COVID-19 Health and Safety Plan

Business Name: Métis Nation of Ontario

Date Completed: September 2020

Date Distributed: September 2020

Revision Dates:
January 1, 2021
April 15, 2021
June 18, 2021
September 28, 2021
November 18, 2021
January 5, 2022

Disclaimer:

The COVID-19 pandemic is an evolving situation – this plan will be reviewed regularly and changes will be made as required as required.

Refer to the Ontario government’s COVID-19 website for up-to-date information. If this plan does not align with changes to legislation, legislation shall prevail.
Question One: How will the MNO ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Answer:

- **Sharing information about Understanding the Risks of COVID-19:**

  The first step to control risks in a workplace is to identify them. For COVID-19, the risks are related to how the virus spreads.

  COVID-19 primarily spreads from person-to-person through respiratory droplets created by a person who is infected. Respiratory droplets vary in size from large droplets that fall to the ground rapidly near the person, to smaller droplets, sometimes called aerosols. The droplets are created when a person:

  - breathes
  - talks
  - sings
  - shouts
  - coughs
  - sneezes

  The virus can also be spread indirectly through contaminated surfaces or objects.

  The key risk factors for COVID-19 transmission include:

  - close proximity - working close to others
  - longer exposure - spending more time with potentially infected people
  - crowded places - having more people in a space
  - closed spaces - indoor spaces with less fresh air (working indoors is riskier than working outdoors)
  - forceful exhalation – activities that cause people to breathe more deeply, such as physically demanding work, speaking loudly and singing

  Each additional risk factor in the workplace increases the risk of transmission. Not having any of these factors does not mean there is no risk of transmission.

  The risk of severe health outcomes is **not the same for all workers**. The risk increases with age and is higher for people with certain medical conditions.

  It is possible for COVID-19 to be spread by people who do not have any symptoms, including people who have been vaccinated. We act as if everyone is infected when setting up controls.
• **Training:**
  - All existing employees will be required to complete *COVID-19 Health and Safety Training* via HR Downloads prior to returning to an MNO Office
  - All new employees will be required to complete *COVID-19 Health and Safety Training* via HR Downloads within their first 30 days of employment at the MNO

• **Policies and Procedures:**
  - *Policy No. A1.010 Prevention of COVID-19 in the Workplace* has been shared with all MNO employees and is continuously updated as changes to public health are released
  - This policy is posted in all MNO workplaces, on the digital Health & Safety Bulletin Board (U Drive), and available on the MNO website
  - This policy is provided to all new employees upon orientation
  - This policy covers general health and safety protocols, protocols for shared office spaces, contact tracing, self monitoring, guidance on travel, meetings and COVID-19 Vaccinations

• **Educating Employees on the many layers of protection available from COVID-19:**
  - Vaccinations, testing, use of masking, hand hygiene, self monitoring/ self screening, contact tracing, social distancing and barriers

• **Use of Signage**
  - Health and Safety representatives have posted reminders in all offices around proper hand hygiene, social distancing, self monitoring, reminders about staggering breaks and masking

• **Use of Organization Wide Communication**
  - Town halls with Senior Leadership occur frequently and provide updates about COVID-19 and related policies and procedures
  - Human Resources coordinates staff communication about provincial public health updates
  - Human Resources coordinates meetings with directors, managers and supervisors for messaging to their staff on various COVID-19 topics
  - Human Resources will send FAQ and other information sheets to all MNO employees
Question Two: How will the MNO Screen for COVID-19?

Answer:

- **Self Monitoring Poster** - that will ask anyone entering shared office spaces if they have any known symptoms of COVID-19, have travelled outside of Canada or have been in close contact with someone who has tested positive for COVID-19. If they answer yes to any of these questions, they will be asked to avoid the office and follow the guidance of public health for isolation and or quarantine requirements

AND

- **Self Screening Daily Sheet** - Anyone entering shared office spaces must self-screen using the MÉTIS NATION OF ONTARIO (MNO) DAILY SELF SCREENING ASSESSMENT (attached)

AND

- **Active Screening** – prior to providing in person services using the MÉTIS NATION OF ONTARIO (MNO) DAILY SELF SCREENING ASSESSMENT (attached)

**Screening results – next steps**

If a person, worker or non-worker, passes all steps used in the screening they:

- are permitted to enter the shared office space at that time
- must continue to follow all public health and workplace control measures, including testing, contact tracing, masking, maintaining physical distance and hand hygiene
- follow the reporting procedure if they develop symptoms while at work or after working hours

If a person, worker or non-worker, does not pass on any part of the screening they:

- are NOT permitted to enter the shared office space at that time
- must self-isolate immediately
- are to seek further testing or medical advice (for example, contact their health care provider or Telehealth Ontario (1-866-797-0000) for instructions on next steps)
- must follow all directions they are given by public health officials

Employees must provide proof of vaccination to vaccination@metisnation.org as a condition of employment.
Question Three: How will the MNO Control the Risk of Transmission of COVID-19 in the Workplace?

