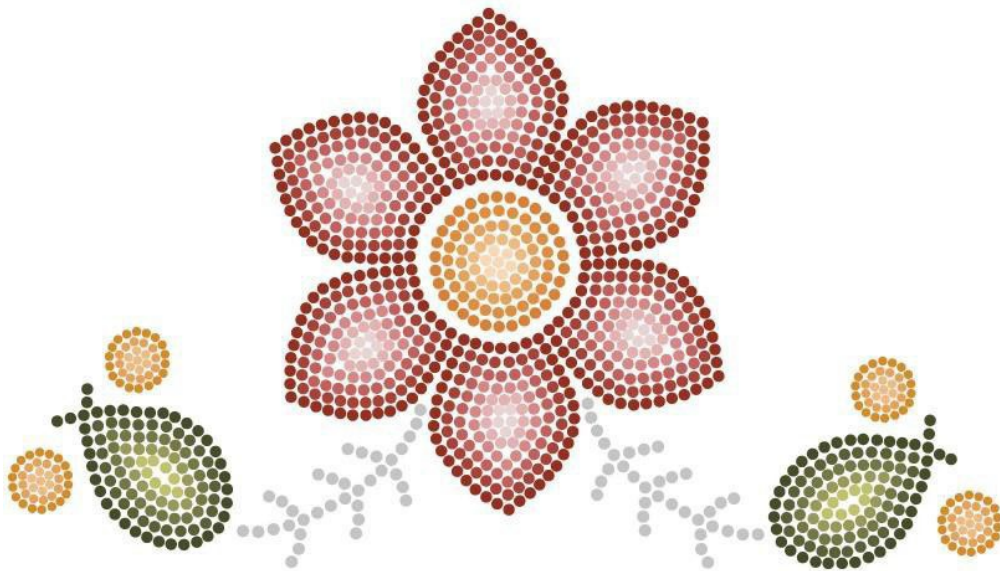


APPENDIX A: PREVENTION OF COVID-19 IN THE WORKPLACE



Version 11: June 30, 2022

Policy No. A1.010: Prevention of COVID-19 in the Workplace

Scope:

This policy applies to all Métis Nation of Ontario (MNO) employees, members of Community Councils or other elected officials, and other persons acting on behalf of the Métis Nation of Ontario who access or share office space with employees.

Policies and procedures related to COVID-19 and return to office are subject to change to align with provincial and federal government guidance and public health recommendations. Any changes to this policy and procedures will be made in writing and communicated.

If any part of this policy contravenes public health direction or provincial or federal legislation, public health direction and legislation will apply, unless this policy sets a higher standard for health and safety (takes a more restrictive approach), then this policy will apply.

Policy:

The Métis Nation of Ontario expects employees, members of Community Councils, other elected officials, and other persons acting on behalf of the Métis Nation of Ontario to model a health and safety culture and to follow all protocols in place to support a healthy and safe workplace.

Health and safety is a shared responsibility. If employees or others are concerned about non-compliance with health and safety policies and procedures related to COVID-19, they are encouraged to speak up and state their concerns. If speaking up is not effective in changing behaviour, employees and others are asked to remove themselves from the situation and contact their People Leader or Human Resources. Council Members and other elected are encouraged to contact Community Relations, and volunteers are encouraged to contact the Branch they volunteer with.

Procedures:

This Policy outlines the procedures for a safe return to working or volunteering in MNO office space and general guidelines for employees, community council members and volunteers of the MNO during COVID-19. Included in this policy are general guidelines, mental health, training, signage guidelines, screening, health checks, capacity limits, testing, guidelines for council use of office space, self-monitoring, notification protocol in the case of a confirmed or suspected case of COVID-19 at the workplace, office capacity, client visits, meal breaks, masks and PPE, cleaning and disinfecting, office closures, travel and in-person meetings, time off for illness, prevention of harassment and discrimination, and protecting employee and citizen privacy.

This document is not exhaustive. Please consult the COVID-19 Health and Safety Plan, MNO Vaccination Policy, and the MNO Roadmap to Re-Opening for further guidelines.

Lastly, in the absence of Policy or Process in this document or any of the above-noted documents, please notify your People Leader to determine appropriate course of action based on Public Health guidelines in your region.

