

# Métis Nation *of* Ontario

## **COVID-19 Health and Safety Plan**

**Business Name:** Métis Nation of Ontario

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**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 breath 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
  - As of the Province of Ontario's reduction in restrictions for COVID-19, new signage is provided and/or linked in the Appendix based on internal decision to maintain certain restrictions (outlined in the Roadmap to Re-Opening timeline first established and distributed April 08, 2022)
  
- **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:

- **Covid-19 Screening 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 they will be asked to follow 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)

AND

- **Rapid Antigen Screening** – subject to availability in the region of the Province, the MNO will ensure Rapid Antigen Screening ('rapid tests') are available for use by those working directly with clients and those in role exempted from the MNO Vaccination Policy (or subject to valid medical exemption). Rapid tests are an additional tool of prevention, but are not required as part of the screening process (except as outlined in the MNO Vaccination Policy).
  - This screening method involves collection of a sample from an individual that is analysed to see if it contains proteins from the SARS-CoV-2 virus. Rapid antigen screening is used to help identify asymptomatic COVID-19 cases.
  - A person has passed rapid antigen screening if they get a negative result on the rapid antigen test. Individuals with a positive result obtained through a rapid antigen screening do not require a PCR test to confirm the result.
  - 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](mailto: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
  - Acceptable testing: a self-administered rapid test.
  - Process:

- i. People Leader advises HR prior to the staff member going into office (to the vaccination inbox).
- ii. The employee must submit, to the vaccination inbox, a picture of the rapid test result.
  1. The rapid test must have the date and time written on the test.
  2. Must be submitted prior to entering the MNO workspace.
  3. The MNO will provide rapid tests.
- iii. If the result is positive, indicating a positive COVID-19 case, the employee is not to enter the MNO workspaces.
- iv. If the result is negative, indicating a negative COVID-19 case, the employee may enter the MNO workspace.
  1. The employee does not need approval to enter or not. It is expected they follow the above direction whether to enter or not.
  2. The submission of the test to the vaccination inbox is for our OHS record-keeping.

As of Phase 3 of the Roadmap to Reopening, Self-Monitoring and Self-Screening will be replaced with a general Health Check (an optional tool used as part of the 'new normal' being established as COVID-19 restrictions are lifted). Active Screening will no longer be required as of Phase 4 of the Roadmap to Reopening.

### **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](tel:1-866-797-0000)) for instructions on next steps)
- must follow all directions they are given by public health officials

Employees must be compliant with the latest Vaccination Policy 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 (currently defined as double) vaccinated, employees will return to work on a regular schedule but must follow all other safety protocols in place
- 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 has the following approach
  - Virtual meetings continue to be the preferred method of gathering.
  - Travel within a region to conduct essential functions of a role may be permitted provided that the employee is following all health and safety and all public health guidelines.
  - Travel requiring an overnight stay or air transportation: the employee must follow all health and safety guidelines and public health guidelines while travelling.
  - It is the employee's responsibility to ensure that they check and follow any and all public health guidelines in place in their own region and the region(s) they are travelling to.

#### **Engineering Controls**

- Client meeting rooms will have Plexiglas barriers to separate the employee and the client, these will stay until Phase 3, and may stay until Phase 4 of the Roadmap to Reopening.
- Clients are not required to disclose medical conditions preventing them from wearing a face covering to MNO employees providing service; however, clients

unable to comply with the above guidelines may receive service remotely, over the phone, or via Zoom, or another video conferencing service at the Branch's discretion

- Employees that transport clients will have a Plexiglas barrier to separate the driver and the passenger in their personal vehicles. These will stay until Phase 3, and may stay until Phase 4 of the Roadmap to Reopening.
- Desks and employee space that cannot accommodate physical distancing will be temporarily closed off with signage until phase 2 of the Roadmap to Reopening.
- HEPA filters are being provided to some offices in a 'needs-based' priority.

