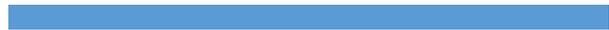




# COVID-19 Safety Plan

Risk Mitigation

Version: July 23 2021



## BACKGROUND

Arena and recreation activities have many social, physical and mental health benefits for the members of our community. The Province of Ontario currently allows the opening of recreation facilities, with restrictions in place to protect the staff working, as well as the public attending the programs and facilities.

The Atlas Tube Recreation Centre is a facility that provides great benefit to the community and with proper operation can remain open with minimal risk. More specifically, this facility will provide opportunities for customers to participate in hockey, skating, use of the walking track, pickleball, shuffleboard, fitness classes and gymnasium rentals.

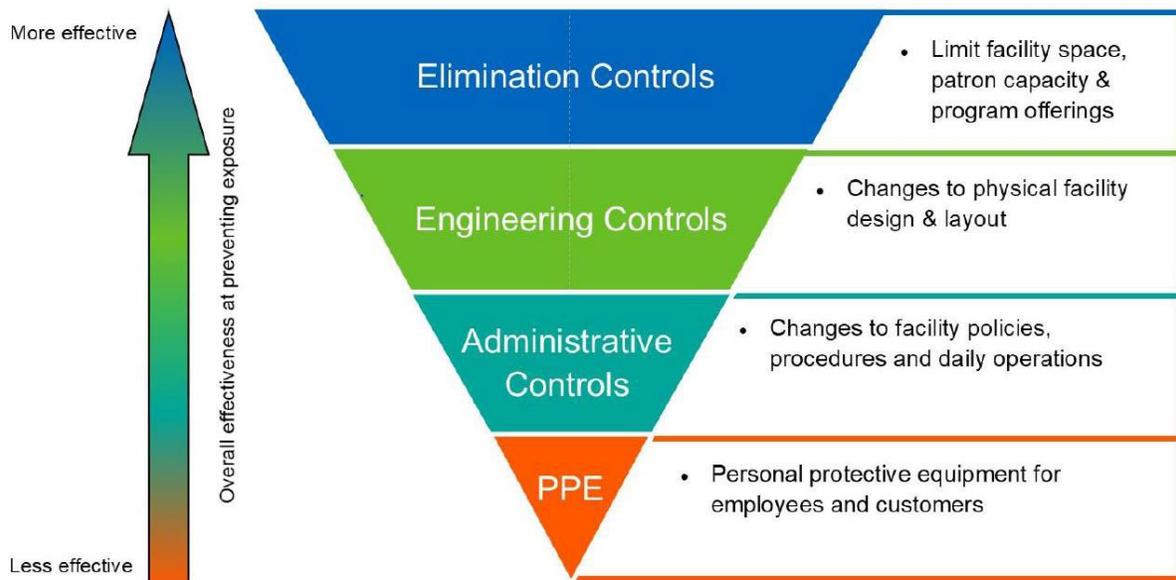
The Municipality of Lakeshore, Community Health and Safety Division has created this document to ensure compliance with requirements of the Health Promotion and Protection Act, the Occupational Health and Safety Act, and associated regulations, and public health directives issued by the Chief Medical Officer of Health and the Region's Medical Officer of Health. This document will be reviewed by Lakeshore Recreation Management monthly, or more frequently if Health Unit or Ministry of Health restrictions change in our area. Several risk assessments have been completed to ensure workers and management have discussed potential workplace risks, associated with the COVID-19 pandemic. Changes to the safety plan will be emailed to all staff and updated copies will be printed and posted on site at the front desk and in the facility staff office.

# RISK MITIGATION STRATEGIES

This guideline for safe reopening presents a number of actions for reducing the risk of COVID-19 transmission. Facilities and programs were assessed for transmission risks and consideration was given to the following areas of operation:

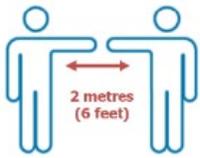


As risks were identified, strategies for mitigation of these risks were developed using a hierarchy of controls as shown below:



The mitigation plan will be re-evaluated during operation on an ongoing basis and if an environment is created where the goals listed in this document cannot be reasonably achieved, a decision will be made to close a facility and/or cancel a program.

