



**Ontario
Tender Fruit
Growers**



**Ontario Fresh
Grape Growers'
Marketing Board**

Infection Control and Prevention Policy

Authorities such as but not limited to Public Health Ontario, Ministry of Health and Ministry of Labour, Training and Skills Development are referenced in the policy. Consult with authorities for any updates.

Purpose

The infection control and prevention policy is designed for the safety of all employees. The employer, supervisors and employees must ensure that the policy is followed.

Policy

Ministry of Labour, Training and Skills Development (2011) and the Occupational Health and Safety Act (1990) describe the duties of the employer, supervisors and employees as follows.

Employer

It is the responsibility of the employer to:

- Take all reasonable precautions to protect the health and safety of employees.
- Implement procedures to protect employees from infection.
- Communicate information on infection hazards and controls to supervisors and employees. For example, post information to aid in cleaning, hand washing and self-monitoring.
- Provide required Personal Protective Equipment (PPE).
- Provide written notice within four days of being advised that a worker has an occupational illness, including an occupationally-acquired infection, or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the worker with respect to an occupational illness to the Ministry of Labour, Training and Skills Development, trade union (if any), and the Joint Health and Safety Committee (JHSC) or health and safety representative at the workplace.

Supervisors

It is the responsibility of supervisors to:

- Take all reasonable precautions to protect the health and safety of employees.
- Communicate information on infection hazards and controls in the workplace they are familiar with to employees.
- Ensure employees, contractor employees or supplied employees are identified and provided with proper and adequate time, tools and training to protect their health and safety.
- Ensure employees follow procedures.
- Ensure employees use required equipment, protective devices and PPE.

Employees

It is the responsibility of employees, contract employees or supplied employees to:

- Participate in training on infection control and prevention procedures.
- Follow procedures.
- Use required equipment, protective devices and PPE.
- Advise supervisors when proper procedures cannot be followed.
- Report infection hazards to the employer or supervisors.

Requirements

Consult with local public health authorities for infection control and prevention requirements such as but not limited to mandatory separation or restriction of movement of individuals, groups or communities, which is known as quarantine.

Procedure

Ministry of Health (2020) and Public Health Ontario (2020) provide guidance on infection control and prevention such as but not limited to screening, cleaning, hand washing, physical distancing, self-monitoring and self-isolating as follows, which does not take the place of medical advice, diagnosis, or treatment or legal advice.

General

- Practice effective and frequent hand washing with soap and water or alcohol-based hand sanitizer.
- Sneeze and cough into your sleeve or tissue and immediately wash your hands.
- Do not touch your eyes, nose or mouth.
- Avoid contact with people who are ill.
- Be aware of early signs and symptoms of infection (e.g. cough, fever, difficulty breathing) and immediately contact the employer and/or supervisor if you are ill.
- Immediately contact the employer and/or supervisor and begin self-monitoring and self-isolating if you believe you have been exposed to someone with an infection or you become symptomatic.
- Complete frequent cleaning of surfaces.
- Protect food from becoming contaminated and only consume in designated areas.
- Do not share items such as but not limited to clothes, linens and other household items with others.
- Dispose of waste as required and immediately wash your hands.
- Wear appropriate PPE such as but not limited to gloves when handling contaminated items and waste and immediately wash your hands.
- Authorities may complete inspections of each house that is provided by the employer.

Screening

- The employer may implement active screening (e.g. questions) and passive screening (e.g. signage) measures:
 - Passive screening should:
 - Be clear, visible and able to be read by all.
 - Warn individuals to not work if experiencing respiratory symptoms.
 - Encourage individuals to practice effective hand hygiene.

