

Corporate Strategic Team	Corporate Directive
Title:	COVID-19 Safety
Directive Number:	2020-09
Effective Date:	June 25, 2020
Current as of:	April 4, 2022

Context

1. The Town of Canmore (the “Town”) is committed to the health, safety and wellness of its employees and has an obligation to ensure the health, safety and welfare of workers as set out in the Alberta Occupational Health and Safety Act, Regulation and Code; the Town’s Health and Safety Directive; as well as the orders from Alberta’s Chief Medical Officer. 2022-04-04

2. The purpose of this directive is to establish clear, fair and specific rules and procedures to ensure that proper safety protocols are maintained at the Town’s facilities and worksites in accordance with government emergency orders and current public health guidelines (referred to collectively as “Guidelines”) for as long as the pandemic lasts. 2021-07-08

3. During the current COVID-19 pandemic, all employees, elected officials, volunteers, contractors and business partners (referred to collectively as “employees”) who enter Town’s worksites and facilities must comply with the safety requirements set forth in this directive.

Duration

4. This directive is a temporary measure that will last only as long as the COVID-19 pandemic and will end once the Guidelines’ regarding mandated isolation and quarantine are no longer necessary. In addition, this directive may be modified or updated including the elimination or addition of requirements, as Provincial direction is modified in response to the changing risk of community transmission. 2021-07-08

Definitions

5. “Cleaning” refers to the removal of visible soil from a surface. 2022-04-04

6. *Repealed 2022-04-04*

7. *Repealed 2022-04-04*

8. “COVID-19 core symptoms” include: new onset of cough or worsening chronic cough, fever, new or worsening shortness of breath or difficulty breathing, runny nose, sore throat, loss of sense of smell or taste. 2022-04-04

9. “Disinfecting” refers to using a chemical to kill germs on a surface after the surface has been cleaned.

10. *Repealed 2022-04-04*

2021-12-29

Procedure

11. Scope

- a) The safety requirements of this procedure apply to Town employees, volunteers, elected officials, contracted workers, and business partners, collectively referred to as “employees”.

12. *Repealed 2022-04-04*

13. Ban on Entering a Worksite and Facilities While Sick or at heightened risk of having COVID-19.

The most important aspect of mitigation is to ensure that employees who either have COVID-19 or are at heightened risk of having COVID-19, stay away from Town worksites and facilities to eliminate the risk of infecting others at work.

- a) All employees are banned from entering a Town facility or worksite when:

- (i) They have tested positive for COVID-19, or exhibit COVID-19 core symptoms;
- (ii) They have been contacted by Alberta Health Services (AHS) and advised that they need to self-isolate.
- (iii) *Repealed 2021-07-08*

2022-04-04

14. *Repealed 2022-04-04*

15. Hazard Assessments

- a) Managers/supervisors will follow the Town’s Hazard Assessment Directive and update the previously identified COVID-19 hazards within their department’s worksites. Where elimination of these hazards is not possible or reasonable, the Manager will ensure they mitigate the risk associated with COVID-19 using the hierarchy of controls.

2020-07-08

16. Screening

- a) In lieu of daily health screening, all employees are required to review and understand their obligations herein prior to physically attending a Town facility or worksite.
- b) *Repealed 2021-07-08*
- c) All entrances to Town facilities and worksites where the public has access will be clearly signed to direct that no person shall enter the premises if they are exhibiting symptoms of COVID-19 or are required to observe a period of mandated isolation or quarantine as stipulated by Alberta Health Services.

2021-07-08; 2021-12-29

17. *Repealed 2022-04-04*

2021-07-20; 2021-12-21

18. *Repealed 2021-07-08*

19. *Repealed 2021-07-08*

20. Shared Equipment, Lunch Rooms, and Meeting Rooms

a) *Repealed 2021-07-08*

b) The Town will provide cleaning and disinfecting products and users may clean and disinfect any piece of shared equipment or shared surface as needed.

2021-07-08

21. *Repealed 2021-07-08*

22. *Repealed 2021-07-08*

23. Hygiene

a) The Town will promote and facilitate frequent and proper hand hygiene for employees and patrons and will also provide the means to sanitize hands at points of entry to the worksite and at other locations where patrons and employees are known to handle goods, food, and shared equipment.

b) Educational posters regarding proper hand hygiene and respiratory etiquette as specified by AHS will be posted in the following locations: lunchrooms, bathrooms, meeting rooms, and entrances to buildings.