# PHYSICAL DISTANCING AND SITE MANAGEMENT



Goal: Modify daily operations and physical environment to minimize the potential for COVID-19 to spread through guests of the facility and programs.

## 1. ELIMINATION CONTROLS

- Arena, spectator, walking track, programs and fitness activity capacity have been reduced to 50%, to allow for physical distancing.
- Participants are encouraged to pre-register for activities to ensure capacity limits are maintained and registration must be completed online or by telephone.
- Participants will be screening for COVID-19 at the main entrance.
- Individuals will not be allowed to enter the building if they:
  - Are exhibiting any symptoms of COVID-19
  - Have been in contact with someone with COVID-19 in the past 14 days
  - Have returned from travel or been in contact with someone who has travelled outside of Canada within the last 14 days
- Screeners will enforce maximum occupancy of the room per activity.
- Shared equipment has been removed or reduced.
- Showers and lockers are available.
- Locker rooms have limited capacities. (Masks should be worn while in locker rooms)

## 2. ENGINEERING CONTROLS

- Additional hand sanitizer dispensers have been installed in high traffic areas and at the entrance and exists to the building.
- Patrons access the facility with one entry point and a separate exit point.
- A one-way traffic flow has been created around the lobby area and facility space and identified with markers.
- Plexiglas sneeze guards have been installed at customer service and screening counters.

## 3. ADMINISTRATIVE CONTROLS

- COVID-19 protocols are posted on the Municipality of Lakeshore's website.
- Public education has been provided through signage, media releases and social media that encourages appropriate conduct and emphasizes personal responsibility.

- Patrons must use hand sanitizer at available stations upon arrival and departure.
- Physical Distancing of 2 metres (6ft) at all times will be encouraged and congregating will be discouraged. Staff will use a tracking method at entrance for contact tracing purposes and to maintain maximum capacity.
- A staff will greet participants arriving to the facility or program and conduct a COVID-19 assessment (see procedures and guidelines below). Those that cannot pass the assessment will not be permitted to participate in programs or enter the facility.
- Registration must be completed online or by telephone.

## 4. PERSONAL PROTECTIVE EQUIPMENT

- Face coverings are required while entering and exiting the facility and can only be removed while exercising.

## 5. PROCEDURES AND GUIDELINES

Guidelines for facility access, and the flow of traffic in the facilities have been created, and can be viewed in the facility maps shown in Appendix 1.

### Facility Access

Staff must ensure that all areas that require access control are not left unlocked or unattended while the public is in the building. Consideration should be taken to limit unnecessary access to areas.

Areas/rooms with restricted access include:

- Staff Areas
- Cleaning and Mechanical rooms
- Management offices
- Pool deck

Opening and Closing the Facility:

1. Staff will enter and exit through a designated entry point.
2. Staff will ensure that the entry point is secured once they have entered and until the facility is open to the public.

Staff Access While Facility is Open: Staff will enter from a designated entry point.

Public Access Entry Point: During COVID-19, the public must enter the facility through designated entry points. Facility entry point for arena and walking track

users: West main sliding doors, closest to the arenas. Facility entry point for all other recreation users: East main sliding doors, closest to the reception desk.

Facility exit point for arena and walking track users: During COVID-19, the public must exit the facility through one designated main exit point. Arena and walking track users exit only doors, located at the East stairwell of the Rock rink. Facility exit point for recreation and fitness programs is the South-East exit only doors, located near the library corridor washrooms.

## EMPLOYEE POLICIES AND STAFF TRAINING



Goal: To maintain healthy workers by training all employees how to protect themselves and guests from COVID-19 and ensuring that all sick employees remain home until they are cleared by a medical doctor or Public Health.

### 1. ELIMINATION CONTROLS

- A minimum of two staff members have been scheduled throughout operational hours. This will allow for additional cleaning and the ability to greet and screen the public as they arrive for programs
- All sick employees must remain at home until they are cleared by a medical doctor or Public Health.

