

CTB Corporate Procedure

Subject: Screening During the COVID-19 Pandemic	
Number: Temporary Procedure 002	Applicability: Corporate
Effective Date: December 8, 2020	Supersedes Date: November 19, 2020
Approval Authority: Kerri Bernardi, Manager, Corporate Safety	

POLICY REFERENCE:

Corporate Policy 06-01-15, Occupational Health and Safety Policy

DEFINITIONS

Active Screening – An intentional screening process requiring an individual attest to a series of questions to determine if they may be ill or exposed to COVID-19.

Passive Screening – Posting of signage and information specific to COVID-19 advising individuals must be symptom free and not travelled internationally within the last 14 days.

Essential Visitor – Essential visitors include individuals providing a service in the establishment who are not employees or patrons of the establishment (e.g. delivery, maintenance, contract workers).

PROCEDURE STATEMENT

To protect City workers, contractors, and the public during the COVID-19 pandemic active or passive screening shall occur prior to entering all City facilities.

Obligation to provide active screening per Ontario Regulation 364/20 *Rules for Areas in Stage 3* (O. Reg. 364/20) and Ministry of Health guidance documents compels the City to provide active screening at all City workplaces for employees. Additional locations requiring active screening for employees, patrons and clients include:

- Long Term Care (Pioneer Ridge/Jasper Support Services);
- Child Care Facilities (Algoma, Grace Remus, Woodcrest and Ogden);
- Court Services;
- Recreation Facilities (Canada Games Complex, Volunteer Pool, Churchill Pool);
- Arenas and Stadia (Fort William Gardens, Current River, Port Arthur, Neebing, Grandview, Delaney, Fort William Stadium and Port Arthur Stadium);
- 55+ and West Arthur Older Adults Centres; and
- Kinsmen Youth Centre

Locations listed above are to continue with existing screening processes and are exempt from this procedure.

Employees visiting multiple worksites (e.g. Facilities) on a single day are required to complete one screen at the start of their shift, unless required to enter a facility listed above. Emergency services are exempt from screening when responding to a City facility in an emergency capacity. In a non-emergency capacity emergency services shall comply with facility screening processes.

CTB Corporate Procedure

Subject: Screening During the COVID-19 Pandemic	
Number: Temporary Procedure 002	Applicability: Corporate
Effective Date: December 8, 2020	Supersedes Date: November 19, 2020
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CIT has developed an online screening tool to facilitate active screening and individuals entering facilities are encouraged to use it; however, hard copy documents are available.

Orders, directives or guidelines may superseded the information in this procedure, and may dictate specific screening questions to be used where active screening is required. Staff should consult their supervisor on specific processes.

Active Screening

Due to provincial orders, directives and guidance active screening for COVID-19 is now required. In addition, the Ministry of Labour Training and Skills Development (MLTSD) requires verification an individual (worker or essential visitor) has completed and passed the screening prior to entry in any City facility.

Part of the active screening requirement is for Supervisors (or designates) to verify employee(s) have passed the active screening prior to the employee starting a shift.

The employee may use the online screening tool or a screen shot to provide proof of the clearance notification. Other methods include an email notification (generated from the online screening tool) or a hard copy completed available at the facility. If the employee does not complete an active screening document (electronic or hard copy) they cannot enter the workplace.

Due to the privacy concerns when collecting hard copy screening forms, the forms must be stored securely. Supervisors are required to send the forms in a sealed envelope marked CONFIDENTIAL via internal mail addressed to Tammy Soldera, Occupational Health Nurse in Human Resources and Corporate Safety (HRCS).

In situations where the Supervisor is not on site when a worker is entering a facility, the worker must send an electronic notification they have completed and passed the screening questions.

[Signage containing the Quick Response \(QR\) Code](https://www.thunderbay.ca/ctbscreen) will be located at each workplace entrance to facilitate employees completing the electronic screening tool. This sign is to replace the TBDHU employee screening posters, which should be removed. The electronic screening tool can be added to any smart phone home screen to make for quick access <https://www.thunderbay.ca/ctbscreen>.

Employees are required to complete the screening at the start of each shift or once daily. However, if an employee begins to feel COVID-19 related symptoms during their shift, they are to notify their Supervisor immediately, return home to self-isolate and contact the assessment centre for guidance.



As obligated by the province, the following screening questions must be answered at the start of each work day or shift. (Some locations may have different questions due to specific provincial guidance):

CTB Corporate Procedure

Subject: Screening During the COVID-19 Pandemic	
Number: Temporary Procedure 002	Applicability: Corporate
Effective Date: December 8, 2020	Supersedes Date: November 19, 2020
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Required Screening Questions

1. Do you have any new or worsening COVID-19 symptoms? Symptoms should not be chronic or related to other known causes or conditions. Examples of symptoms include:
 - Headache
 - Fever or chills
 - Difficulty breathing or shortness of breath
 - Cough
 - Sore throat, trouble swallowing
 - Runny nose/stuffy nose or nasal congestion
 - Decrease or loss of smell or taste
 - Nausea, vomiting, diarrhea, abdominal pain
 - Not feeling well, extreme tiredness, sore muscles Yes No
2. In the last 14 days, have you been had close contact with a confirmed or probable case of COVID-19, as informed by the Thunder Bay District Health Unit, or an exposure notification through the COVID Alert App?
 Yes No **First Responders may answer NO to this question if they have been in close contact with a confirmed case and have worn the proper PPE**
3. In the past 14 days has an individual that resides your house (family member, roommate, friend etc.) returned from travel outside of Northwestern Ontario and developed symptoms of COVID-19?
 Yes No
4. Have you travelled outside of Northwestern Ontario (Manitoba border to Manitouwadge) in the past 14 days? Yes No

If an individual answers YES to any of the above questions, or refuses to answer the individual should not be permitted to enter.

If entry is denied to an individual, remember to be kind. In a non-confrontational polite manner, advise that per health directives, if an individual is displaying symptoms of COVID-19 or travelled outside of Northwestern Ontario in the past 14 days, they are not permitted on the premises.

For guidance on screening prior to entering a private residence, see: [TP001 - Screening Questions and Worker Entry into Residences During COVID-19 Pandemic](#)

CTB Corporate Procedure

Subject: Screening During the COVID-19 Pandemic	
Number: Temporary Procedure 002	Applicability: Corporate
Effective Date: December 8, 2020	Supersedes Date: November 19, 2020
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Passive Screening

For members of the public entering City facilities, passive screening is to take place via signage posted at the entrances to the facility. [General Public Screening Sign](#).

When scheduling in person appointments at City facilities using passive screening, with precautions verified by Archives, names and contact details of individuals may be recorded to assist the TBDHU in contact tracing.

When scheduling in person appointments with members of the public entering City facilities that are otherwise closed or have restricted access to the public, advise individuals of the following:

The City of Thunder Bay expects all individuals entering a City facility to passively screen, meaning:

- a. They will not enter if unwell or have symptoms of COVID-19.
- b. They have not been in close contact with someone currently COVID-19 positive
- c. Travelled outside of Northwestern Ontario within the past 14 days.

Contractors/Consultants

Contract administrators are to inform contractors or consultants all staff entering City facilities must pass the active screening requirements to be permitted on site.

For contractors/consultants who are coming from outside of Northwestern Ontario in the past 14 days, and **work cannot be delayed**, a hard copy of the screening tool that is specific to contractors from outside the region, shall be completed. The contract administrator must identify and document the work to be completed along with the specific COVID precautions to protect staff and the public (if applicable). [CTB Screening Tool - Contractors from Outside of NWO](#)

Measures should include ensuring City workers are able to maintain a physical distance of 2 metres from the contractors at all times. Every effort should be made to schedule the work when staff are not present. When working in the same common space, even if physical distancing can be maintained contractors/consultants and City employees are to wear source control masks (e.g. medical/surgical masks). If City employees are required to work in close proximity to the contractors/consultants, in addition to a mask, City employees should also wear eye protection (e.g. goggle or face shield).

Access to Services during the Travel Restriction - Accommodation under the Accessibility for Ontarians with Disabilities Act (AODA)

City of Thunder Bay has the obligation, where possible, to provide accommodation to those who have been required

CTB Corporate Procedure

Subject: Screening During the COVID-19 Pandemic	
Number: Temporary Procedure 002	Applicability: Corporate
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to travel for medical reasons. Under the Accessibility for Ontarians with Disabilities Act (AODA) municipalities are required to provide accommodation for those who require it as a result of their disability.

