

## **Policy: Preventing COVID-19 and Other Infections in the Workplace**

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### **Intent**

This policy was initially developed during the COVID-19 pandemic to help prevent the spread of the coronavirus at London Clay Art Centre (LCAC). The precautionary measures were developed using advice and information obtained from the World Health Organization, the Public Health Agency of Canada, the Middlesex London Health Unit, Ontario Occupational Health and Safety Act, and provincial legislation related to COVID-19.

### **Guidelines**

The most immediate danger related to infection, serious illness, and death related to COVID-19 seems to have abated. On March 9, 2022, the Government of Ontario released its technical briefing of Living with and Managing COVID-19, which signals a shift into characterizing COVID-19 as endemic rather than pandemic. LCAC will continue to work to achieve a workplace that follows all precautionary measures identified by applicable governmental bodies and public health authorities to reduce the spread of COVID-19 and other viruses.

### **Staff, Contract Workers, and Studio-User Responsibilities**

All staff, contract workers, and studio-users should ensure they understand and comply with the infection prevention policies and practices outlined within this policy.

#### Hand Hygiene

- Wash hands frequently. Thoroughly wash hands with hand-sanitizer or with soap and water. Wash hands for at least 20 seconds;
- Avoid touching your face (specifically your eyes, nose, and mouth) as much as possible;
- Avoid touching frequently touched surfaces;
- Minimize physical contact with others, such as hugs and hand shakes;
- Use any necessary personal protective equipment as directed.

#### Respiratory Hygiene

- Cover your mouth when coughing, sneezing, and yawning by doing so into the bend of your arm (elbow), not your hand;
- Masks are not mandatory. However, staff, contract workers such as instructors, and assistants may opt to wear a mask or face covering at LCAC;
- When removing a mask, it must be put in a pocket or a non-public place, i.e. not on the surface of a table;
- Staff, contract workers including teachers and teaching assistants are responsible to clean their masks/face coverings after each use or to wear disposable masks, at their own expense, and thrown out at the end of each day;

- At their own expense, studio-users, visitors, and other participants may opt to wear a mask or face covering.

### Social Distancing

- It is recommended that people continue to minimize close contact with others, especially for prolonged periods
- As often as possible, attempt to maintain at least two metres (6 feet) between you and anyone else, including LCAC staff, fellow studio-users, students, visitors, store patrons, etc.

### Staying Home

If you have a symptom(s) of any illness, including COVID-19, flu, or cold, do not enter LCAC. Even if you have one symptom such as fever, cough, difficulty breathing, or sneezing, no matter how mild, it is important that you stay home to avoid spreading whatever infection you may have.

### Additional actions you should take include:

- Immediately remove yourself from LCAC to prevent any possible spread of COVID-19 or other illnesses;
- When applicable, contact your local public health authority and follow their advice;
- Notify London Clay Art Centre by calling 519-434-1664 option 2 or by emailing [programming@londonclayartcentre.org](mailto:programming@londonclayartcentre.org); and
- Remain away from LCAC until your symptoms have disappeared or you have been cleared by public health.

If your symptoms worsen, immediately contact your healthcare provider or public health authority and follow their instructions.

### **Developing Symptoms at LCAC**

If you develop even mild symptoms while at LCAC:

- Separate yourself from others.
- Inform a staff person at LCAC;
- Notify LCAC staff where in the building you worked that day;
- Disclose any interactions with staff, fellow members, customers, or others; and
- Disclose any equipment you used, items you handled, or surfaces you touched.

### **LCAC Management Responsibilities**

To ensure that London Clay Art Centre continues to provide a healthy and safe workplace, the following measures have been implemented. In addition, LCAC continues to stay updated on guidelines and information provided by the appropriate federal and provincial health and legislative bodies.