### 2. ENGINEERING CONTROLS

- Staff will be required to wear a face covering at all times, except for when they are in a designated "staff only area" such as behind plexiglass, offices, lunchroom.

### 3. ADMINISTRATIVE CONTROLS

- Staying home when sick has been discussed with all staff to ensure that they understand the importance of not working while sick.
- Employees will be required to do a daily self-assessment before they come to work, to ensure they are not exhibiting any COVID-19 symptoms.
- Employees must wash their hands when arriving and leaving the facility, and before and after:
  - Eating

- Breaks
- Smoking
- Blowing one's nose, coughing or sneezing
- Using the washroom
- Being in contact with animals or pets
- Using shared equipment (i.e. Disinfecting tools)
- Providing routine care for another person who needs assistance
- Emergency procedures have been updated to reflect best practices and recommendations to prevent COVID-19 transmission.
- Staff have been trained on the following:
  - How to safely put on and take off a mask and gloves
  - When to wear appropriate PPE
  - Cleaning and disinfecting of facilities and program equipment
  - The importance of conducting hand hygiene

## 4. PERSONAL PROTECTIVE EQUIPMENT

- Staff will not be required to share PPE. Staff have been issued their own individual helmets and face coverings.
- Additional PPE is available if required, such as face shields.

## 5. PROCEDURES AND GUIDELINES

### First Aid Care –

Municipality of Lakeshore staff have been advised that they are not responsible to provide any first aid care to members of the public, during the COVID-19 pandemic. The public entering the facility does so at their own risk. User groups renting space at the Atlas Tube Recreation Centre must provide their own first aid care and supplies for their groups.

## CLEANING AND SANITATION



Goal: Increase cleaning and disinfection of common touch points to prevent COVID-19 from spreading through contaminated surfaces.

### 1. ELIMINATION CONTROLS

- Unnecessary tools and equipment from staff and storage areas have been removed to simplify the cleaning process.

## 2. ENGINEERING CONTROLS

Cleaning schedules have been established and can be seen in the section Procedures and Guidelines below.

- All hand washing sinks and stations have liquid soap, hand dryer or paper towel and running water for staff and patron use.
- Dressing room capacities have been reduced and patrons have been directed to physically distance themselves from others.
- Hand sanitizer has been provided for staff and public, located at entry points into the facility and in staff areas.
- Daily cleaning and sanitization procedures outlined below in "Administrative Controls".
  - Use of Oxivir

## 3. ADMINISTRATIVE CONTROLS

- Cleaning and sanitizing has been enhanced for all common areas and surfaces.
- Staff equipment/other high touch surfaces are regularly sanitized by staff:
  - Staff tables, chairs, and shared office spaces
  - Facility doorknobs and light switches during each shift
  - Appropriate PPE (if not disposable) after each use
  - Ice resurfacer equipment after each use
- Public high touch surfaces are regularly sanitized by staff:
  - Scheduled disinfection of public areas and high touch surfaces between scheduled rental and activity times
  - Door handles (minimum 2x daily and when visibly dirty)
  - Washroom counters, faucets, paper towel dispensers, soap dispensers, cubicle doors (minimum 2x daily and when visibly dirty)
- Customer service areas must use disinfectant wipes provided to clean keyboard, mice and debit machines.

## 4. PERSONAL PROTECTIVE EQUIPMENT

Employees who are responsible for cleaning will be equipped with any PPE deemed necessary and depending on the cleaning process and chemicals used, may include:

- a. Disposable gloves
- b. Face Mask
- c. Face Shield

## 5. PROCEDURES AND GUIDELINES

Employees will be responsible for ensuring areas of the facility are cleaned and sanitized throughout the day. Checklists must be filled out to indicate the completion of the cleaning task.

Cleaning Expectations and Guidelines: the cleaning checklist will outline the cleaning time frames and expectations for each room or type of room located in the facility. All cleaning staff have been trained on sanitization and Standard Operation Procedures have been created to ensure proper application and disinfection time is adhered to for the Oxivir disinfectant.

Disinfection of hard surfaces and touch points in public areas is completed a minimum of twice daily, when in use. Any shared equipment is disinfected as needed.

