

COVID-19 safety plan

Company details

Business name: City of Kingston,
PumpHouse Museum and MacLachlan
Woodworking Museum

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Division/group: Cultural Heritage

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1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Best practice standards developed by recognized MLTSD providers are reviewed and considered in all operational aspects.

Information and Instructions:

Information will be posted on the exterior of entry doors, in a central location within the office work environment and shared via email. These include all hand-outs provided by Occupational Health and Health and Safety (Examples include cleaning personal workstations, proper hand washing, proper use of hand sanitizers, etc.).

We continue to reinforce and educate staff on all changes surrounding COVID-19 safety measures or adjustments to Ontario Regulations 364/20. As new information is made available from Kingston Frontenac Lennox & Addington Public Health [KFL&A Public Health] staff will be advised through departmental channels as well as added to the Corporate inward facing internet (KingNet).

<https://kingnet.cityofkingston.ca/resources/health-wellness-safety/covid-19>

Staff are expected to review and be aware of all information provided and if there are questions or concerns, these should be brought up to the management team to address.

All reception areas, counters or information desks where staff interact with the public are required to be fitted with protective shielding. Physical distancing markers (denoting approx. 2m) are required at all public counters and throughout public facilities.

2. How will you screen for COVID-19?

For all buildings:

- All individuals entering the building are to hand sanitize upon entry.
- Staff and visitors to review Occupational Health & KFL&A Public Health approved screening questions.
- Staff and visitors are to sign login sheet attesting they have answered no to the screening questions and provide contact information for contact tracing.

For locked buildings:

- Visitors may only be admitted by an employee or security person after ensuring the visitor has signed the login sheet, provided contact information and have answered no to the screening questions.

For unlocked buildings (i.e. public expected to routinely enter):

- If KFL&A Public Health community transmission risk is low, screening of visitors is to be conducted by a staff member. Employees may self-screen.
- If KFL&A Public Health community transmission risk is moderate or above, and the work area has not been closed (i.e., work from home not in effect), screening of visitors and employees is to be conducted by an employee with standard PPE of surgical mask, face shield and gloves unless done from behind a barrier.

3. How will you control the risk of transmission in your workplace?

Physical Distancing:

Enforcement of physical distancing measures where possible (i.e., position at least yourself 2 meters from your co-worker or any member of the public). The following measures are being taken to help ensure this guideline is met:

- All personnel not required on the premises that can work from home have been encouraged to work from home.
- Desks and chairs will be limited so that the two-meter distancing requirement can be adhered to. Excess chairs will be removed and desks taped or signed as off limits.
- Limited access to kitchenettes.
- Water fountains have been limited to bottle fill only.
- All efforts to ensure the staff can work at a safe distance are taken including:
 - Scheduling different lunch start and end times to prevent overlap of staff within the office.
 - Scheduling to ensure there is only one person in a vehicle where possible.
 - Holding meetings over Microsoft Teams instead of in person.
- During the introduction visitors attending children's programs or site tours receive, staff will verbally confirm physical distancing requirements of 2 meters minimum and the importance of maintaining these standards throughout the program and/or tour that the visitors are attending the site for.

PPE:

Staff are provided with five washable and reuseable antibacterial cotton facemasks that they can wear if they do not have their own appropriate reuseable or disposable facemasks. All staff must wear an appropriate facemask properly fitted over the nose, cheeks, mouth, and chin during in-person interactions with one another and with

visitors. All visitors are required to wear an appropriate and properly fitting facemask, at all times, while inside the site.

Face shields and disposable masks are available for staff and visitors alike are located at the front desk of the PumpHouse.

Cleaning and Disinfecting Regimen:

In administrative offices, public facing facilities and vehicles, proper hygiene (washing hands frequently and the use of hand sanitizer) per KFL&A Public Health is to be enforced for staff and visitors.

Additional measures taken include.

