

TOWN OF KENTVILLE POLICY STATEMENT G74

COVID-19 WORKPLACE SAFETY



1.0 PURPOSE

- 1.1 The Town of Kentville (the "Town") is committed to providing a work environment that keeps employees and the community safe. That commitment means that we must maintain a workplace free of hazards to health such as COVID-19. It is critical that, as an organization, we take reasonable precautions to protect against exposure to COVID-19.
- 1.2 The purpose of this Policy is to provide the expectations and requirements of employees with respect to COVID-19 workplace safety.

2.0 SCOPE

- 2.1 This Policy applies to all Town employees and volunteers.
- 2.2 This policy applies for the duration of the public health emergency associated with the COVID-19 pandemic, and will be revised or repealed at the discretion of the Chief Administrative Officer, in consultation with the provincial public health officer.

3.0 PROCEDURES

- 3.1 The Town may, at the discretion of the Chief Administrative Officer, apply this Policy to contractors who are working on Town premises. This Policy does not apply to members of the public who are accessing Town services and programs; however, the Chief Administrative Officer is authorized to require members of the public to be masked while on Town property if local COVID-19 cases warrant additional protections.

3.2 Workplace Safety Requirements

The Town is establishing the following requirements separate and in addition to any requirements that the Province of Nova Scotia might impose.

- 3.3 The Town requires that all Town employees:

- 3.3.1 wear an acceptable mask while on Town premises. For clarity this includes while operating Town vehicles and in outdoor public spaces when 6 feet physical distancing cannot be achieved between the employee and other employees and/or members of the public. The mask must cover nose,

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mouth and chin and not convey any unacceptable messaging or images.

3.3.2 undergo COVID-19 rapid testing twice per week as arranged by the Town.

3.4 If an employee wishes to be exempt from these requirements, proof of being fully vaccinated (received complete doses of an approved vaccine and being more than 14 days since the second dose) can be submitted to the Town. The Town encourages all employees, regardless of vaccination status, to remain masked and participate in COVID-19 rapid testing as offered by the Town.

3.5 The Town requires that all Town volunteers:

3.5.1 wear an acceptable mask while on Town premises. For clarity this includes while operating Town vehicles and in outdoor public spaces when 6 feet physical distancing cannot be achieved between the employee and other employees and/or members of the public. The mask must cover nose, mouth and chin and not convey any unacceptable messaging or images.

3.5.2 undergo COVID-19 rapid testing as follows:

3.5.2.1 For volunteers on work placement terms with the Town, undergo COVID-19 rapid testing twice per week as arranged by the Town.

3.5.2.2 For volunteers on Town Committees, undergo COVID-19 rapid testing prior to attendance at any in-person Committee meetings as arranged by the Town

3.5.2.3 For any other volunteers, COVID-19 rapid testing requirements will be determined by the Chief Administrative Officer based on the specific circumstances of the volunteer role.

3.6 If a volunteer wishes to be exempt from these requirements, proof of being fully vaccinated (received complete doses of an approved vaccine and being more than 14 days since the second dose) can be submitted to the Town. The Town encourages all volunteers, regardless of vaccination status, to remain masked and participate in COVID-19 rapid testing as offered by the Town.

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3.7 The Town recognizes that it has a duty to accommodate to the point of undue hardship any employee or volunteer that cannot wear a mask or be tested for a reason protected by the Nova Scotia Human Rights Act. The Town also requires that all employees and volunteers follow any other steps it might take to minimize the likelihood of the COVID-19 virus (or any variant) spreading, which could include physical distancing where appropriate, using a sneeze guard, following directions for entry/exit into a building, disinfecting workspaces on a regular basis, etc.

3.8 If these measures are not consistently followed or there is an outbreak of the COVID-19 virus in the Kentville area, the Town reserves the right to require that any or all employees and volunteers be fully vaccinated (have all injections of one of the recognized vaccines and be 14 days past the second dose) against COVID-19 by a stated date and provide proof satisfactory to the Town. Should this occur, if an employee or volunteer is not vaccinated, they will have to disclose in writing to the Town the reason for not being vaccinated. The Town recognizes that it has a duty to accommodate those who cannot receive the vaccine for any reason protected by human rights legislation, such as physical disability or religion.

3.9 Compliance

If an employee does not comply with this Policy and does not have a valid reason for that non-compliance (such as a reason protected by human rights legislation) the Town can require that the employee follow alternative measures or, where there is no other option that the Town considers feasible, place an employee on an unpaid leave of absence until the employee is in compliance with this Policy, the pandemic ends or the Town ends the leave.

3.10 Confidentiality

Any information that an employee provides to the Town pursuant to this Policy will be kept confidential by the Town. All medical information, including vaccination and testing records, will be stored separately from employees' personnel files, kept secure at all times and destroyed when no longer needed.

4.0 POLICY REVISION HISTORY

Date Created: November 3, 2021



Chief Administrative Officer, Dan Troke

