



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF CORPORATE SERVICES

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Author's Name: Michelle Rose	Report Date: March 15, 2020
Author's Phone: 519 736-0012 ext. 2240	Date to Council: March 16, 2020
Author's E-mail: mrose@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Infectious Disease Prevention Policy

1. RECOMMENDATION:

It is recommended that:

1. The Infectious Disease Prevention Policy **BE ADOPTED** as presented.

2. BACKGROUND:

The Town currently has a Sanitary Workplace and Flu Prevention Procedure that was adopted October 26, 2009. That procedure has been reviewed and updated in the form of the Infectious Disease Prevention Policy (Policy) to assist in ensuring the safety of the Town's employees, volunteers and visitors.

3. DISCUSSION:

The recommended Policy outlines best practices related to control of health related risks for Town operations and is intended to support several health and safety safe operating procedures related to all infectious diseases rather than flu prevention alone.

Major changes in the development of the recommended policy include:

- Addition of definitions for standard terms referenced in the safe operating procedures related to infection control.
- Best practices to cover a broad scope of Town operations beyond cleaning and sanitizing of workstations.
- A responsibility section that defines the responsibilities of each level of staff.

Maintaining updated policy and standards provides guidance for administrative processes so they align with current best practices.

4. RISK ANALYSIS:

Adoption of the recommended Policy will mitigate risk of exposure to and the spread of infectious disease related to Town operations.

5. FINANCIAL MATTERS:

The Town's Budget includes allowances for provision of supplies and services to maintain a sanitary workplace. However, any change in service level, such as enhanced levels of facility cleaning/maintenance or increased use of regular supplies may result in a budgetary variance. So while no financial impact in relation to the recommendation of this report is currently identified, Administration will monitor financial impact under The Town's financial management and reporting processes, particularly in light of the current pandemic concerns for COVID-19.

6. CONSULTATIONS:

The Policy & Committee Coordinator and Clerk assisted in the policy review and update.

7. CONCLUSION:

Adoption of the Infectious Disease Prevention Policy is recommended.

Michelle Rose

Michelle Rose
Manager, Human Resources

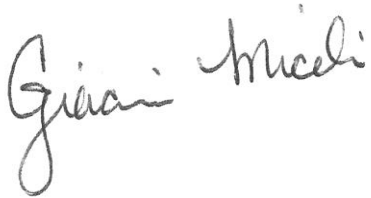
Report Approval Details

Document Title:	Infectious Disease Prevention Policy Report.docx
Attachments:	- Policy - Infectious Disease Prevention.docx
Final Approval Date:	Mar 16, 2020

This report and all of its attachments were approved and signed as outlined below:



Cheryl Horrobin




John Miceli



Paula Parker

POLICY

	Policy:	Infectious Disease Prevention Policy		
	Department:	Corporate Services		
	Division:	Human Resources – Health & Safety	By-law No.:	N/A
	Administered By:	Manager of Human Resources	Approval Date:	
	Replaces:	Sanitary Workplace and Flu Prevention - October 26,2009		
	Attachment(s):	N/A		

1. POLICY STATEMENT

- 1.1. The Corporation of the Town of Amherstburg is committed to protecting Town employees, volunteers and visitors from the potential adverse effects from exposure to infectious diseases.
- 1.2. This policy promotes employee awareness and minimizes the potential for injury and exposure to infections, contamination, and illness from sharps or exposure to other health hazards.

2. PURPOSE

- 2.1. This policy ensures that all employees and volunteers are aware of and practice routine infection control measures and precautions.
- 2.2. This policy provides guidance in the development of programs, procedures and practices to prevent or minimize adverse effects from exposure to infectious diseases.
- 2.3. This policy ensures compliance with duties and responsibilities under the *Occupational Health & Safety Act* (OHSA).

3. SCOPE

- 3.1. This policy applies to all employees and volunteers where they may be exposed to infectious diseases in the course of their work duties.
- 3.2. This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the CAO, or designate.

4. DEFINITIONS

- 4.1. **Contamination** is the presence of an infectious agent on hands or on a surface, such as clothing, gloves, equipment, toys, or other inanimate objects.
- 4.2. **Health Hazard** means a) a condition of a premises, b) a substance, thing, plant or animal other than man, or c) a solid, liquid, gas or combination of any of them, that has or likely to have an adverse effect on the health of a person.
- 4.3. **Infection** is entry and multiplication of an infectious agent in the tissues of the host. Asymptomatic or sub-clinical infection is an infectious process running a course similar to that of clinical disease but below the threshold of clinical symptoms. Symptomatic or clinical infection is one resulting in clinical signs and symptoms (disease).

- 4.4. **Infectious Disease** is a disease due to a specific microbial agent or its toxic products that can be transmitted from an infected person, animal, plant or inanimate source e.g. water, food, soil etc. to a susceptible host.
- 4.5. **Risk Assessment** is an evaluation of the interaction between the worker and the area/environment where the work is performed to assess and analyze the potential for exposure to infectious diseases.
- 4.6. **Sharps** means any object or instrument capable of causing punctures or cuts, including, but not limited to, needles, syringes, scalpels and razor blades.
- 4.7. **Sharps Container** means a puncture and leak resistant container with a fill line designed for the safe disposal of sharps.