Answer:

In order to control the risk of transmission of COVID-19 in the workplace, the MNO will follow the hierarchy of controls for workplace hazards, including COVID-19.

Elimination:

- If the Province of Ontario directs so, all employees will pivot to remote work.
  - Human Resources will communicate the need to pivot to remote work
  - Community Relations will communicate to councils that staff are working remotely and that services are being offered remotely or over the phone
  - Office Health and Safety Representatives or Office Representatives will be asked to put signage on the doors, and contact information for services, and forms for registry in an accessible spot
- In the event of capacity restrictions, local, client facing employees will work flexibility with a portion of their week in office and a portion of their week at home, provincial employees will primarily work from home
- If a local health unit directs that work that can be done remotely, must be done remotely, the same approach will apply, on a location-by-location basis
- When capacity limits are lifted and/or all workers are fully vaccinated, employees will return to work on a regular schedule but must follow all other safety protocols in place

Engineering Controls

- Client meeting rooms will have Plexiglas barriers to separate the employee and the client
- Employees that transport clients will have a Plexiglas barrier to separate the driver and the passenger in their personal vehicles
- Desks and employee space that cannot accommodate physical distancing will be temporarily closed off with signage

Administrative Controls

- Employees must self monitor for COVID-19 symptoms and complete a self screening form
- Employees who do not follow public health directives during their time away from work will be asked to not enter MNO office spaces
- Schedules for employees required to be in office have been created by People Leaders to maintain physical distancing and capacity limits
  - Employees who are not required to be in office per a schedule will be required to notify all employees the day of their intention to enter the office
- Employees are reminded of the need to stagger entrance, exit and break times
- MNO Offices, shared spaces and washrooms will have capacity limits that align with the province of Ontario’s limits in indoor and outdoor settings
- Employees will be asked to disinfect their office at the end of each day
- A designated employee will be required to disinfect all commonly touched surfaces at the end of each day
- Employees will be asked to use hand sanitizer upon their entry to MNO offices
- MNO employees must follow all policies and procedures set out in the **Prevention of COVID-19 in the Workplace Policy including the MNO Mandatory Vaccination Policy**
- All MNO Offices are equipped with signage around masking, social distancing, self monitoring and contact tracing

**Masks/ PPE**
- Employees are required to wear an appropriate and fitted mask that covers their face and nose
- Employees are required to wear masks indoors at all times except when they are safely behind a closed door alone, or for brief periods of eating and drinking
- Employees are required to wear masks outdoors if social distancing cannot be maintained
- Disposable masks are located in offices should clients or employees forget theirs
- Offices will have face shields and gloves for employees to use
  - Face Shields are to be used when physical distancing cannot be maintained and can be used when meeting with clients
  - Gloves can be used for using chemicals to disinfect commonly touched areas – gloves must be properly changed and discarded
Question Four: What will the MNO do if there is a potential case of COVID-19 or exposure to COVID-19 in the Workplace?

There are steps that the People Leader (Director, Manager, Supervisor) of the employee and Human Resources take if employees, visitors or clients have symptoms that may be related to COVID-19 or is diagnosed with COVID-19:

Step 1: Exclude the symptomatic person from the workplace

If a worker calls in sick, informs of symptoms or informs they had close contact with someone with symptoms, they will be directed to take the self-assessment. They must follow any recommendations given by the tool, including being tested and self-isolating.

If anyone shows symptoms in the workplace, they should return home and self-isolate immediately. If they cannot leave immediately, they should be isolated until they are able to leave. Every office must have a plan in place to deal with this. Supervisors are trained on how to handle the situation.

If the person is very ill, call 911 and let the operator know that they may have COVID-19.

Ask the person to contact their local health unit, doctor or Telehealth Ontario at Toll-free: 1-866-797-0000 for further directions about testing and self-isolation.