- Encourage individuals to follow proper respiratory etiquette.
- Active screening should:
 - Consider the resources from authorities such as but not limited to the Ministry of Health and Public Health Ontario.
 - Instruct employees to practice self-monitoring for symptoms of infection.
 - Ensure screening tables are located in an area away from others and away from any high traffic areas and there is an appropriate supply of hand sanitizer at the screening tables. As long as the designated screener is at least two metres/six feet from employees receiving screening or a physical barrier is in between, Personal Protective Equipment (PPE) may not be necessary while screening, otherwise, the appropriate PPE must be worn such as:
 - Face protection (e.g. surgical or procedure mask or respirator)
 - Gown
 - Gloves
 - Eye protection (e.g. goggles or face shield)
 - The employer and designated screener shall protect all personal information in such a manner as to protect confidentiality and privacy of employees.
 - Identified symptomatic individuals should be instructed to immediately begin self-isolating.
 - If infection is suspected or diagnosed, your return to work should be determined in consultation with the employer, health care provider and the local public health unit.

Cleaning

- In addition to routine cleaning, ensure frequent cleaning of surfaces that have frequent contact with hands such as but not limited to doorknobs, handles, light switches, sinks, showers, tubs, toilets, counters, hand rails, chairs, table tops, controls, remotes, telephones and food contact surfaces. Complete cleaning of surfaces at least twice each day and when visibly dirty.
- Ensure routine cleaning of surfaces such as but not limited to equipment controls, steering wheels, handholds and seats and tools.
- Where possible, use pre-mixed products for cleaning.
- Dispose of contaminated items such as but not limited to paper towels in a lined container and immediately wash your hands.
- Read and follow manufacturer's instructions to:
 - Properly prepare solution.
 - Allow adequate contact time for disinfectant to kill germs.
 - Wear gloves when handling cleaning products including wipes.
 - Wear any other PPE recommended by the manufacturer.
- Check the expiry date of products prior to use and always follow manufacturer's instructions.
- Products:
 - Cleaners:
 - Break down grease and remove organic material from the surface.
 - Used separately before using disinfectants.
 - Can be purchased with cleaner and disinfectant combined in a single product.

- Disinfectants:
 - Chemicals that kill most germs.
 - Ideal for frequently touched surfaces.
 - Applied after the surfaces have been cleaned.
 - Ensure products have a Drug Identification Number (DIN), which is an eight-digit number is given by Health Canada that confirms it is approved for use in Canada.
- Disinfectant wipes:
 - Combined cleaners and disinfectants in one solution.
 - May become dry due to fast drying properties.
 - Not recommended for heavily soiled surfaces.

Hand Washing

- Ensure access to sinks and alcohol-based hand sanitizer.
- Ensure all sinks have adequate soap, water and paper towels or a working hot air dryer.
- Ensure you are washing hands for at least 20 seconds:
 1. Wet hands with water.
 2. Apply soap.
 3. Lather soap and rub hands palm to palm.
 4. Rub in between and around fingers.
 5. Rub back of each hand with palm of other hand.
 6. Rub fingertips of each hand in opposite palm.
 7. Rub each thumb clasped in opposite hand.
 8. Rinse thoroughly under running water.
 9. Pat hands dry with paper towel.
 10. Turn off water using paper towel.
- Ensure you are using sanitizer on hands for at least 20 seconds:
 1. Apply one to two pumps of product to palms of dry hands.
 2. Rub hands together, palm to palm.
 3. Rub in between and around fingers.
 4. Rub back of each hand with palm of other hand.
 5. Rub fingertips of each hand in opposite palm.
 6. Rub each thumb clasped in opposite hand.
 7. Rub hands until product is dry. Do not use paper towels.
 8. Once dry, your hands are clean.

Physical Distancing

- Ensure you are at least two meters/six feet away from others.
- Limit activities outside of your house.

- Avoid non-essential travel outside of your house.
- Avoid hugging or shaking hands.
- Avoid crowds or gatherings.
- Schedule breaks and use of rooms to allow you to separate from others.
- Do not allow non-essential visitors to your house.
- Arrange for deliveries of essential items to your house.
- Ensure your house, transportation and workstations allow physical distancing.
- Consider a physical barrier if physical distancing is not possible.

Self-Isolating

- Stay at your house.
- Avoid contact with others unless essential.

