



**Incorporated**

## R.M. of Frenchman Butte No. 501

POLICY TITLE  <b>Pandemic Plan</b>		ADOPTED BY RM Council Resolution No. 2020-11-25-023 EFFECTIVE DATE November 25, 2020	POLICY NO.  <b>900-08</b>
ORIGIN/AUTHORITY RM Council	JURISDICTION RM of Frenchman Butte No. 501	Amended:  Rescinded:	Resolution No. 2020-11-25-023  Resolution No.

### **Preface**

This document is designed to give guidance to the RM of Frenchman Butte No. 501 in preparing and working through a pandemic. A pandemic is a disease prevalent over a whole country or the world.

### **Responsibilities**

Both employers and employees have a role to play in planning for and responding to an influenza pandemic.

### **Employer Obligations:**

The Employer has an obligation to provide employees with a safe worksite. A combination of measures will be used to minimize worker exposure to the infection. All staff and council must follow the procedures outlined in this plan to reduce exposure to infection.

### **Employee Obligations:**

Maintenance employees are required to inform the Foreman as well as the Administrator should they suspect that they have been infected or they have been around anyone who may be infected or believes to have been exposed to it. Employees will be required to stay away from work locations for the duration of the 14-day incubation period or longer as determined by management. Should an employee suspect they may be infected they should contact Health Link 811 for instructions.

### **General Workplace Information**

In the event of a Public Health Advisory being issued (including confirmed cases in the RM, or close areas to field locations) municipal facilities will close immediately to the public with ability to change operation hours if required.

The Administrator will be allowed take home the municipal computers and weekly backup-hard drive to work remotely from the RM Office. All property will remain the RM of Frenchman Butte, and be secured from damage and or theft. Council may grant permission for the Administrator to work at a remote location as required or necessary. The RM office phone may be forwarded as required to the Administrator. The Administrator will be allowed to designate other staff to take home municipal computers and/or equipment to work remotely from the RM Office.

The RM of Frenchman Butte No. 501 will implement the following:

- Two-meter distancing between individuals in the workplace shall be maintained at all times while completing your work safely.
- Stay home when you are sick.
- Use the crux of your elbow to cover your mouth and nose when coughing and sneezing.

- Wash your hands often with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Do not share personal items such as pens, notebooks, phones, PPE, etc.
- Stop shaking hands. Non-contact based greeting methods are preferred.
- Operations may need to be altered or postponed to maintain distancing. Where distancing is not possible (i.e. for safety reasons, in transport situations), staff should wash hands often, wear a mask and practice good respiratory hygiene (e.g. cover coughs).
- Follow all Saskatchewan Health Authority guidelines.

**Cleaning, Disinfection and Personal Protective Equipment:**

Cleaning procedures will be established as a critical measure to help reduce the spread of infection. High touch surfaces shall be cleaned with an approved cleaning agent and paper towel or wipe at the beginning of each work day upon entry to each new piece of equipment/vehicle or building/facility and after any other person that may have permission to enter the office. The following procedures will be implemented and adhered to by Council and employees when utilizing municipal equipment and facilities:

- Have hand sanitizer at the door and multiple places throughout the shop and office, and use it coming and leaving the shop and office.
- Wherever possible, avoid sharing phones, desks, chairs, pens, and other tools and equipment, etc. and if sharing it should be wiped with a disinfectant cleaner when the worker is done using the item.
- Cleaning and disinfecting of commonly touched areas include telephone, pens, light switches, door knobs, toilets, taps, handrails, countertops, and tools and supplies, table and chairs, coffeemaker, microwave, hand sanitizer pumps, tools/shop supplies.
- Supply every piece of municipal equipment with an approved cleaning agent and paper towel or wipe.
- Clean vehicles/large equipment when exiting; clean steering wheel, levers, joy sticks, arm rests, switches, seatbelts, door handles, keys, etc.
- Every person should clean the toilet handle, sink and the taps with disinfectant cleaner when they are done using the facility.
- Work clothing and fabric items should be laundered daily and dried on the highest temperature setting possible. Ensure items are thoroughly dried.
- Ensure the shop has the following resources such as tissues, no-touch trash receptacles, hand soap, alcohol-based hand sanitizers, disinfectants, and disposable towels to promote a safe and hygienic work environment.
- Ensure to clean all work surfaces thoroughly if an employee falls ill at work.

