

Council Policy

Policy Number: ply_Council_COVID-19

Council COVID-19 Policy

Date Approved by Council: January 25, 2022

Resolution No.: 027/22

Mayor:

County Commissioner:

1. Purpose

This policy implements COVID-19 related health and safety protocols to provide a safe and healthy work environment for Councillors, County staff, and the public, by decreasing the potential exposure to, transmission of, and infection with COVID-19 at or within County work sites.

2. Revision History

Approval Date	Revision Number	Modification
2022/01/25	1.0	New Document

3. Persons/Areas Affected

County Council
County Administration
Public Stakeholders

4. Definitions

The following definitions and interpretations apply to this policy:

Administration means the County Commissioner or his delegates.

authorizing health professional means a nurse practitioner, physician, or psychologist who holds a practice permit under the *Health Professions Act*.

Council means the Council of Sturgeon County.

Councillor means a member of the Council of Sturgeon County, including the Mayor.

County means the Municipality of Sturgeon County.

County Commissioner means the Chief Administrative Officer of Sturgeon County.

Council Policy

Policy Number: ply_Council_COVID-19

COVID-19 symptoms mean symptoms of COVID-19 identified by Alberta's Chief Medical Officer of Health, including fever, cough, shortness of breath or difficulty breathing, runny nose, and/or sore throat.

face covering means a medical or non-medical mask or other face covering that fully covers the nose, mouth, and chin.

Mayor means the chief elected official of Sturgeon County.

medical exception letter means written confirmation provided to a Councillor by an authorizing health professional which verifies that the Councillor has a health condition that prevents the Councillor from wearing a face covering while attending an indoor, enclosed, or substantially enclosed County work site and clearly sets out the information required by section 7.2.1.1 of this Policy.

Public Health Order means any current order issued by the Alberta Chief Medical Officer of Health related to COVID-19.

work site means a location where a Councillor is, or is likely to be, engaged in the business of Council, including a County vehicle.

5. Policy Statement

- 5.1. COVID-19 is a recognized workplace hazard. Sturgeon County has a legal obligation to protect and maintain the health and safety of employees and visitors at its work sites and Council has a role in showing leadership and modelling the way. Council is committed to taking necessary steps to protect the health, safety, and welfare of Councillors, County employees, and members of the public from the hazard of COVID-19.
- 5.2. Council recognizes that Sturgeon County manages the risks related to COVID-19 through the hierarchy of hazard controls (engineering controls, administrative controls, and personal protective equipment). When a hazard cannot be managed by a single method, a combination of controls must be used.

Council Policy

Policy Number: ply_Council_COVID-19

5.3. Sturgeon County Administration has closely monitored the hazard of COVID-19 since the beginning of the pandemic and has continued to review, revise, and adjust its hazard controls in response to emerging science and Public Health Orders. Despite the numerous past, present, and ongoing COVID-19 risk mitigation and health and safety measures in place, both at Sturgeon County work sites and within the broader community, the COVID-19 pandemic continues to present a serious occupational health and safety risk and puts significant strain on the health care system and the entire community.

6. Suspected COVID-19 Reporting and Response

6.1. Councillors experiencing COVID-19 symptoms or who test positive for COVID-19 on a PCR or rapid antigen test administered at a pharmacy or at home, shall:

- (a) Not attend any County work site,
- (b) Notify the Mayor of their symptoms and/or positive test result, or in the case of the Mayor, notify the Deputy Mayor, and
- (c) [Follow Public Health Orders.](#)

6.2. Councillors who develop symptoms while at a County work site shall:

- (a) Immediately isolate themselves from other persons at the work site,
- (b) Immediately notify the Mayor, or in the case of the Mayor, notify the Deputy Mayor,
- (c) Return home if they are well enough to do so, using a personal vehicle or private transportation, and
- (d) [Follow Public Health Orders.](#)

6.3. Sections 6.1 and 6.2 are rescinded upon the Government of Alberta enacting Step 3 of its plan to phase out COVID-19 restrictions.

7. Face Coverings

7.1. Councillors must wear a face covering at all times while in an indoor, enclosed, or substantially enclosed County work site unless section 7.2 of this Policy applies.

7.2. Section 7.1 does not apply to:

7.2.1. Councillors who are unable to wear a face covering due to a health condition as determined by an authorizing health professional.

7.2.1.1. For the purpose of section 7.2.1, the health condition must be verified by a medical exception letter that includes the name of the Councillor, the name, phone number, email address, professional registration

Council Policy

Policy Number: ply_Council_COVID-19

number, and signature of the authorizing health professional, and the date on which the written confirmation was provided.

7.2.1.2. Although the medical exception letter must verify that a health condition applies, it must not include specific information about the Councillor's health condition.

7.2.1.3. The medical exception letter must be provided to the Mayor.

7.2.1.4. A medical exception letter is valid for a period of one year from the date on which it is made;

7.2.2. Councillors seated while consuming food or drink in designated seating areas;

7.2.3. Councillors alone at a workstation and separated by at least two metres distance from all other persons; or

7.2.4. Councillors separated by every other person by a physical barrier that prevents droplet transmission.

7.3. Sections 7.1 and 7.2 are rescinded upon the Government of Alberta enacting Step 2 of its plan to phase out COVID-19 restrictions.

8. Recission of this Policy

8.1. This Policy is rescinded upon the Government of Alberta enacting Step 3 of its of its plan to phase out COVID-19 restrictions.