

THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

BY-LAW NO. 59-2021

BEING A BY-LAW TO ADOPT A COVID-19 CASH HANDLING AND PAYMENT PROCESSING POLICY

WHEREAS Section 5(3) of the Municipal Act, 2001, S.O. 2001, c.25, amended, provides that a municipal power shall be exercised by by-law; and

WHEREAS Section 8(1) of the Municipal Act, 2001, S.O. 2001, c.25, amended, provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

WHEREAS Section 9 of the Municipal Act 2001, S.O. 2001, c. 25, as amended, grants municipalities the rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS Council of the Corporation of the Municipality of Arran-Elderslie deems it expedient to establish policies;

NOW THEREFORE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE HEREBY ENACTS AS FOLLOWS:

1. THAT the Council of the Corporation of the Municipality of Arran-Elderslie hereby adopts the Covid-19 Cash Handling and Processing Payments Policy as contained in the attached Schedule "A" to this by-law.
2. THAT Schedule "A", the Covid-19 Cash Handling and Processing Payments Policy, forms part of this by-law.
3. THAT this By-law may be cited as the "Covid-19 Cash Handling and Processing Payments Policy"
4. THAT this By-law shall come into force and take effect upon receiving the final passing thereof.

READ a FIRST and SECOND time this 13th day of September, 2021.

READ a THIRD time and finally passed this 13th day of September, 2021.

Steve Hammell, Mayor

Christine Fraser-McDonald, Clerk

Municipality of Arran-Elderslie

Schedule "A" to By-law 59-2021

Policy Name:	Covid-19 Cash Handling and Processing Payments	Policy No: E-11
Department:	All	
Effective Date:	September 13, 2021	
Date Revised:		
Authority:	By-Law No. 59-2021	Repealed Authority:

POLICY STATEMENT:

The Municipality of Arran-Elderslie shall provide safe and effective measures to all staff handling cash and processing payments.

PURPOSE:

To provide guidance to staff who will be handling cash and processing payments during the COVID-19 pandemic.

NOTE: *The World Health Organization states there is no evidence of COVID-19 being transmitted by cash. While it may be possible for a person to acquire the COVID-19 virus by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes, the Centers for Disease Control and Prevention (CDC) has indicated that this is not the main way the virus spreads. The CDC has determined that the virus spreads largely through person-to-person contact and that the chance of being infected after handling cash is low.*

SCOPE:

This procedure applies to all Municipality of Arran-Elderslie locations, facilities, and events, where cash handling and processing payments is being provided.

Cash handling and other similar tasks could include but are not limited to:

- Accepting cash from customers, providing customers with change (i.e. pool and landfill fees)
- Start of day cash handling (organizing till/float)
- Opening mail
- Closing Off Procedures (counting cash and preparing bank deposit)



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- e) Handling of deposit bags (going in/out of safe, taking deposits to bank)
- f) Handling cheques

DEFINITIONS:

N/A

PROCEDURE:

1. General Cash Handling

- 1.1. To help reduce the spread of the COVID-19 virus, the Municipality of Arran-Elderslie is encouraging patrons to pay via cashless methods (i.e. debit cards, online/preauthorized payments, credit card where available).
- 1.2. While debit/online will be the preferred method of payment, cash will still be accepted.
 - Ensure you [wash your hands](#) or use alcohol-based sanitizers before and after performing cash handling tasks.
 - Use [Personal Protective Equipment](#) as outlined below in Sections 3 and 4.
 - [Disinfect workstations](#) and high touch surfaces before and after performing tasks as outlined below in Section 5.
 - Closing off procedures should be performed at end of shift.
- 1.3. Run double floats to isolate all coin and bills for at least 24 hours.
 - At a minimum, keep cash and cheques received during the shift separate from the till for at least 24 hours.
- 1.4. Only one person should be using a till during a shift.
 - If this is not feasible, the till must be thoroughly disinfected between users.
- 1.5. Large cash deposits from departments or facilities (i.e. program registration fees, pool admissions)
 - Are to be handled on a separate, dedicated countertop and not processed on an individual staff member's workstation, where possible. Follow appropriate disinfecting procedures.
 - Are to be scheduled with advance notice to adequately prepare the cash receiving/handling counter and ensure physical distancing and PPE requirements are met.
- 1.6. Deposits to the bank should be made regularly
- 1.7. The plastic deposit bags should be wiped down using disinfectant wipe/spray.
- 1.8. Only one person should be counting cash and preparing a deposit slip.

2. Physical Distancing

- 2.1. When interacting with the public and processing payments, staff shall maintain physical distancing requirements of 6 feet (or 2 metres) at all times.