Step 2: Contact public health

Human Resources will contact the local public health unit for guidance on what to do if someone develops symptoms at the workplace or if a worker has COVID-19. Public health will provide instructions and do contact tracing if needed.

All offices are required to maintain contact tracing records, so that we can provide information about which people had close interactions with an affected worker or other person accessing the shared office space. The information includes a record of the date and time that workers and others were in the workplace and their contact information. Contact tracing information may be requested by public health or used by Human Resources to notify affected workers or other people. Contract tracing logs must be sent to humanresources@metisnation.org and will be retained for a period of six weeks.

Step 3: Follow public health direction

The local public health unit may require that:

- other workers or persons accessing the shared office space who were exposed are notified and sent home to self-isolate, self-monitor and report any possible COVID-19 symptoms
• the workplace be shut down while the affected workplace or area and equipment are disinfected
• other public health measures be implemented

Disinfect surfaces that may have been touched by the ill person as soon as possible. Read Public Health Ontario’s COVID-19 fact sheet about cleaning and disinfection for public settings.

**Step 4: Self-isolation and return-to-work**

Specific direction for each situation is provided by the local public health unit based on provincial guidance on the management of cases and contacts of COVID-19. Follow any and all public health direction.

Workers should self-isolate if they:

• have symptoms
• have someone they live with who has symptoms
• have had close contact with an individual they don’t live with, but who has symptoms or a confirmed diagnosis
• have travelled outside of Canada and are awaiting test results
• receive a positive result through rapid antigen screening
• are awaiting the results of further testing

Close contacts may include people who have spent time less than two metres away from the infected person in the same room, workspace, or area without barriers or protective equipment and people living in the same home.

As an employer, it is important to understand and follow the most current provincial guidelines for COVID-19 self-isolation and return to work for the workplace.

We will support workers so they are able to self-isolate by doing the following:

• assign work-at-home tasks to workers who must self-isolate
• use flexible schedules that allow self-isolating workers to work additional hours when they return to the workplace
• identify workers within your organization who can work additional hours or shifts as needed and make sure they are trained to do the work they might be asked to do
• develop back-up schedules that can be quickly implemented if needed
• make sure workers know how to access job and financial supports that are available to them and provide any documentation they need

Workers who are considered employees under the Employment Standards Act have the right to take job-protected infectious disease emergency leave if they must self-isolate because of COVID-19.
We do not penalize an employee in any way for taking or planning on taking an infectious disease emergency leave.

Workers who must take time off from work because of COVID-19 may use sick time, accrued vacation, earned lieu time and their personal day, and may also be entitled to employment insurance benefits or to other federal government financial supports. For information, visit the federal government’s website or contact Service Canada’s Employment Insurance Automated Telephone Information Service at 1-800-206-7218.

**Step 5: Inform any workers who may have been exposed**

Any worker who may have been exposed in the workplace will be advised about the date and time of the potential exposure and where it took place, as long as the information will not identify the infectious person.

Contact tracing activities will only be undertaken if requested by a local public health unit.

Our duty to inform workers is independent of any public health direction, although it may be fulfilled by steps taken under public health direction as part of contact tracing.

**Step 6: Report to Ministry of Labour, Training and Skills Development and the WSIB**

If advised that a worker has tested positive for COVID-19 due to exposure at the workplace, or if a claim has been filed with the Workplace Safety and Insurance Board (WSIB), the People Leader, with support from HR, must give notice in writing within three days to:

- the Ministry of Labour, Training and Skills Development
- the WSIB
- the workplace’s Joint Health and Safety Committee or Health and Safety Representative

As an employer, we do not need to determine where a case was acquired. If it’s reported as an occupational illness, we must report the case.
Question 5: How will the MNO manage any new risks caused by changes to the way the MNO operates?