### Cleaning and use of Staff Equipment

These steps will ensure the equipment used by staff is in good working condition and is disinfected before and after each use. This applies to all equipment that any staff will use when on shift or delivering programs.

- Disinfect shared equipment as needed to maintain a sanitary condition.
- Upon starting your shift, spray the entire equipment contact areas with provided disinfectant, and wipe it down with disposable cleaning cloth before use.
- Inspect for any damage or defects, and report such to supervisor.

### Use of Handheld Devices

To reduce exposure to germs from shared hand held devices.

- When starting your shift, put on gloves and use a disinfectant to wipe down all commonly used hand held devices.
- Hand held devices can include, but are not limited to: work cell phones, desk phones, tablets and 2-way radios.
- Before you use any hand held device during your shift, wipe down the device with a disinfectant wipe.
- If you are working with a hand held device that has the potential for another employee to touch during your shift, ensure you disinfect this item after every time you use it. A good example of this would be the phone.
- When you are completing your shift, ensure you wipe down all hand held devices that were used.
- A new disinfectant wipe should be used to clean each hand held device.

- Discard used disinfectant wipes in the garbage and wash your hands with soap and water for at least 20 seconds after each use.

## Handling of Shared Paperwork

Avoid communication through paperwork where possible by using forms of approved technology. Wash hands with soap and water before and after coming into contact with shared paperwork.

When possible, use alternate forms of communication:

- Use technology for communication such as desk phones, work cell phone or work email rather than having in person conversations as much as possible.
- Where possible, use technology to send and receive paperwork (i.e. scanning equipment and electronic proof of delivery).
- Do not share pens. Request that others use their own pen or stylus when signing. If required to share, use disinfectant wipes to clean pens and styluses.

Clean and disinfect regularly:

- Regularly disinfect any areas that you are frequently in contact with or are used by other people (i.e. tables, desks, tablets, pens, door handles).
  - Wash your hands frequently before and after transferring paperwork.
  - Avoid touching your eyes, nose and mouth.

## SIGNAGE



Goal: Educate employees and the public with important information about COVID-19.

### 1. ELIMINATION CONTROLS

- Not applicable.

### 2. ENGINEERING CONTROLS

- Signage is posted at the facility, encouraging physical distancing of 2 metres (6ft).
- Signage is posted indicating effective hand washing practices.
- Signage is posted indicating mandatory mask use.

### 3. ADMINISTRATIVE CONTROLS

- Up-to-date and consistent messages are on our website, social media, signage, documents and during conversations with patrons.
- Information is communicated using diagrams and pictures when possible.
- Font size on signage is large enough for everyone to read from a 2 metres (6ft) distance.
- Staff are encouraged to provide regular feedback on any issues with COVID-19 prevention measures.

### 4. PERSONAL PROTECTIVE EQUIPMENT

- Not applicable.

## OUTBREAK MITIGATION AND RECOVERY



Goal: Modify procedures for managing an exposure of potential exposure to COVID-19.

### 1. ELIMINATION CONTROLS

- Active screening is required to enter the facility for contact tracing and occupancy is limited.
- Signage posted at the facility, including physical distancing recommendations and effective hygiene practices.

### 2. ENGINEERING CONTROLS

- Not applicable.

### 3. ADMINISTRATIVE CONTROLS

All staff will be required to conduct a self-assessment before they attend work. A screening tool will be used before staff or the public may enter the facility or participate in programs. This can be found in Appendix 2.

For Employees:

- Supervisors are trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
- The procedure if an employee is identified as having symptoms is:
  - If an employee is at home when they identify as having symptoms, they must:
    - Inform their supervisor immediately (Supervisor will contact Human Resources).
    - Remain at home.
    - Contact their family physician, or Public Health Unit.
  - If the employee is at work when they identify as having symptoms, they must:
    - Inform their supervisor immediately (Supervisor will contact Human Resources).
    - Immediately put on a mask, maintain physical distancing from others and return home.
    - Contact their family physician, or Ontario Telehealth.
  - If the symptoms are severe such as shortness of breath (i.e. struggling to breathe or speak in single words) or chest pain, call 9-1-1 or go to the nearest Emergency Room.
  - If shift coverage is not possible, the facility will be closed and/or programs cancelled until staffing can be provided.
  - If an employee has a COVID-19 diagnosis, the local Public Health Unit will identify any co-workers and public who may have been exposed to the sick person.

