

## Report to Council

<b>Report Title:</b>	Pandemic Policies Updated		
<b>Prepared By:</b>	Sonya Watson, Chief Administrative Officer		
<b>Department:</b>	Administration		
<b>Date:</b>	June 8, 2021		
<b>Report Number:</b>	CAO2021-09	<b>File Number:</b>	C11AD, P03
<b>Attachments:</b>	Pandemic Sick Leave/Short-Term Disability Policy - Amended June 2021 Pandemic Travel Advisory Policy Pandemic Self Screening Policy – Amended May 2021		

### **Recommendation:**

That the Council of the Municipality of Brockton hereby receives Report Number CAO2021-09 - Pandemic Policies Updated, prepared by Sonya Watson, Chief Administrative Officer and by doing so approves a By-Law coming forward to approve the Pandemic Travel Advisory Policy and further amend the Pandemic Sick Leave/Short-Term Disability Policy and the Pandemic Self Screening Policy.

And further that Council rescind the Pandemic Absence from Work Policy.

### **Report:**

#### **Background:**

Council approved By-Law 2020-031, By-Law 2020-039, By-Law 2020-040, By-Law 2020-068 to approve Pandemic Policies to establish consistent application of process during the COVID-19 pandemic. Council made the decision to table the motion to approve the Pandemic Sick Leave/Short-Term Disability Policy - Amended May 2021, Pandemic Travel Advisory Policy and the Pandemic Self Screening Policy at the May 11, 2021 Council Meeting.

#### **Analysis:**

There are continual changes related to the pandemic that affect employment practices, legislative requirements and employee programs. The Pandemic Sick Leave/Short-Term Disability Policy, has been further amended to provide clarification based on best practice and changes within the ESA, specially the Infectious Disease Emergency Leave, the Ontario COVID-19 Worker Income Protection Benefit and many other protected ESA leaves. To provide further clarity, the title has been changed to a COVID-19 Policy instead of a Pandemic Policy to properly reflect the purpose of this policy and our immediate needs. Changes made in the

policy are highlighted in yellow. Information on the World Health Organization (WHO) grading of public health events and emergencies is also included as an appendix to this policy for ease of reference.

Wording from the Pandemic Absence from Work Policy was transferred to the Pandemic Sick Leave/Short-Term Disability Policy. There is still wording in the Absence from Work Policy regarding a travel advisory therefore we are recommending rescinding the Absence from Work Policy and approving a new policy titled Pandemic Travel Advisory Policy. There were no major changes to this policy from the May Council meeting except for adding work arrangements for self-isolation and that the policy will be subject to the discretion of the Chief Administrative officer.

Lastly, we are recommending that the Pandemic Self Screening Policy reference the Pandemic Sick Leave/Short-Term Disability Policy instead of the Non-Union Personnel Policy and ensuring the most up-to-date Pre-screening Health Declaration Form is included with the policy. There are no changes to this policy from the Council Meeting in May.

### **Sustainability Checklist:**

What aspect of the Brockton Sustainable Strategic Plan does the content/recommendations in this report help advance?

- Do the recommendations help move the Municipality closer to its Vision? N/A
- Do the recommendations contribute to achieving Cultural Vibrancy? N/A
- Do the recommendations contribute to achieving Economic Prosperity? N/A
- Do the recommendations contribute to Environmental Integrity? N/A
- Do the recommendations contribute to the Social Equity? N/A

### **Financial Impacts/Source of Funding:**

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

There is no financial impact for amending or implementing these policies.