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- 2.2. Where physical distancing measures cannot be maintained, acrylic/plexiglass shields will be installed to protect workers.
- 2.3. In situations where physical distancing measures cannot be established, staff will also be provided with personal protective equipment that includes gloves and a face mask/ shield.
- 2.4. Extension poles will be provided for POS machines, where staff identify the need.

3. Personal Protective Equipment – Gloves

- 3.1. When processing payments and handling cash, all staff shall wear latex/nitrile gloves.
 - If this is not feasible, staff must wash hands or sanitize using alcohol-based sanitizers, after handling cash.
- 3.2. While wearing latex/nitrile gloves, employees shall avoid touching their face and eyes throughout the duration of their shift
- 3.3. When processing payments and handling cash, all staff shall wear latex/nitrile gloves.
 - A cash basket can be used in lieu of wearing gloves, providing that the cash/cheques are not being handled at the time and appropriate protective measure are followed at end of shift.
- 3.4. Latex/nitrile gloves shall be changed and disposed of safely if they become visibly dirty, as well as after the employee has used the washroom, or prior to/returning from breaks/lunch.
- 3.5. After handling cash, staff must sanitize gloved hands using alcohol-based sanitizers.

4. Personal Protective Equipment – Face Mask/Face Shield

- 4.1. If a face mask is worn, it shall fit over the face to cover the nose and mouth and shall be secured to not hinder breathing or vision.
- 4.2. At no time should the wearer touch the face mask or face shield with visibly soiled hands.
- 4.3. Prior to donning the face mask/face shield, employees shall thoroughly wash their hands with soap and water for a minimum of 20 seconds or use an alcohol-based sanitizer.
- 4.4. If soiling happens to occur, face shields shall be immediately disinfected.
- 4.5. The soiling of a face mask would require the wearer to dispose of it and obtain a new mask.
- 4.6. After removing soiled face masks/shields, staff shall clean and disinfect their hands.
- 4.7. COVID-19 signage/fact sheets promoting public health measures (i.e. physical distancing, hand hygiene) shall be posted in visible areas (i.e. near entrances and if possible adjacent parking lots to ensure patrons respect COVID-19 protocol).



5. Cleaning/Disinfection Procedures

- 5.1.** Staff shall treat all forms of payment (i.e. credit cards, cash) as if they are potentially contaminated and adhere to sanitization procedures between each transaction.
- 5.2.** Staff shall sanitize the POS machine using disinfectant wipe/spray, after each customer transaction.
- 5.3.** Other areas to sanitize regularly include: all high touch areas of the computer (i.e. the mouse/ keyboard) and the till, including the drawer.

6. Relevant Documents

- 6.1.** Washing your hands
- 6.2.** Putting on Personal Protective Equipment (PPE)
- 6.3.** Disinfecting Workstations

7. Referring Policies

- 7.1.** E-04 Cleaning and Disinfection
- 7.2.** E-06 Pandemic Physical Barriers
- 7.3.** E-08 Wearing of Face Coverings
- 7.4.** E-09 Mail and Parcel Handling

8. References:

- 8.1.** World Health Organization:
 - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- 8.2.** Health Canada:
 - <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>
- 8.3.** Health Canada List of hard-surface disinfectants for use against coronavirus (COVID-19):
 - <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>
- 8.4.** Ministry of Health:
 - http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_case_definition.pdf
- 8.5.** Public Health Ontario
 - : <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>
- 8.6.** Grey Bruce Health Unit:
 - <https://www1.publichealthgreybruce.on.ca/COVID-19>
- 8.7.** Centres for Disease Control (CDC):
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html#Cleaning>
- 8.8.** Ontario Occupational Health & Safety Act:



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- <https://www.labour.gov.on.ca/english/hs/>

9. Effective Date

This policy shall come into force and take effect immediately under Bylaw 59-2021 on the 13th day of September, 2021.

10. Review

The Policy shall be reviewed in accordance with the Municipality's policy review schedule.

Hand washing is the best way to prevent infections!

1

Wet hands with warm water to melt the soap

2

Apply soap to produce lather

3

Rub for 10-20 seconds to remove 80% of germs

4

Rinse away germs

5

Dry hands with paper towel

6

Turn off tap with paper towel

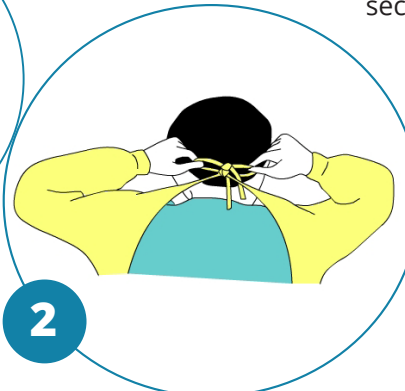
Recommended Steps: Putting On Personal Protective Equipment (PPE)

