

City of Brockville

COVID-19 Workplace Safety Plan

Date completed: December 12, 2020

Date reviewed: February 17, 2021 (Version 5)

Developed by: Craig Roche, Health & Safety Coordinator

Consulted: City of Brockville Management, JHSC and Health & Safety Representatives.



This document was implemented to ensure the City of Brockville is compliant with provincial COVID-19 public health and workplace safety restrictions. This document is to be reviewed by the Health & Safety Coordinator when provincial legislative changes are announced such as new regulations, regional changes in the COVID-19 response framework, or when a provincewide or other shutdowns are announced. Updated versions of this document and related resources/documents will be sent to management, JHSC committees, and posted on all the JHSC boards and other applicable areas.

How the City of Brockville will keep its workers safe from exposure to COVID-19?

Resources used to develop COVID-19 Safety Plan

The City of Brockville COVID-19 Workplace Safety Plan was developed using the following sources:

- Leeds, Grenville and Lanark District Health Unit (local public health unit)
- Ontario Ministry of Health
- Ontario Ministry of Labour, Training and Skills Development
- Public Services Health and Safety Association
- Ontario Regulation 364/20: Rules for Areas in Stage 3
- Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, S.O.2020, C. 17

To verify the resources imbedded in this document, please refer to the references page. Current controls were developed and implemented by City Management, Joint Health & Safety Committee, Unions, and in Consultation with the Health & Safety Coordinator.

City of Brockville Staff have been asked to do the following:

- Screen upon entry of the workplace (version 2).
- Self-isolate if symptomatic or if in close contact with an individual confirmed to have COVID-19 and report prognosis to supervisor.
- Don a face mask prior to entering the building, leaving workstation, entering common areas, or whenever staff are unable to maintain 2-metres distance between themselves and others.
- Maintain a physical distance of two or more metres whenever possible.
- Introduce physical barriers such as plexiglass to separate staff and clients who cannot maintain 2-metres distance.
- Participate in active hand & workplace cleaning.
- Cover coughs & sneezes as well as avoid touching their face.

City of Brockville Screening for COVID-19?

Clients

Clients are to adhere to physical distancing guidelines, directional signage, passive screening protocol (updated January 7th, 2021), capacity requirements for rooms, and don a mask/face covering when accessing City of Brockville premises (unless exempt according to Ontario Regulation 364/20). When possible, clients are asked to call and book appointments in advance to limit wait times, reduce total number of persons within the building at any given time, and spread-out client visits for required cleaning. If a client has any of the following symptoms (see posters below), they are asked to delay their visit, go home and self-isolate, and contact a local health care provider or Telehealth Ontario to find out if they require a COVID-19 test.



Required Screening Questions

For individuals who are 18 years of age and older.

- Do you have any of the following new or worsening symptoms or signs? Symptoms should not be chronic or related to other known causes or conditions.

Choose any/all that are new, worsening, and not related to other known causes or medical conditions.

Fever and/or chills Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cough or barking cough (croup) Continuous, more than usual, making a whistling noise when breathing, not related to other known causes or conditions (for example, asthma, post-infectious reactive airways, COPD)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath Out of breath, unable to breathe deeply, not related to other known causes or conditions (for example, asthma)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Decrease or loss of smell or taste Not related to other known causes or conditions (for example, allergies, neurological disorders)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat Not related to other known causes or conditions (for example, seasonal allergies, acid reflux)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Difficulty swallowing Painful swallowing, not related to other known causes or conditions	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Pink eye Conjunctivitis, not related to other known causes or conditions (for example, reoccurring styes)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Runny or stuffy/congested nose Not related to other known causes or conditions (for example, seasonal allergies, being outside in cold weather)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache that's unusual or long lasting Not related to other known causes or conditions (for example, tension-type headaches, chronic migraines)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Digestive issues like nausea/vomiting, diarrhea, stomach pain Not related to other known causes or conditions (for example, irritable bowel syndrome, menstrual cramps)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches that are unusual or long lasting Not related to other known causes or conditions (for example, a sudden injury, fibromyalgia)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Extreme tiredness that is unusual Fatigue, lack of energy, not related to other known causes or conditions (for example, depression, insomnia, thyroid dysfunction)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Falling down often For older people	<input type="checkbox"/> Yes	<input type="checkbox"/> No

For individuals who are less than 18 years of age.