### **Reviewed By:**



**Trish Serratore, Chief Financial Officer**

---

### **Respectfully Submitted by:**



**Sonya Watson, Chief Administrative Officer**

**COVID-19 Sick Leave/Short-Term Disability Policy**

<b>Department:</b>	All Municipal Employees	<b>Policy Number:</b>	P03-1006-20
<b>Section:</b>	Emergency Planning	<b>Effective Date:</b>	March 19, 2020
<b>Subject:</b>	COVID-19 Sick Leave/Short-Term Disability	<b>Revised Date:</b>	June 9, 2020 June 8, 2021
<b>Authority:</b>	By-Law 2020-031, By-Law 2020-068, By-Law 2021-XX		

**1. Reference Policy**

Non-Union Personal Policy (Sick Leave/Short Term Disability) – H00-2006-03

**2. Policy Statement**

When a pandemic alert is declared by the World Health Organization (WHO) and it reaches **Grade One, Two or Three Level Emergency** that will affect the Municipality, employees who are sick (or feel sick or self-screen themselves as likely to be sick) are NOT to report to work.

Employees must report all illness or sick days to their supervisor as soon as possible.

**Isolation – Covid Protocol:**

**1. Self-isolation *NOT* contracted at workplace (asymptomatic):**

**a.** If a full-time employee has been directed by the local health authority, or medical practitioner to self-isolate due to close contact exposure, the employee shall complete the following steps:

i. Notify supervisor.

ii. Contact Public Health for further direction.

iii. Contact Human Resources to begin the Short-term Disability (STD) application process.

\*All employees are being asked to begin the application at the time of self-isolation, to avoid any delays in the approval process. Submitting the application does not require employees to receive STD, until required.

iv. Asymptomatic isolation period, the employee shall proceed with following options:

- Continue working if your position allows you the ability to work from home.

- If you are unable to work from home employees shall use in the following order:

- Use any Sick/Personal days available.

- Upon written request, employees may obtain approval to use any

- 
- Overtime hours available.
    - Upon written request, employees may obtain approval to use any vacation hours available.
  - v. If the asymptomatic employee changes to symptomatic, the employee shall:
    - Notify Supervisor and Human Resources of the change of their situation
    - Once the qualifying period has been met, the employee should begin to receive STD
      - If the employee has outstanding Sick Time and/or overtime, they may make a written request to their supervisor to utilize this time before receiving STD payments.
- 2. Self-isolation **NOT** contracted at workplace (symptomatic):**
- a. If a full-time employee cannot pass the Pre-Screening Health Declaration Form or has been directed by the local health authority, or medical practitioner to self-isolate due to COVID-19 symptoms, the employee shall complete the following steps:
    - i. Notify supervisor.
    - ii. Contact Public Health for further direction.
    - iii. Contact Human Resources to begin the Short-term Disability (STD) application process.  
\*All employees are being asked to begin the application at the time of self-isolation, to avoid any delays in the approval process. Submitting the application does not require the employee to receive STD, until required.
    - iv. Symptomatic Isolation period, the employee shall proceed with following options:
      - If healthy, continue working if your position allows you the ability to work from home.
      - Use three Sick/Personal days as part of the qualifying period.
      - The employee should begin to receive STD.
        - If the employee has outstanding Sick Time and/or Overtime, they may make a written request to their supervisor to utilize this time before receiving STD payments.
- 3. Self-isolation contracted at workplace:**
- a. If an employee may have had close contact or have **clearly** been exposed in the course of their work duties as identified by the Health Unit, Brockton will continue to compensate the exposed employee as per their employment agreement **during the self-isolation period only**. Those employees that can continue to work from home during self-isolation **may** be required to do so in accordance with the Alternate Work Location Policy P03-1008-20.

**Employee Responsibility**

For any absence of more than the accepted guidelines for self-isolation the **employee may be required to provide evidence reasonable in the circumstances**, stating that the employee is unable to perform

---

his/her duties and indicating the probable duration of the illness, and, the expected date of return to work. Failure to produce the required documentation may result in the uncertified days of absence being charged as leave without pay.

**Employer Responsibility**

The Municipality of Brockton will comply with the Employment Standards Act, 2000 and all legislative leaves that may change from time to time.

If the minimum requirements of the Employment Standards Act provide employees with any greater entitlements than those set out in this Policy, the Municipality of Brockton will provide employees with such greater entitlements in substitution for those set out in this Policy.