Other common definitions, acronyms, and terms are available in the Glossary located on the Town's Policies webpage.

5. **INTERPRETATIONS**

Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed a reference to the statute as amended, restated or re-enacted from time to time. Any reference to a by-law or Town policy is deemed a reference to the most recent passed policy or by-law and any replacements thereto.

6. **GENERAL CONDITIONS**

- 6.1. Best control practices include, but are not limited to:
 - 6.1.1. Conducting regular assessments of work site locations to determine risk of exposure to infectious diseases.
 - 6.1.2. Conduct regular inspection of work sites to ensure areas are free of debris and in compliance with the OHSA.
 - 6.1.3. Be aware of potential hazards in the work place.
 - 6.1.4. Establish preventative strategies and practices to reduce or eliminate the risk of exposure to infectious diseases.
 - 6.1.5. Enforce compliance with established procedures to minimize risk of exposure.
 - 6.1.6. Provide ongoing education and training in the area of infectious diseases.
 - 6.1.7. Report to Human Resources any suspected cases of communicable diseases as noted in the Windsor-Essex County Health Unit's Diseases of Public Health Significance Guide.
 - 6.1.8. Encourage hand hygiene practices in all departments. Provide waterless solutions (hand sanitizers) where appropriate.

- 6.1.9. Clean and disinfect surfaces that are frequently touched, i.e. desk, keyboard, phone etc.
- 6.1.10. Clean and disinfect equipment and material on a regular basis.
- 6.1.11. Where applicable, provide instruction for proper cleaning and disinfecting requirements including frequency and assigning responsibility.
- 6.1.12. Comply with sick leave policies and procedures.
- 6.1.13. Provide First Aid and CPR training for a core group of employees.
- 6.1.14. Provide First Aid equipment and supplies as appropriate.

7. **RESPONSIBILITIES**

7.1. **Council** has the authority and responsibility to:

- 7.1.1. Adopt the *Infectious Disease Prevention Policy*.

7.2. All **Directors and Managers** has the authority and responsibility to:

- 7.2.1. Ensure that the *Infectious Disease Prevention Policy* and any related procedures are reviewed with staff at orientation and every three (3) years thereafter or sooner if amendments are made.

7.3. **Human Resources (HR)** has the authority and responsibility to:

- 7.3.1. Report to the Windsor Essex-County Health Unit any diseases of public health significance as outlined in the Windsor-Essex County Health Unit's Diseases of Public Health Significance Guide.
- 7.3.2. Maintain documentation regarding infection prevention and control training.
- 7.3.3. Keep statistics on exposures to assist in planning prevention strategies.
- 7.3.4. Involve the Joint Health & Safety Committee in the development of, or improvements to, existing safe work policies and procedures, as needed.

7.4. **All Supervisors** have the authority and responsibility to:

- 7.4.1. Identify the hazard(s) or sources of infection that are, or may be, in the workplace.
- 7.4.2. Identify whether jobs present risk of exposure to infectious diseases and the type/nature of the exposure (inhalation, skin contact).
- 7.4.3. Ensure procedures are in writing, and are regularly reviewed to reflect current knowledge and practice.
- 7.4.4. Ensure that all employees are informed of and familiar with:
 - 7.4.4.1. The potential hazard of infectious disease exposure in their workplace;
 - 7.4.4.2. The measures to be taken to protect against the hazard (routine practices, additional precautions);
 - 7.4.4.3. The post-exposure protocol and the process for reporting infectious disease exposures;
 - 7.4.4.4. Hand hygiene requirements.
- 7.4.5. Provide personal protective equipment that offers the appropriate degree of protection and instruct on its use and disposal.

- 7.4.6. Report to HR any discovery of sharps whether or not an injury has occurred.
- 7.4.7. Report to HR any diseases of public health significance as referenced in the Windsor-Essex County Health Unit's Diseases of Public Health Significance Guide.

7.5. **The Joint Health & Safety Committee will:**

- 7.5.1. Review incident reports to assess trends in infectious disease exposures.
- 7.5.2. Review statistics on exposures to assist in planning and prevention strategies
- 7.5.3. Make recommendations for the development of, or improvements to, existing safe work procedures, as needed.

7.6. **Staff have the authority and responsibility to:**

- 7.6.1. Attend required training and education sessions to become familiar with infection prevention and control practices relevant to the work setting.
- 7.6.2. Follow safe working procedures appropriate to the nature of work performed.
- 7.6.3. Use the appropriate personal protective equipment for the situation.
- 7.6.4. Know and follow the appropriate post-exposure protocol and reporting procedures to be used in the event of an exposure.
- 7.6.5. Report immediately to the Supervisor or Manager any incident involving the discovery of sharps whether or not an injury has occurred, and take steps to prevent a reoccurrence.

7.7. **REFERENCES AND RELATED DOCUMENTS**

- 7.7.1. *Occupational Health and Safety Act (R.S.O. 1990, c. 0.1)*
- 7.7.2. Public Health Ontario: Infection and Prevention Control
- 7.7.3. Ministry of Labour Health and Safety
- 7.7.4. Windsor-Essex County Health Unit, Diseases of Public Health Significance Guide
- 7.7.5. *Health Protection and Promotion Act, R.S.O. 1990, c. H.7*