

Municipality of West Elgin

Policy 2020-09 COVID-19 Pandemic Working in Private Residences

Effective Date: , 2020

Review Date:

1. Purpose

The purpose of this procedure is to protect staff from potential exposure to the virus which causes COVID-19 in work situations that require staff to perform work in private residences.

2. Scope

This procedure applies to all West Elgin staff.

3. References

- Occupational Health & Safety Act
- Regulations for Industrial Establishments
- Risk-informed Decision-making Guidelines for Workplaces and Businesses During the COVID- 19 Pandemic, Public Health Agency of Canada
- COVID-19 Guidance for Industry Operators, Ministry of Health
- Cleaning and Disinfection for Public Settings, Public Health Ontario
- COVID-19 Cleaning and Disinfecting Public Spaces, Public Health Agency of Canada
- COVID-19 Guidelines, Ministry of Labour, Training & Skills Development

4. Procedures

4.1 General

- a) COVID-19 creates challenges for staff who may be required to carry out maintenance or repair work in private residences whether it is of an emergency or essential service capacity, or in the resumption of some municipal service delivery situations.
- b) This procedure attempts to address some scenarios; however, special protocols or variance from this procedure may be required. If necessary, modifications will be made, based on risk assessment and supervisor or manager input.

4.2 Resident or Tenant Screening Questions

Prior to commencing the work in a privately owned residence, the resident or tenant is required to respond to the following questions:

- a) Have you, or anyone else in the residence, experienced symptoms consistent with COVID-19 in the past 10 days (coughing, sneezing, sore throat, fever, difficulty breathing)?
- b) Have you, or anyone else in the residence, been diagnosed with COVID-19 in the past 10 days?
- c) Have you, or anyone else in the residence, been in close contact with someone diagnosed with COVID-19 in the past 14 days?
- d) Have you, or anyone else in the residence, been tested for COVID-19 and/or are waiting to hear the results of a laboratory test for COVID-19?
- e) Have you, or anyone else in the residence, travelled anywhere outside of Canada within the past 14 days?
- f) Have you, or anyone else in the residence, been advised by a medical professional to self-isolate for any other reason?

Where the client answers “NO” to all of the questions above and physical distancing can be maintained, follow section 4.3.

Where the client answers “NO” to all of the questions above but physical distancing with the client cannot be maintained, follow section 4.4.

If the client answers “YES” to any of the above questions, and the work is not considered emergency or essential, the work should be scheduled for a time when the household is no longer under self-isolation.

Where the client answers “YES” to any of the questions follow section 4.4.

Where the client refuses to answer the questions, treat the situation as though they responded “Yes” and follow section 4.4.

4.3 Resident/Tenant Answers “NO” to all of the Pre-Screening Questions

Where the resident/tenant answers “NO” to all of the client pre-screening questions:

- a) Advise the client of the “Physical Distancing Requirements”. They must

maintain at least 2 metres from workers at all times. This also applies to any pets in the household. Pets should be restricted to another area of the home.

- b) Maintain proper physical distancing while providing services (a distance of two arm's lengths from others). Where this cannot be maintained, additional controls will be required (follow section 4.4).
- c) Workers must don the following prior to entering the residence:
 - Disposable latex or nitrile gloves.
- d) Wash your hands often with soap and water for at least 20 seconds, or by using an alcohol-based hand sanitizer with at least 60 percent alcohol.
- e) Avoid touching your face.
- f) Practise proper cough and sneeze etiquette.
- g) Clean and disinfect any work surface (water meter, access doors, etc.), using proper cleaning and disinfection measures prior to performing work.
- h) Upon exiting the property, wash/sanitize your hands and disinfect any tools or equipment that were brought into the residence and need to be removed. Do this prior to loading the items into the vehicle.

4.4 Resident or Tenant Answers “YES” to any of the Pre-Screening Questions or Physical Distancing Requirements cannot be maintained

Where the resident/tenant may create an exposure risk based on the pre-screening questions or if the physical distancing cannot be maintained, the following procedures shall be followed:

- a) Advise client of “Physical Distancing Requirements”. They must maintain at least 2 metres from workers whenever possible. This also applies to any pets in the household. Pets should be restricted to another area of the home.
- b) Plan your job. Ensure that you have all tools necessary to perform the task prior to entering the residence.
- c) Workers must don the following prior to entering the residence:
 - Disposable latex or nitrile gloves.
 - Reusable fabric coveralls or equivalent.
 - NIOSH-approved N95/N100 P95/P100 respirators or NIOSH approved half/full face respirator with approved cartridges N95/N100/P95/P100.
 - CSA approved safety glasses or goggles.
- d) Clean and disinfect all work areas prior to starting the work.
- e) Change gloves if damaged or excessively soiled. Discard in a garbage bag.
- f) Perform the work.
- g) Exit the residence and do the following:
 - Remove all potentially contaminated clothing (gloves/mask), place in a garbage bag, seal.
 - Remove coveralls and place in a garbage bag and seal. Coveralls cannot be used at additional job sites that day. At the end of the day the coveralls must be laundered with hot water and detergent. If coveralls are not available, change clothes immediately upon leaving the jobsite and follow the same bagging and laundry procedures.

- Using clean gloves, clean and disinfect tools, equipment, reusable PPE (i.e. safety glasses, face shield, half face respirator, outside of garbage bag.
 - Using clean gloves, dispose of the garbage bag at the residence.
 - If it cannot be disposed of at the residence and must be transported in the vehicle, do not allow the bag to come in contact with your person while transporting.
- h) Disinfect any areas of the service vehicle that might have been exposed (i.e. worker returned to obtain tools from vehicle). Where possible utilize a helper/runner who may be able to obtain tools and deliver them near to the work site.
- i) Dispose of gloves and wash/sanitize your hands prior to departing from the work location.

COVID-19 Resident Screening		
Date of Screening:		
Resident Name:		
Resident Address:		
<p>As part of our ongoing efforts to keep all staff safe, we are initiating an active screening process. This will help us protect all Municipal personnel during the course of their duties from the potential risks of COVID-19. All residents whose homes staff will be entering, will be asked to complete the checklist to ensure the well-being of all individuals.</p> <p>Please answer the following questions as part of the screening process:</p>		
<i>Do you have any of these symptoms?</i>		
Symptoms	YES	NO
New or existing Cough		
Fever of 100.4F or higher		
Chills		
Runny/Stuffy Nose		
Shortness of Breath/Difficulty Breathing		
Sore Throat		
1. Have you returned from International travel in the last 14 days and symptom free?		
2. Have you had exposure to someone with, or under, investigation for COVID-19?		
3. Have you been tested for COVID-19 and what are the results?	Positive _ Negative _	
4. Are you an unconfirmed COVID-19 case?		