

	Creation Date: March 31 2020
	Next Scheduled Review - May 15, 2022
	Title : COVID 19 - Health and Safety Policy

### 1.0 Purpose

The following policy was implemented to help reduce the risk of workplace exposures to COVID-19 and to enhance health and safety at the NSD Training Centre.

### 2.0 Audience

This document is applicable to volunteers, NSD staff & any visitors to the NSD property.

### 3.0 Related Documents

covid-19-know-the-facts - NSD HR Folder on Google Drive

NSD's Rapid Antigen Testing Protocol:

<https://docs.google.com/document/d/1IJdipP5nvTVMNcYrZj90FucOsS35-XeW/edit>

Public Health Agency of Canada. (2020). Coronavirus disease (COVID-19): Being prepared. Retrieved from:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/being-prepared.html>

Ontario Government COVID-19 response:

<https://covid-19.ontario.ca/public-health-measures>

Ontario Public Health Website:

<https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus>

Travelling during COVID:

<https://travel.gc.ca/travel-covid/travel-restrictions/covid-vaccinated-travellers-entering-canada#vaccinated>

Omicron and Ontario's New self isolation protocols:

<https://www.ontario.ca/page/covid-19-stop-spread>

How to self isolate:

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-how-to-self-isolate.pdf?la=en>

### 4.0 Definitions/Outlines

## 5.0 Procedure

### What is COVID-19?

COVID-19 is an infection caused by a new type of coronavirus. COVID-19 can present as an acute respiratory illness in humans. More information on COVID-19 can be found in the covid-19-know-the-fact in the HR Folder on NSD's Google Drive

### Preventing respiratory infections in the workplace:

The following protocols apply to all individuals entering the NSD Training Centre. The following practices will be required to ensure that we are reducing the risk for infection:

- Practicing physical distancing with a minimum of 6ft at all times.
- Wipe down frequently touched surfaces such as door handles, light switches, desks and countertops using the cleaning supplies provided. Disinfectant wipes will be available throughout the office and all individuals are expected to wipe down contact areas regularly as they move through the building each day.
- Wash your hands regularly and use the hand sanitizer as needed.
- Where a safe social distance of 6 feet cannot be maintained between individuals in the NSD training centre or NSD vehicles, a mask must be worn. NSD will provide masks for those who do not already have them.

### If you are sick, please stay home:

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not go to work. Employees should notify their direct report to coordinate access to rapid test kits for self testing, arrange work from home activities and/or organize time off. If a member of your household has tested positive, but you have tested negative you may continue to attend work, but must wear a mask at all times and follow the guidelines below. Information on [self-assessments for COVID-19](#).

[Updated Government of Ontario Isolation Requirements](#) - see page 7

- A close contact is anyone you were less than two metres away from for at least 15 minutes, or multiple shorter lengths of time, without personal protective equipment in the 48 hours before your symptoms began or your positive test result, whichever came first.
- **Isolation requirements for non household close contact:**
  - No isolation requirements for any groups.
    - For 10 days after exposure, all close contacts should:
      - Self-monitor for symptoms
      - Wear a mask and avoid activities where mask removal would be necessary
      - Not visit anyone who is at higher risk of illness (i.e. seniors)
      - Not visit or attend work in highest risk settings (unless they have previously tested positive in past 90 days)
- **Isolation requirements for household close contacts:**

The following household members do not need to self-isolate but should follow above precautions for 10 days:

  - Household members that have previously tested positive for COVID-19 in the past 90 days

- Household members that are 18 + and have received their booster dose
- Household members that are under 18 years old and are fully vaccinated
- Household members that do not meet the above criteria must self isolate as per [current requirements](#).

**Respiratory etiquette and hand hygiene by all employees:**

- Frequent hand washing is encouraged and hand sanitizers are available throughout the building in clearly identified containers.
- Tissues will be available throughout the building.

**All staff are to follow NSD’s COVID RAPID ANTIGEN SCREENING PROTOCOL**

**All NSD staff and individuals entering the NSD Training Centre must continue to wear masks and physically distance themselves when at the Training Centre. NSD masking requirements will be re-evaluated May 15, 2022, after spring team training and the impact of Ontario’s dropping of the mask mandate is better known.**

**Passive screening of individuals entering NSD will no longer be required, BUT we ask all staff and visitors to help us keep our community safe and Do Not enter should they have any COVID19 symptoms.**

**[Changes to Ontario Covid19 Public Health Protocols:](#)**

- Capacity limits have been lifted - indoors and outdoors
- Masking requirements have been lifted, except for health care settings, public transit, long term care homes and public assisted living environments. See link above for more details. NSD will continue to mask inside of the training centre until further notice.
- Passive screening of individuals prior to entering a business will no longer be required

<b>CHANGE HISTORY</b>
Description of Change: Clarified expectations around cleaning surfaces, social distancing and mask use in the lead up to a limited return of staff to the workplace. Date: May 19, 2020
Description of Change: Clarified expectations around cleaning surfaces, social distancing and mask use in the lead up to allowing large outdoor gatherings. Date: August 4, 2020
Description of Change: Adjusted numbers to align with changes in government policy and reinforce expectations around cleaning surfaces, social distancing and mask use. Date: Sept 24, 2020
Description of Change: Adjusted to represent the provincial changes to the Public Health Measures and Outline NSD’s response to each category. Date: November 23, 2020

Description of Change: Adjusted to represent the provincial changes to the Public Health Measures and Outline NSD's response to each category and the use of rapid test kits and staff vaccination update. Updated links to government info pages.

Date: May 26, 2021

Description of Change: Expand to include more details of requirements under Step 3 of the Provincial Plan and clarify indoor and outdoor meeting numbers.

Date July 19 2021

Description of Change: Expanded policy to include Vaccine requirements for NSD office and 3rd party vendors. Date September 28, 2021

Description of Change: Updated to include vaccine requirements for 3rd party vendor use and the NSD Training Office. Date October 4, 2021

Description of Change: Updated for omicron variant, isolation guidelines and gathering limits

Date: Jan 4, 2022

Description of Change: Updated to bring into alignment with Ontario Gov lifting of restrictions

March 21, 2022