TOWN OF SUSSEX POLICY

Subject		Number
COMMUNICABLE DISEASE POLICY		C-32
Date AUGUST 16, 2021	*Approved by* COUNCIL [X] OTHER(S) [ ]	*Date* AUGUST 16, 2021
Signature	*Date of Revision*	PAGE 1/3

I. PURPOSE

The Town of Sussex is committed to providing a healthy and safe work environment for all staff while delivering essential town services to the general public and to that end have outlined some guidelines to ensure the safety of all staff.

II. CONTEXT

The Town encourages all employees to get vaccinated based on the advice of Public Health but recognizes that it's an individual choice and that some are not comfortable receiving the vaccination for various reasons.

Those who are vaccinated must also understand that they can still spread the virus as easily as those who are not vaccinated, and that vaccination only affords more protection from the virus as opposed to those who are not vaccinated.

III. GUIDELINES FOR THE PROTECTION OF STAFF AND PUBLIC

- If you feel under the weather, are coughing/sneezing or showing any other symptoms of being ill please stay home. If you feel you should go to your family physician and/or outpatients – we strongly encourage you to do so.
- Wash your hands frequently and thoroughly.
- Sanitize frequently when handwashing isn't an option.
- When sneezing or coughing cover your nose and mouth with a tissue or use the sleeve of your shirt.
- As best as you can practice social distancing when in contact with colleagues or the general public.

- If you feel comfortable wearing a mask - please do so.
- When entering a business or private residence on town business we require you to wear a mask.
- When driving or a passenger in a town vehicle and you are comfortable wearing a mask please do so.
- If someone from the general public asks if you are vaccinated you do not have to disclose whether you are or are not, though if you are comfortable, please feel free to do so.

IV. GUIDELINES FOR THE TOWN'S P-1 POLICY AND THE CBA FOR CUPE - LOCAL 2163

This policy does not alter nor interfere with the direction and administration of the Town of Sussex P-1 Policy and the Collective Agreement between the Town of Sussex and CUPE Local 2163.

For non-union staff:
Each staff member accumulates 1 ½ sick days monthly to a maximum of eighteen (18). In accordance with Section 1 of Policy P-1. These sick days would be adjusted or used for only working days off, and do not include Saturday's and Sunday's and Public Holidays during the period of illness. Should a staff member receive word of a necessary isolation by Public Health the staff member can draw from the accumulated sick days. Once the sick days are exhausted reference to Section 2 of P-1 for short term disability benefits then applies.

For Unionized staff:
Each unionized staff member accumulates 1 ½ sick days monthly to a maximum of eighteen (18) under the CBA Article 23.2. See section 22.3 on use of sick leave. Should a unionized staff member receive word of a necessary isolation by Public Health the staff member can draw from the accumulated sick days. Once exhausted,

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the unionized staff shall apply for EI benefits in accordance with the Collective Agreement.

Sussex Council, at their absolute discretion, may waive the proof of illness as outlined under Section 23.4 of the Collective Agreement between the Town of Sussex and CUPE Local 2163.

Town of Sussex Bonus program and other considerations:

1. In both instances the impact of the sick days used would also be calculated against the CBA Article 23.9 and Section 1.8 of P-1.

2. Should the illness period exceed 89 days, it would then trigger the staff members LTD insurance policy.

TO:	DEPUTY MAYOR ARMITAGE
FROM:	S. M. HATCHER, P. Eng., CAO
DATE:	SEPTEMBER 20, 2021
RE:	VACCINATION STATUS – TOWN OPERATIONS, SEPTEMBER 20TH, 2021.

Your Worship and Members of Council,

The province has advised of new Regulation will be introduced to increase vaccination rates and to slow the spread of COVID-19 effective at 11:59 PM on Tuesday September 21st, 2021. This will effectively impact corporate operations and introduce new requirements under the provincial legislation on that date, and at that time.

The Town's EOC Group met yesterday September 16th, 2021 at 9:00 AM local time at Town Hall to review and discuss the provincial new proposed Regulation. This meeting was conducted in the absence of the text of the proposed Regulation and the recommendations below are a result of the EOC Groups experience over the last 19 months of our corporate response efforts. The Town's EOC Group has made the following recommendations to place in effect several recommendations were reviewed by Sussex Council at their Administration Committee meeting held on September 16th, 2021. They have completed their review of the current Town's Operational Plan given the proposed changes in legislation planned next Tuesday by PNB.