**Return to Work**

The Municipality of Brockton will follow all Public Health guidelines and Short-Term Disability decisions regarding returning employees safely to work. If an employee requires accommodation in order to return to work the Municipality of Brockton will follow Return to Work Procedure H10-0610-16.



# Grading

©

## WHO grading of public health events and emergencies

---

The world faces an increasing number of emergencies with health consequences from all hazards, including infectious disease outbreaks, conflicts, natural disasters, chemical or radio-nuclear spills and food contamination.

Many emergencies can be complex, with more than one cause, and can have significant public health, social, economic and political impacts. WHO has specific responsibilities and accountabilities for emergency operations under the International Health Regulations (IHR) (2005) and within the global humanitarian system as the Interagency Standing Committee (IASC), Global Health Cluster Lead Agency.

These responsibilities begin with early detection and risk assessment or situation analysis of a public health event or emergency. Events or emergencies requiring an operational response by WHO are referred for grading.

This page describes the grading process, definitions of various grades, and the criteria for grading. WHO uses three levels of emergency grades; emergencies that continue for more than six months may be defined as protracted crises, which also have three grades.

## **Grading is an internal activation procedure that triggers WHO emergency procedures and activities for the management of the response.**

---

The grading assigned to an acute emergency indicates the level of operational response required by WHO for that emergency. WHO's immediate operational response to acute events and emergencies is not dependent on grading. If the risk assessment or situation analysis indicates the need for an operational response, WHO immediately repurposes the country office(s), initiates response activities and then proceeds to grading within a maximum of 24 hours of the analysis. Protracted emergencies (that persist for longer than 6 months) are assigned protracted grades to indicate the level of operational response to be sustained by WHO over a prolonged, often indefinite period.

## **Purpose of grading**

---

Grading is an internal WHO process that is conducted to:

- Activate WHO's Incident Management System and Emergency SOPs
- Inform the Organization of the level of WHO's operational response to an emergency and the need for mobilization of internal and external resources
- Determine the need for a surge of additional human and material resources
- Permit the use of resources from the CFE above US\$ 50,000
- Convey to partners, donors and other stakeholders WHO's assessment of the scale of unmet needs within the health sector and, by extension, the requirement for additional international resources.

## **Triggers for grading**

- 
- Any public health event with a risk assessed as high or very high;
  - Any public health event with a risk assessed as moderate or low, but that requires an operational response by WHO;
  - Any emergency situation for which the initial situation analysis indicates a health impact likely to require an operational response by WHO;
  - Any request for emergency assistance from a Member State.

## Timing of grading

---

For acute events and emergencies, the grading exercise is conducted within 24 hours of:

- A risk assessment that characterizes an acute event as high or very high risk.
- A situation analysis that indicates the likely need for an operational response by WHO to a sudden onset emergency, e.g. earthquake, tropical storm.

For moderate risks or slower onset events, e.g. due to conflict or drought, grading may only happen several days after initial assessment.

## WHO levels for graded emergencies

---

### Ungraded

---





A public health event or emergency that is being monitored by WHO but that does not require a WHO operational response.

## Grade 1

---



A single country emergency requiring a limited response by WHO, but that still exceeds the usual country-level cooperation that the WHO Country Office (WCO) has with the Member State. Most of the WHO response can be managed with in-country assets. Organizational and/or external support required by the WCO is limited. The provision of support to the WCO is coordinated by an Emergency Coordinator in the Regional Office.

## Grade 2

---



A single country or multiple country emergency, requiring a moderate response by WHO. The level of response required by WHO always exceeds the capacity of the WCO. Organizational and/or external support required by the WCO is moderate. The provision of support to the WCO is

coordinated by an Emergency Coordinator in the Regional Office. An Emergency Officer is also appointed at headquarters to assist with the coordination of Organization-wide support.