Risks:

- Employee concerns about returning to in-person client services or full capacity in shared office spaces or in person meetings or travel
- Helping employees understand real versus perceived risks of COVID-19 and vaccination
- Stress from managing family life and changes to school schedules due to virtual learning
- An increase in positive cases in some regions leading to returning to remote work in some areas and not others (geographically nuanced model)
- Reverting back to remote work and virtual learning multiple times
- High levels of transmission in communities
- Changes due to new variants

Risk Management:

- We review policies regularly to adapt them to new or revised public health guidance
- We offer in-person client services on a limited basis and only for priority programs with the utmost care for health and safety of our employees and clients
- We require employees to be fully vaccinated to enter shared office space, unless they have a medical exemption
- We continue to offer services remotely where possible
- We continue to be flexible with working hours to help employees navigate the challenges of managing work and family life, particularly for those employees with preschool and school-aged children
- We encourage the use of EAP and paid time off to maintain optimum health and well-being
- We encourage employees to maintain regular contact with People Leaders as return to in-person work starts or stops to stay on top of any concerns or issues
- We address any accommodation needs with dignity and respect and in accordance with the Human Rights Code and other employment legislation
- We hold regular meetings with the COVID-19 planning team to address any issues or concerns
- We communicate regularly with employees through town halls, e-mails and virtual visits
- We ensure Senior Management is aware of any concerns or issues and acts promptly
- We ensure Community Relations is actively involved in managing issues related to Community Council use of shared space
Question 6: How will the MNO make sure that the plan is working?

The MNO has implemented a comprehensive approach to Prevention of COVID-19 in the Workplace. People Leaders, Human Resources, Health and Safety Representatives, Office Representatives, Communications, Community Relations and Senior Management all play a critical part in the prevention of COVID-19 in the workplaces of the MNO:

People Leaders:
- Act as a point of contact for concerns from employees for COVID-19
- Help create and manage office calendar and act as point of contact for community council presidents who need to book office space
- Share calendar with all office employees and council presidents
- Assist with office set up as needed
- Assist with supply ordering as needed
- Complete P.O. for supplies as needed and send to supply lead for approval

Health and Safety Representatives and Office Representatives:
- Monitor changes to local public health guidelines
- Share information with HR about changes to public health guidelines
- Set up their office with signage and close off areas to ensure social distancing
- Set up contact tracing mechanisms in their office
- Keep an inventory of supplies including P.P.E and disinfectant and escalate to management to order more

Communications:
- Updates the website and social media with changes to policies and procedures

Community Relations:
- Share MNO updates to volunteers and community councils
- Resolve concerns between community councils and employees

Human Resources:
- Monitor changes to public health recommendations
- Disseminate information to People Leaders, H&S reps and office representatives about changes to public health guidelines
- Provide expertise and coordination, including advising Senior Management and PCMNO Executive on risk and planned risk mitigation strategies
- Research policy and procedure, and ensure same are kept up to date
- Ensure Occupational Health and Safety policies are communicated
- Keep Senior Management apprised of any changes
MÉTIS NATION OF ONTARIO (MNO) COVID-19 DAILY SELF-SCREENING ASSESSMENT  
(Revised January 5 2022)

Part 1: Symptoms

Are you currently experiencing any of these symptoms? Choose any/all that are new, worsening, and not related to other known causes or conditions you already have.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td><strong>If you answer YES to any of these symptoms, DO NOT enter an MNO office.</strong></td>
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<tr>
<td>Fever and/or chills</td>
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<td>Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher</td>
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<td>Cough or barking cough (croup), continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, COPD, or other known causes or conditions you already have)</td>
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<td>Shortness of breath, out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions you already have)</td>
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<td>Sore throat (not related to seasonal allergies, acid reflux, or other known causes or conditions you already have)</td>
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<td>Difficulty swallowing, painful swallowing (not related to other known causes or conditions you already have)</td>
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<td>Runny or stuffy/congested nose (not related to seasonal allergies, being outside in cold weather, or other known causes or conditions you already have)</td>
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<tr>
<td>Decrease or loss of taste or smell (not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have)</td>
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<td>Pink eye, conjunctivitis (not related to reoccurring sties or other known causes or conditions you already have)</td>
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<td>Headache, unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions you already have)</td>
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<td>Digestive issues like nausea/vomiting, diarrhea, stomach pain (not related to irritable bowel syndrome, menstrual cramps, or other known causes or conditions you already have)</td>
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<tr>
<td>Muscle aches, unusual, long-lasting (not related to a sudden injury, fibromyalgia, or other known causes or conditions you already have)</td>
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<tr>
<td>Extreme tiredness, unusual, fatigue, lack of energy (not related to depression, insomnia, thyroid dysfunction, or other known causes or conditions you already have)</td>
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<td>Falling down often (for older people)</td>
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Continue to Part 2
## Part 2: Screening

