advise anyone with symptoms to stay or go home.
	<p>Accommodation Policies for Vulnerable Workers</p> <ul style="list-style-type: none"> ▪ Update Accommodation policies to specify increased protective measures for vulnerable high risk populations (e.g. over 65, immune system suppression, high risk medical conditions, and pregnancy). Also, protection for workers who cannot fit-test to an available respirator (if it is required), and measures for those who are unable to be immunized. Protective measures might include work reassignment, increased level of PPE, personal leave, etc.
	<p>Illness Reporting Policies</p> <ul style="list-style-type: none"> ▪ Implement flexible sick leave policies and coverage for workers who may be self-isolating or are un-well. ▪ Illness Reporting Policies. ▪ Have a system for reporting probable and confirmed cases to the local Public Health unit. Communication about who will take responsibility, ensuring proper documentation, and implementing any advice given by the Public Health Unit. ▪ Follow current quarantine and self-isolate restrictions for travelers.

Administrative Controls	
	<ul style="list-style-type: none"> ▪ Anyone who begins to feel unwell (fever, new cough or difficulty breathing) or having been exposed to a confirmed case of Infectious Disease should notify their supervisor, and if required return home and self-isolate immediately and follow the guidance from public health on self-isolation. ▪ A sick worker should be moved to a room away from other staff until they can return home. Follow public health guidance on cleaning and disinfecting of work areas. ▪ Notify the Ontario Ministry of Labour Training & Skills Development, the JHSC (or health and safety representative and trade union if any) of Occupational Disease. ▪ Notify WSIB of worker’s Occupational Disease. ▪ Due to the latency period of COVID-19, it is important to track where workers have worked, where possible. If a worker tests positive for an Infectious disease such as COVID-19, the local public health unit will ask employers to provide information on where the worker worked as well as the contact information of any other worker who may have been exposed.
	<p>Mental Health Support Policies</p> <ul style="list-style-type: none"> ▪ Develop or update policies to provide effective leadership, mental health supports, counselling, and resource options. ▪ Promote Benefit Plan options that support mental health.
	<p>Promotion of Immunization</p> <ul style="list-style-type: none"> ▪ Update policies to include any immunization recommended for their job. ▪ Influenza or future corona virus immunization should be strongly encouraged and supported by the workplace.
	<p>Promotion of Hand Hygiene and Sneeze/Cough Etiquette</p> <ul style="list-style-type: none"> ▪ Promote good hygiene among workers, clients, volunteers and visitors.
	<p>Post and Communicate Employer Policies</p> <ul style="list-style-type: none"> ▪ Post and communicate Infection Disease policies to workers.
	<p>Training and Education</p> <ul style="list-style-type: none"> ▪ Provide training on employer Infectious Disease related policies and procedures to workers and volunteers. ▪ Provide specific workplace training as required (e.g. Respiratory Fit Testing for workers who require N95s, doffing and donning gloves or mask/face coverings).
	<p>Reduce Sharing of Tools & Equipment</p> <ul style="list-style-type: none"> ▪ Promote the avoidance of sharing of tools and equipment (e.g. telephones, vehicles, tools/equipment etc.). ▪ Regular tool & equipment cleaning where there is no suspect case of COVID-19 exposure could be done by soap and water or as per manufacturing guidelines. If suspect case then the frequency and disinfecting method should be escalated. ▪ Limit the exchange of papers (e.g. signing contracts). If documents must be exchanged, leave them on a clean surface while maintaining a two-metre distance.

Administrative Controls	
	<ul style="list-style-type: none"> ▪ Consider limiting the number of users that share vehicles, limiting the occupancy and spacing riders in every other seat or in a way to create 2 meter distancing.
	<p>Physical Distancing</p> <ul style="list-style-type: none"> ▪ Maintain physical distancing of at least 2 metres (6 feet) or more between persons, including clients and co-workers. ▪ Non-essential face-to-face appointments should be postponed or converted to virtual appointments or telephone consultations. Consider virtual learning for training. ▪ Limit the total number of people at the workplace and where they are assigned to work. Suspend all non-crucial activities, group activities and gatherings. Consider staggering shifts, schedules and breaks to reduce number of workers gathering. ▪ Restrict and limit interactions and entry into the workplace to essential personnel. ▪ Alter the workplace layout of the floor by moving furniture or using visual cues such as tape on the floor to enhance physical distancing. ▪ Close shared spaces such as dining halls, game rooms, exercise rooms, and lounges if possible; otherwise, stagger use and restrict the number of people allowed in at one time to ensure everyone can stay at least 2 meters apart, and clean and disinfect between users. ▪ Design strategies to avoid food distribution in settings where people might gather in a group or crowd. Consider options such as “grab-and-go” bagged lunches or meal delivery. ▪ Reduce number of staff using shared bathrooms or facilities at one time.
	<p>Environmental Cleaning and Disinfection</p> <ul style="list-style-type: none"> ▪ Identify facility areas, equipment, vehicles and high touch items that require a cleaning routine. ▪ Develop and Implement regular cleaning, disinfection and sanitizing practices according to the latest public health information and sector best practices (e.g. door handles, light switches, toilet and faucet handles). ▪ If items cannot be cleaned, determine if a waiting period (e.g. on porous materials like paper/cardboard books) will be adequate. ▪ Replace difficult to clean shared items such as pillows, and furniture with cleanable items. ▪ Place waste receptacles in locations where gloves or masks or tissues may be discarded safely. ▪ Develop protocols for staff who share vehicles to ensure appropriate cleaning/disinfecting procedures. ▪ Safety Data Sheets and product labels should be used to provide additional information regarding use, handling, placement, storage and warnings associated with hand sanitizer, cleaning and disinfecting products. ▪ Consider PPE requirements for workers related to cleaning and disinfecting tasks.

Personal Protective Equipment:

PPE Program

- Develop Personal Protective Equipment Program (e.g. Risk Assessment, selection, type, procurement, training, use, maintenance, cleaning, storage, and disposal).
- Develop or update Respiratory Protection Program if a respirator is required.
- Personal clothing worn at work should be also treated as a potential source of exposure. Place work clothes into a bag before taking them home to launder. Ideally wash these clothes separately.
- If unable to maintain physical distancing of two meters, workers can use a surgical/procedure mask, protective clothing and if required eye protection such as goggles or face shield.