

## **INFECTIOUS DISEASE POLICY**

As a rule, we have become accustomed to dealing with colds, flus, viruses and illnesses in the workplace. On occasion a new, sometimes a deadly strain of a virus can create circumstances that necessitate the need for more stringent practices and procedures.

If such a deadly strain is identified by the World Health Organization (WHO) several precautions to monitor and prevent the spread of such a disease shall be implemented.

- The Town of Hanley will educate our workers on the signs and symptoms of any seriously contagious and possible deadly new health concern.
- We will educate our workers on the precautions that should be taken to further prevent the spread of the virus and to minimize the risk of contracting the virus.
- The Town of Hanley will ensure that proper hygiene products such as facial tissues, Lysol wipes, hand washing stations, and hand sanitizer are stocked.
- We will sanitize and clean frequently touched objects such as doorknobs, railings, office equipment, staff lunch or coffee rooms and bathrooms.
- If employees are required to travel for work to areas affected by the virus, travel will be postponed and rescheduled when it is safe to resume travelling.
- If employees are travelling on their personal time, and they are returning from an area designated as a high threat, self-isolation will be expected upon their return.
- We will continue to monitor the situation. If new developments arise, we will circulate the new information to our employees.
- The Town of Hanley will practice social distancing techniques. These can include video conferencing, telephone calls, flexible work hours to minimize contact on peak public transportation times and crowding in the workplace. The Council Procedure Bylaw allows for meetings by electronic means.
- We will permit workers time away from work to attend medical appointments and time to recover from the specific virus outbreak.
- We will produce disease or virus specific safe work practices and safe job procedures in the event of a WHO concern and these practices and procedures will be conveyed to our staff.
- The Town of Hanley will use precautions with municipal facilities as recommended by the Province of Saskatchewan and its Chief Medical Health Officer which may include closing facilities and/or closing the municipal office; reducing the hours the office is open to the public; or implement other office or procedural changes that would affect the public. These changes will be clearly communicated to the public.
- We will attempt to provide the citizens of the Town with updated information as provided by the WHO, the Province of Saskatchewan and its Chief Medical Health Officer.
- The Town of Hanley will continue to provide the following government and community services:
  - All utilities (i.e. water and wastewater) and service providers; and

- Resources deemed essential by the municipalities (i.e. administration, public workers, etc)

The Town of Hanley employees are responsible for cooperating with and respecting this policy and must comply with the rules and regulations set forth to ensure their safety and wellbeing.