1. Perform Hand Hygiene



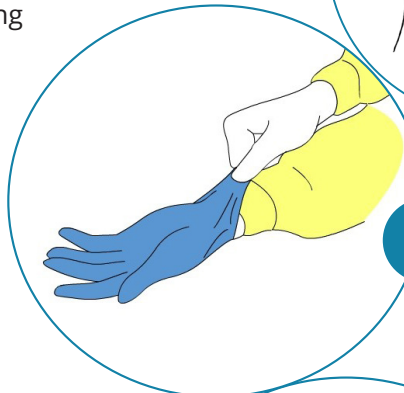
2. Put on Gown

- Tie neck and waist ties securely



5. Put on Gloves

- Put on gloves, taking care not to tear or puncture glove
- If a gown is worn, the glove fits over the gown's cuff



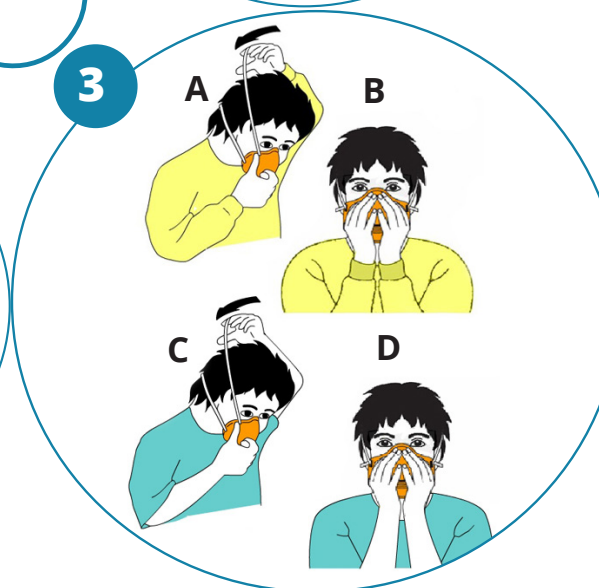
4. Put on Protective Eyewear

- Put on eye protection and adjust to fit
- Face shield should fit over brow



3. Put on Mask/N95 Respirator

- Place mask over nose and under chin
- Secure ties, loops or straps
- Mould metal piece to your nose bridge
- For respirators, perform a seal-check

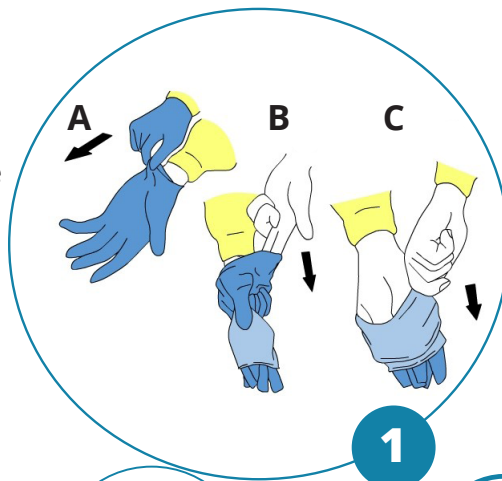


Recommended Steps:

Taking Off Personal Protective Equipment (PPE)

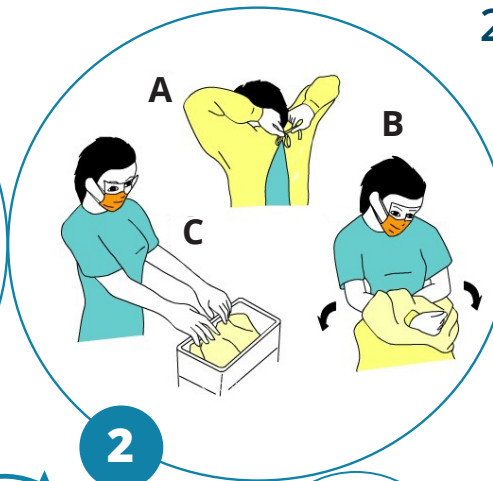
1. Remove Gloves

- Remove gloves using a glove-to-glove / skin-to-skin technique
- Grasp outside edge near the wrist and peel away, rolling the glove inside-out
- Reach under the second glove and peel away
- Discard immediately into waste receptacle



2. Remove Gown

- Remove gown in a manner that prevents contamination of clothing or skin
- Starting with waist ties, then neck ties, pull the gown forward from the neck ties and roll it so that the contaminated outside of the gown is to the inside. Roll off the arms into a bundle, then discarded immediately in a manner that minimizes air disturbance.