For Public:

- Patrons will be greeted at the entrance to the facility, and assessed for COVID-19.
- Individuals will not be allowed to enter the building if they:
  - Are exhibiting any symptoms of COVID-19.
  - Have been in contact with someone with COVID-19 in the past 14 days.
  - Have returned from travel or been in contact with someone who has travelled outside of Canada within the last 14 days.
- For individuals not allowed to enter the building, staff will recommend the following:
  - That the individual keep their mask on, return home and contact their family physician or Ontario Telehealth.

If the patron needs to wait for a ride home, they will be asked to wait outside or in the designated zone in the facility (aquatics program room), while wearing a mask.

## 4. PERSONAL PROTECTIVE EQUIPMENT

- If a patron is showing symptoms, or did not pass the COVID-19 assessment, they will be encouraged to put on their mask, or will be provided one to wear until they are able to leave the facility.
- They will be isolated from the rest of the staff and public in the facility's isolation room (aquatics program room). Staff must maintain physical distancing, wear a mask and face shield or goggles when speaking to this person.

## 5. PROCEDURES AND GUIDELINES

These procedures provide a consistent approach to how the Municipality of Lakeshore, Community and Development Services department can continue to operate in the event an individual has tested positive or is potentially exposed to COVID-19.

This guidance is not intended to replace or supersede federal, provincial or local guidance or authority. It highlights key recommendations from the Chief Medical Officer of Health and the Region's Medical Officer of Health, regarding steps to be taken when an employee tests positive for COVID-19 or has been exposed (in close contact) to an individual (Facility Visitor/Contractor) who has tested positive for COVID-19.

### **1.0 Employee does not pass self-assessment for COVID-19**

- According to the Municipality of Lakeshore Protocol for Exposure to COVID-19, the employee will be instructed to not attend work, and to contact their doctor and/or public health to get tested for COVID-19.
- Human Resources and senior management will be notified.
- The employee may return to work when directed to do so from the public health unit or a doctor.

### **2.0 A customer/contractor/staff/etc. is showing symptoms of COVID-19 after screening**

- Isolate suspected individual based on the facility's isolation plan, if they cannot leave immediately.
  - Ensure contact information of suspected individual is recorded.
- Map out where they have been in the facility and close those areas to clean and disinfect.
- Assist suspected individual with an exit plan.
  - May include contacting parents/guardians or partners.
- Contact Human Resources and senior management (HR will contact public health).
- Ensure a list is available of all customers/contractors/etc. that have visited the facility during times of potential exposure for purposes of communication.

- If the individual later communicates that they have tested positive for COVID-19, follow steps in section 3.0 for staff, and 4.0 for members of the public/contractors.

### **3.0 Employee has tested positive for COVID-19**

- Contact HR and senior management (HR will contact Public Health).
- The Municipality of Lakeshore will follow the directive of the Public Health Unit.
- The employee may return to work when directed to do so from public health or a doctor.
- Identify potentially exposed individuals with the employee who tested positive for COVID-19. They may return to work as directed from public health or a doctor.
- Ensure a list is available of all customers/contractors/etc. that have visited the facility during times of potential exposure for purposes of communication.

### **4.0 Member of the public that visited the facility has tested positive for COVID-19**

- Determine time and date of potential exposure.
- Identify potentially exposed individuals with the person in question who tested positive for COVID-19. Staff may return to work when directed to do so by public health or a doctor.
- Contact HR and senior management (HR will contact Public Health).
- If deemed appropriate, close facility for more extensive cleaning.
- Ensure a list is available of all customers/contractors/etc. that have visited the facility during times of potential exposure for purposes of communication.