## **Administrative Controls**

- Employees must self monitor for COVID-19 symptoms and complete a self screening form during Phases 1 and 2 of the Roadmap to Reopening.
- Employees who are not required to be in office will be required to notify all employees the day of their intention to enter the office.
- MNO Offices, shared spaces and washrooms will have capacity limits that align with the province of Ontario's limits in indoor and outdoor settings. Capacity limits will be slowly lifted as per the Roadmap to Reopening.
- Employees will be asked to disinfect their office at the end of each day. This will be lifted in Phase 4 of the Roadmap to Reopening.
  - A designated employee will be required to disinfect all commonly touched surfaces at the end of each day. This will be lifted in Phase 4 of the Roadmap to Reopening.
  - Clean visibly soiled surfaces before disinfecting
  - Wear appropriate gloves when in contact with chemical solutions, and where specified by the manufacturer
  - Read and follow the manufacturer's instructions for the safe and proper application of cleaning and disinfecting products
  - Employees will be asked to ensure daily disinfecting of surfaces and objects that they touch often. Items that require daily disinfecting include, but are not limited to:
    - Desks and tables
    - Chair arms and backs
    - Kitchen appliances and countertops
    - Door handles
    - Faucet handles
    - Computer keyboards
    - Phones
    - Photocopier / printer displays
    - Other common surfaces
  - Commonly used disinfectants are effective against COVID-19
  - For Material Safety Data Sheets, please see the U Drive- Human Resources- Occupational Health and Safety- MSDS

- Wash, rinse, and dry hands using soap and hot water or apply an alcohol hand-rub before entering the shared office space work. Repeat after using the washroom, frequently throughout the day, after contact with common surfaces, and before leaving work.
- The MNO elements will implement avoidance measures that minimize contact with droplets when coughing or sneezing, including:
  - Employees are to remain home if sick
  - Masking requirements are implemented
  - Employees should
    - Turning their head away from others if coughing or sneezing
    - Covering their nose and mouth a clean tissue or sneezing / coughing into their elbow
    - Immediately disposing of tissues in a trash receptacle after use
    - Washing their hands with soap or using hand sanitizer after disposal of tissues
  - Maintaining a two metre / six feet distance from others at all times (as required by the Roadmap to Reopening)
- All MNO Offices are equipped with signage around masking, social distancing, self monitoring and contact tracing as applicable by the Roadmap to Reopening.
- Each office must have three months' worth of cleaning supplies on hand. Office Representatives and Health and Safety Representatives are responsible for keeping an inventory of supplies and reaching out to the Manager of COVID-19 Operations to order supplies. Depending on the location of the office, Office Representatives may be asked to purchase supplies locally if there are supply-chain issues.
- In person meetings and events must have the following procedures followed (certain restrictions may be lifted based on the Roadmap to Reopening):
  - All attendees must be compliant with the MNO Vaccination Policy or have a valid exemption under the Policy.;
  - All attendees may be required to complete daily rapid testing on site;
  - All attendees must self-screen at the start of the day and self-monitor through the day;
  - The event organizer is responsible for contact tracing for all participants;
  - Masks must be worn indoors at all times with the exception of brief periods of eating and drinking;
  - Six-feet of distance or barriers must be in place to maintain physical distancing;
  - In person meetings are subject to the province of Ontario's capacity limits (if applicable);
  - The event organizer is responsible for ensuring that capacity limits are set and followed;
  - In person gatherings in MNO offices are subject to all Health & Safety policies, including proof of vaccination; and
  - In person gatherings in third party venues require proof of vaccination.



## PPE

- Employees are required to wear an appropriate and secure fitting mask that covers their face, chin, and nose until Phase 4 of the Roadmap to Reopening.
  - Where possible, wear a mask that is at least three layers, two layers of tightly woven material fabric, such as cotton or linen, on the inside and outside, and a filter-type fabric, such as non-woven polypropylene fabric, for the third (middle) layer; N95 or KN95 masks (or equivalents) are recommended; simple single-layer cloth masks are not recommended
  - Disposable masks are single-use masks and should be properly disposed of as per the manufacturers' directions.
- 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 until Phase 4 of the Roadmap to Reopening.
- Employees are required to wear masks outdoors if social distancing cannot be maintained until Phase 4 of the Roadmap to Reopening.
- Disposable masks are located in offices should clients or employees forget theirs'
- Offices will have face shields and gloves for employees to use as per the Roadmap to Reopening.
  - 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
- Clients must wear a face covering at all times (as outlined in *The Roadmap to Reopening*) except in cases where:
  - The client is a child under two years' old
  - The client has a medical condition that inhibits their ability to wear a face covering
  - The client is unable to put on or remove their face covering without help from someone else
- Each office must have three months' worth of PPE on hand. Office Representatives and Health and Safety Representatives are responsible for keeping an inventory of supplies and reaching out to the Manager of COVID-19 Operations to order supplies. Depending on the location of the office, Office Representatives may be asked to purchase supplies locally if there are supply-chain issues.

