

# 4.7



## COVID-19 AND OTHER RESPIRATORY ILLNESSES: SAFETY GUIDELINES

### 4.7.0 Statement

These safety guidelines apply to Feed the Need in Durham's operations and premises.

As of August 2020, the COVID-19 measures in place at Feed the Need in Durham became aligned with the province's public health directives and the Chief Medical Officer's recommendations to help mitigate the impact of COVID-19.

This document, originally written to address only COVID-19, has been updated to include these other respiratory illnesses - Respiratory Syncytial Virus (RSV), seasonal influenza as well as seasonal colds. It is intended to provide guidance, as Feed the Need continues to focus on our shared responsibility for the health and safety of those who work, volunteer and or visit our location.

This document will be made available to all employees, volunteers, visitors and contractors who visit or are required to be onsite.

Feed the Need will continue to monitor the recommendations, requirements and directives as issued by the province and municipalities, in relation to COVID-19 and other respiratory illnesses. We will continue to make any necessary changes to operations and to this guidance document, based on these government directives and public health recommendations.

We thank the Durham community for their participation and support of our COVID measures throughout the pandemic. Let's continue working together to ensure a safe environment for all.



## 4.7.0 Vaccine Requirements

As of May 1st, 2022, Feed the Needs COVID-19 vaccine mandate was paused. Staff, volunteers or visitors are not required to provide proof of COVID-19 vaccination to work, visit or volunteer with us.

Vaccinations continue to be the best defence against these infectious respiratory illness. In keeping with Public Health recommendations, Feed the Need encourages staying current with the influenza vaccine and COVID-19 booster doses to best protect against serious illnesses.

### 4.7.1 Self-Screening and Reporting

Individuals with RSV, seasonal flu or colds are not required to report their illness to Feed the Need but are required to stay home until symptoms have improved for at least 24 hours.

- Any individual who is experiencing symptoms or have tested positive for COVID-19 are to take Ontario's self-assessment and follow the recommended measures including those for self-isolation, self-monitoring and masking.
- Any individual who is already on-site and begins to exhibit symptoms is to leave the premises immediately, and follow the steps above.
- If ill and required to self-isolate, volunteers and employees are to follow their standard process for notifying their area manager.

For all other COVID related inquires you can contact the Regional Municipality of Durham's Public Health Department or Durham's Health Connection line at 905-668-2021 or Public Health Ontario at 1-866-797-0007

### 4.7.2 Physical Distancing

There are no physical distancing requirements at Feed the Need at this time. When planning production or warehouse activities, events or on-site-meetings, for comfort reasons, considerations may include:

- Using physical barriers (e.g., plexiglass) in areas where employees are public-facing (e.g., service desks)



- Using a larger room/space when people are gathering, to avoid overcrowding.
- Planning meetings and events that can be attended both onsite and remotely.
- Wearing a mask when working in crowded indoor spaces.
- Incorporating a workplace design that allows some individuals to work at a 6-foot distance from others, if possible.

### 4.7.3 Masking

As of June 12th, 2022, in line with Ontario's Chief Medical Officer of Health's recommendations, Feed the Need lifted their mask mandate.

Feed the Need is and continues to be a mask-friendly environment we encourage everyone to wear a mask while on the premises. Respect is mandatory - we to respect the individual choice of whether to wear a mask or not.

Public health recommendations include the use of a well-fitted mask in all public spaces, for a period of 10 days from the start of an illness for:

- Those who have tested positive for COVID-19, or
- Those who have COVID or other respiratory symptoms, and
- Recommended for those who have had close contact with someone who had COVID-19 or other respiratory illnesses.

Feed the Need in Durham will continue to monitor and review all public health guidelines and government directives for change of mask requirements.

### 4.7.4 Infection Prevention Practices

(Hand-washing, Respiratory Hygiene, Cleaning and Disinfecting)

Everyone is reminded to continue to use good practices for the prevention of infections such as COVID-19, RSV, the seasonal flu, and colds. Such practices include:

- Frequent hand washing and/or use of sanitizer
- Avoiding touching the face with unwashed hands, and



- Coughing or sneezing into a tissue or their elbow.
- Proper hand-washing supplies are available in all washrooms and alternative wash stations through out the building. The operations manager will ensure that these areas are checked regularly for appropriate supplies and are kept clean throughout the day.
- Hand sanitizer stations are available throughout the organization.
- Area managers will continue to maintain cleanliness within their areas of responsibility. All offices and workspaces, lunchroom, common spaces and restrooms are thoroughly cleaned and disinfected on a weekly basis.
- Disinfectant wipes are available throughout the organization, staff and volunteers continue to be encouraged to clean their workspace and equipment before and after use, and as needed.
- Masks, face shields, goggles, gloves will be made readily available to staff, volunteers and visitors. The operations manager will ensure on-going supply within in all locations where staff/volunteers work.
- Ventilation will be maximized as much as possible, increasing fresh air flow in warehouse, offices and other workspaces by having doors and windows open as much as possible, weather permitting.
- Feed the Need will continue to ensure that our buildings ventilation system is maintained and in good working order, meeting the current and recommended ventilation and filtration standards

#### **4.7.5 Employee, Volunteer & Visitor Awareness and Communication**

The operations manager will ensure that written COVID-19 safety guidelines are posted and available in hard copy in the COVID-19 safety binder in the warehouse office. Any copies of new information notices, advice from public health, or printed materials will be kept in Feed the Need's COVID-19 Safety Binder.



All employees and volunteers are encouraged to read these guidelines from time to time to ensure that they are up-to-date on any changes made to the plan as a result of government or public health direction. A notice will be posted on all Health and Safety boards whenever significant updates to the guidelines are made.

Timely communication will be directed as needed to Feed the Needs staff, volunteers and visitors, regarding COVID-19 and any other respiratory illnesses and measures.

### 4.7.6 On-going Monitoring and Safety Measures

Given the unknowns related to the evolution of the pandemic and the emergence of new COVID-19 variants, RSV, seasonal flu and colds, Feed the Need in Durham's safety measures may change depending on public health directives or the recommendations of public health authorities.

Through our management team we will continue to regularly:

- Monitor all levels of government and public health authorities for activities and information related to COVID-19, RSV, seasonal flu and colds, including regulatory changes, community outbreaks and public health directives;
- Review the impact and need for any follow-up actions, changes to existing policies or practices, or communication strategies, and
- Review and update any related measures as per changes and direction from either the provincial government or the Ministry of Health

### Approval and Signature

Ben Earl  
 .....  
 CHIEF EXECUTIVE OFFICER

  
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 SIGNATURE

March 29, 2023  
 .....  
 DATE