#### Communication Plan

Any potential COVID-19 exposure will be communicated to HR and senior management. Any disruption to service will be communicated to the public through the Division Leader Community Services and the Division Leader Civic Affairs, using the following channels:

- Media release
- Website
- Social Media

#### Isolation Plan

- Designate an isolation room with limited access.
- Provide that individual with a mask.
- Ensure that individual washes hands and provide hand sanitizer.
- All staff who interact with the individual must wear a mask, gloves and face shield.
- Direct supervision may be required if individual is under the age of 10.
- Ensure staff follow social distancing guidelines (2m or more).
- Ensure isolation room is cleaned and disinfected after use.

## Isolation Area

- Atlas Tube Recreation Centre – Aquatics program room

## ACTIVITY SPECIFICS

Plans have been put in place to ensure the safety of all patrons and staff while participating in recreation activities. Activity Specifics are communicated to the public online and in person with signage and education from staff. Any guides are posted on the department website and shared on social media.

### 1. Arenas

- Visitors are required to follow PHYSICAL DISTANCING measures at all times (2 metres / 6 feet).
- Visitors must enter through the designated entrance or alternate entrance if provided.
- All visitors must exit through their designated exit area or alternate exit if provided.
- Spectators must not exceed 50% capacity for that particular area.  
\*Capacity numbers for each space are posted.\*
- All visitors are required to wear a face mask while in the building until on the ice.
- No spitting on the ice or in the facility at any time.
- Player benches are in use.
- All ice times are 50 min. in length
- Groups will be given a designated dressing room.
- All groups and spectators are expected to exit the facility immediately following their ice time.
- Maximum number of TOTAL PEOPLE IN EACH ARENA including coaches, instructors and goalies is 50% capacity of that area.  
\*Capacity numbers for each space are posted.\*

