

# UA LOCAL 46 TORONTO

936 WARDEN AVENUE  
TORONTO, ONTARIO  
M1L 4C9  
E-MAIL  
office@ualocal46.org

295 EDGEHILL DR.  
BOX 613,  
BARRIE, ONTARIO  
L4M 4V1

TORONTO OFFICE (416) 759-6791  
BARRIE OFFICE (705) 722-3006  
TOLL FREE 1-866-915-2799  
TRAINING DEPT. (416) 759-9351  
TORONTO FAX (416) 759-7346  
BARRIE FAX (705) 722-0754



VICE-PRESIDENT  
ROODNEY CLARKE

BUSINESS REPRESENTATIVES  
PAUL BOYLE  
JAMES EVERETT  
STEVEN MARSHALL  
SCOTT MORRISON  
THOMAS O'HARA  
EDDY PANETTA  
BRENDAN TRAYNOR  
BUSINESS AGENT/ORGANIZER  
REG KENWELL

BUSINESS MANAGER  
ROBERT BROOKER

PRESIDENT  
MIKE ROMANO

SECRETARY-TREASURER  
JOE Di MASO

August 7, 2020

## UA LOCAL 46 COVID-19 POLICY

This policy outlines the procedures that shall be followed by visitors who will be entering Local 46 facilities for any type of business other than Training. The Training Department of Local 46 has a separate policy that will be adhered to during any portions of in-class training that will occur in or on the premises of the United Association, Local 46. All visitors must adhere to the below guidelines while on Local 46 properties.

All visitors will be required to have an appointment with a staff member prior to entry into the building. This is to ensure Local 46 remains within the government guidelines for building occupancy as well as to protect the health of the staff and the integrity of classes.

All policies and procedures are subject to amendment as required by Provincial or Municipal guidelines or mandates. The Business Manager or his designate has the final authority to determine who enters the facility.

**No staff or visitor shall enter or attempt to enter the building while knowingly infected or having been in close proximity of someone they know is infected.**

### ENTRY PROCEDURES

#### Prior to Building Entry

1. Screening of visitors will take place before building entry.
2. Social Distancing shall be maintained outside the facility while waiting to enter.
3. Temperature of each visitor will be taken by a contact free thermometer.  
Visitors with a temperature greater than 38°C will not be admitted.
4. Visitors will complete a Covid-19 screening questionnaire.
5. Upon a negative temperature test and questionnaire screening the individual will be required to wear a mask, which will be worn at all times.
6. Individuals will sanitize their hands upon entering the building.

### **While in Building/On Premises**

1. The Local will adhere to provincial social distancing guidelines.
2. Visitors will be escorted by the individual with whom they have made the appointment. The visitor will remain in designated area while conducting their business. All other areas are off limits to visitors unless specifically directed the individual they are meeting with. The visitor will be escorted in the building at all times.
3. Doors will be left open where possible to reduce the potential of contact transmission. Portions of the Union Hall will be closed to visitor traffic to reduce contact contamination.
4. Hand sanitizing stations as well as hand washing stations are available and should be utilized.
5. Visitors will follow recommended Provincial handwashing/sanitizing procedures. Visitors are encouraged to wash/sanitize their hands on a regular basis.
6. Visitors will wear their mask at all times while inside Local 46 facilities.
7. Washroom facilities are routinely cleaned. There will be no more than 2 persons in the washrooms at a time and will maintain social distancing.

### **Departure from Building**

1. Upon completion of business, the visitor will be escorted to the exit.
2. Upon departing the building, visitors will deposit any disposable PPE into a waste receptacle.
3. Individuals will sanitize their hands as they leave the building.

### **ONGOING PROCEDURES/ OTHER INFORMATION SANITIZING**

Sanitizing of equipment and work surfaces takes place throughout the day as necessary. High touch surfaces are to be sanitized before and after use.

All work/washroom surfaces, doors and door handles, and high touch areas will be sanitized at the end of every workday. Surfaces and tools will be treated with disinfectant cleanser as approved by the Government of Canada list at the following website.

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1>

### **PPE**

Individuals are expected to utilize their own masks (and gloves, if they so desire). This equipment must meet provincial guidelines.

**It should not be implied or inferred that masks or other PPE will eliminate all risk of a person**

**contracting COVID-19 while in or on Local Union 46 facilities and property.**

**Attendance at the Local Union facilities is VOLUNTARY and is by appointment only. If you are uncomfortable regarding your personal safety in any way, please inform the individual you were going to meet with, and alternate arrangements will be made if possible.**

### **Staff Training**

All Training Department staff members on the premises are trained in Workers Health and Safety Center COVID-19 Prevention/Protection procedures. These procedures and all applicable Ministry of Health guidelines form the basis of the Local 46 Pandemic Plan.

### **Pandemic Plan**

The Joint Health and Safety Committee holds regular meetings to address changes to the COVID-19 situation.

Any changes in policies and/or procedures will be communicated to all affected individuals as soon as possible.

Updates from the Ministry of Health will be communicated to all Staff and visitors as soon as they are available.

### **Contact Tracing List**

Local Union 46 will maintain a contact tracing log to facilitate the tracking of persons entering Local 46 facilities in the event of a COVID-19 incident. Local 46 strongly recommends visitors and staff subscribe to the COVID Alert application from Health Canada, which will help in contact tracing.

### **Cleaning Log**

A cleaning log will be kept in the building.

The log will be updated immediately after any cleaning has taken place and initialed by the personnel who performed it.

### **Infection Policy**

A visitor must immediately inform Local Union 46 if:

- If they become infected with Covid-19,
- come in contact with an infected person

The individual will be referred to the local Public Health unit within their region of residence for further guidance.

All reports of infection will be held in strict confidentiality.

Associated affected individuals will be informed that there has been a potential infection reported

that may impact on them. Staff will be in contact with any persons who were potentially exposed to follow up on their progress.

Upon receipt of said notification the Business Manager or his designate will determine what level of remedial actions will be taken to ensure a fully decontaminated facility.

As necessary, the Business Manager or his designate will contact the authority having jurisdiction for further guidance before reopening.

Should any person require clarification of any of the above items they are directed to contact the Business Manager or his Designate.

Thank you for your co-operation, on behalf of the Officers and Staff of Local 46.

cope343:ck