- Use the risk-informed decision-making guidelines for workplaces and businesses about endemic and emerging illnesses to help develop policies and procedures.
- Continue to communicate with staff, studio-users, and other participants about COVID-19, including the measures we are taking to prevent its spread.
- Post signs asking staff, studio-users, visitors, participants, and contract workers who exhibit any signs of illness to stay away from the premises.
- Post signs encouraging good respiratory hygiene, hand hygiene, and other healthy practices. Make hand-sanitizer available at all entries, kitchens, and common areas.
- Where feasible, implement measures to reduce social contact.

### **Self-Monitoring and Duty to Inform**

Even if you have no symptoms, you must self-monitor and inform LCAC if you:

- may have been exposed to COVID-19 in the last 14 days,
- have been instructed to self-monitor by the public health authority.

#### Self-monitoring means to:

- Monitor yourself for 14 days for symptoms of respiratory illness, such as cough, fever, and difficulty breathing; and
- Avoid crowded places and increase your personal distance from others whenever possible.

If you develop symptoms, stay home and refer to the Middlesex London Health Unit's website for guidance about what to do next.

## **Wellness Checklist, Agreement to Inform and Self-Isolate**

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### **Intent**

This checklist is designed to inform staff, contract workers, studio-users, students, and other visitors of their responsibility related to helping London Clay Art Centre (LCAC) prevent the spread of COVID-19 and other infections in the community.

### **Guidelines**

Do not enter LCAC if you are exhibiting any of the COVID-19 related symptoms listed below or other symptoms of respiratory illnesses such as sneezing.

Possible symptoms of COVID-19 include:

- Fever;
- Cough;
- Difficulty breathing;
- Difficulty swallowing;
- Runny nose;
- Stuffy nose or congested nose;
- Chills;
- Muscle aches;
- Fatigue;
- Loss of sense of taste or smell;
- Headache;
- Sore throat;
- Hoarse voice;
- Digestive issues (nausea/vomiting, diarrhea, stomach pain).

## Policy: Hand Washing

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### **Intent**

London Clay Art Centre (LCAC) has adopted this policy to ensure that all reasonable measures are taken to prevent the spread of bacteria and viruses within the workplace, and to ensure the ongoing health and safety of our staff, contract workers, studio-users, participants, and visitors.

### **Guidelines**

Everyone shall practice hand hygiene before contact with other people at LCAC.

Everyone is asked to use hand-sanitizer upon entering the building and before any expected contact with people at LCAC.

For routine hand washing, use the liquid soap located in the dispensers beside any of the sinks at LCAC.

Wash hands using soap for at least 20 seconds, rinse, and dry hands **or** apply an alcohol hand-sanitizer before beginning work, after using the restroom, periodically throughout the day after touching high-touch surfaces, and before leaving LCAC.

Perform hand hygiene after contact with other people or surfaces. Grossly contaminated hands must be washed with liquid soap before disinfecting with hand-sanitizer. Gloves must be worn when there is exposure to blood, excretions, or any other body fluids or when secretions are likely to occur when working.

### **Hand-Sanitizer**

Hand-sanitizer stations are located at the three (3) main entrances at LCAC. Anyone entering the facility should use hand-sanitizer immediately upon entering the building, and can use soap and water or hand-sanitizer thereafter.

### **Routine Hand Washing Procedure**

Everyone must follow the outlined techniques for hand washing while at LCAC, especially before and after any contact with other people in the facility. For hand washing, staff, contract workers, and studio-users may use antibacterial soap or an alcohol-based hand-sanitizer as a substitute for regular soap:

- Use warm water to wet the hands;
- Apply liquid soap;
- Work up a good lather and rub hands palm to palm and in between and around fingers for at least 20 seconds;
- Apply with vigorous contact on all surfaces of the hands (back of hands, fingertips, and each thumb);
- Rinse thoroughly under running water and avoid splashing;
- Keep hands down so that runoff will go into the sink and not down the arm;

- Dry hands well with paper towels and use the paper towels to turn off the faucet and dry around the sink where water may have splashed;
- Discard paper towels into the appropriate container by using the foot pedal to open the lid.