1. Do you have any of the following new or worsening symptoms or signs? Symptoms should not be chronic or related to other known causes or conditions.

Fever and/or chills Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cough or barking cough (croup) Continuous, more than usual, making a whistling noise when breathing, not related to other known causes or conditions (for example, asthma, post-infectious reactive airways)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath Out of breath, unable to breathe deeply, not related to other known causes or conditions (for example, asthma)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Decrease or loss of smell or taste Not related to other known causes or conditions (for example, allergies, neurological disorders)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat or difficulty swallowing Painful swallowing, not related to other known causes or conditions (for example, seasonal allergies, acid reflux)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Runny or stuffy/congested nose Not related to other known causes or conditions (for example, seasonal allergies, being outside in cold weather)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Headache that's unusual or long lasting Not related to other known causes or conditions (for example, tension-type headaches, chronic migraines)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea, vomiting and/or diarrhea Not related to other known causes or conditions (for example, irritable bowel syndrome, anxiety in children, menstrual cramps)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Extreme tiredness that is unusual or muscle aches Fatigue, lack of energy, poor feeding in infants, not related to other known causes or conditions (for example, depression, insomnia, thyroid dysfunction, sudden injury)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

- Have you travelled outside of Canada in the last 14 days?
If you are an essential worker who crosses the Canada-US border regularly for work, select "No".
 Yes No
- In the last 14 days, has a public health unit identified you as a close contact of someone who currently has COVID-19?
 Yes No
- Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?
 Yes No
- In the last 14 days, have you received a COVID Alert exposure notification on your cell?
If you already went for a test and got a negative result, select "No."
 Yes No

Clients that require Meetings

Clients that require a meeting with city staff are asked to call and book an appointment in advance when possible, complete passive screening prior to entering the building, and sign in using the City of Brockville Contact Tracing Log (see below). Clients may require meetings with staff to review plans, obtain permits, or submit applications. By signing the contact tracing log, clients are confirming that they have passed the passive screening (see above posters). Records will be kept by the respective department for a minimum of 30 days.

City of Brockville Contact Tracing Log						
Date	Time	Employee Name	Name of Member of the Public	Location of Interaction	Duration	Contact Information

Contractors & Visitors

All Contractors & Visitors are expected to follow active screening protocol (see document below) and don a mask whenever accessing City of Brockville facilities. If a contractor or visitor fails screening, they will not be provided access to the facility to conduct the required work and are advised to go home and self-isolate and contact a local health care provider or Telehealth Ontario to find out if they require a COVID-19 test. Records of the forms will be kept by each responsible department for a minimum for 30 days.

 FORM: 518-2.1

Visitor/Contractor COVID-19 Screening Questions

This questionnaire needs to be completed prior to entering the premises of City of Brockville Facilities to conduct work or to work with City Staff.

Please circle the answers.

1. Have you travelled outside of Canada in the last 14 days? If you are an essential worker who crosses the Canada-US border regularly for work say "NO".
YES or NO
2. In the last 14 days, has public health unit identified you as a close contact of someone who currently has COVID-19?
YES or NO
3. Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?
YES or NO
4. In the last 14 days, have you received a COVID Alert exposure notification on your cell? If you already went for a test and got a negative result, say "NO".
YES or NO
5. Have you experienced any COVID-19 related symptoms in the last 14 days (fever or chills, cough or barking cough (croup), shortness of breath, decrease or loss of smell or taste, sore throat, difficulty swallowing, pink eye, runny or stuffy/congested nose, headache that's unusual or long lasting, nausea/vomiting, diarrhea, stomach pain, muscle aches that are unusual or long lasting, extreme tiredness that is unusual, or falling down often)? If symptoms are related to chronic medical condition, say "NO".
YES or NO

If the answer is "YES" to any of the questions, access to premises of City of Brockville Facilities to conduct work is denied.