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<tr>
<th>YES</th>
<th>NO</th>
<th><strong>If you answer “Yes” to any of these questions, DO NOT enter an MNO office.</strong></th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Is anyone you live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?</td>
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<td>In the last 14 days, have you, or anyone you live with, travelled outside of Canada, and tested positive on a rapid test or PCR test upon return?</td>
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<td>In the last 14 days, have you been identified as a “close contact” of someone who currently has COVID-19?</td>
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<td>Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?</td>
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<td>In the last 14 days, have you received a COVID Alert exposure notification on your cell phone? If you already went for a test and got a negative result, select “No.”</td>
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Employees are required to advise their People Leader and Human Resources [humanresources@metisnation.org](mailto:humanresources@metisnation.org) if they answered “Yes” to any of the above.

## Part 3: Following Public Health Guidelines

Outside of MNO business hours, I certify that I have followed all public health directives in my region (wearing a mask, limiting contact with others outside of your home, physically distancing, etc.) as required by law.

**Yes, I have followed all public health directives. I am safe to enter the office.**

**No, I have not followed all the public health directives. I may not be safe to enter the office.**
MASK OR FACE COVERING REQUIRED

All persons entering or remaining in these premises must wear a mask that securely covers the nose, mouth, and chin as required by the Medical Officer of Health under the authority of the Emergency Management and Civil Protection Act (EMCPA) Ontario Regulation 263/20

Exceptions include people who cannot wear a mask for medical reasons, or children under two years old, or those who require accommodation in accordance with the Ontario Human Rights Code. Proof of exception is not required.

July 6, 2020
STOP COVID-19

Do you have any of the following:

- Fever
- Cough
- Difficulty breathing
- Sore throat, trouble swallowing
- Runny nose or red eyes
- Loss of taste or smell
- Not feeling well, tired or sore muscles
- Nausea, vomiting, diarrhea

Have you been in close contact with someone who is sick or has confirmed COVID-19 in the past 14 days?

Have you returned from travel outside Canada in the past 14 days?

If you answered YES to any of these questions, go home & self-isolate right away. Call Telehealth or your health care provider, to find out if you need a test.

TORONTO.CA/COVID19

TORONTO Public Health
HOW TO SOCIAL DISTANCE

ONE SASH APART

6ft
HOW TO WASH YOUR HANDS

1. USE SOAP
2. PALM TO PALM
3. BACK OF HANDS
4. FINGERS INTERLACED
5. RINSE HANDS
6. DRY HANDS

Métis Nation of Ontario
Together, let’s stop COVID-19 one arm at a time

The COVID-19 vaccines are safe, effective and approved by Health Canada.

Improved technology, worldwide collaboration, and increased government funding helped speed up the development of the vaccines.

The vaccine works to:

- Recognize the virus
- Destroy the infected cells
- Produce antibodies to fight the virus
- Remember the virus and how to fight it, if you are exposed to it again

Talk to a health care provider in your community, if you have questions about the vaccine.

#crushCOVID
ABOUT CORONAVIRUS DISEASE (COVID-19)

WHAT IT IS
COVID-19 is an illness caused by a coronavirus.
Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

HOW IT IS SPREAD
Coronaviruses are most commonly spread from an infected person through:
- respiratory droplets when you cough or sneeze
- close personal contact, such as touching or shaking hands
- touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

SYMPTOMS
Symptoms may be very mild or more serious. They may take up to 14 days to appear after exposure to the virus.
- Fever
- Cough
- Difficulty breathing

PREVENTION
The best way to prevent the spread of infections is to:
- wash your hands often with soap and water for at least 20 seconds
- avoid touching your eyes, nose or mouth, especially with unwashed hands
- avoid close contact with people who are sick
- when coughing or sneezing:
  - cover your mouth and nose with your arm or tissues to reduce the spread of germs
  - immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards
- clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs.
- stay home if you are sick to avoid spreading illness to others

IF YOU HAVE SYMPTOMS
If you have symptoms of COVID-19 — fever, cough, or difficulty breathing:
- stay home to avoid spreading it to others
  - if you live with others, stay in a separate room or keep a 2-metre distance
- call ahead before you visit a health care professional or call your local public health authority
  - tell them your symptoms and follow their instructions
- if you need immediate medical attention, call 911 and tell them your symptoms.

FOR MORE INFORMATION ON CORONAVIRUS:
1-833-784-4397  canada.ca/coronavirus  phac.info.aspc@canada.ca