23.1 Personal Protective Equipment (PPE)

a) *Repealed 2022-04-04*

b) Where masking is not required, individuals may still choose to wear one and are supported in their decision to do so. For more information visit www.alberta.ca/masks.

2021-07-08

23.2 *Repealed 2021-12-10*

2021-07-08; 2021-09-03

Responsibilities

24. Elected Officials

a) Abide by the responsibilities outlined below for all employees.

25. Senior Management

a) Ensure that adequate resources are provided to ensure this directive is implemented and realized in the workplace.

b) Abide by the responsibilities outlined below for all employees.

c) Communicate this directive to elected officials, Managers and Supervisors.

26. Managers/Supervisors

- a) Managers and Supervisors will be responsible for providing the leadership, resources and direction to ensure this directive is implemented and all measures listed in this document are maintained at the facilities/worksites. Measures to be considered and adopted if determined appropriate and reasonably practicable for service level expectations to be met include:
 - (i) *Repealed 2021-07-08*
 - (ii) *Repealed 2021-07-08*
 - (iii) Ensuring compliance with Alberta Public Health Guidelines 2022-03-01
 - (iv) Ensuring COVID-19 Hazard IDs are updated and any remaining hazards are identified, and resources are provided to appropriately control these hazards in the workplace. 2021-07-06
 - (v) Ensuring that their employees and volunteers are trained on this directive and related procedures.
 - (vi) Ensuring their employees are aware of the symptoms and conditions which would prevent them from entering the workplace and the protocol that must be followed in these situations.
 - (vii) Ensuring that all new employees sign off on this directive to acknowledge understanding of their responsibilities.
 - (viii) Ensuring that this directive and sign-off is included in all contract packages and that contractors are aware of their responsibilities under this directive.
 - (ix) *Repealed 2021-07-08*
 - (x) Enforcing the terms of this directive, including via the imposition of discipline in accordance with applicable progressive disciplinary policies and procedures.
 - (xi) *Repealed 2021-07-08*
 - (xii) *Repealed 2021-07-08*
 - (xii.1) *Repealed 2021-04-04* 2021-21-21
 - (xii.2) *Repealed 2021-04-04* 2021-12-21
 - (xiii) Abiding by the responsibilities outlined below for All Employees.

27. Contractors

- a) When a contractor has employees or sub-contractors working with the Town of Canmore or on a Town of Canmore work site, the contractor must abide by the responsibilities outlined for Managers and Supervisors.
- b) When a contractor is a sole proprietor, the contractor must abide by the responsibilities outlined below for All Employees.

28. All employees, volunteers, elected officials, contractors, and business partners:

- a) Are responsible for understanding and following the terms of this directive and doing their part to maintain the health and safety of the workplace by:
 - (i) Not coming to work and reporting to their direct supervisor if they feel ill, or have COVID-19 or have been contacted by AHS and advised to self-isolate or quarantine; 2022-04-04
 - (ii) When experiencing symptoms of illness, complete [AHS' COVID-19 Self-Assessment](#) and share results with your direct supervisor (Town contact) to ensure proper protocols can be followed;
 - (iii) Practicing appropriate hand hygiene; 2021-07-08
 - (iv) *Repealed 2021-07-08*
 - (v) Ensuring shared equipment has been properly sanitizer prior to use; 2021-07-08
 - (vi) *Repealed 2021-07-08*
 - (vii) *Repealed 2021-07-08*
 - (viii) *Repealed 2021-07-08*
 - (ix) *Repealed 2021-07-08*
 - (x) *Repealed 2021-07-08*
 - (xi) *Repealed 2021-07-08*
 - (xii) *Repealed 2021-07-08*
 - (xiii) Reporting any violations of this directive to their supervisor or other appropriate Town of Canmore official;;
 - (xiv) Ensuring hazards are identified, appropriately controlled and communicated;

		for employees identified as a close contact. Removed referrals to PCR testing. Removed 5-day close-contact period.
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