It is important that Managers and Supervisors consider what accommodation they would be able to offer if requested from front line service areas. Accommodation needs to be reasonable and not provide “undue hardship” on the municipality. For example, at City Hall consideration has been given to providing services virtually, over the phone, via mail, or meeting someone outdoors with PPE and physical distancing.

REFERENCES

Ministry of Health Guidance Document:

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/workplace_screening_tool_guidance.pdf

Thunder Bay District Health Unit (TBDHU) – Screening: <https://www.tbdhu.com/workplaces/ipac>

Revision #	Section	Changes Made	Date
2	Screening Questions	Modified to reflect Ministry of Health/TBDHU Changes	April 3, 2020
3	Procedure Statement	Statement on MOH Orders for LTC and First Responders	April 20, 2020
4	Screening Questions	Modified to reflect Ministry of Health/TBDHU Changes (updated to 16 symptoms)	April 28, 2020
5	Screening Questions	Update to question 3. Clarification regarding travel of close contact	April 29, 2020
6	Procedure	Revised screening questions to reflect MOH changes	May 5, 2020
7	Procedure Statement	Includes language for contractors to screen	May 13, 2020
8	Procedure	Revised screening questions to reflect MOH & Self-Assessment Tool Symptom updates	May 20, 2020
9	Screening Questions	Updated to travel outside of Northwestern Ontario	June 2, 2020
9	Procedure	Additional guidance around contractors entering City facilities.	June 2, 2020
10	Screening Questions	Change in direction from the TBDHU. Updated to travel outside of Canada.	June 11, 2020
11	Procedure/Screening Questions	Updated screening questions. Updated direction on which areas are required to actively screen. Additional information on passive screening.	September 1, 2020

CTB Corporate Procedure

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Revision #	Section	Changes Made	Date
12	Passive Screening	Update TBDHU General and Employee Screening posters. Active screening questions updated to reflect current questions from the TBDHU.	September 14, 2020
13	Active Screening	Provincial regulation update requiring all employees to actively screen before entering the workplace	October 1, 2020
14	Active Screening	Clarification on when questions must be answered. Updated questions to align 2-4 with the TBDHU Screening Tool. Question 1 remains from the Ministry of Health Guidance Document.	October 5, 2020
15	Active Screening	Updated employee signage to CTB Workplace Screening Poster. Removal of TBDHU employee screening poster.	November 19, 2020
15	Contractors/Consultants	Section updated to include Contractors/Consultants from outside of Northwestern Ontario.	November 19, 2020
16	Passive Screening	General Public Passive Screening Signage updated. Wording to include expectation around travel outside of NWO.	December 8, 2020
16	Contractors/Consultants	Updated to include direction for screening when contractor/consultant has travelled outside of NWO. Link to Contractors from Outside of NWO specific screening tool.	December 8, 2020
16	Access to Services during the Travel Restriction	Section added: Access to Services during the Travel Restriction - Accommodation under the Accessibility for Ontarians with Disabilities Act (AODA)	December 8, 2020

CTB Corporate Procedure

Subject: What to do if an Employee has a Probable or Confirmed Case of COVID-19	
Number: Temporary Procedure 005	Applicability: Corporate
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Approval Authority: Kerri Bernardi, Manager, Corporate Safety	

POLICY REFERENCE

Corporate Policy 06-01-15, Occupational Health and Safety Policy

PROCEDURE STATEMENT

To provide guidance in the event an employee has a probable or confirmed case of COVID-19, or has been identified as a close contact by the Thunder Bay District Health Unit (TBDHU) with a person who has a confirmed case of COVID-19.

The City is not able, due to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), to disclose information regarding one's personal information (COVID-19 related or not) as disclosure of personal information is presumed to constitute an unjustified invasion of personal privacy if the personal information relates to a medical, psychiatric or psychological history, diagnosis, condition, treatment or evaluation.

Orders from the Ministry of Health specific to Long Term Care and First Responders may supersede the information in this procedure. Staff in those areas should consult their Supervisor for clarification on specific processes.

Definitions

Probable Case: A person (who has not had a laboratory test) with symptoms compatible with COVID-19 AND:

- a. traveled to an affected area, including areas within Canada (as designated by World Health Organization's Situation Reports), in the 14 days prior to symptom onset; OR
- b. close contact with a confirmed case of COVID-19 ; OR
- c. lived in or worked in a facility known to be experiencing an outbreak of COVID-19 (e.g. Long-term care, prison).

OR

A person with symptoms compatible with COVID-19 AND in whom laboratory diagnosis of COVID-19 is inconclusive.

CTB Corporate Procedure

Subject: What to do if an Employee has a Probable or Confirmed Case of COVID-19	
Number: Temporary Procedure 005	Applicability: Corporate
Effective Date: November 19, 2020	Supersedes Date: October 13, 2020
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Confirmed Case: A person with laboratory confirmation of COVID-19 infection. Laboratory confirmation is performed at reference laboratories (e.g., The National Microbiology Laboratory or Public Health Ontario Laboratory) or non-reference laboratories (e.g., hospital or community laboratories).

Close Contact: A person who had a high risk exposure to a confirmed or probable case during their period of communicability. This includes:

- being less than 2 metres away in the same room, workspace, or area for over 15 minutes; or
- living in the same home.

A TBDHU public health nurse will contact any individual that is found to be a close contact of a person with COVID-19.

PROCEDURE

If an employee believes they may have any of the COVID-19 symptoms (not otherwise related to seasonal allergies or other known causes or conditions) or they believe they may be considered a close contact as defined above, they should self-isolate and contact the following for an assessment and COVID-19 testing:

- [Thunder Bay COVID-19 Assessment Centre](#). This includes the assessment centre at the TBRHSC site; student and school related testing at the Confederation College site; asymptomatic testing for long-term care visitors, international travelers and congregate setting staff; as well as in-home testing provided by Superior North EMS.
- Online appointment bookings: [Thunder Bay COVID-19 Testing Services](#)
- Phone appointment bookings: (807) 935-8100, 7 days a week, from 9:00 a.m. to 5:00 p.m.
- Healthcare providers: may offer COVID-19 testing for rostered patients

A list of assessment centres in the district can be found at <https://www.tbdhu.com/testinginfo>

For additional COVID-19 related questions contact the TBDHU at (807) 625-5900 / toll-free 1-888-294-6630.

COVID-19 symptoms include:

1. Fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius or higher)
2. Chills
3. Cough that's new or worsening (continuous, more than usual)

CTB Corporate Procedure

Subject: What to do if an Employee has a Probable or Confirmed Case of COVID-19	
Number: Temporary Procedure 005	Applicability: Corporate
Effective Date: November 19, 2020	Supersedes Date: October 13, 2020
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4. Barking cough, making a whistling noise when breathing (croup)
5. Shortness of breath (out of breath, unable to breathe deeply)
6. Sore throat
7. Difficulty swallowing
8. Runny nose (not related to seasonal allergies or other known causes or conditions)
9. Stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)
10. Lost sense of taste or smell
11. Pink eye (conjunctivitis)
12. Headache that's unusual or long lasting
13. Digestive issues (nausea/vomiting, diarrhea, stomach pain)
14. Muscle aches
15. Extreme tiredness that is unusual (fatigue, lack of energy)
16. Falling down often
17. For young children and infants: sluggishness or lack of appetite

What to do if an employee has been tested for COVID-19:

- Ontario Health has set out the following guidelines for COVID-19 testing. Individuals should only seek testing at assessment centres if they are:
 - Showing COVID-19 symptoms;
 - Have been exposed to a confirmed case of the virus, as informed by the TBDHU or an exposure notification through the COVID Alert app;
 - A resident or work in a setting that has a COVID-19 outbreak, as identified and informed by the TBDHU; or
 - Eligible for testing as part of a targeted testing initiative directed by the Ministry of Health or the Ministry of Long-Term Care. This includes visitors to long-term care homes.
- All assessment centres are available only to those who have been directed to attend and have an appointment. Walk-ins are not be accepted.
- If an employee has been tested because they are exhibiting symptoms the employee should self-isolate for 10 days from the onset of symptoms. Unless advised otherwise by the TBDHU, if during those 10 days they receive a negative test result they can come out of self-isolation if it has been at least 24 hours since their symptoms started improving AND they do not have a fever without using medication (e.g. aren't taking any medication to stop a fever).
- If an employee has been tested because they have been deemed a close contact by the TBDHU, they should follow direction and timeline for self-isolation from the TBDHU.