## **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.

Additional guidelines are available here: [What to do if you've been exposed to COVID-19 | COVID-19 \(coronavirus\) in Ontario](#)

### **Step 2: Confirm if the symptomatic person needs to isolate**

If you have COVID-19, isolating will help stop the spread of the virus.

You must isolate if you have symptoms of COVID-19 or have tested positive for the virus.

You may need to isolate if you live with someone who has COVID-19 or COVID-19 symptoms.

You do not need to isolate, but must monitor for symptoms and take all necessary precautions if you have been exposed to someone from another household with symptoms of COVID-19 or a positive test result.

### **Step 3a: If you have symptoms or have tested positive for COVID-19.**

Staff are expected, upon having symptoms, to complete the MÉTIS NATION OF ONTARIO (MNO) COVID-19 DAILY SELF-SCREENING ASSESSMENT (Appendix A).

If staff have symptoms as outlined in the Self-Screening Assessment they must isolate:

- For at least five days if they are:
  - Fully (currently defined as double) vaccinated
- For at least 10 days if they are
  - Not fully (currently defined as double) vaccinated
  - Immunocompromised
  - Live in a highest risk setting

If you reach the end of your isolation period and have a fever or other symptoms, you must continue to isolate until your symptoms have improved for at least 24 hours (or 48 hours if the symptoms affect the digestive system) and you have no fever.

If you feel sick but your symptoms are not in the list above, stay home until you feel better for at least 24 hours (or 48 hours if the symptoms affect the digestive system).

For five days (or 10 days if you are immunocompromised) after your isolation period ends, you must continue to wear a well-fitted mask in all workplace settings.

### **Step 3b: If you live with someone who has symptoms or has tested positive for COVID-19.**

You do not need to isolate if one of the following applies to you:

- you have previously tested positive in the last 90 days and do not have symptoms
- you are over 18 years old and have received a COVID-19 booster dose and do not have symptoms
- you are under 18 years old and are fully (currently defined as double) vaccinated and do not have symptoms

Instead for 10 days after exposure:

- self-monitor for symptoms
- wear a mask and avoid activities where mask removal would be necessary
- do not visit anyone who is at higher risk of illness, such as seniors, or any highest risk settings (unless you previously tested positive in past 90 days)

If you do not meet any of the criteria above, you must isolate while the person with symptoms/positive test result isolates (or for 10 days if you are immunocompromised).

**Step 3c: If you've been exposed to someone from another household with symptoms of COVID-19 or a positive test result.**

You are required to:

- self-monitor for symptoms for 10 days after your last exposure
- wear a mask, avoid activities where mask removal is necessary (such as dining out, high contact sports) and follow all other public health measures if leaving home
- do not visit any highest-risk settings (such as long-term care or retirement homes) or people who may be at higher risk of illness (such as seniors) for 10 days after your last exposure

**Step 3d: If you live, work, attend, volunteer, or have been admitted in one of the highest-risk settings.**

You are required to:

- The MNO will advise the setting that a staff member of the MNO has been exposed.
- avoid going there for 10 days from your last exposure, unless you have tested positive for COVID-19 in the last 90 days and have no symptoms.

The highest-risk settings include:

- hospitals and health care settings, including complex continuing care facilities and acute care facilities
- congregate living settings, such as long-term care and retirement homes, First Nation elder care lodges, group homes, shelters, hospices, temporary foreign worker settings, correctional institutions and hospital schools
- home and community care settings

**Step 4: 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 5: 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.

For five days (or 10 days if you are immunocompromised) after your isolation period ends, you must continue to wear a well-fitted mask in all public settings.

You can temporarily remove your mask for essential activities (such as when eating in shared space at school/work while still maintaining as much distancing from others as possible).