## Grade 3

---



A single country or multiple country emergency, requiring a major/maximal WHO response. Organizational and/or external support required by the WCO is major and requires the mobilization of Organization-wide assets. The provision of support to the WCO is coordinated by an Emergency Coordinator in the Regional Office(s). An Emergency Officer is also appointed at headquarters, to assist with the coordination of Organizationwide inputs. On occasion, the WHE Executive Director and the Regional Director may agree to have the Emergency Coordinator based in headquarters. For events or emergencies involving multiple regions, an Incident Management Support Team at headquarters will coordinate the response across the regions.



FEATURED PUBLICATION | 13 JUNE 2017

## [Emergency response framework \(ERF\), 2nd edition](#)

[Download](#)

[Read More](#)

### All emergencies by grade

**Pandemic Travel Advisory Policy**

<b>Department:</b>	All Municipal Staff	<b>Policy Number:</b>	P03-1009-20
<b>Section:</b>	Emergency Planning	<b>Effective Date:</b>	May 11, 2020
<b>Subject:</b>	Pandemic Travel Advisory Policy	<b>Revised Date:</b>	
<b>Authority:</b>	By-Law 2021-XX		

**1. Policy Statement**

Following a travel advisory issued by the Government of Canada, Management will make every attempt to notify any staff that are away on travel that they are required to make reasonable efforts to return home in a timely manner. Staff will be given 48 hours from notification to make return home arrangements. If staff choose to not return home in a timely manner or if they choose to travel contrary to a travel advisory the compensation **or work arrangements** for self-isolation will be subject to the discretion of the Chief Administrative Officer or such other person(s) and the Municipality may designate.

Note: Reference to the CAO includes such person(s) as the Municipality may designate if the CAO is unavailable or unable to act.

**Pandemic Self Screening Policy**

<b>Department:</b>	All Municipal Staff	<b>Policy Number:</b>	P03-1002-20
<b>Section:</b>	Emergency Planning	<b>Effective Date:</b>	March 19, 2020
<b>Subject:</b>	Pandemic Self Screening	<b>Revised Date:</b>	April 7, 2020 May 11, 2021
<b>Authority:</b>	By-Law 2020-031, Amended by By-law 2020-039, By-Law 2021-XX		

**1. Purpose**

Most adults infected with the influenza can transmit the virus from one day before and up to three to five days after onset of symptoms. For known influenza viruses, the highest concentration of viral shedding (spreading of virus) occurs early on and decreases dramatically after three days of illness. However, there is no clear data on how long a person should wait before returning to usual activities in order to minimize the risk of infecting others. Ideally, staff should be excluded from work until they are fully recovered. Public health authorities will determine the length of time that ill workers should be excluded, based on the epidemiology of the pandemic strain.

As a first line of defence in maintaining a safe work environment, a policy of employee self-screening will be implemented. During the Pandemic employees will conduct self-screening procedures at home prior to coming to work in order to determine if they are at risk of contracting influenza. The Municipality of Brockton Chief Administrative Officer (CAO) will communicate the Self-Screening Assessment Tool to all employees.

Employees who do not meet the requirements to successfully pass a self-screening assessment are required to stay home and not report for work until they can successfully pass the self-screening assessment and have waited the appropriate amount of time as indicated by responsible health agency. Employees required to remain at home will contact their immediate supervisor as soon as possible to inform them of the result of their self-screening assessment.

The CAO will check the Grey Bruce Public Health website ([www.publichealthgreybruce.on.ca](http://www.publichealthgreybruce.on.ca)) for the latest advice on return-to-work timing and communicate this information to all employees.

**2. Procedures**

1. The employee receives a copy of the screening assessment tool by e-mail distribution from the CAO.
2. Employees conduct self-screening assessment on a daily basis prior to departing for work and those working from alternate location. Those who pass the criteria will report for work in the normal fashion. Employees who do not pass the criteria will contact their immediate supervisor to advise them of the results of self-screening and self-isolate.
3. Departments will forward absentee statistics to the Human Resources Generalist.
4. Departments will be responsible to provide notification to the CAO if they require additional staff resources.