CTB Corporate Procedure

Subject: What to do if an Employee has a Probable or Confirmed Case of COVID-19	
Number: Temporary Procedure 005	Applicability: Corporate
Effective Date: November 19, 2020	Supersedes Date: October 13, 2020
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- Unless otherwise advised by the TBDHU, if an employee without symptoms has been tested they would be able to continue working while self-monitoring for symptoms.
- No additional action is required in the workplace unless the TBDHU advises the City of Thunder Bay otherwise.
- The Supervisor should continue to maintain contact with the employee if they are in self-isolation and necessary steps should be taken to protect the privacy of the employee.
- If the employee's test is positive, the section *What to do if employee has a confirmed case of COVID-19* will apply.

For additional information on testing visit [TBDHU Testing Information page](#).

What to do if an employee has a confirmed case of COVID-19:

- An employee who tests positive for COVID-19 is required to follow the directions provided by the TBDHU for themselves and their close contacts regarding self-isolation.
- Once their case has resolved and they have met all the criteria to come out of self-isolation, and feel well enough and able, they can return to work. The employee should communicate with the Supervisor and follow workplace procedures regarding return-to-work.
- The TBDHU will identify and contact any employee considered a close contact. Physical distancing, hygiene practices, and the use of source control masks/other personal protective equipment (PPE) (when applicable) will dictate decisions regarding risk.
 - Low risk close contacts may be directed to self-monitor for symptoms and be able to return to work without self-isolating or being tested.
 - High risk close contacts may be directed to self-isolate and/or get tested.
- If an employee tests positive and the TBDHU determines there was no risk of transmission in the workplace, the City will not be contacted.
- Employees who believe they may be considered a close contact with the individual should contact the TBDHU for guidance.
- Necessary measures should be taken to protect the identity of any employee who contracts COVID-19.
- Public health will provide advice regarding any measures or cleaning processes a workplace may need to reduce the risk of transmission. Regular cleaning and disinfecting of frequently touched surfaces and washing of hands reduces the risk of infection.
- If the infection is suspected of being acquired through the course of employment, complete an Online Report of Injury (refer to section *Reporting a COVID-19 positive employee*).

CTB Corporate Procedure

Subject: What to do if an Employee has a Probable or Confirmed Case of COVID-19	
Number: Temporary Procedure 005	Applicability: Corporate
Effective Date: November 19, 2020	Supersedes Date: October 13, 2020
Approval Authority: Kerri Bernardi, Manager, Corporate Safety	

What to do if an employee has a probable case of COVID-19:

- The employee should leave the workplace. If they cannot leave immediately, the employee should be isolated until they are able to leave.
- If the employee is very ill, call 911 and inform the operator the person has symptoms of COVID-19.
- An employee who has mild symptoms should self-isolate and contact the TBAC to schedule a COVID-19 test (refer to section *What to do if an employee has been tested*).
- If an employee has symptoms, but chooses not to be tested:
 - they can come out of self-isolation 10 days after their symptoms started as long as their symptoms are improving.
 - they must self-isolate for 10 days from when their symptoms started unless **ALL** of the following apply:
 - a doctor or nurse practitioner has given them another diagnosis or explanation for the symptoms; **AND**
 - they do not have a fever (without using medication); **AND**
 - it has been at least 24 hours since their symptoms started improving or getting better.
- Necessary measures should be taken to protect the identity of the employee with probable case of COVID-19.
- The employee's work area should be cleaned (refer to section *Cleaning and disinfection of an employee's work area*).
- If the COVID-19 infection is confirmed, and believed to have been acquired through the course of employment, complete an Online Report of Injury (refer to section *Reporting a COVID-19 positive employee*).

Cleaning and disinfecting of a positive employee's work area:

- Cleaning products used to clean and disinfect a workplace should meet the Canadian government requirements. [List of disinfectants with evidence for use against COVID-19.](#)
- The employee's work area (e.g. station/office space/vehicle/equipment) should not be used until appropriately disinfected.
- Large-scale disinfection will be assessed on the individual's movement within a facility or work area and with guidance or direction from TBDHU. Large-scale disinfection may require the closing of a facility for disinfection to occur.
- If there is a requirement to send employees home due to disinfecting procedure, they may continue to be compensated regular work hours depending on the employee's employment terms and

CTB Corporate Procedure

Subject: What to do if an Employee has a Probable or Confirmed Case of COVID-19	
Number: Temporary Procedure 005	Applicability: Corporate
Effective Date: November 19, 2020	Supersedes Date: October 13, 2020
Approval Authority: Kerri Bernardi, Manager, Corporate Safety	

classification. Effort should be made to expedite the disinfecting process; however, in the event employees are displaced from their work area for more than 24 hours, if feasible alternate work locations should be considered.

- The area requiring cleaning shall be taped off or delineated to indicate employees are not to enter until cleaning is complete.
- Facilities Services should be informed so arrangements and notifications can be made for contract cleaners to implement enhanced cleaning protocols.*
- Work areas may undertake disinfection and cleaning if staff are available and trained.

**Note: Due to the high demand on services, contracted cleaning providers may experience shortages in staffing and may be unable to provide the required services. In this case, work sections may be required to redeploy staff for deep cleaning and disinfection beyond the standard janitorial work. Training and appropriate protective equipment will be required. Corporate Safety should be engaged to assist with personal protective equipment (PPE) selection and training requirements.*

One of our employees told us they were in close contact with someone who is showing symptoms, has a probable case, or has tested positive for COVID-19. What should we do?

- Close contacts will be contacted by the TBDHU. Depending on their risk of exposure they will be given direction to self-monitor for symptoms, self-isolate, or get tested. If tested, refer to section *What to do if an employee has been tested for COVID-19*
- If the employee has not been contacted by the TBDHU, but feels they may be considered a close contact they should leave the workplace and contact the TBDHU for instructions.
- The employee may be instructed to self-isolate for a period of 14 days from the onset of the individuals symptoms, or their last known date of exposure.
- If the employee is instructed to self-monitor, they may return to the workplace.
- If the employee returns to the workplace, employees should be reminded of the importance of physical distancing and proper hygiene practices.
- If the employee lives in a household with someone who is self-isolating, but they have only been instructed to self-monitor, they should, when at all possible, practice physical distancing within the home.
- If the employee is deemed through the TBDHU as a close contact, and their exposure is traced back to the workplace, complete an Online Report of Injury.

CTB Corporate Procedure

Subject: What to do if an Employee has a Probable or Confirmed Case of COVID-19	
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Provincial reporting of a COVID-19 positive employee.

- There is no obligation to report a confirmed case of COVID-19 to federal or provincial health authorities. The medical professional who received the diagnosis has the obligation to report the positive test result to provincial health authorities.
- If an employee in the workplace is diagnosed, the City will voluntarily contact the TBDHU to receive advice and assist in identifying contacts the infected employee had in the workplace. Notify your designated Corporate Safety Specialist or the Occupational Health Nurse to assist with the notification to the TBDHU.
- If an employee becomes ill from COVID-19 and it is determined, the infection occurred through the course of employment, there is an obligation to complete the notifications for a workplace illness. Refer to [SMS Element 005](#) for specific direction.
 - Notifications will include the Joint Health and Safety Committee (JHSC) or Health and Safety Representative, Corporate Safety, the Ministry of Labour, Training and Skills Development (MLTSD) and the Workplace Safety and Insurance Board (WSIB).

For additional guidance contact Human Resources and Corporate Safety.