COVID-19 Health and Safety Plan:

This Policy has a companion document, the COVID-19 Health and Safety Plan (“The Plan”). *The Plan* will be regularly updated based on the Province of Ontario’s mandates, Ontario Public Health guidelines, and MNO plans to meet or exceed them. The MNO COVID-19 Safety Plan must be posted and accessible in all MNO Offices. It can be found on the U drive at Human Resources- Policies and Procedures and on the MNO’s website under Governance>Reference Documents>Administrative. If requested by the Ministry of Labour and Skills Development, Prevention of COVID-19 in the Workplace Policies and Procedures as well as the MNO COVID-19 Safety Plan must be provided.

General Guidelines

COVID-19 typically spreads through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then the face – mouth, nose or eyes.

- Follow physical distancing recommendations as outline in the Roadmap to Reopening. This may include physical distance maintenance of at least 2 metres (6 feet) or more between persons, including clients and co-workers
- Follow masking recommendations as outline in the Roadmap to Reopening. Wear a minimum 3-ply mask or face covering that covers your face and mouth when in an indoor setting with others, especially when physical distancing cannot be maintained
- Wash your hands often with soap and water, when hands are visibly soiled, before and after any breaks, when you enter the office and before you leave, and before preparing food
- Use alcohol-based hand sanitizer (with a minimum of 60% alcohol content) if hand washing is not possible
- Sneeze and cough into your elbow
- If you use a tissue, discard immediately in a waste receptacle and wash your hands afterward
- Avoid touching your eyes, nose or mouth
- Avoid high-touch areas, where possible, or ensure you wash your hands after
- Practice regular cleaning and disinfection, especially high-touch areas
- Follow screening recommendations as outline in the Roadmap to Reopening. This may include completing self-screening and contact tracing prior to entering an MNO shared office space
- Minimize contact with people who are sick
- Stay home if you are sick

All employees are required to be fully (currently defined as double) vaccinated for COVID-19. The MNO will support vaccination efforts by allowing MNO employees to use their sick time to get vaccinated. Exceptions may apply, see the latest version of the MNO Vaccination Policy for details.

If you are ill, and suspect you may have COVID-19, please review and follow **Question Four** in *The Plan*.

Mental Health Supports

Fear, stress and worry are normal in a crisis. The COVID-19 pandemic has resulted in many changes. Employees might feel like they are no longer in control of things. It's normal to feel sad, stressed, confused, scared or worried. People react in different ways. Some common feelings include:

- a sense of being socially excluded or judged
- concern about children's education and well-being
- fear of getting sick with COVID-19 or of making others sick
- worry about losing a job, not being able to work, or finances
- fear of being apart from loved ones due to isolation or physical distancing
- helplessness, boredom, loneliness and depression due to isolation or physical distancing

Employees and their families are encouraged to use the Employee Assistance Program (Lifeworks) to access mental health tips, tools and supports, including confidential counselling.

Further supports are available via the LifeWorks Telemedicine service.

Training

Under Occupational Health and Safety, employees are required to know about the risks and hazards in the workplace. Training directions are provided in **Question One** of *The Plan*.

Community Councils and volunteers are encouraged to complete this training but it is not mandatory. To enroll in this training, please email humanresources@metisnation.org.

Follow Posted Signage

Employees, members of Community Councils or other elected officials, and other persons acting on behalf of the Métis Nation of Ontario are expected to follow all signage related to entering or using shared office space.

Further direction and locations of the documents to be posted are provided in **Appendix B** of *The Plan*.

Self-Screening

Screening requirements are outlined in **Question Two** of *The Plan*. Prior to entering any shared MNO office space, **everyone**, including, but not limited to, employees, volunteers, community council members, citizens, and suppliers must self-screen for symptoms using the daily self-screening assessment as mandated by the Province of Ontario and the MNO. The MNO's Self Screening Sheet is found in *The Plan*.

This restriction may be lifted depending on what phase of the MNO Roadmap to Reopening the organization is in, and the requirements by the Province of Ontario.

Employees should contact their People Leader first, then contact their health care provider, Telehealth Ontario (1 866-797-0000) or their local Public Health unit for guidance.

There is no requirement to maintain a copy of the completed daily self-screening assessment, or, for employees, to provide a copy to your People Leader.

Health Check

In later phases of the MNO Roadmap to Reopening (Phases 3 and 4), Health Checks will replace the Self-Screening tool. This tool is meant to be part of the return to a new normal at the MNO. The Health Check sheet is found in *The Plan*.

This tool is optional, and designed to support employees identify changes in their health that may be cause for concern regarding a potential COVID-19 infection.