## **Allergies**

Allergic contact dermatitis may be associated with hand hygiene products. Reactions to products applied to the skin may present as delayed reactions or less commonly as immediate reactions. If a staff member, contract worker, or studio-user suspects allergic contact dermatitis, they will be instructed to go to their healthcare provider for assessment. If allergic contact dermatitis is diagnosed by their healthcare provider, staff will be provided with an alternative hand hygiene product to perform their job safely.

## **Policy: Mask/Face Covering**

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### **Preamble**

On March 9, 2022, in addition to its earlier announcement of the province-wide lifting of vaccination requirements and masking, except in some settings such as long-term care homes, the Government of Ontario released its [Living with and Managing COVID-19 Plan](#). The remaining mask mandate in Ontario expired on June 11, 2022.

Given the high number of infections due to the omicron variant and in consideration of many people travelling over the 2022 March Break, London Clay Art Centre opted to keep its mask mandate in place through the spring of 2022, until the end of our spring class session. As of June 20, 2022, masking at LCAC is no longer mandatory.

### **Intent**

London Clay Art Centre (LCAC) takes seriously the dangers of COVID-19 and other illnesses and is committed to the health and safety of its employees and participants. As such, we recognize that masks/face coverings can help lessen the risk to employees and participants vis a vis contracting COVID-19 and/or other respiratory illnesses.

While it is no longer mandatory to wear masks/face coverings at LCAC, we respect the right of individuals to choose whether or not to wear them. As such, no one will be prevented from, ridiculed, or harassed for wearing a mask or face covering at LCAC. (See Harassment and Anti-Discrimination Policy)

### **Using Masks/Face Coverings**

#### Wearing masks

- While wearing a mask/face covering, avoid touching the face or mask/face covering.

#### Removing masks

- Immediately after removing the mask put it in a non-public location such as a pocket or plastic bag, not on a desk or other publicly accessible surface.
- Reusable masks should be washed thoroughly before reuse and stored/cleaned in accordance with the manufacturer's instructions and requirements.

## Policy: Responding to COVID-19 and Other Infections in the Workplace

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### Intent

This policy was originally developed during the pandemic of 2020-22 to help LCAC respond to an incident of possible COVID-19 exposure. It has been revised to include possible exposure to other viruses or bacterial infections in the workplace in addition to COVID-19.

### Guidelines

If there is a resurgence of COVID-19 infections in the community or another similarly serious occurrences, London Clay Art Centre (LCAC) will work to achieve a workplace that follows all precautionary measures identified by applicable governmental bodies and public health authorities to reduce the spread of COVID-19 and other viruses or bacterial infections.

### Staff, Contract Worker, Volunteer, and Studio-User Responsibilities

If a staff person, contract worker, volunteer, or studio-user identifies that they or another individual has developed symptoms similar to those of COVID-19, they should notify the Executive Director or designate and remove themselves from the workplace with the least possible contact with other people, equipment, and spaces.

For purposes of this policy, symptoms similar to COVID-19, colds, and flus can include, but are not limited to:

- Fever;
- Cough;
- Conjunctivitis;
- Difficulty breathing;
- Difficulty swallowing;
- Runny nose;
- Stuffy nose or congested nose;
- Chills;
- Muscle aches;
- Fatigue;
- Loss of sense of taste or smell;
- Headache;
- Sore throat;
- Hoarse voice;
- Digestive issues (nausea/vomiting, diarrhea, stomach pain);
- Sneezing.

Once isolated, it may be important for the staff person, contract worker, student, volunteer, or studio-user to cooperate with staff at LCAC to provide information regarding their exposure to the workspace and other people. This can include:

- Notifying about where they worked that day;
- Disclosing any interactions with others;
- Disclosing any equipment used, items handled, or surfaces touched; and
- Any other relevant information.

### **LCAC Responsibilities**

If a staff person, contract worker, volunteer, studio-user, or student reports that they or anyone else is presenting symptoms similar to COVID-19, it is important to take all reasonable measures to encourage the affected individual to leave LCAC and return only when symptoms have disappeared.