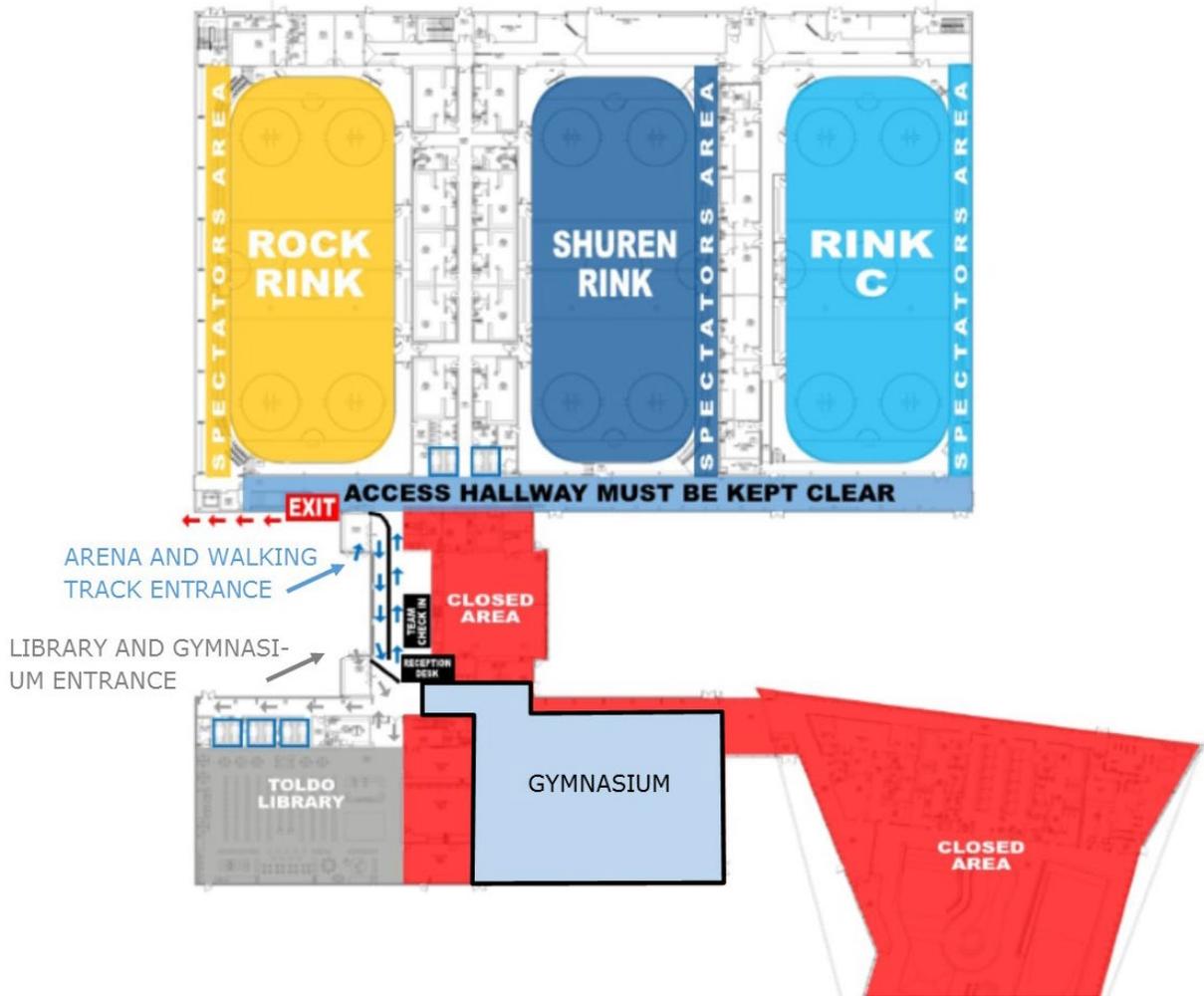
### 2. Walking Track

- Capacity limited to allow for physical distancing.
- Appointments for use are encouraged but not required to be made in advance of attending.
- Masks can be removed while participating in physical activity on the walking track.

### 3. Recreation Activities

- Participants are encouraged to pre-register to participate in a Recreation Program.
- Pre-registration is based on predetermined time slots.
- Face coverings are required to be worn while in the facility.
- Water fountains and refill stations are not available at this time.
- Entrance is through the East sliding doors, located closest to the main reception desk.
- Staff member will greet each participant for screening and check in.
- Individuals will not be allowed to enter the building if they:
  - Are exhibiting any symptoms of COVID-19
  - Have been in contact with someone with COVID-19 in the past 14 days
  - Have returned from travel or been in contact with someone who has travelled outside of Canada within the last 14 days
- Members of the public are required to use hand sanitizer, which is provided, at the entrance/exit of the facility.
- Once passed the front desk, participants proceed to the marked spot in the hallway where they can put on their appropriate footwear and leave any personal items.
- Patrons must keep their face coverings on until they enter the Gymnasium.
- Face coverings should be worn at all times by those accompanying the user, in accordance with provincial guidelines.
- Face coverings are required when entering/exiting the area.
- Reminders are posted to remain physically distanced from others while entering and exiting the fitness area and while in the Gymnasium. Participants must remain in their assigned space for the duration of their class/activity.
- Participants must exit the building immediately after their activity time has ended.
- Minimal equipment is available. Any shared equipment will be cleaned and disinfected as frequently as is necessary to maintain a sanitary condition.

# Appendix 1 – Facility Map



## Appendix 2 (a) – Public COVID-19 Screening Tool



### COVID-19 Screening Instructions for Visitors or Contractors

To minimize the spread of COVID-19, screening is required for all visitors and contractors to a Town of Lakeshore facility.

A Quick Response (QR) code will be posted at the entrances to all facilities which will allow those wishing to enter the ability to quickly use their phone to connect to the COVID-19 daily screening questionnaire. Instructions are as follows:

#### Contractors or Visitors using a mobile device:

1. Open the camera app on your phone or tablet from the home screen.
2. Select the rear facing camera. Hold your device so that the QR code appears in the viewfinder in the camera app.
3. Two things can happen when you correctly hold your smartphone or tablet over a QR code:
  - a. Your device will recognize the QR code and will show a notification at the top of your screen. You then tap the notification to open the link associated with the QR code; OR
  - b. On some readers, you have to press a button to snap a picture, not unlike the button on your smartphone camera. If necessary, press the button. Your smartphone will read the code and navigate to the intended destination (may take a few seconds).
4. Answer the screening questions.
5. If you answer "No" you may proceed to enter the facility.
6. If you answer "Yes" you are not permitted to enter the facility and are recommended to contact the Health Unit at 519-258-2146 ext. 1420 or Telehealth at 1-866-797-0000.