Reminder: practice physical distancing, hygiene protocols and wear a mask at all times when on premises.

DATE: _____ **COMPANY:** _____

PRINT NAME: _____ **SIGNATURE:** _____

Upon completion of this questionnaire, submit it to your City of Brockville primary staff contact either in person or via email prior to your arrival.

UNCONTROLLED WHEN PRINTED REVISED: January 11th, 2021

Private Dwellings/Residence

As a condition of their work, staff may have to enter the private dwelling/residence of a client to conduct an inspection. Prior to entering, staff will fill out the Private Residence COVID-19 Screening Questions and Entrance Form (version 2 listed below). Occupants of the residence are told that they are only able to have one individual accompany the staff member on the inspection, that they must physically distance themselves from staff at all times, and that a mask must be worn while the staff member is doing their inspection (unless exempt under the applicable legislation). Additional information such as the screening questionnaire and contact tracing information will also be reviewed prior to entering the clients dwelling. If the occupant fails screening, staff have been advised not to enter the dwelling and report to their supervisor. Records of the forms will be kept by the respective department for a minimum of 30 days.

Private Residence COVID-19 Screening Questions and Entrance Form

This questionnaire needs to be completed prior to entering a private residence. Check each box after the following items have been communicated to the occupant of the private residence.

- Only one occupant in the private residence will be allowed to interact with the City staff member(s).
- Social distancing must be maintained at all times (2 metres or 6 feet).
- All parties involved must be wearing masks (unless exempt under the applicable regulation).

Contact Tracing Information:

DATE	TIME	NAME OF THE OCCUPANT OF THE PRIVATE RESIDENCE
ADDRESS OF INTERACTION		CONTACT PHONE NUMBER

Questions for occupant of private residence:

Please circle the answers.

1. Have you travelled outside of Canada in the last 14 days? If you are an essential worker who crosses the Canada-US border regularly for work say "NO".
YES or NO
2. In the last 14 days, has public health unit identified you as a close contact of someone who currently has COVID-19?
YES or NO
3. Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?
YES or NO
4. In the last 14 days, have you received a COVID Alert exposure notification on your cell? If you already went for a test and got a negative result, say "NO".
YES or NO

5. Have you experienced any COVID-19 related symptoms in the last 14 days (fever or chills, cough or barking cough (croup), shortness of breath, decrease or loss of smell or taste, sore throat, difficulty swallowing, pink eye, runny or stuffy/congested nose, headache that's unusual or long lasting, nausea/vomiting, diarrhea, stomach pain, muscle aches that are unusual or long lasting, extreme tiredness that is unusual, or falling down often)? If symptoms are related to chronic medical condition, say "NO".
YES or NO

If the answer is "YES" to any of the questions do not enter the private residence.

For City Staff:

Did you enter the private residence: **YES** or **NO**
(please circle)

If you **did enter** the private residence, please complete the following information.

DATE	CITY EMPLOYEE NAME
1	
2	
3	
START TIME OF INTERACTION	FINISH TIME OF INTERACTION
1	
2	
3	

If you **did not enter** the private residence, please state why and immediately report this information to your Supervisor:

DATE: _____ **DEPARTMENT:** _____

PRINT NAME: _____ **SIGNATURE:** _____

Upon completion of this form return the form to your Administration staff.

Employees

All City of Brockville employees are required to complete Active Screening by reviewing the public health screening questionnaire (see below). They are also required to sign-in after washing their hands and self-monitor/disclose any changes in symptoms to management so the appropriate steps can be taken. Please note that some sites may also require staff temperature checks (ex. Fire Department). Staff who are unable to pass active screening are not to enter the premises, stay home and self-isolate, contact a local health care provider or Telehealth Ontario to find out if they require a COVID-19 test, then communicate with their supervisor via phone or email. Each City of Brockville location has identified a responsible stakeholder for maintaining a 30-day record of the screening forms.

Required Screening Questions

Ontario 

For individuals who are 18 years of age and older.

1. Do you have any of the following new or worsening symptoms or signs? Symptoms should not be chronic or related to other known causes or conditions.

Choose any/all that are new, worsening, and not related to other known causes or medical conditions.

Fever and/or chills Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cough or barking cough (croup) Continuous, more than usual, making a whistling noise when breathing, not related to other known causes or conditions (for example, asthma, post-infectious reactive airways, COPD)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath Out of breath, unable to breathe deeply, not related to other known causes or conditions (for example, asthma)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Decrease or loss of smell or taste Not related to other known causes or conditions (for example, allergies, neurological disorders)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat Not related to other known causes or conditions (for example, seasonal allergies, acid reflux)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Difficulty swallowing Painful swallowing, not related to other known causes or conditions	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Pink eye Conjunctivitis, not related to other known causes or conditions (for example, reoccurring styes)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Runny or stuffy/congested nose Not related to other known causes or conditions (for example, seasonal allergies, being outside in cold weather)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache that's unusual or long lasting Not related to other known causes or conditions (for example, tension-type headaches, chronic migraines)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Digestive Issues like nausea/vomiting, diarrhea, stomach pain Not related to other known causes or conditions (for example, irritable bowel syndrome, menstrual cramps)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches that are unusual or long lasting Not related to other known causes or conditions (for example, a sudden injury, fibromyalgia)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Extreme tiredness that is unusual Fatigue, lack of energy, not related to other known causes or conditions (for example, depression, insomnia, thyroid dysfunction)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Falling down often For older people	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Ontario 

For individuals who are less than 18 years of age.

1. Do you have any of the following new or worsening symptoms or signs? Symptoms should not be chronic or related to other known causes or conditions.

Fever and/or chills Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cough or barking cough (croup) Continuous, more than usual, making a whistling noise when breathing, not related to other known causes or conditions (for example, asthma, post-infectious reactive airways)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath Out of breath, unable to breathe deeply, not related to other known causes or conditions (for example, asthma)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Decrease or loss of smell or taste Not related to other known causes or conditions (for example, allergies, neurological disorders)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat or difficulty swallowing Painful swallowing, not related to other known causes or conditions (for example, seasonal allergies, acid reflux)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Runny or stuffy/congested nose Not related to other known causes or conditions (for example, seasonal allergies, being outside in cold weather)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Ontario 

Headache that's unusual or long lasting Not related to other known causes or conditions (for example, tension-type headaches, chronic migraines)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea, vomiting and/or diarrhea Not related to other known causes or conditions (for example, irritable bowel syndrome, anxiety in children, menstrual cramps)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Extreme tiredness that is unusual or muscle aches Fatigue, lack of energy, poor feeding in infants, not related to other known causes or conditions (for example, depression, insomnia, thyroid dysfunction, sudden injury)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. Have you travelled outside of Canada in the last 14 days?

If you are an essential worker who crosses the Canada-US border regularly for work, select "No".

Yes No

3. In the last 14 days, has a public health unit identified you as a close contact of someone who currently has COVID-19?

Yes No

4. Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?

Yes No

5. In the last 14 days, have you received a COVID Alert exposure notification on your cell? If you already went for a test and got a negative result, select "No."

Yes No

recognizing that the City must balance public health and workplace safety considerations. Multiple control methods have been implemented to increase overall efficacy of the COVID-19 Safety Plan. Controls were devised in relation to each individual site recognizing that workers are exposed to hazards in different capacities.

Elimination Controls & Substitution – Select sites have closed due to the province wide lockdown which came into effect December 26th, 2020 at 12:01am. Staff have further been encouraged to schedule meetings when possible online versus in-person.

Engineering Controls – The City of Brockville has physically distanced all staff when possible, reduced the number of clients allowed in customer service areas, and created barriers between public workstations for client facing staff members. Engineering controls are further supported by staggering breaks to reduce the total number of individuals in a room at any given time.

Administrative Controls – The City of Brockville has provided education to staff regarding fabric masks, hand washing, and workplace hygiene. To support this education, the City has made additional cleaning supplies and PPE readily available for staff use. When possible, directional arrows are used to alleviate high traffic areas to better support physical distancing efforts. Posters have been put in conspicuous areas such as entrances and hallways.

Personal Protective Equipment – Staff are required to don a mask whenever entering the building, leaving their workstations, accessing public areas, and when 2-metres distance from others cannot be maintained (applies to both inside/outside). Staff using fleet vehicles are required to don a mask when more than one individual is in the car. When working with clients who are exempt from wearing a Face Covering/Mask (under the applicable legislation), staff have been advised to don a face mask if behind an impermeable barrier or wear both protective eye wear and mask when an impermeable barrier is not present. After the client has left, staff have been advised to disinfect the work area/common surfaces where the individual not wearing a mask was and complete hand hygiene before allowing other clients to access to the area.

Due to the acuity of the organization only source control PPE is being used unless different PPE is required for a particular job duty. Staff are also encouraged to wash their clothing more frequently (including masks) and practice good personal hygiene.

Additional precautions to be considered

When applying additional precautions, the introduction of further controls will be based on site specific risks and hazards to its workers. This information will be determined based on the "zone" to which the city is in and adjusted accordingly.

Elimination Controls – reducing or restricting visitors to facilities where possible.

Substitution – NA when it comes to virus transmission.

Engineering Controls – reducing public access depending on shutdowns.

Administrative Controls – reduce the number of workers in the building at once by creating a rotational schedule for workers when possible. Consideration will be given to staggering shifts, breaks, and start/end times to reduce total numbers of staff as well as overlap. Both options will reduce the overall number of individuals within the organization at any given time. This can be further supported by increasing hygiene principles such as regularly wiping down high-contact surfaces and making disinfectants more readily available.

Personal Protective Equipment – NA – no additional PPE is advised at this time.

What to do if there is a suspect or confirmed exposure to COVID-19 in the workplace?

- Workers who have not yet reported to the workplace and are experiencing symptoms outlined by public health have been advised to call their supervisor to notify them and follow the guidance of a primary care provider or Telehealth Ontario. Any recommendations are to be communicated to Human Resources by the supervisor immediately so that they are aware and can take the appropriate actions.
- Workers who have been out of the country are to self-isolate for 14 days. Workers can return to work following this time period without a COVID-19 test should they not develop any symptoms.
- Workers who have been confirmed to be in close contact with someone with COVID-19 or who is likely to have COVID-19 (as determined by public health) are to self-isolate for

14 days. Workers can return to work following this time period without a COVID-19 test should they not develop symptoms during this time period.

- Workers who have received a COVID Alert exposure notification on their cell phone are to not enter the workplace unless they have received a negative test result.
- Workers who have COVID-19 must self-isolate for a minimum of 10 days if they test positive or are told by a public health care provider that they have COVID-19. Self-isolation periods start at onset of workers symptoms and workers can return to work after their self-isolation period if they have no fever or symptoms. Workers do not need a negative COVID-19 test to return to work after self-isolating for the full period.
- If an employee develops symptoms while at work, they should inform their Supervisor and return home and self-isolate immediately and seek advice from their primary care provider or Telehealth Ontario and follow their recommendations.
- If an employee cannot leave immediately, they should isolate in an area separated from other staff, customers, or visitors until they are able to leave and inform their Supervisor.
- If an employee is very ill, call 911 and let them know that the person is experiencing symptoms associated with COVID-19.
- All employees are required to notify their supervisor if they are experiencing symptoms and they have gone for a COVID-19 test; have been advised to self-isolate by a Public Health Authority; OR, if they have received a positive COVID-19 test result.
- If an employee has potentially been exposed to COVID-19 or is being tested for COVID-19, key City of Brockville personnel are immediately informed.
- If an employee is confirmed to be COVID-19 positive, senior management and applicable health authorities will be notified.
- Based on the date the confirmed employee's symptoms began and the last day this person worked, direct and indirect contacts are identified by completing a review of recent staff schedules as well as asking confirmed employee to identify any close contacts and reviewing contact tracing logs.
- Implement enhanced cleaning protocols of the potential or confirmed area where the employee may have been while at work.

Managing risks caused by changes to operations

Reviewing staff exposure rates

Review staff exposure rates to identify possible themes. This could also include reviewing work practices to identify potential hazards that were not previously identified.

Staff check-ins

Informal check-ins with staff. Coaching can occur on behalf of the Health & Safety Coordinator. Key concerns should be documented and escalated accordingly. Staff should be periodically checked in on to ensure they are coping with changes and to determine whether they need support or need to be directed to external resources.

JHSC

Review with the JHSC current controls. This will include consulting for additional feedback.

Reinforcing or more stringent monitoring of cleaning schedules, hand hygiene, and mask wearing

Observations should occur to determine if staff are following current guidelines by wearing and maintaining their masks as per public health guidelines, auditing cleaning schedules, and ensuring staff are completing proper hand hygiene procedures.

Auditing of Plan

Daily Review

The Health & Safety Coordinator and City of Brockville management will continue to follow Ontario Public Health updates and guidelines as well as the Ministry of Health and Long-Term Care and Ministry of Labour, Training and Skills Development.

Metrics

The following metrics will be used to evaluate compliance and staff satisfaction.

- Review of COVID-19 Safety Plan at JHSC meetings
- Informal touch points with employees
- Review of WSIB claims and employee exposures to COVID

Communications

Multiple methods of communication are currently in use. The City of Brockville is currently doing the following:

- Posting notices and posters in common areas
- Emailing resources
- Safety Talks (discuss types of masks, hand hygiene, and safe work practices)
- Posters at entrances, conspicuous areas, and areas of relevance
- Additional resources for Mental Health
 - BGH Mental Health Crisis Line at 613-345-4600 or 1-866-281-2911
 - [eMentalHealth.ca](https://www.eMentalHealth.ca)
 - [Mental Health Commission of Canada](https://www.mentalhealthcommission.ca/)
 - [Lanark, Leeds and Grenville Additional and Mental Health](https://www.lanarkleedsandgrenville.ca/mental-health/)
 - [Mental Health and Wellness Tips During COVID-19](https://www.mentalhealthtips.ca/)
 - Employee Assistance Program ([Life Balance](#)) for Full-Time Staff

Site Specific Precautions

The Province of Ontario recently [announced](#) that COVID-19 restrictions have been eased and Brockville has moved to [Green in the Provincial Re-opening Framework](#).

Beginning **Thursday February 18thth** the following will be **open** to the public. Individual(s) will be required to wear a face covering and follow posted guidelines.

City Council meetings continue virtually. Committee Meetings on hold for the moment. Council meeting agendas and minutes are available on our meeting website: brockville.civicweb.net/portal/

- [City Transit](#) will continue as scheduled, with existing COVID-19 safety precautions and protocols in place.
- [Waste and recycling collection](#) will continue as scheduled.
- [Winter controls and sidewalk maintenance](#) are unaffected.
- Outdoor recreation amenities including public trails and playgrounds remain open. Any person who enters or uses an outdoor amenity must maintain a physical distance of at least two metres from other persons using the amenity (excluding members of the same household).
- [City Hall and Gord Watts Municipal Centre](#)
 - Those wishing to meet with a member of staff may pre-book their appointments in order to facilitate their visit. Staff from the respective department will be able to meet the individual at the door and take them to a dedicated meeting space. Please consult the City's website for staff contact information at <https://brockville.com/departments>
 - Plexiglass barriers have been appropriately installed on customer service counters. Hand sanitizer is available at entrances.
 - Individual(s) will be required to wear a face covering according to the Health Unit's Instruction. Visitors should complete a COVID-19 self-assessment before entering. The Ontario Government provides an online self-assessment tool at <https://covid-19.ontario.ca/self-assessment>. No one exhibiting any symptoms of COVID-19 or who has been outside of the country in the past 14 days will be permitted to enter.
 - Should you meet with any City staff, you will be screened.

- [Brockville Police Service](#) remains open 24/7 with access to the facility being controlled. Persons requiring a criminal record check are encouraged to call first for an appointment (613-342-0127).
- [Brockville Public Library](#)
The Library will be open to the public Tuesday to Saturday, 10am – 4pm. Customers will be able to enter the Library in select areas: the Buell Room, the first-floor circulation and DVD area, and the first-floor public washrooms. In-person browsing and borrowing of select Library items.
- [Brockville Memorial Centre](#)
- [Brockville Museum](#)
The Brockville Museum exhibitions galleries will resume being open by-appointment for private visits for parties of up to five people. Visits must be booked in advance through the Brockville Arts Centre Box Office online or by phone. Bookings are available hourly from Tuesday to Saturday 10am to 3pm.
- [Brockville Cemetery](#)
Staff can be reached by phone or email, Monday - Friday from 8:00 am to 4:00 pm. For all inquiries or to book an in-person appointment, please [contact](#) the Brockville Cemetery at (613) 342-3858
- [P&G Pavilion Rotary Rink](#)

Those wishing to meet with a member of staff may will require an appointment and screening. Please consult the City's website for staff contact information at <https://brockville.com/departments>

The following facilities remain **closed** to the public:

- Water Treatment and Wastewater facilities
- [Fire stations](#) will be closed to all public access and for station tours
- [The Brockville Arts Centre](#)
- Youth Arena

References

CDC How to Select Mask: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

COVID-19 Response Framework: Keeping Ontario Safe and Open: <https://www.ontario.ca/page/covid-19-response-framework-keeping-ontario-safe-and-open>

Handwashing: <https://eohu.ca/en/my-health/handwashing>

Ontario Government – Develop your COVID-19 workplace safety plan: <https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>

Ontario Provincewide Shutdown <https://assets.documentcloud.org/documents/20433181/provincewide-shutdown-deck-december-21-2020-final.pdf>

Ontario Provincewide Shutdown (Enhanced): <https://files.ontario.ca/moh-enhanced-provincewide-shutdown-en-2021-01-12-v3.pdf>

Ontario Regulation 364/20: <https://www.ontario.ca/laws/regulation/200364>

COVID-19 Response Framework: Keeping Ontario Safe and Open: <https://www.ontario.ca/page/covid-19-response-framework-keeping-ontario-safe-and-open?fbclid=IwAR3WGVTDkMQQuK2gXqBSWqYLGfwO6nshqWPBT7gLezP5ey9bktmHdwyl7zU>

Screening Tool for Workers: https://covid-19.ontario.ca/covid19-cms-assets/2021-01/Guidance-Screening-Workplace-Jan7_EN.pdf

Screening Tool for Customers:

https://covid-19.ontario.ca/covid19-cms-assets/2021-01/Guidance-Screening-Patrons-Jan7_EN.pdf

Stop! Do not enter if you think you may have been exposed to COVID-19:

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_signs_EN_visitors.pdf