You can participate in activities where masking can be maintained throughout, but you should avoid activities where mask removal would be necessary (such as dining out).

Anyone who is exempt may return to public settings without masking, but they should:

- avoid visiting anyone who is immunocompromised or at higher risk of illness (for example, seniors)
- not visit or go to work in any highest risk settings

Workers should review the COVID-19 Health and Safety Policy to determine requirements to self-isolate:

- If they have symptoms or have tested positive for COVID-19.
- If they live with someone who has symptoms or has tested positive for COVID-19.
- If they have been exposed to someone from another household with symptoms of COVID-19 or a positive test result.
- If they live, work, attend, volunteer, or have been admitted in one of the highest-risk settings.
- receive a positive result through rapid antigen screening
- are awaiting the results of further testing

Up-to-date guidelines are available here and will supersede this Policy if they are more stringent than this Policy:

[What to do if you've been exposed to COVID-19 | COVID-19 \(coronavirus\) in Ontario](#)

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.

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 may 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](tel:1-800-206-7218).

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

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

If available, the MNO will provide information to workers about the potential exposure and where it took place. The MNO will not give out information that will identify the infectious person.

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 as per the Roadmap to Reopening
- We require employees to be compliant with the Vaccination Policy
- We continue to offer services remotely where possible as per the Roadmap to Reopening
- 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 pre-school 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 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



**Appendix A**  
**MÉTIS NATION OF ONTARIO (MNO) COVID-19 DAILY SELF-SCREENING**  
**ASSESSMENT (Revised April 22, 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.

YES	NO	If you answer YES to any of these symptoms, assume you have the virus and may be contagious. DO NOT enter an MNO office.
		Fever and/or chills
		Cough
		Shortness of breath
		Decreased or loss of taste or smell
		Two or more of the following: <ul style="list-style-type: none"> <li>• Runny nose or nasal congestion</li> <li>• Headache</li> <li>• Extreme fatigue</li> <li>• Sore throat</li> <li>• Muscle aches or joint pain</li> <li>• Gastrointestinal symptoms (such as vomiting or diarrhea)</li> </ul>

**Continue to Part 2**

**Part 2: Screening**

YES	NO	If you answer “Yes” to any of these questions, review the COVID-19 Health and Safety Plan before entering any MNO workspace for direction.
		If you live with someone who has symptoms or has tested positive for COVID-19.
		If you’ve been exposed to someone from another household with symptoms of COVID-19 or a positive test result.
		If you live, work, attend, volunteer, or have been admitted in one of the highest-risk settings
		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.” If not, follow the instructions in Step 3c of the COVID-19 Health and Safety Plan.

**Part 3: Other Recommendations**

		Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?
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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 in Part 1, and/or Part 2 if the COVID-19 Healthy & Safety Plan advised them to self-isolate, and/or they answered yes to Part 3.

**Part 4: 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.**

**Appendix B**  
**Additional Posters/Media**  
Sourced from Toronto Public Health

- ✓ How Does COVID-19 Spread
- ✓ 4 Steps for Self-Protection
- ✓ Cover Your Cough
- ✓ Clean Your Hands
- ✓ COVID-19 Screening Poster
- ✓ Deaf, Hard of Hearing Customer Service
- ✓ How to Wear a Mask
- ✓ Sash Social Distance (MNO made)
- ✓ Face Mask Required (MNO made)

All posters will be provided on the shared U Drive:  
U:\Human Resources\COVID 19\Posters April 2022

All posters are to be displayed in an accessible area of the office.

All posters are to remain displayed until further notice.

**Facemask Poster**

Provided below, the Facemask Required poster is to be displayed on all entry points in MNO workspaces during Phase 1-3 of the MNO Roadmap to Reopening plan.

During Phase 4 of the MNO Roadmap to Reopening plan, the poster is to be replaced with the Facemask Recommended poster until further notice.

**Poster Maintenance**

Posters should be regularly reviewed to ensure they are legible and damage free. Replace posters when damaged, ripped, sun-bleached, etc. If posters have outdated information, the person inspecting the poster should replace with an updated poster as provided in the U Drive link above, or they should contact [ohs@metisnation.org](mailto:ohs@metisnation.org) to advise an updated poster is required.