REFERENCES

Ontario Ministry of Health:

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_case_definition.pdf
and http://health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_testing_guidance.pdf

Government of Canada - List of hard-surface disinfectants for use against coronavirus (COVID-19):

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

Thunder Bay District Health Unit: <https://www.tbdhu.com/coronavirus>

Ontario's Online Self-Assessment Tool: <https://covid-19.ontario.ca/self-assessment/>

Thunder Bay Assessment Centre Online booking: <http://tbh.net/bookonline>

Revision #	Section	Changes Made	Date
1	All	Updated to reflect new directions from the TBDHU.	April 17, 2020

CTB Corporate Procedure

Subject: What to do if an Employee has a Probable or Confirmed Case of COVID-19	
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1	Procedure Statement	Updated to include statement on MOH orders for LTC and First Responders, and additional information on privacy of health information from CTB Legal Services.	April 17, 2020
2	Procedure	Included 15 symptoms as defined by MOH that require an individual to self isolate. And additional wording defining a close contact from the TBDHU.	April 21, 2020
3	Procedure	Removal of online self-assessment tool - Direction from TBDHU is to contact them directly for guidance. Symptom list clarification.	May 15, 2020
4	Definitions	Updated definitions from Public Health Ontario	May 20, 2020
4	Procedure	Updated symptom list from the online self assessment tool	May 20, 2020
5	Definition	Definition of close contact updated to reflect online self-assessment tool.	June 3, 2020
5	Procedure	Clarification regarding symptoms that are not related to COVID-19. Updates throughout procedure to reflect new TBDHU direction on being assessed for testing, and guidance on self-isolation.	June 3, 2020
6	Procedure	Updated scheduled testing information from TBDHU to TBRHSC, effective as of August 10, 2020	August 25, 2020
7	Procedure	Updated testing criteria for asymptomatic individuals and guidance on self-isolation and return to work.	October 13, 2020
8	Procedure	Updated assessment center information, self-isolation timelines, and criteria for coming out of self-isolation. Updated information on sending employees home during large scale disinfection.	November 19, 2020

CTB Corporate Safety Guideline

Subject: Best Practices On Construction Sites During COVID-19	
Number: Temporary Procedure 011	Applicability: Corporate
Effective Date: January 5, 2021	Review Date: November 19, 2020
Approval Authority: Kerri Bernardi, Manager, Corporate Safety	

POLICY REFERENCE:

Corporate Policy 06-01-15, Occupational Health and Safety Policy

GUIDELINE STATEMENT:

To provide guidance for on-site best practices during COVID-19 for employees working on construction sites.

Orders from the Ministry of Health specific to Long Term Care and First Responders may supersede the information in this procedure. Staff in those areas should consult their Supervisor for clarification on specific processes.

Guidelines:

General Guidance:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- When coughing or sneezing:
 - Cough or sneeze into a tissue or the bend of your arm, not your hand;
 - Dispose of any tissues you have used as soon as possible and wash your hands afterwards.
- 3 ply non-medical face-coverings or masks (such as cloth, surgical or disposable non-surgical masks) should be worn as a preventative measure and are not to be treated as substitutes for proper handwashing, physical distancing, and other protective measures. Masks should be donned and doffed properly (refer to *Safety Talk - Donning and Doffing of Masks*). In accordance with TP020 Masks and Face Coverings, CTB employees are to be provided surgical masks that meet the ASTM standard of Level 1, 2,3/Type I, II, III.
- Clean and disinfect frequently touched objects and surfaces, including all reusable personal protective equipment (PPE).
- Do not share personal items or supplies such as phones, pens, notebooks, tools, PPE, etc.
- Use and remove PPE with care, being mindful of which surfaces may be contaminated. Individuals must clean their hands after handling any used PPE.
- Avoid common physical greetings, such as handshakes.
- Maintain a minimum physical distance of 2 metres from others, where possible.
- Wash hands often with soap and water for at least 20 seconds after using the washroom, before handling food, after blowing nose, coughing, or sneezing, and before smoking. (If hands are not visibly soiled, and soap and water are unavailable, an alcohol-based hand rub with at least 60% alcohol can be used).

CTB Corporate Safety Guideline

Subject: Best Practices On Construction Sites During COVID-19	
Number: Temporary Procedure 011	Applicability: Corporate
Effective Date: January 5, 2021	Review Date: November 19, 2020
Approval Authority: Kerri Bernardi, Manager, Corporate Safety	

Maintain physical distancing where possible:

Physical distancing means maintaining a distance of a least 2 metres or more between persons.

- Practice physical distancing:
 - In the shop;
 - During vehicle set-up and job review;
 - During scheduled breaks; and
 - During teardown of work site and return to shop or reporting facility.
- If possible, set-up worksite to be large enough to allow for physical distancing, as well as to keep members of the public at a safe distance. Barricade or mark out a zone that is visible to the public not to cross. Should the customer/public approach the work area, instruct them to adhere to strict physical distancing requirements.
- If physical distancing cannot be maintained, masks or face coverings must be worn by all individuals. CTB staff are to be provided surgical/procedural masks in accordance with TP020 Masks and Face Coverings. If an individual is unable to wear a mask due to a medical exemption, the other individuals are required to wear a surgical mask and eye protection (e.g. goggles or a face shield).
 - Ensure masks do not introduce a new work hazard (e.g. entanglement in machinery, impairing vision, causing overheating, interfering with communication). If the risks associated with the new work hazards are found to be unacceptable consideration may be given to working without a mask. Other control measures should be considered and the task designed to limit the amount of time workers are in close proximity to one another.
- Where possible, travel to and from the worksite in separate vehicles (refer [to TP004 Vehicle Physical Distancing During the COVID 19 Pandemic](#)).

Minimize sharing of tools and equipment:

- Perform verbal tailboard talk prior to starting task.
- Limit the transfer of tools and materials between coworkers.
- Do not share rubber gloves or PPE.
- Upon return to shop area or reporting facility, properly disinfect vehicles (refer to [TP003 Cleaning and Disinfecting of Fleet Vehicles – COVID-19](#)) and equipment (see below *How to clean and disinfect tools and equipment*) to minimize transfer of any possible contaminants. If practical, workers should use the same vehicle each day.

CTB Corporate Safety Guideline

Subject: Best Practices On Construction Sites During COVID-19	
Number: Temporary Procedure 011	Applicability: Corporate
Effective Date: January 5, 2021	Review Date: November 19, 2020
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How to clean and disinfect tools and equipment:

- Wear PPE to protect yourself from the possible transfer of pathogens or contaminants.
- Make sure all power is off and disconnected on power tools and equipment. Read the manufacturer's directions for cleaning to avoid possible damage from liquids and chemicals.
- Clean surface with soap and water to remove all visible debris and stains and potential pathogens or contaminants
- Follow labeled instructions and safety data sheets on all containers of cleansing products you use. Depending on the product, to disinfect, typical recommendation is to allow surface to remain wet for 5-10 minutes. Rinse thoroughly, and air dry.
- Remove disposable PPE and discard.
- Wash your hands after removing all PPE.

Construction site and site trailer cleaning protocols:

- All offices and worksites should implement additional cleaning measures of common areas. All door handles, railings, ladders, switches, controls, eating surfaces, shared tools and equipment, taps, toilets, and personal workstation areas should be wiped down at least twice a day with a disinfectant, such as disinfectant wipes or sprays. Individuals are responsible for cleaning and disinfecting their workstations.
- Additional sanitary measures should be implemented on site: hand washing stations with a posted hand washing protocol, hand sanitizer stations, or provision of disinfectant wiping products. These types of facilities should be made available at site entries, exits, washrooms, eating areas, offices, and any other areas with commonly touched surfaces.
- Commonly touched surfaces should be thoroughly cleaned and disinfected at the end of shifts and between users.
- Limit access and use of shared devices like coffee machines, water fountains, microwave ovens, and similar items. Clean and disinfect devices between uses.
- Limit use of common pens for sign-in sheets etc.
- Where touch points like door handles and water coolers remain, paper towels/wipes should be provided to allow users to avoid skin contact.
- Gloves should be worn whenever possible while on the worksite, but are treated the same as bare hands in terms of minimizing unnecessary touching of anything on site and the user's face.

CTB Corporate Safety Guideline

Subject: Best Practices On Construction Sites During COVID-19	
Number: Temporary Procedure 011	Applicability: Corporate
Effective Date: January 5, 2021	Review Date: November 19, 2020
Approval Authority: Kerri Bernardi, Manager, Corporate Safety	

Compartmentalization:

- The construction site should be segregated to the extent possible in zones or other methods to keep different crews/trades physically separated at all time. This promotes physical distancing and supports the containment of propagation should it arise.
- Eating is to be restricted to clearly identified dedicated eating areas with handwashing stations, cleaning and disinfectant materials, and adequate space to maintain minimum physical distancing.

Site Operation:

- The number of in-person meetings is to be minimized. Minimum physical distancing is to be maintained, and meetings are to be held in open spaces when possible.
- The worksite is to be rearranged to reduce high-traffic areas and allow for the minimum physical distancing.
- Site teams are encouraged to put forward split/alternating shifts to avoid intermingling. Voluntary shift offset and implementing time gaps between shifts are highly encouraged.
- Alternate arrangements are to be made as necessary to ensure workers avoid breaking the minimum physical distance with others. When this is not feasible, plans are to be made to minimize the duration of the task and masks are to be worn. For any work that must be done in close-proximity see [TP012 When Physical Distancing is Not Possible on a Construction Site](#).