Employees should contact their People Leader first, then contact their health care provider, Telehealth Ontario (1 866-797-0000) or their local Public Health unit for guidance.

There is no requirement to maintain a copy of the completed Health Check, or, for employees, to provide a copy to your People Leader.

Capacity Limits

Shared office spaces is the expectation for all non-fixed roles. This assists in maintaining social distancing (if required), and enabling flexibility for staff entering office due to any capacity restrictions that may be in place (see MNO Roadmap to Reopening). All employees are required to disinfect the space after each use at the end of each day.

If capacity limits, and/or social distancing cannot be maintained, employees delivering client services have priority for use of the office. Branches and Offices may determine the most appropriate way to schedule staff.

Priority of office-space is given in the following order:

- Fixed (in-office) employees
- Client-facing flexible employees
- Other local flexible employees
- Non-local flexible employees
- Remote employees

Testing for Employees

As per MNO Vaccination Policy (April 8, 2022), "If a medical exemption exists, daily testing is required with verification of negative test results sent to vaccination@metisnation.org prior to entering any MNO shared office space, performing work in the community or in a client home, or attending in-person meetings and events."

The same applies to any individuals who are unvaccinated in a role exempted from the MNO Vaccination Policy

Testing guidelines are provided under **Question Two** of *The Plan*.

Council Staff Working in MNO Shared Office Spaces

Some councils have employed or contracted council staff who work in MNO shared office spaces. Due to health and safety obligations related to employees, council staff will be governed by the same policy and procedures as MNO employees, above.

Council staff who work in MNO shared office spaces, regardless of their role or location, must be fully (currently defined as double) vaccinated by December 15, 2021, unless they have a valid medical exemption. Until then, council staff who are partially vaccinated, or not vaccinated, must undergo regular testing and follow all other safety protocols. Proof of vaccination, or testing, must be submitted to vaccination@metisnation.org.

Councils with council staff can contact Manager of Community Relations Loma Rowlinson LomaR@metisnation.org for more information.

Council Members Accessing MNO Shared Office Spaces During Working Hours

Councils have meetings, host events, and deliver services from these same shared spaces. Members of PCMNO and advisory councils may also access MNO shared office spaces.

In order to meet our obligations to protect the health and safety of MNO employees, the MNO strongly recommends that all PCMNO, advisory council and community council members be fully (currently defined as double) vaccinated. Further to that, the MNO requires that any of the above accessing an MNO shared office during business hours to be fully (currently defined as double) vaccinated or have proof of a negative rapid antigen test completed within the 24 hours prior.

We are requesting that council members work together internally to ensure that the guidelines above are respected. The Community Relations team is available to support councils if any concerns or difficulties arise as a result of this.

Self Monitoring while In-Office or in-Person

All employees, members of Community Councils or other elected officials, and other persons acting on behalf of the Métis Nation of Ontario are required to self-monitor for symptoms of COVID-19. Symptoms similar to COVID-19 can include, but are not limited to (that cannot be explained by other factors such as allergies): fever, cough, breathing issues, muscle aches, fatigue, headaches, sore throat and runny nose. Please see here for up-to-date common symptoms: [COVID-19: Symptoms, treatment, what to do if you feel sick - Canada.ca](https://www150.ca/covid-19-symptoms-treatment-what-to-do-if-you-feel-sick). Different variants may produce different symptoms, and different individuals may have different symptoms or severity of symptoms.

If an employee identifies that they have developed symptoms similar to those of COVID-19, they are to follow **Question Four** in *The Plan*, the People Leader is expected to reach out to Human Resources for next steps.

Employees will be asked to reach connect to their public health unit for next steps including testing.

Employees are required to advise their People Leader of their intent to work remotely or use sick time as needed.

Notification of Positive (or presumed positive) Case of COVID-19 at MNO Offices

Upon notification of a positive test for COVID-19 by someone who has accessed shared office space, the Métis Nation of Ontario will follow the steps in **Question Four** in *The Plan*. In addition,

- The People Leader will ensure that the employee is not called into any work involving them to violate their self-isolation period. The employee may return to in-person work once their self-isolation period has ended. Employees are encouraged to complete a rapid test at the end of their self-isolation period.
- The People Leader will notify Human Resources immediately and in conjunction, the People Leader and HR will follow **Question Four** of *The Plan*.

In the event of someone using the shared office space in the 72 hours prior to testing positive for COVID-19, the office does not need to be closed off, but Human Resources must be notified by ohs@metisnation.org.

