

COVID-19 Safety Plan Summary

Business name: City of Mississauga

Division/group: City of Mississauga

Date completed: November 10, 2020

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Version: 1.1

This City of Mississauga COVID-19 Safety Plan was created for compliance with O. Reg. 263/20: RULES FOR AREAS IN STAGE 2 and O. Reg. 82/20: RULES FOR AREAS IN STAGE 1

A Safety Plan is required for all businesses/organizations that will remain open to staff and/or the public during the lockdown stage.

How we're ensuring workers and the public know how to keep themselves safe from exposure to COVID-19?



Preparing our facilities

Over the last several months, we have been preparing our facilities for the return to full operation. This includes the introduction of new health and safety protocols including:

- COVID-19 screening protocols
- Health and safety signage
- Mandatory face coverings in indoor public spaces
- Changes to interior spaces
- New air quality control measures
- Inspections of all building systems
- Enhanced cleaning procedures

More details have been provided in the following pages and in the Return to Work Playbook.

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Stay Safe and Healthy

-  Keep a minimum distance of 2 metres (6 feet) from others
-  Wash your hands with warm water and soap frequently. Use alcohol-based hand sanitizer if soap and water are not available
-  Wear a mask or face covering when physical distancing cannot be maintained
-  Sneeze and cough into a tissue, or use your sleeve
-  Clean & sanitize tools, vehicles and work areas before and after use
-  If you feel sick, stay home and get tested

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How we're screening for COVID-19?

COVID-19 screening

Staff will follow COVID-19 screening protocols as directed by their Manager/Supervisor. Visitors will be screened at main floor check-in counters. Screening questions include:

1. Are you experiencing any cold or flu-like symptoms, such as fever, cough, sore throat, difficulty breathing, muscle aches, fatigue, headache, sore throat or runny nose?
2. Have you travelled outside of Canada in the last 14 days?
3. Are you in close contact with someone with new respiratory symptoms or recent travel?
4. Have you come into close contact with a known or suspected COVID-19 case in the last 14 days?
5. Have you been tested for COVID-19 (are awaiting the results) or diagnosed with COVID-19 in the last 14 days?

If the employee or visitor answers yes to ANY of the screening questions, the employee or visitor will NOT be permitted to enter the facility.


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How we're controlling the risk of transmission in our workplace?

Physical distancing and separation

Ensuring physical distancing





To ensure physical distancing, we have:

- Limited building access points. Where possible, separate paths for entry and exit will be indicated, where possible
- Reduced capacity in meeting rooms and common areas
- Reduced seating and rearranged furniture in work spaces and commons areas
- Placed protective plexiglass around service desks and counters
- Reduced capacity in elevators as indicated by signage
- Designated stairwells as either up or down, where possible
- Posted reminders to maintain a 2 metre (6 foot) distance from others

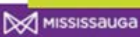


Stay Safe and Healthy

Your health and safety remain our top priority. Do your part to keep everyone safe:

-  Use hand sanitizer before touching elevator buttons
-  Wear a non-medical mask
-  Limit of two people per elevator
-  Keep a safe distance. Stand where indicated in the corners of the elevator

Learn more about our health and safety precautions at mississauga.ca/recovery


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Masks and Face Coverings

Mandatory face coverings

Everyone is required to wear face coverings in all indoor spaces of public facilities, as directed in [By-law 0169-2020](#).

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Face coverings required for all indoor public spaces

Stay safe & help stop the spread of COVID-19



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Cleaning

Enhanced cleaning protocols

To provide a safe environment for staff and visitors we have enhanced our cleaning protocols to include:

- Increased frequency of cleaning and disinfecting in high density and high touch point areas, such as building and elevator lobbies, elevator interiors, buttons and surfaces, restroom fixtures, door knobs, switch plates, shared conference spaces, building and suite entrances, handrails, counters and other frequently touched surfaces
- Training for cleaning staff on cleaning protocols and proper use of disinfectants and suspend the use of cloth wipes or other reusable cleaning materials

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Facility Signage



What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace?

- Staff are asked to immediately notify their Supervisor
- Employee Health Services (EHS) Checklists and Forms
 - Employee Checklist
 - Supervisor Checklist
 - Isolation Form – No Symptoms
 - Isolation Form - Symptoms

How we're managing any new risks caused by the changes made to the way we operate our business?

- **Employees who can work from home, should do so. Staff should only go into the office to do work that is necessary to maintain business operations and cannot be done at home.**
- For Employees returning to the office and the work place:
 - Review and understand the Return to Work Playbook: Employee Guide to Recovery and Reopening material
 - Follow the signage and protective measures set in place for your safety – including wearing a mask in public spaces and in areas where you are not able to maintain 6ft/2m distancing, following the screening protocol and adhering to posted signage

- Review and follow any new or changed operating procedures for your team and your role
- Ask your manager/supervisor questions if things are unclear and you need support
- **Managers/Supervisors are encouraged to continue to support staff working from home where possible**
- For Managers/Supervisors planning and preparing for staff to return to the office and the work place:
 - Review and understand the Return to Work Playbook: Employee Guide to Recovery and Reopening material as you will be responsible for staff following the protective measures and protocols set in place for your service
 - Follow and use the Manager/Supervisor Checklist to Support Employees Returning to prepare and plan for a safe reopening of your service
 - Complete orientation with all employees prior to their return. This includes review of the Return to Work Playbook: Employee Guide to Recovery and Reopening, and review of any new or changed operating procedures

How we're making sure our plan is working?

- As the state of COVID-19 continues to evolve the COVID-19 Recovery Framework is under constant review by City of Mississauga Leadership team, legal services, employee health services and health & safety team. As such the Leadership team will continue to monitor and adjust City plans based on information and input from the following resources:
 - Provincial Legislation/Regulations (Re-opening / Response Framework)
 - Provincial Ministry of Health Guidance
 - Region of Peel Public Health Guidance
 - Health Canada Guidance
 - Ministry of Labour Training & Skills Development Guidance and Workplace Resource Documents
 - Various Safe Workplace Association Industry and Workplace Resource Documents
 - Employee engagement surveys to gauge staff response
- Communication of any changes to the City policy, process or directive will be handled through the Communications Division and shared via divisional leadership to be distributed to staff.

Please note that these guidelines are a “living” document that may be updated at any time given the fluidity of this situation. The detailed document will be posted on the [Inside Mississauga – COVID-19 Recovery Page](#), with the summary document posted in the applicable facilities (hard-copy) and on [Mississauga.ca COVID-19 Recovery Page](#).

For a detailed copy of the City of Mississauga Safety Plan please visit the facility front desk.