Revision #	Section	Changes Made	Date
1	Guideline	Updated direction on mask and eye protection use when physical distancing cannot be maintained.	November 19, 2020
2	Guidelines	Updated direction on mask requirements	January 5, 2021

CTB Corporate Safety Guideline

Subject: When Physical Distancing is Not Possible at the Construction Site – COVID-19	
Number: Temporary Procedure 012	Applicability: Corporate
Effective Date: January 5, 2021	Supersedes Date: November 19, 2020
Approval Authority: Kerri Bernardi, Manager, Corporate Safety	

POLICY REFERENCE:

Corporate Policy 06-01-15, Occupational Health and Safety Policy

GUIDELINE STATEMENT:

To provide guidance that may protect against transmission of COVID-19 while working in close proximity on a construction worksite.

Physical distancing means maintaining a distance of a least 2 metres or more between persons.

Orders from the Ministry of Health specific to Long Term Care and First Responders may supersede the information in this procedure. Staff in those areas should consult their Supervisor for clarification on specific processes.

If physical distancing is not possible:

In the case of an essential service emergency or if the task cannot be delayed, done in a different way that may reduce the worker density in the work zone or the nature of the work to be completed, then the following precautions should be taken:

Personal Protective Equipment (PPE):

- All workers **who cannot maintain physical distance** (2 metres) should use PPE including:
 - All workers working in close proximity (less than 2 metres) must wear a disposable 3 ply surgical mask. *Refer to [TP020 – Masks and Face Coverings](#)*
 - If someone is unable to wear a mask due to a medical exemption, the other persons are required to wear a surgical mask and eye protection (e.g. safety goggles or a face shield)
 - Ensure masks do not introduce a new work hazard (e.g. entanglement in machinery, impairing vision, causing overheating, interfering with communication). If the risks associated with the new work hazards are found to be unacceptable consideration may be given to working without a mask. Other control measures should be considered and the task designed to limit the amount of time workers are in close proximity to one another.
 - When the work dictates the use of additional PPE, the worker may, provided they are clean shaven and fit tested, use a N95 respirator or half mask respirator with P95 or P100 filters. Note: half mask respirators are preferred over N95 respirators as they are more protective and permit N95 respirators to be used by health care. Refer to [TP010 Care and Maintenance of Respirators](#) and [TP015 Respirator Reuse](#) when using respirators. (Respirators with exhalation valves should not be used as source control for COVID-19. If these types of masks

CTB Corporate Safety Guideline

Subject: When Physical Distancing is Not Possible at the Construction Site – COVID-19	
Number: Temporary Procedure 012	Applicability: Corporate
Effective Date: January 5, 2021	Supersedes Date: November 19, 2020
Approval Authority: Kerri Bernardi, Manager, Corporate Safety	

- are used, physical distancing must be maintained, or a surgical mask must be placed over top of the exhalation valve.)
- Disposable nitrile gloves and/or appropriate work gloves. (Gloves are not a substitute for proper hand hygiene practices).
- Wear fabric coveralls or work clothes that can be cleaned after the task. (Use of disposable “Tyvek” over-suits are also an option if available).
- Sanitize tools and PPE as required prior to starting.
- Use a plastic bag for disposal of consumables (N95 respirators, nitrile gloves, cleaning wipes, etc.). Seal the disposal bag when done and store with other garbage.
- Store reusable PPE and coveralls in a storage room or workplace lockers.
- Be careful not to cross contaminate between co-workers PPE.
- Avoid wearing work fabric coveralls home.
- If fabric coveralls are not used, it is recommended to change clothing before going home or immediately after arriving home.
- If available use workplace laundry service frequently or bring work clothing home in a plastic bag and wash work clothing daily.
- Where work is done in crews, the work is to be planned to minimize or eliminate the crossover of workers between crews.
- Project teams are to stagger break and lunch schedules as much as possible to minimize the number of people in close proximity to one another.
- Work schedules are to be adjusted to provide time for proper cleaning and disinfecting as required.

Handwashing:

- Provide a handwashing or hand sanitizing station that is easily accessible for the affected workers.
- Wash hands thoroughly when gloves or masks are removed and at the end of the task for which less than 2 metres of distance is required.
- Wash hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching eyes, nose, or mouth with bare or gloved hands.

Cleaning/Disinfecting:

- When task is completed clean and disinfect the tools used (refer to [TP011 Best Practices on Construction Sites During COVID-19](#)).
- Clean and disinfect all high touch surfaces in the area.

CTB Corporate Safety Guideline

Subject: When Physical Distancing is Not Possible at the Construction Site – COVID-19	
Number: Temporary Procedure 012	Applicability: Corporate
Effective Date: January 5, 2021	Supersedes Date: November 19, 2020
Approval Authority: Kerri Bernardi, Manager, Corporate Safety	

Revision #	Section	Changes Made	Date
1	Personal Protective Equipment	Updated verbiage and guidance on using N-95 respirators.	April 29, 2020
2	Personal Protective Equipment	Updated verbiage and guidance on required PPE when working in close proximity.	November 19, 2020
3	Personal Protective Equipment	Updated requirement on type of mask (removed cloth mask, added information on respirators with exhalation valves).	January 5, 2021

CTB Corporate Safety Guideline

Subject: When Physical Distancing is Not Possible in the Workplace – COVID-19	
Number: Temporary Procedure 013	Applicability: Corporate
Effective Date: January 5, 2021	Supersedes Date: November 19, 2020
Approval Authority: Kerri Bernardi, Manager, Corporate Safety	

POLICY REFERENCE:

Corporate Policy 06-01-15, Occupational Health and Safety Policy

GUIDELINE STATEMENT:

To provide guidance that may protect against transmission of COVID-19 while working in close proximity in the workplace.

Physical distancing means maintaining a distance of a least 2 metres or more between persons.

Orders or directives from the Ministry of Health to specific work groups (this may include Long Term Care, First Responders, Recreation Facilities, Child Care, etc.) may supersede the information in this procedure. Staff in those areas should consult their Supervisor for clarification on specific processes.

GUIDELINE

If physical distancing is not possible:

In the case of an essential service emergency, if the task cannot be delayed, done in a different way that may reduce the worker density, or the nature of the work to be completed requires close proximity of workers, then the following precautions should be taken.

Personal Protective Equipment (PPE):

- All workers who cannot maintain a physical distance (2 metres) are required to use source control masks (e.g. 3 ply surgical mask). If a worker is unable to wear a mask due to a medical exemption, additional PPE is required by the other workers (i.e. surgical mask and eye protection (e.g. goggles or a face shield)).
 - Ensure masks do not introduce a new work hazard (e.g. entanglement in machinery, impairing vision, causing overheating, interfering with communication). If the risks associated with the new work hazards are found to be unacceptable consideration may be given to working without a mask. Other control measures should be considered and the task designed to limit the amount of time workers are in close proximity to one another.
- Workspaces where access is limited to employees only are not considered public spaces under the Thunder Bay District Health Unit (TBDHU) mandatory mask directive, and therefore masks or face coverings would not be required in these areas when physical distancing can be maintained. However, if an employee must pass through an enclosed public space in order to perform their work tasks, then a mask or face covering shall be worn.
 - When certain threshold are met masking may be required by all workers when not at their immediate workstation or work area, regardless if distancing can be maintained. For additional direction on masking refer to [TP020 Masks & Face Coverings](#).

CTB Corporate Safety Guideline

Subject: When Physical Distancing is Not Possible in the Workplace – COVID-19	
Number: Temporary Procedure 013	Applicability: Corporate
Effective Date: January 5, 2021	Supersedes Date: November 19, 2020
Approval Authority: Kerri Bernardi, Manager, Corporate Safety	

- Facemasks that cannot be washed shall be disposed of in a lined garbage bin.
- Properly clean and store reusable PPE.
- Be careful not to cross contaminate between co-workers PPE.
- If working in close proximity to other individuals avoid wearing work coveralls home.
 - If coveralls are not used, it is recommended to change clothing before going home or immediately after arriving home. Work clothing can be brought home in a plastic bag and should be washed daily.
- Where work is done in crews, the work is to be planned to minimize or eliminate the crossover of workers between crews.
- Breaks should be staggered to minimize the number of people in close proximity to one another.
- Work schedules should be adjusted to provide time for proper cleaning and disinfecting as required.

Handwashing:

- Handwashing stations or hand sanitizer shall be available for workers.
- If gloves are required to be worn for the task, wash hands thoroughly when gloves are removed and at the end of the task.
- Wash hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching eyes, nose, or mouth with bare or gloved hands.