5. Employees will then stay home until they can successfully pass the self-screening assessment and have waited the appropriate amount of time as indicated by responsible health agency.
6. Employees who are required to self-isolate will refer to the Pandemic Sick Leave/Short-Term Disability Policy.
7. The CAO or Department Head may require employees to self-isolate based on information received outside of this policy.

**Note: Reference to the CAO includes such person(s) as the Municipality may designate if the CAO is unavailable or unable to act. Related Policies:**

- P03-1001-20 – Pandemic Social Distancing Policy

# Municipality of Brockton Employee/Contractor

## Pre-screening Health Declaration Form (COVID-19)

Name: \_\_\_\_\_

Department:

- Admin
- Roads
- Operations
- Other

**Customers or contractors only:**

Reason for Visit: \_\_\_\_\_

Staff member authorizing Visit: \_\_\_\_\_

This pre-screening measure is intended to determine whether you are likely to have been exposed to COVID-19. Please complete this form before every scheduled shift before entering the workplace. To ensure the continuing safety of employees, clients, customers, and the public, no employee may report to work without completing this form.

Following the successful completion of this form, you may be required to complete a temperature check.

I declare that:

- I have not had a doctor, health care provider, or public health unit tell me that I should currently be isolating (staying at home).
- In the last 14 days, I have not been identified as a “close contact” of someone who currently has COVID-19.
- In the last 14 days, I have not received a COVID Alert exposure notification on my cell phone.
- I have not travelled outside of Canada in the past 14 days.

I declare I am not currently experiencing any new or worsening symptoms or signs. Symptoms should not be chronic or related to other known causes or conditions.

<input type="checkbox"/>	Fever and/or chills	Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher
<input type="checkbox"/>	Cough or barking cough (croup)	Not related to asthma, post-infectious reactive airways, COPD, or other known causes or conditions you already have
<input type="checkbox"/>	Shortness of breath	Not related to asthma or other known causes or conditions you already have

<input type="checkbox"/>	Sore throat	Not related to seasonal allergies, acid reflux, or other known causes or conditions you already have
<input type="checkbox"/>	Difficulty swallowing	Painful swallowing not related to other known causes or conditions you already have
<input type="checkbox"/>	Decrease or loss of smell or taste	Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have
<input type="checkbox"/>	Pink eye	Conjunctivitis not related to reoccurring styes or other known causes or conditions you already have
<input type="checkbox"/>	Runny or stuffy/congested nose	Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions you already have
<input type="checkbox"/>	Headache	Unusual, long-lasting not related to tension-type headaches, chronic migraines, or other known causes or conditions you already have
<input type="checkbox"/>	Digestive issues like nausea/vomiting, diarrhea, stomach pain	Not related to irritable bowel syndrome, menstrual cramps, or other known causes or conditions you already have
<input type="checkbox"/>	Muscle aches	Unusual, long-lasting (not related to a sudden injury, fibromyalgia, or other known causes or conditions you already have)
<input type="checkbox"/>	Extreme tiredness	Unusual, fatigue, lack of energy (not related to depression, insomnia, thyroid dysfunction, or other known causes or conditions you already have)
<input type="checkbox"/>	Falling down often	For older people

Please submit this completed form for review.

If all of the items have been checked off, you may proceed to work. If you begin to experience symptoms during working hours, please report this to your manager immediately.

If any item of the items has not been checked off, you will not be permitted to report to work and please contact your immediate supervisor or manager for further direction. If you experience any symptoms, you should contact the appropriate health authority to determine how to seek medical care safely.

This is a reminder to adhere to the safe distancing rules, wear your required personal protective equipment, and practice safe hygiene.

I, the undersigned, confirm that I have completed this form in good faith and certify that all information in this form is true and correct to the best of my knowledge. I understand that reporting to work if I have been potentially exposed to COVID-19 poses a grave risk to the health and wellness of others.

Signature

---

Today's date

---