

THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

BY-LAW 2023-05

BEING A BY-LAW TO IMPLEMENT A COVID19 POLICY FOR STAFF

WHEREAS the Municipal Act, S.O. 2001, Chapter 25, Section 11(2) as amended, authorizes a municipality to pass by-laws for a governance structure of the municipality and its local boards; and

WHEREAS the municipality is required to ensure implementation of safe work practices in accordance with the OHSA and Public Health Directives of COVID-19.

WHEREAS the Corporation of the Township of Matachewan is desirous of protecting employees from contracting COVID19;

NOW THEREFORE the Council of The Corporation of the Township of Matachewan **HEREBY ENACTS AS FOLLOWS:**

1. **THAT** the COVID 19 Policy attached hereto as Schedule "A" be adopted.
2. **THAT** this By-law shall come into force and take effect upon the final passing thereof.

READ A FIRST AND SECOND TIME this 15th day of February, 2023.

READ A THIRD TIME AND FINALLY PASSED this 15th day of February, 2023.

Mark Stickel
Mayor

Janet Gore
Clerk

THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

BY-LAW 2023-05

SCHEDULE 'A'

COVID-19 Policy



PURPOSE

The Corporation of the Township of Matachewan (the “Business”) is committed to ensuring that it operates according to the highest standards of ethical conduct and in compliance with applicable laws and its internal policies. The purpose of this COVID-19 Policy (the “Policy”) is to set out the Business’ policy and procedures in respect of reporting and investigating allegations of breaches of ethical or legal duties.

SCOPE

This Policy applies to all employees, contractors, and volunteers of the Business, as well as its directors and officers.

DEFINITIONS:

- a) **Self-isolation** is a requirement for an employee to remain at home, away from others and the workplace, for an extended period of time, in that they are experiencing symptoms of a suspected or confirmed COVID-19 Coronavirus infection.

Self-isolation may also include those who have existing health issues that put them at risk to exposure. These employees may wish to self-isolate as a preventative measure.
- b) **Self-quarantine** is a requirement for an employee to remain at home, away from others and the workplace, after possible exposure to the COVID-19 Coronavirus. Self-quarantine includes a government or medical order to be quarantined.
- c) **Tele-commute** is to work from home making use of a computer, the internet, e-mail, telephone or other means established in a work plan.
- d) **Essential Services** - Essential services are the services and functions that are absolutely necessary, even during a pandemic. They maintain the health and welfare of the municipality. Without these services, sickness, poverty, violence, and chaos would likely result.

APPLICATION OF THIS POLICY

This policy applies only to the permanent, full-time and part-time employees as defined in the Employment Policy Manual for the Municipality and currently receiving a regular pay. This policy does not apply to Fire Department volunteer fire personnel or contract and casual workers.

Essential Services within the Township of Matachewan have been declared as follows:

- Fire Protection including Protection Agreements
- Water Treatment & Distribution
- Landfill Operation
- Road Maintenance & Repair within MMS
- Financial Administration - Tax Collection, Banking, Accounts Payable, Payroll
- Administration – Governance, Human Resources

EMPLOYEE RESPONSIBILITIES

- All workers shall practice physical distancing, follow proper hygiene and cleaning guidelines to protect themselves and the workplace and avoid non-essential travel.
- Workers experiencing symptoms such as cough, fever, difficulty breathing or in self-isolation or quarantine should not report to work.
- All workers must immediately notify the employer if either

- (i) they have been in direct or indirect contact with an infected person or a person that is in government required quarantine, or
 - (ii) they have traveled.
- Workers shall follow the Public Health Agency of Canada criteria for self-isolation and isolation for COVID-19.
 - Workers may be subject to alternate work plans outside their normal duties and agree to accept alternate arrangements where appropriate.

SUPERVISOR RESPONSIBILITIES

- Implement safe work practices in accordance with the OHSA and Public Health Directives of COVID-19 such as Providing proper PPE, proper hygiene, restricting travel, practicing physical distancing at all times and asking employees to stay home when they feel sick.
- Share clear messaging to ensure all workers are informed.
- Support workers and ensure staffing is appropriate to ensure essential services and accommodate modified work plans where appropriate.

Report all occupational illnesses, including COVID-19, to the Ministry of Labour, Training and Skills Development in writing within four days.

EMPLOYER RESPONSIBILITIES

- Ensure implementation of safe work practices in accordance with the OHSA and Public Health Directives of COVID-19.
- Share clear messaging to ensure all workers are informed.
- Provide guidance and direction to the management of the situation and support and implement the directives of the province to help mitigate and respond the situation.
- Provide job protection and guaranteed wages for employees unable to work for the following:
 - The employee is under medical investigation, supervision or treatment for COVID-19.
 - The employee is acting in accordance with an order under the *Health Protection and Promotion Act*.
 - The employee is in isolation or quarantine in accordance with public health information or direction.
 - The employer directs the employee not to work or implements alternate work plans/arrangements due to a concern that COVID-19 could be spread in the workplace.
 - The employee needs to provide care to a person for a reason related to COVID-19 such as a school or day-care closure.

ACKNOWLEDGEMENT & AGREEMENT

I acknowledge that I have read, understand, and agree to abide by the COVID-19 Policy.

SIGNATURE: _____
Employee

NAME: _____
Print

DATE: _____