Cleaning/Disinfecting:

- When the task is completed clean and disinfect equipment.
- Clean and disinfect all high touch surfaces in the area.

Revision #	Section	Changes Made	Date
1	PPE	Updated direction for mask use.	August 19, 2020
2	PPE	Updated direction on mask use and link to masking procedure.	November 19, 2020
3	PPE	Updated TBDHU direction on type of mask to be used when in close contact.	January 5, 2021

CTB Corporate Safety Guidance

Subject: Contractor COVID-19 Prevention - Best Practices on Construction Sites

Number: Temporary Procedure 016

Applicability: Corporate

Effective Date: November 19, 2020

Supersedes Date: June 11, 2020

Approval Authority: Kerri Bernardi, Manager Corporate Safety

POLICY REFERENCE:

Corporate Policy 06-01-15, Occupational Health and Safety Policy

PROCEDURE STATEMENT:

This guideline is intended to outline best practices on construction sites when contract work (i.e. work not done by city workers) is being performed for the City of Thunder Bay (City). Active participation is critical and adherence to safety procedures is necessary to provide a safe workplace. Contractors and workers who do not comply with these procedures may be asked to leave a City site and not permitted to return until the situation is less acute.

Prevention procedures should be based on self-monitoring, physical distancing, hand hygiene, cleaning and disinfecting as well as contractor and project specific procedures to prevent the transmission of COVID-19 to workers on a project.

Orders, directives or guidelines may supersede the information in this procedure, and may dictate specific masking requirements. Staff should consult their Supervisor for clarification on specific workplace processes.

Physical Distancing

Physical distancing is a technique to prevent the spread of COVID-19 by limiting close contact with others. Public Health recommends keeping a distance of 2 meters from other individuals.

All workers on site shall observe physical distancing. Physical distancing measures include:

- limiting groups of workers coming together in pre-start meetings, on site orientations, lunch and meeting rooms, tool cribs, change rooms, smoking areas, etc.;
- preventing workers from congregating at the entrance to the following: stair wells, scaffolding, washroom facilities, etc.;
- restricting access to occupied work areas like job trailers, etc.;
- controlling foot traffic within buildings – where practicable designate only up and only down stairwells or in/out gates and
- surgical masks or non-medical masks such as 3 ply cloth masks, are required if physical distancing is not possible. If a worker is unable to wear a mask due to a medical exemption, additional PPE is required by the other workers (i.e. surgical mask and eye protection (e.g. goggles or a face shield)).
 - Ensure masks do not introduce a new work hazard (e.g. entanglement in machinery, impairing vision, causing overheating, interfering with communication). If the risks associated with the new work hazards are found to be unacceptable consideration may be given to working without a mask. Other control measures should be considered and the task designed to limit the amount of time workers are in close proximity to one another.

CTB Corporate Safety Guidance

Subject: Contractor COVID-19 Prevention - Best Practices on Construction Sites	
Number: Temporary Procedure 016	Applicability: Corporate
Effective Date: November 19, 2020	Supersedes Date: June 11, 2020
Approval Authority: Kerri Bernardi, Manager Corporate Safety	

Contractors are required to:

- communicate and reinforce physical distancing practices with their workers;
- conduct regular inspections of their worker areas to verify workers are practicing physical distancing, to the best of their ability; and
- notify the City of any concerns they have for physical distancing practices or work procedures.

Informational signage, warning workers of the importance of physical distancing should be installed at locations on the project where there is a potential for workers to congregate.

Hand Washing and Hand Sanitization

Hand washing minimizes the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body—particularly the eyes, nose, and mouth—or to other surfaces that are touched. Hands that are visibly soiled or dirty should be washed with soap and water - hand sanitizer is less effective on soiled or dirty hands.

Workers should wash or sanitize their hands:

- at the beginning of their shift before they start work;
- before eating, drinking or smoking;
- after using washroom facilities;
- after handling any tools or materials; and
- at the end of the shift before they leave work.

Contractors are required to provide or make available hand washing and hand sanitization facilities to meet the needs of the volume of workers at the project.

Informational signage, describing proper hand washing and hand sanitization techniques should be posted at hand washing and hand sanitization facilities.

Cough/Sneeze Etiquette

Workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet (such as COVID-19) or other diseases that may be transmitted via airborne routes. Cough/sneeze etiquette includes the following:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

CTB Corporate Safety Guidance

Subject: Contractor COVID-19 Prevention - Best Practices on Construction Sites	
Number: Temporary Procedure 016	Applicability: Corporate
Effective Date: November 19, 2020	Supersedes Date: June 11, 2020
Approval Authority: Kerri Bernardi, Manager Corporate Safety	

Self-Assessment

If you are exhibiting COVID-19 related symptoms, found on the [Ontario COVID-19 self-assessment website](#), do not go to the work site, contact your supervisor and the Thunder Bay District Health Unit (TBDHU) for direction before returning to work.

The response to the COVID-19 virus continues to change on a regular basis. All parties are required to meet current requirements and be adaptable to new initiatives when required.

PANDEMIC PLANNING FOR WORKSITES:

Some of the following measures will be subject to site size and complexity.

COVID Safety Coordinator

At each appropriate worksite it is recommended the contractor appoint an employee to be the COVID Safety Coordinator (CSC). Should the site size be such that this is not feasible, then the CSC function will be conducted by the site supervisor.

The CSC will:

- Review and assess Contractor COVID Prevention Procedures.
- Conduct regular inspections of the worksite to monitor adherence to COVID Prevention Procedures and record inspection findings.
- Document Contractor attendance issues.
- Monitor cleaning to verify approved products and procedures are being followed.
- Inspect wash stations and hand sanitization stations to verify they are adequately stocked and posters explaining hand washing and hand sanitization are posted.
- Post signage.
- Investigating any reports of workers not complying with procedures or concerns for workers health.
- Immediately report and investigate presumed and confirmed cases of COVID – 19.

Contractor COVID-19 Prevention Procedures

Contractors must identify which tasks may be impacted by physical distancing restrictions and implement mitigation measures. For example:

- site orientations;
- training;
- tasks that involve two or more workers to work in close proximity. i.e. carrying pipe or heavy equipment; and

CTB Corporate Safety Guidance

Subject: Contractor COVID-19 Prevention - Best Practices on Construction Sites	
Number: Temporary Procedure 016	Applicability: Corporate
Effective Date: November 19, 2020	Supersedes Date: June 11, 2020
Approval Authority: Kerri Bernardi, Manager Corporate Safety	

- restricted work locations where there is insufficient space to maintain physical distancing i.e. cab of a vehicle or small room.

Contractors must identify tasks where there is a potential for transmission through shared use of PPE, tools and equipment and implement mitigation measures. For example:

- PPE – face shields at cutting stations, fall protection ropes and lanyards, etc.
- tools – hand saws, chop saws, grinders, vacuums, etc.
- equipment – aerial work platforms, forklifts, power trowels, etc.

Contractors are responsible for reviewing the procedures and implementing practices that prevent the transmission of COVID-19 for the sub-trades working for them.

Screening of Workers and Visitors

Contractors are required to verify, at the start of each shift their workers are healthy, fit for work and to the best of their knowledge, free of any symptoms or restrictions associated with COVID-19. This should be done through active screening.

Active screening involves having workers, contractors and essential visitors answer screening questions before being allowed to enter the site. *Screening guidance can be found on the [Thunder Bay District Health Unit's website](#)*

Workers and visitors who are exhibiting symptoms of COVID 19 must self-isolate in accordance with recommendations of the TBDHU and are not permitted on project sites or in City facilities.

Site Meetings:

- Hold job toolbox meetings outside when possible, with appropriate physical distancing or have people call in with no signatures or transfer of documents, site Supervisor signs on their behalf.
- When arranging necessary inspections from consultants or authorities having jurisdiction, inform them they must screen negative for symptoms of COVID-19.
- Consider conference calls to reduce the number of attendees.
- Workers at sites should avoid working less than 2 meters from others for prolonged periods unless their role requires prolonged closer proximity.
- Individuals should utilize technologies available to them such as email, text and teleconferencing to minimize direct contact with others.
- Project teams should stagger break and lunch schedules to minimize worker density.
- Smaller meetings with workers should be held in the area where an individual works, instead of a large gathering point.