#### For Contractors, if you are meeting with a Town of Lakeshore employee you may also complete the questionnaire prior to arriving on site:

1. Go to whichever web browser you prefer (ex. Internet Explorer, Chrome, Firefox, Safari, etc.)
2. In the address bar type:  
[forms.lakeshore.ca/Covid/Screening](https://forms.lakeshore.ca/Covid/Screening)
3. Answer the screening questions.
4. If you answer "No" you may proceed to enter the facility.
5. If you answer "Yes" you may not meet with the Town Employee and you should advise the Town employee of such. You are recommended to contact the Health Unit at 519-258-2146 ext. 1420 or Telehealth at 1-866-797-0000.



## COVID-19 Screening Instructions for Visitors or Contractors

All visitors must complete the online screening using either of the methods indicated above. Visitors that do not have the devices to do so must still pre-screen prior to entering the facility. The name and phone number of the visitor will be collected at the reception desk.

It is important for all visitors and contractors to stay home when they are sick. When in the building masks are required where 2 meter distancing cannot be maintained. Wash your hands or use hand sanitizer frequently. Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow.

## Appendix 2 (b) – Staff COVID-19 Screening Tool



### COVID-19 Daily Screening Instructions for Employees

To minimize the spread of COVID-19, daily fit for work screening is required for all staff, visitors and contractors. The Town has now moved to an online platform for screening which should occur before or when an employee enters the workplace at the beginning of their day or shift (preference is prior to entering the building).

A Quick Response (QR) code will be posted at the entrances to all facilities which will allow those wishing to enter the ability to quickly use their phone to connect to the COVID-19 daily screening questionnaire. Instructions are as follows:

#### If using a mobile device:

1. Open the camera app on your phone or tablet from the home screen.
2. Select the rear facing camera. Hold your device so that the QR code appears in the viewfinder in the camera app.
3. Two things can happen when you correctly hold your smartphone or tablet over a QR code:
  - a. Your device will recognize the QR code and will show a notification at the top of your screen. You then tap the notification to open the link associated with the QR code; OR
  - b. On some readers, you have to press a button to snap a picture, not unlike the button on your smartphone camera. If necessary, press the button. Your smartphone will read the code and navigate to the intended destination (may take a few seconds).
4. Answer the screening questions.
5. If you answer "No" you may proceed to enter the facility.
6. If you answer "Yes" you must contact your Supervisor or Human Resources immediately and also contact the Health Unit at 519-258-2146 ext. 1420 or Telehealth at 1-866-797-0000.



#### If you are completing the questionnaire at home prior to coming to work:

1. Go to whichever web browser you prefer (ex. Internet Explorer, Chrome, Firefox, Safari, etc.)
2. In the address bar type:  
<http://www.lakeshore.ca/screening>
3. Answer the screening questions.
4. If you answer "No" you may proceed to enter the facility.
5. If you answer "Yes" you must contact your Supervisor or Human Resources immediately and also contact the Health Unit at 519-258-2146 ext. 1420 or Telehealth at 1-866-797-0000.



## COVID-19 Daily Screening Instructions for Employees

Employees that do not have access to mobile devices or internet may enter the building and complete the questionnaire as soon as they get to a computer. They should not be entering the building if they will be answering "Yes" to the questions.

All visitors must complete the online screening using either of the methods indicated above. Visitors that do not have the devices to do so must still pre-screen prior to entering the facility. The name and phone number of the visitor will be collected at the reception desk.

Staff who have a scheduled meeting with customers or contractors are responsible for forwarding the QR code or URL and ensuring they have completed the questionnaire prior to the meeting and entering the Town facility.

It is important for all employees to stay home when they are sick. When in the building masks are required where 2 meter distancing cannot be maintained. Wash your hands or use hand sanitizer frequently. Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow.

If you are interested in watching a demonstration on how to use the online screening, please click on the link below: