

AOLS COVID-19 Policy Response (April 24, 2020)

Introduction

The current COVID-19 pandemic has impacted everyone across the world including the Association of Ontario Land Surveyors (AOLS). On April 3, 2020 the Ontario Government published a list of essential businesses that may remain open. The AOLS falls under Section 34 (vi) Administrative authorities that regulate and inspect businesses. It is the responsibility of the AOLS managers and staff to take all reasonable precautions to protect themselves, AOLS members and the public they serve. Therefore, the following policy has been developed and applies to staff and the consultants of the AOLS while the pandemic remains active.

These are challenging times that require us all to work together to remain safe.

Context

The Ontario and Canadian governments have been putting in place legislation and regulations to address the pandemic. AOLS staff are expected to follow those rules. These relate to a variety of issues including travel and border measures. Although staff are discouraged from unnecessary travel, if they must travel, they must be aware that Ontario self-isolation and quarantine rules are in place. Activities required by the AOLS will not involve travel, other than local, during the pandemic.

The following policy is meant to supplement Ontario and Canadian directives and in the event of any contradictions, Ontario and Canadian directives supersede this policy.

Office Closure

The office is closed to the public and members during the pandemic. Operations will continue using safe remote operations where possible.

Staff may attend the office occasionally to deal with mail, pick-up and drop off items and for access to necessary systems and files. Generally, staff are expected to work from home. When in the office, staff are expected to abide by Office Operations policies below.

Office Operations Policies

As noted above staff are generally expected to work from home, however, we recognize that staff will occasionally have to attend the Office to deal with mail, check on the premises, etc. When doing so they are expected to abide by the following:

- Try to schedule/coordinate office visits so that only one individual is in the office at a time
- Attend the office during daylight hours only
- Where you are attending the office and it was not possible to do so without another individual being present, maintain physical distancing, which is the practice of maintaining a greater than usual physical distance from other people and avoiding direct contact with people or objects in public places during the outbreak of a contagious disease in order to minimize exposure and reduce the transmission of infection. Staff should remain at least two metres from other people that are not living with them under the same roof. They should also wear face masks to protect their colleagues.

- Do not allow any non-staff person into the office (other than cleaners which operate late in the day).
- When receiving mail, maintain physical distancing and avoid signing anything
- When handling mail or other items delivered to the office use gloves when receiving and opening it and wash your hands immediately following that and avoid touching your face prior to washing your hands. Gloves should be disposed of safely in the garbage.
- When in the office, use your own office/space as much as possible. If you have to enter or use someone's else's, office wipe down any surfaces touched with disinfectant and make the normal office occupant aware of this.
- While travelling to and from the office avoid the use of public transit (if that cannot be accomplished the AOLS will find some other way of addressing its needs) and wash or sanitize hands after fueling or servicing your vehicle
- If you develop any symptoms of cold or flu do not attend the office until at least two weeks have passed once symptoms have gone away and notify your supervisor
- Raise any concerns you may have with your supervisor; remember all employees enjoy the right to refuse work that they consider unsafe under the Occupational Health and Safety Act.

Remote Operations

Staff are expected to continue performing their jobs from home as best as they can. If they need support, in any fashion, they should contact their supervisor. Hours of operation are flexible, but changes should be discussed with you supervisor. Staff are expected to continue to work the same number of hours as required in the personal policy on a weekly basis.

All meetings will only occur using remote technology (e.g. GotoMeeting) and no face to face meetings will be held.

Precautions

Personal

- Wash your hands often with soap and water for at least 20 seconds.
- Regularly use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- If you feel unwell, stay at home; do not attend work.
- Cover any coughs or sneezes with a tissue, and then throw the tissue in a bin.
- Do not share communal dishes, drinking glasses, cups, containers, or eating utensils with other people and ensure these are washed thoroughly with soap and water after use

Personal Protective Equipment (PPE)

Other than hand sanitizer, soap and cleaning products, the AOLS is not expecting its employees to get into positions during their work that requires them to use additional PPE, but if another staff member is in the office at the same time, it is recommended that they both wear masks.

Office Cleaning

Despite the office being closed, we have instructed our cleaners to clean the office once a week paying attention to common touch surfaces.

Management Responsibility

This policy will continue to be updated as required and be provided to all staff and consultants of the AOLS.

Management will respond to any concerns raised in a timely fashion and will take steps to deal with any potential health and safety concerns as quickly as possible.

Reference Material

Please refer below for current and relevant information from International, National, and Provincial sources:

Center for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

World Health Organization: <https://www.who.int/health-topics/coronavirus>

Health Canada: <https://www.canada.ca/en/health-canada.html>

Ontario Health: <https://www.publichealthontario.ca/>

Ontario Essential Services Order: <https://www.ontario.ca/laws/regulation/200082>

Ontario COVID-19 Information: <https://covid-19.ontario.ca/>