- Continue to clean and disinfect workstations on a daily basis. Antibacterial wipes and other cleaning materials are provided to staff to perform this cleaning.
- Increased frequency of facility deep cleaning (3 times per week at the PumpHouse, 1 time per week at the MacLachlan Woodworking Museum).
- Shared vehicles are disinfected with each use with materials provided.
 - If more than one person is in a vehicle, please ensure only one person will be driving for the shift (do not swap seats).
 - If a new driver is needed mid-shift, follow the disinfection routine before using the vehicle again.
- For public safety, cleaning and disinfecting of all high frequency touch surfaces. Continue to clean and disinfect all surfaces and items touched by visitors between each program and site tour. Antibacterial wipes and other cleaning materials are provided to staff to perform this cleaning.
- Use only cleaning and disinfecting products (known to kill the virus) approved by the City's Facility Management and Construction Services department.
- Used cleaning cloths are disposed of in the designated locations for disposal.

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Contact tracing logs are collected and maintained for a minimum of 30 days at all corporately run locations and subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The Corporation has also deployed a CoviCheck remote application which serves as a pre-screening and further deters workers from attending work when symptomatic. Electronic logs are also available upon request.

[Notice of Collection](#)

Personal Information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected in accordance with the Health Protection and Promotion Act and the Emergency Management and Civil Protection Act. Your personal information will be used by City staff in accordance with MFIPPA (and all other relevant privacy legislation) to ensure those persons who have entered the premises are following the mandatory requirements as set out by the Province and the Medical Officer of Health.

Messaging for staff who have tested positive:

They are instructed to not report to work and to contact their Supervisor or Manager and Corporate Occupational Health Nurse. Occupational health department will follow up with KFL&A Public Health, follow direction provided and share relevant contact tracing information upon request.

Messaging to staff if a co-worker has tested positive:

Report to KFL&A Public Health, follow direction provided and share relevant contact tracing information upon request. Provide below messaging:

Please self-monitor for symptoms for 14 days since last contact with affected case. Please see “How to self-monitor (PDF)” from Public Health Ontario.
<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-self-monitor.pdf?la=en>

If you develop any of the symptoms below, you should remain out of the workplace, notify your Supervisor or Manager as well as Occupational Health (ext. 1284 or ext. 1335).

- Fever (temp. of 37.8C or higher)
- Cough that's new or worsening (continuous, more than usual)
- Shortness of breath (out of breath, unable to breathe deeply)
- Chills
- Sore throat
- Difficulty swallowing
- Runny nose or stuffy nose (not related to seasonal allergies or other known causes or conditions)
- Decrease or loss of sense of taste or smell
- Pink eye
- Headache
- Nausea/vomiting
- Diarrhea
- Stomach pain
- Muscle aches
- Extreme tiredness that is unusual (fatigue, lack of energy)

In addition, we continue to encourage you to practice physical distancing in the workplace and wearing a face covering when unable to maintain 2m physical distancing. Important measures continue to include proper hygiene measures of frequently washing or sanitizing hands with an alcohol-based hand rub and keeping surfaces cleaned and disinfected.

5. How will you manage any new risks caused by changes to the way you operate your business?

Assessment and reassessment of risk reduction measures for COVID-19 specific to this operation using:

- 5 Point MLTSD blueprint outlining measures in place for Information & Instruction, Physical Distancing, Screening, Cleaning and Disinfecting, PPE.
- Adherence to advisement provided from KFL&A Public Health specific to our region.
- Best practice standards developed by recognized MLTSD providers are reviewed and considered in all operational aspects.
- Ontario Regulation 364/20 under the Emergency Management and Civil Protection Act.
- Corporate Joint Health and Safety Committees (JHSC's) remain active, meeting and functioning per their requirements under section 9 of the Occupational Health and Safety Act (OHSA).

6. How will you make sure your plan is working?

The Corporation of the City of Kingston uses a continuous improvement model to implement safety measures and assess their effectiveness. The drivers behind this model are as follows:

- Legal Obligations & Workplace Hazards
- Development of Policies, Practices & Procedures
- Communication, Training, Monitoring & Enforcement

Through monitoring and enforcement effectiveness is assessed and adjustments made accordingly to either enhance or reduce measures accordingly.

As previously noted, Corporate Joint Health and Safety Committees (JHSC's) remain active, meeting and functioning per there requirements under section 9 of the Occupational Health and Safety Act (OHSA).