**Handwashing:**

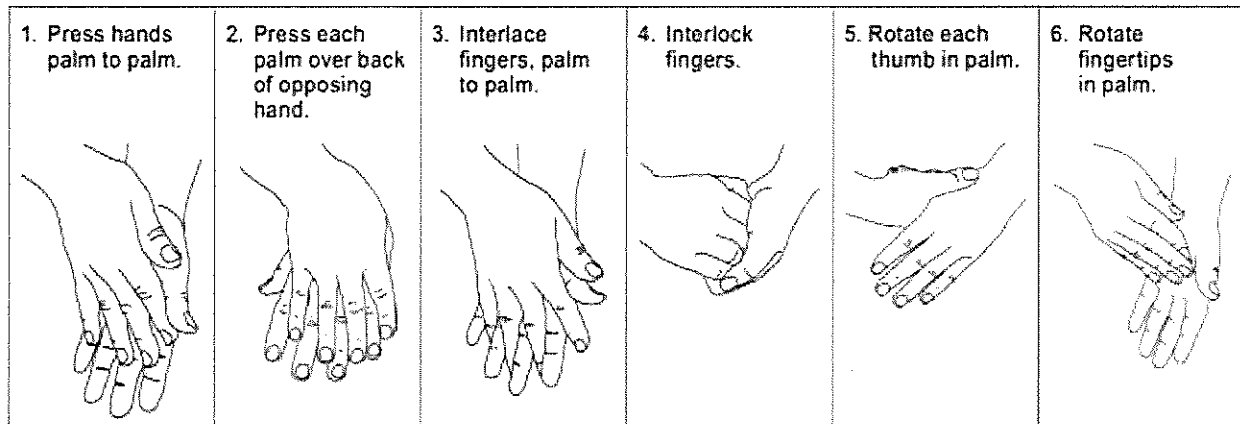
Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body — particularly the eyes, nose, and mouth—or to other surfaces that are touched.

Wash your hands immediately:

- Before leaving a work area
- After handling materials that may be contaminated
- Before eating, drinking, smoking, handling contact lenses, or applying makeup.



## Hand washing procedure



Use soap and warm running water. (It doesn't have to be hot to do the job.) If water is unavailable, use a waterless hand cleanser that has at least 70% alcohol. Follow the manufacturer's instructions on how to use the cleanser.

### **Council Meetings:**

Council meetings still need to happen, and still need to be public, but efforts should be made to allow distance between people of two meters (or as specified by SHA) where possible. Council could hold regular and special council meetings electronically during this time. Options include conference calling or video calling.

Delegations to council shall be encouraged to participate via teleconference. Council attendance shall not exceed the recommended meeting size as proposed by the Chief Medical Officer.

### **Council / Employee Travel:**

Municipal-related travel must be kept to a minimum. The Administrator must be informed prior to travelling. Except for travel to field locations by appropriate staff. Should pandemic levels in the immediate area increase or a case of infection is discovered in the RM of Frenchman Butte controlled work areas, then travel will be suspended.

Personal travel either internationally, interprovincial (not including Lloydminster and area), or to an infected hotspot as determined by the Provincial Chief Medical Officer (WHO Phase 5 and/or 6 pandemics) will require a mandatory 14-day quarantine upon departure from that location. This includes not only the employee's travel but also travel done by any household members.

Hotspots will be monitored. Additionally, the Council and the Administrator reserves the right to ask any employee returning from international or provincial travel or areas considered a hotspot to self-isolate themselves from the RM office, buildings and staff for 14 days.