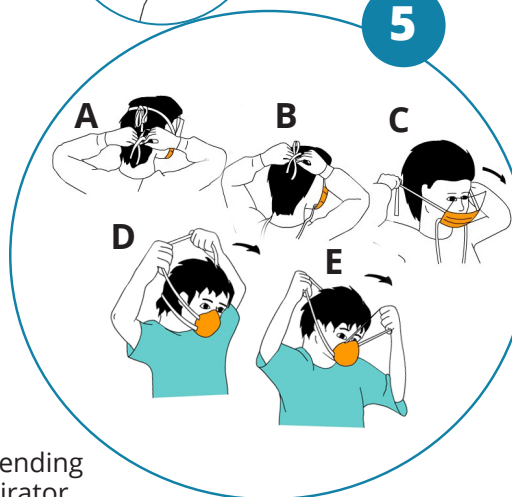


6. Perform Hand Hygiene



5. Remove Mask/ N95 Respirator

- Ties/ear loops/straps are considered 'clean' and may be touched with hands
- The front of the mask/ respirator is considered to be contaminated
- Untie bottom tie then top tie, or grasp straps or ear loops
- Pull forward off the head, bending forward to allow mask/respirator to fall away from the face
- Discard immediately into waste receptacle

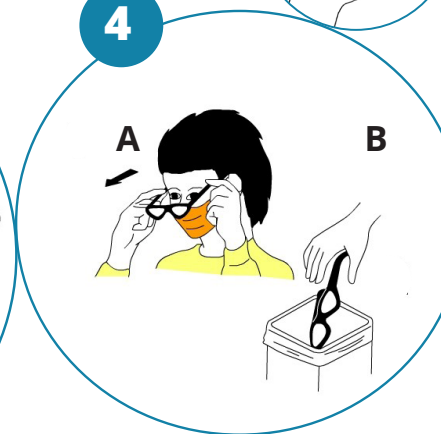


3. Perform Hand Hygiene



4. Remove Eye Protection

- Arms of goggles and headband of face shields are considered to be 'clean' and may be touched with the hands
- The front of goggles/face shield is considered to be contaminated
- Remove eye protection by handling ear loops, sides or back only
- Discard into waste receptacle or into appropriate container to be sent for reprocessing
- Personally-owned eyewear may be cleaned by the individual after each use



Coronavirus Disease 2019 (COVID-19)

Cleaning and Disinfection for Public Settings

This document provides guidance on cleaning and disinfection of public settings, including schools, transit, colleges/universities, retail locations and other workplaces in Ontario. For more information, please contact your local public health unit.

What you should know

- Commonly used cleaners and disinfectants are effective against COVID-19.
- Although touching contaminated surfaces is not the main way COVID-19 is spread, cleaning your hands is important after handling surfaces and objects that are not or cannot be cleaned and disinfected (e.g., porous objects).
- Use disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada. Household bleach may not have a DIN, but is an effective disinfectant.
- Check the expiry date and safety instructions of products you use and always follow manufacturer's instructions.

Establish a cleaning schedule

- Identify surfaces, objects and equipment that need routine cleaning as well as disinfection.
- Indoor surfaces that are frequently touched should be cleaned and disinfected at least once per day and when visibly dirty.
- Examples include doorknobs, elevator buttons, light switches, toilet handles, counters, hand rails, touch screen surfaces and keypads.
- In addition to routine cleaning, check for any specific cleaning and disinfection protocols for your setting.



Select 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

- Have chemicals that kill most germs.
- Applied after the surfaces have been cleaned.
- Have a drug identification number (DIN), excluding bleach.

Disinfectant Wipes

- Have combined cleaners and disinfectants in one solution.
- May become dry due to fast drying properties. Should be discarded if they become dry.
- Not recommended for heavily soiled surfaces.

Prepare products for use

- Where possible, use ready for use, pre-mixed solutions.
- Never mix different chemical products together.
- Read and follow manufacturer's instructions to:
 - properly prepare solution
 - allow adequate contact time (time the surface remains wet) for disinfectant to kill germs (see product label)
 - wear gloves when handling cleaning products including wipes
 - wear any other personal protective equipment recommended by the manufacturer

Use bleach safely

- Bleach is not a cleaning agent. Surfaces must be clean in order for bleach to disinfect.
- Only dilute bleach by adding water, not other chemicals. Bleach usually comes as 5.25% or ~50,000 parts per million (ppm) sodium hypochlorite. For more information on how to dilute bleach (e.g., to 100 ppm or 0.01%), see the Public Health Ontario's [Chlorine Dilution Calculator](#).
- Store bleach solutions in closed, labeled containers, away from heat and light. Dilute bleach with water just before use as it loses potency within 24 hours.

The information in this document is current as of July 30, 2021