The Town's EOC has recommended no changes in the activation Status of the Town's EOC to Sussex Council. The group continues to recommend our activation status has ended on July 31st, 2021 at 12:01am local time.

The Town's EOC Control Groups meeting focused / highlighted the following:

1. *Review of facilities and entry requirements given the proposed new Regulation.*
2. *Recommendations for our corporate position on the use of masks, internally given the new proposed Regulations.*
3. *Proof of vaccination status for patrons, staff, and elected officials.*
4. *Policy on admittance to facilities such as the 8th Hussars Sports Centre and a recommended to again close the Works Garage and the Fire Station to the general the public.*
5. *Screening at the Entry of the 8th Hussars entry.*
6. *Our Operational plan review.*

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To that end, and following lengthy consideration it is recommended Sussex Town Council, implement the following:

1. For the foreseeable future the Town will maintain the current plex glass separations at the workstations and at the service desks where the patrons receive Town Services.

2. Beginning on Monday September 20th, 2021, at 8:00 am the Sussex Fire Station and the Town's Works Garage will be closed to the public. Normal operations will be maintained but visits for any patron will be strictly prohibited.

3. The Town will introduce screening at the 8th Hussars Sports Centre to ascertain and verify vaccination status to enter the Sports Centre beginning at 6:30 am on Wednesday, September 22nd, 2021. Screening will be mandatory for any patrons visiting and / or participating in any recreational activity at this facility.

4. The Town will engage the necessary temporary staffing to provide screening at the 8th Hussars Sports Centre through an organization such as the Commissionaires of NB.

5. Town Hall entry by the public to the reception and service areas will remain unchanged to the current process being followed since July 30th, 2021.

6. Entry to the Town Hall office areas, meeting rooms, council chambers will require a proof of vaccination to entry beginning at 8:30 am on Wednesday September 22nd, 2021. It is recommended staff to visually provide proof of vaccination status prior to Wednesday September 22nd, 2021 and that visual assessment of status will maintain conclusive proof of vaccination to all Town owned facilities going forward. No permanent copies of any record of vaccination status will be maintained by the Town.

7. Beginning at 6:30 am on Wednesday September 22nd, 2021 the Town will require all unvaccinated and partially vaccinated permanent and part-time staff, elected officials, volunteers, and contractors to wear an approved mask inside Town facilities, work vehicles and equipment, and on all work

sites where others are performing duties regardless of if physical distancing can be maintained.

8. For staff, volunteers, contractors and elected officials, beginning at 6:30 am on Wednesday September 22nd, 2021 the Town will require all unvaccinated and partially vaccinated permanent and part-time staff, elected officials, contractors and volunteers to provide a negative covid-19 test twice weekly prior to entering town facilities and performing work for the Town. In the event the negative test results cannot be provided, the Town will require staff to stay at home, without pay for the duration of any period of testing requirements.

9. For staff, volunteers, contractors and elected officials, beginning at 6:30 am on Wednesday September 22nd, 2021 the Town will require only permit fully vaccinated + 14 day to enter the 8th Hussars Sports Centre. There will be no option to work within this space during the provincially regulation change masked and tested twice a week. The Town will make attempts at staff reassignment, where possible, and will review in the near future the required staff complement going forward as it related to Article 14, and Article 18.4 of the CBA between the Town of Sussex and CUPE Local 2163.

10. For staff, volunteers, contractors and elected officials, beginning at 6:30 am on Wednesday September 22nd, 2021 that have indicated a medical condition that would, for medical reasons, not advisable to complete the vaccination regiment may show the proof of medical exemption to enter the facilities, and be permitted entry masked during that visit.

The Town's Administration has completed a group staff meeting the on September 17th 2021 to review with staff the new Regulation anticipated on September 21st, 2021 and to seek staff input on future steps necessary for all to collectively maintain a safe and productive workplace.

Town administrative staff have completed a review of the Town's insurance requirements and coverage and town administration is actively seeking testing information to implement as part of this recommendation beginning on Wednesday September 22, 2021.

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This information will supplement our Covid-19 updates that began in March 2020 and as the situation warrants additional information will be provided / updated.

Respectfully submitted,

S. M. Hatcher, P. Eng., CAO