Self-Monitoring

- Monitor for symptoms of infection.
- Avoid public spaces and places where you cannot separate yourself from others.

Additional Resources

Cleaning Log Template – see below (page 8)

House Photo Template – see below (page 9)

Screening Log Template – see below (page 10)

Cleaning Aid

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>

Hand Washing Aid

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en>

Handwashing Aid in Spanish

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene-spanish.pdf?la=en>

Physical Distancing Aid

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-guide-physical-distancing.pdf?la=en>

Self-Isolating Aid

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-how-to-self-isolate.pdf?la=en>

Self- Isolating Aid in Spanish

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-guide-isolation-caregivers-spanish.pdf?la=en>

Self-Monitoring Aid

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-self-monitor.pdf?la=en>

Public Health Ontario

<https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus/public-resources>

Contact information for Public Health Ontario

Local Public Health Units:

<http://www.health.gov.on.ca/en/common/system/services/phu/locations.aspx>

Telehealth Ontario can also be contacted at 1-866-797-0000.

Ministry of Health Guidance for Temporary Foreign Workers

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_foreign_workers_guidance.pdf

Government of Canada Guidance for Employers of Temporary Foreign Workers

<https://www.canada.ca/en/employment-social-development/services/foreign-workers/employer-compliance/covid-guidance.html>

Government of Canada Letter from Ministers to Employers of Temporary Foreign Workers

<https://www.canada.ca/en/employment-social-development/corporate/notices/minister-letter-foreign-workers.html>

Ontario Federation of Agriculture

<https://ofa.on.ca/covid-19/>

Worker Clearance Certificate after Self Isolation

<https://ofvga.org/uploads/resources/files/Essential%20seasonal%20worker%20-%20template%20letter.pdf>

Pandemic Preparedness Checklist

https://www.wspss.ca/WSPS/media/Site/Resources/Downloads/Bsnss_Pndmc_Prprdnss_Chcklst_FINAL.pdf?ext=.pdf

Document Management

Effective Date:	
Revision Date:	

References

Ministry of Health. (2020). *Guidance for Temporary Foreign Workers*. Retrieved from http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_foreign_workers_guidance.pdf

Ministry of Labour, Training and Skills Development. (2011). *Infection Prevention and Control*. Retrieved from https://www.labour.gov.on.ca/english/hs/sawo/pubs/fs_infectionprevention.php

Occupational Health and Safety Act, R.S.O. 1990, c. O.1

Public Health Ontario. (2020). *COVID-19 Public Resources*. Retrieved from website <https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus/public-resources>

Cleaning Log Template

Date	Time	Room	Room	Room	Room	Room	Room	Room	Room	Room	Room

Other (e.g. action required, action taken, follow up)

Ensure frequent cleaning of surfaces such as but not limited to doorknobs, handles, light switches, sinks, showers, tubs, toilets, counters, hand rails, chairs, table tops, controls, remotes, telephones and food contact surfaces. Complete cleaning of surfaces at least twice per day and when visibly dirty. Insert name of each room in each house provided by the employer. Complete the cleaning log after cleaning each room in house provided by the employer.

House Photo Template

Room	Date	Room	Date
Insert Photo		Insert Photo	
Room	Date	Room	Date
Insert Photo		Insert Photo	
Room	Date	Room	Date
Insert Photo		Insert Photo	
Room	Date	Room	Date
Insert Photo		Insert Photo	

Insert name and date stamp photograph of each room in each house provided by the employer to demonstrate that it will enable employees to be two metres/six feet apart at all times.

Screening Log Template

Name of Employee			Name of Screener											
Name of Farm			Name or Number of House					Address of House						
Date	Time	Date of Arrival	Cough	Fever	Difficulty	Muscle Aches	Fatigue	Headache	Sore Throat	Runny Nose	No Symptoms	Health Care Description Below	Self-Isolating	No Action

Health Care		
Name of Provider	Phone Number	Description of Treatment