MNO Offices under Capacity Limits

When capacity limits are in place, and offices are open, the following guidelines apply.

The requirement to return to office is based on the operational requirements of the role, not the Branch or the person.

Roles are designated as fixed, flexible or fully remote, and as local or provincial roles.

Fixed Roles: in-office 100% of the working week (5 days a week) and require a fixed designated working space (desk or office)

Flexible Roles: any blend of remote and in-office/community work during the working week (i.e. 3 days in office, 2 days at home/in community) and do not require a designated office space (will share spaces with other employees)

Fully Remote Roles: will be at home 100% of the working week (5 days a week). Fully remote workers may book time in the office as needed based on capacity limits.

Client Visits to MNO Offices

Clients accessing services are not required to be fully (currently defined as double) vaccinated; employees must be fully compliant with the Vaccination Policy.

Client visits are subject to the guidelines outlined in both *The Roadmap to Reopening* and **Question Three** of *The Plan*.

- Depending on the phase the MNO is following in the Roadmap to Reopening, clients and employees may be required to maintain six feet of distance from each other
- Depending on the phase of the MNO Roadmap to Reopening, self-screening may be required.
- If client meetings are required outside of MNO shared office spaces, all COVID-19 protocols apply.

Meal Breaks

When in the office, employees should stagger lunch breaks, entrance times and exit times.

The *Roadmap to Reopening* outlines masking requirements.

Employees whose mask or face covering is temporarily removed to consume food or drink. Social distancing is recommended, but not required.

Once an employee is finished eating or drinking, they must put their face covering back on, even though their break may not be over.

Masks and PPE

Employees and anyone entering shared office spaces are required to wear masks (depending on the *Roadmap to Reopening*) in all shared areas, in all indoor spaces, and outdoor settings where physical distancing of two metres/six feet cannot be maintained, or as required by public health guidelines and/or MNO Health & Safety guidelines. If an employee is behind a closed door in their own office, they are not required to wear a face mask.

Wearing a mask does not replace other protective measures including physical distancing, hand washing, covering your cough or sneeze, not touching your eyes, nose or mouth with unwashed hands, self-monitoring for COVID-19 symptoms and staying home when you are sick.

See **Question Three** of *The Plan* for further details.

Cleaning and Disinfecting

Maintaining a clean environment is integral to the safety of employees and clients and is a top priority.

See **Question Three** of *The Plan* for further details.

Office Closures

Regional People Leaders and Human Resources are constantly monitoring daily case updates and situation reports.

If the province of Ontario enables an “emergency brake”, shut down or total lockdown, or stay at home order, all MNO employees will default to remote work and offices will be closed.

Employees may enter the office for limited periods of time as required provided that they are following all procedures set out in this policy.

Local People Leaders in conjunction with the Offices’ Health and Safety Representatives or Joint Health and Safety Committee may make the decision to temporarily close an MNO Office. They must notify Directors with staff at that office, their C-Suite contacts, and Human Resources. Human Resources will notify employees of office closures. Community Relations will notify councils of office closures.

Travel and In-Person Meetings

Travel during a global pandemic may present an increased risk of infection and facilitate the spread of illness. In acknowledgement of this risk, and to protect the health and safety of our employees, members of Community Councils or other elected officials, or other persons acting on behalf of the Métis Nation of Ontario, the Métis Nation of Ontario's approach is outlined in **Question Three** of *The Plan*.

Time Off for Illness

The Métis Nation of Ontario reserves the right to make exceptions to paid-time off policies in order to adequately address employees who are ill from COVID-19 or are required to support a loved one who is ill with COVID-19.

If an employee has used up all time off allotments, and they require time off related to COVID-19, they may request a leave of absence under Ontario's Infectious Disease Emergency Leave. Leaves of absences related to COVID-19 must be discussed with the employee's People Leader in conjunction with Human Resources.

Prevention of Harassment and Discrimination

The Métis Nation of Ontario seeks to create a respectful and inclusive culture for all. Policies exist to prevent discrimination and harassment in the workplace which includes discrimination and harassment related to exposure to or contracting a disease. Employees who feel subjected to discrimination or harassment as a result of exposure to or contracting a disease should notify their People Leader or Human Resources.

Protecting Employee and Citizen Privacy

Information related to employees, members of Community Councils or other elected officials, or other persons acting on behalf of the Métis Nation of Ontario health or medical status is protected. The Métis Nation of Ontario will balance the need for privacy with the requirements of public health agencies and health and safety legislation in place during the pandemic.