CTB Corporate Safety Guidance

Subject: Contractor COVID-19 Prevention - Best Practices on Construction Sites	
Number: Temporary Procedure 016	Applicability: Corporate
Effective Date: November 19, 2020	Supersedes Date: June 11, 2020
Approval Authority: Kerri Bernardi, Manager Corporate Safety	

- For all remaining in person gatherings, and in work environments in general, participants should exercise recommended practices for reducing the risk of transmission as identified by the Centers for Disease Control and Prevention, Health Canada and the World Health Organization.

Jobsite Sanitation Measures:

- Arrangements to install temporary sinks/handwash areas with hand soap, paper towels and garbage cans should be made. The locations should be at various high-traffic locations.
- Provide hand sanitizer for worker's needs.

Cleaning and Disinfecting:

Conduct twice daily cleaning of high touch points, (i.e. hard non-porous surfaces) throughout construction sites including: job site trailers, stair railings, scaffold stair railings, portable toilets, and equipment controls.

Potential Virus Contamination:

In the event there is a probable case for COVID-19 on the site, isolate work areas/surfaces that may have been contaminated. To protect the individual's privacy, use discretion and do not identify the person. In the event there is a confirmed case of COVID-19 at the site, close the site, notify the City contract administrator and professionally disinfect the contaminated areas. Follow any additional direction from the THDBU.

Project Offices/Trailers:

Project offices and trailers are off limits to people that do not belong in them. The close quarters in a trailer may be a challenge to maintain physical distancing. Hold discussions outside where possible. Make use of vacant offices/trailers to redistribute staff to limit contact. The following applies:

- Post "Restricted Access" signage on door with contact information (phone #).
- Keep the door locked to prevent access.
- Restrict the number of people who are allowed to enter these offices to physical distancing allowances. Maximum occupancy should be limited to 1 person for every 4 square meters (43 square feet).
- If you are a visitor in an office or trailer - do not touch things - If possible keep your hands in your pockets or to yourself. Disinfect anything touched by the visitor prior to use.
- Do not share keyboard or mouse, pens, clipboards or documents.
- Disinfect commonly touched items like door handles, chairs, tables, stair handrails, etc.

Lunchrooms:

Lunchrooms are places where there is a potential for people to come into contact with each other or contaminated surfaces. The following applies:

CTB Corporate Safety Guidance

Subject: Contractor COVID-19 Prevention - Best Practices on Construction Sites

Number: Temporary Procedure 016

Applicability: Corporate

Effective Date: November 19, 2020

Supersedes Date: June 11, 2020

Approval Authority: Kerri Bernardi, Manager Corporate Safety

- Post physical distancing signage to remind workers to keep their distance (maximum occupancy of 4 square meters (43 square feet) per person).
- Post signage to remind workers to wash or disinfect their hands before and after eating.
- Stagger coffee/lunch breaks to reduce the number of workers in the lunchroom at the same time.
- Organize chairs and stagger seating arrangement to maintain physical distancing or take lunch and coffee outside.
- Remove garbage often.
- Clean and disinfect tables, microwaves and other commonly handled items between workers/lunch shifts.
- If air circulation is a concern, if possible, install negative air units and vent outside lunchroom.
- Separate PPE and clothing that is hung up in the lunchroom to avoid touching.
- Workers intending to take work clothing home should place it in a plastic bag and not remove it until it goes into the laundry to be washed – ideally separately.

RISK MANAGEMENT

What to do with a confirmed COVID-19 case:

In the event of a confirmed case:

- Notify your City of Thunder Bay contact and regulatory bodies (i.e. MOLTSD and WSIB) as soon as the case has been confirmed as positive. To protect the workers privacy, do not identify the worker.
- Follow the guidelines provided by TBDHU.

All construction worksites, both offices and projects, are required to develop a Site-Specific Pandemic Preparedness Plan (see [TP017 Contractor Site COVID-19 Pandemic Preparedness Planning Guidance Document](#)) in order to reduce the risk of contracting or spreading Coronavirus (COVID-19).

Resources

Thunder Bay District Health Unit: <https://www.tbdhu.com/coronavirus>

Ontario's Online Self-Assessment Tool: <https://covid-19.ontario.ca/self-assessment/>

IHSA reopening guidelines for construction <https://www.ontario.ca/page/resources-prevent-covid-19-workplace>

Revision #	Section	Changes Made	Date
1	Procedure and Self-Isolation	14 days self-isolation no longer required	June 11, 2020
2	Procedure	Updated guidance on masks, maximum occupancy limits, and active screening.	November 19, 2020

CTB Corporate Procedure

Subject: Masks & Face Coverings	
Number: Temporary Procedure 020	Applicability: Corporate
Effective Date: December 7, 2020	Supersedes Date: November 19, 2020
Approval Authority: Kerri Bernardi, Manager, Corporate Safety	

POLICY REFERENCE:

Corporate Policy 06-01-15, Occupational Health and Safety Policy

PROCEDURE STATEMENT:

To protect City workers and the public during the COVID-19 pandemic, direction issued by the Medical Officer of Health requires all members of the public and employees who enter or remain in an enclosed public space to wear a mask or face covering. Further, direction from the Ministry of Labour, Training and Skills Development indicates masks are important to reduce the risk of COVID-19 in situations where other controls, particularly physical distancing, cannot be consistently maintained.

Orders, directives or guidelines may supersede the information in this procedure, and may dictate specific masking requirements. Staff should consult their Supervisor for clarification on specific workplace processes.

DEFINITIONS:

Enclosed Public Space - indoor public spaces of businesses and organizations, accessed by the public. These include, but are not limited to: recreation facilities, community centres, public transit, or any facility where the public has access.

Mask - a 3 ply cloth mask/face covering, disposable non-medical mask, or disposable medical/surgical mask (Type I, II, or III/Level 1, 2 or 3) for filtering respiratory droplets that securely covers the nose, mouth, and chin and is in contact with the surrounding face without gapping.

- While the Ministry of Labour, Training and Skills Development (MLTSD) recognizes a cloth mask may be used as source control if everyone is wearing a mask, public health has advised if an individual has a close contact with a positive case, depending on the type of mask worn, it will affect how they view the exposure risk. With a Type I, II or III/Level 1, 2 or 3 medical/surgical mask, the exposure would be viewed as a low risk exposure. However, if an individual was wearing a cloth mask or face covering then the exposure risk would be considered high and that individual may be required to self-isolate. CTB employees shall be provided disposable medical/procedural masks to wear in the workplace. Approved masks have been purchased and are available through CTB Stores.

CTB Corporate Procedure

Subject: Masks & Face Coverings	
Number: Temporary Procedure 020	Applicability: Corporate
Effective Date: December 7, 2020	Supersedes Date: November 19, 2020
Approval Authority: Kerri Bernardi, Manager, Corporate Safety	

For COVID-19, masks can be used in two ways at a workplace:

- As source control: workers and visitors wear the mask to protect those around them. The mask is controlling the hazard at its source – the wearer.
- As personal protective equipment (PPE): workers wear the mask, along with eye protection, to protect themselves.
 - Ensure masks do not introduce a new work hazard (e.g. entanglement in machinery, impairing vision, causing overheating, interfering with communication). If the risks associated with the new work hazards are found to be unacceptable consideration may be given to working without a mask. Other controls should be considered and the task designed to limit the amount of time workers are in close proximity to one another.

EXEMPTIONS:

The requirement to wear a mask in an enclosed public space does not apply to:

- an employee of the City if they are in an enclosed public space within or behind a physical barrier (e.g. Plexiglas) that separates them from others;
- children under two years of age, or children under the age of five years either chronologically or developmentally who refuse to wear a mask and cannot be persuaded to do so by their caregiver;
- individuals with medical conditions rendering them unable to safely wear a mask, including breathing difficulties, cognitive difficulties, hearing or communication difficulties; and
- individuals who cannot wear or are unable to apply or remove a mask without assistance, including those who are accommodated under the Accessibility for Ontarians with Disabilities Act (AODA) or who have protections under the Ontario Human Rights Code, R.S.O. 1990, c.H.19, as amended.

Members of the public are not required to provide proof of any of the above exemptions.

Employees that claim an exemption may be asked to provide medical confirmation to support an accommodation.

If an employee is required to work in close physical contact with an individual who falls under one of the exemptions listed above (therefore not wearing a mask), the employee must wear a surgical mask along with eye protection (e.g. safety goggles or a face shield) as PPE.

CTB Corporate Procedure

Subject: Masks & Face Coverings	
Number: Temporary Procedure 020	Applicability: Corporate
Effective Date: December 7, 2020	Supersedes Date: November 19, 2020
Approval Authority: Kerri Bernardi, Manager, Corporate Safety	

PROCEDURE

Enclosed Public Spaces

All members of the public, employees and other persons who enter or remain in an enclosed public space are to wear a mask in a manner that covers their nose, mouth and chin without gapping. This procedure will be implemented and enforced in “good faith”, primarily to educate individuals on wearing masks or face coverings and promoting use of masks in enclosed public spaces.

If an individual enters a City premises without a mask, or removes their mask for an extended period of time, employees should gently ask the person if they are aware of the requirement to wear a mask and reference the [masking requirement signage](#). Employees are not permitted to ask why an individual is not wearing a mask or require proof of the above noted exemptions.

If an individual indicates they are unable to wear a mask, ensure the individual is aware of available hand sanitizer and the requirement to maintain physical distancing of 2 metres (reference [physical distancing signage](#)). Hand sanitizer will not be available on transit for public use.

If an individual refuses to wear a mask or face covering, they are permitted to enter City premises or utilize City services.

Members of the public who are unable to wear a mask shall not be denied service.

Remain polite and do not engage in any verbal confrontation. City of Thunder Bay policies and procedures include [Violence in the Workplace \(06-01-37\)](#), and [Workplace Harassment, and Discrimination \(06-01-32\)](#). Violence and harassment will not be tolerated.

Non-Public Work Areas at City Facilities

The risk/hazard level will dictate the requirement of wearing masks in non-public areas of City workplaces. Criteria used to evaluate the degree of hazard to employees and the workplace is as follows:

- The provincial coding system for the Thunder Bay District Health Unit (TBDHU);
 - Prevent (standard measures) – Level Green
 - Protect (strengthened measures) – Level Yellow
 - Restrict (intermediate measures) – Level Orange
 - Control (stringent measures) – Level Red
 - Lockdown (maximum measures) – Level Grey

CTB Corporate Procedure

Subject: Masks & Face Coverings	
Number: Temporary Procedure 020	Applicability: Corporate
Effective Date: December 7, 2020	Supersedes Date: November 19, 2020
Approval Authority: Kerri Bernardi, Manager, Corporate Safety	

- A positive case reported in a City workplace.

The [Keeping Ontario Safe and Open Framework](#) explains the criteria for a health unit district to be placed in each of the different levels. . At any level above Green, employees are required to wear masks when not at their immediate workstation – **“if you are walking, you are wearing a mask”**, meaning, for all indoor common areas, masks are required even when physical distancing can be maintained. However, in instances where physical distancing can be maintained, such as when an employee is positioned alone at a workstation or work area (e.g. office, cubicle, working on equipment), when seated in a meeting/training room, or when eating in a lunch/break room, masks are not required.

In the event of a positive case at a worksite, employees of that area will be required to wear masks indoors at all times when outside of their immediate work area. The masking requirement will be in effect for 14 days from the date of the exposure in the workplace. When the above thresholds have not been met, the suite of controls identified in the CTB COVID Safety Plan are acknowledged as effective controls based on the risk.

When in Code Green, for indoor spaces not accessible to the public, if physical distancing cannot be regularly maintained, a mask must be worn.

Private Residences

Workers entering private residences must wear a medical/surgical mask. If physical distancing cannot be maintained between the workers and the individuals at the residence, eye protection must also be worn (e.g. safety goggles or a face shield). Note: The appropriate PPE required for any task being performed should continue to be used.

Responsibilities

Employees are responsible to:

- a) wear source control masks or PPE as directed;
- b) maintain source control masks or PPE so they remain clean and safe; and
- c) notify their Supervisor if their PPE becomes damaged and requires replacement.

Supervisors are responsible to train employees on this procedure, including:

CTB Corporate Procedure

Subject: Masks & Face Coverings	
Number: Temporary Procedure 020	Applicability: Corporate
Effective Date: December 7, 2020	Supersedes Date: November 19, 2020
Approval Authority: Kerri Bernardi, Manager, Corporate Safety	

- a) how and when to provide verbal reminders of the procedure's masking requirement to persons entering or remaining without a mask or face covering, and those who remove their mask or face covering for an extended period of time;
- b) where and how to properly wear a mask or face covering;
- c) how to respond to customers who do not have a mask or face covering;
- d) where people can get more information about the procedure; and
- e) how to handle a customer who becomes aggressive about the new requirement.

A copy of this procedure will be made available on request to a public health inspector or other person authorized to enforce the Emergency Management and Civil Protection Act.

For staff training on masks and face coverings reference:

- [Safety Talk – Donning and Doffing of Masks](#)
- [Safety Talk – FAQs Regarding Mandatory Use of Masks or Cloth Face Coverings](#)
- [Safety Talk – Explanation of Masks and Face Coverings](#)

Posted at every public entrance to an enclosed public space is conspicuous signage clearly stating the use of masks or face coverings is required for entry. Alcohol-based hand sanitizer shall be provided at all entrances and exits for the use of all persons entering or exiting the facilities.

Signage can be found here – [Mandatory Mask Sign](#)

REFERENCES:

- Thunder Bay District Health Unit: <https://www.tbdhu.com/mandatorymasks>
- Ministry of Labour, Training and Skills Development: <https://www.ontario.ca/page/using-masks-workplace>
- Ontario COVID-19 Response Framework: <https://files.ontario.ca/moh-covid-19-response-framework-keeping-ontario-safe-and-open-en-2020-11-08.pdf>

Revision #	Section	Changes Made	Date
Issue Date	All	Issue Date	July 22, 2020
1	Procedure Statement	Updated wording on orders, directives or guidelines that may supersede information in this procedure.	September 3, 2020
2	All	Updated direction on mask usage in non-public indoor workspaces and private residences.	November 10, 2020

CTB Corporate Procedure

Subject: Masks & Face Coverings	
Number: Temporary Procedure 020	Applicability: Corporate
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3	Definitions	Mask definition. Verbiage on masking creating unacceptable risk.	November 19, 2020
4	Definitions	Mask requirement for City staff	December 8, 2020
4	Non-Public Work Areas at City Facilities	Updated explanation of the Keeping Ontario Safe and Open Framework	December 8, 2020

Work Required by Contractors from Outside of Northwestern Ontario

CTB Screening Tool

To be completed by City Staff:

Department/Section/Location of work to be completed:
Description of work required to be completed:
Additional COVID-19 precautions to be taken: (e.g.: physical distancing, work scheduled when CTB staff not present, masks for all CTB staff/contractors, eye protection for CTB staff when physical distancing not possible, increased disinfecting, etc.)
CTB staff authorizing work to be completed:
Date of work to be completed:
Time of work to be completed:

To be completed by Contractor/Consultant:

Contractor/Consultant Name:	Date:
Company Name:	Time:
Contact Email or Phone Number:	

1. Do you have any have any new or worsening COVID-19 symptoms? Symptoms should not be chronic or related to other known causes or conditions. Examples of symptoms include:

- Headache
- Fever or chills
- Difficulty breathing or shortness of breath
- Cough
- Sore throat, trouble swallowing
- Runny nose/stuffy nose or nasal congestion
- Decrease or loss of smell or taste
- Nausea, vomiting, diarrhea, abdominal pain
- Not feeling well, extreme tiredness, sore muscles

Yes No

Work Required by Contractors from Outside of Northwestern Ontario

CTB Screening Tool

2. In the last 14 days, have you had a close contact with a confirmed or probable case of COVID-19, as informed by Public Health, or an exposure notification through the COVID Alert App?

Yes No

If the individual answers NO to the questions they have passed and can enter the workplace. Additional COVID-19 precautions must be taken.

If the individual answers YES to any of the above questions, they have not passed and should be advised to not enter the workplace (including any outdoor, or partially outdoor, workplaces). They should go home to self-isolate immediately and contact the Thunder Bay COVID-19 Assessment Centre (807-935-8100) to be assessed and scheduled for testing.

Personal information on this form is collected for the purpose of complying with provincial recommendations related to the COVID-19 pandemic pursuant the authority under Section 77.7 of the Health Protection and Promotion Act, R.S.O. 1990, c. H.7.; Ontario Regulation 364/20 and the Ministry of Health Guidance Document (COVID-19 Screening) dated September 25, 2020. Personal information is collected in compliance with the Personal Health Information Protection Act, and the Municipal Freedom of Information and Protection of Privacy Act.

None of your personal information will be shared, rented, sold or otherwise released to any third party without your consent.