

	Policy No. and Title:	1020-01 - Air Quality		
	Department:	Corporate Services	Approved By:	Council
	Approval Date:	May 14 2024	Resolution No:	2024-133
	Revision Date:	N/A	Resolution No:	N/A

**POLICY STATEMENT / PURPOSE**

This policy is to prescribe the Air Quality measures and safeguards, that must be followed to mitigate the risk to Employees.

**DEFINITIONS**

“Air Quality” means a measure of how clean or polluted the air is which can be affected by wind, and temperature, and can affect the comfort of an Employee or Participant. It can be as a result of but not limited to smoke, toxic gasses, airborne contaminants, and pollution and can take place indoors or outdoors.

“At Risk” means a group of people who may have special considerations as a result of poor Air Quality. This may include, but is not limited to: children, elderly, those with diabetes, individuals with heart or lung diseases, or pregnancy.

“CAO” means the Chief Administrative Officer for the Town of La Ronge.

“Emergency Work” means work performed to prevent or alleviate injury or property damage, which has or may result in a disruption of service and is necessary to protect the health, safety and welfare of people or property. This includes but not limited to: repair of water or sewer facilities, fire, or state of emergencies.

“Employee” means all staff and contract employees of the Municipality. Volunteer firefighters are exempt.

“Instructor” means the person(s) responsible for the organization, planning or instruction of the recreation program.

“Indoor Facility” means a location such as a building or vehicle where the Air Quality Health Index is lower.

“PPE” or “Personal Protective Equipment” means N95 or KN95 masks or respirators.

“Recreational Programming” means any program or activity conducted, sponsored or assisted by the Town Community Services department that takes place outdoors.

“Symptoms” means symptoms that occur as a result of poor Air Quality. This may include but is not limited to burning eyes, headache, fatigue, congestion, cough, throat irritation, dizziness or difficulty breathing.

“Supervisor” means the CAO, or applicable department manager, or lead hand for a given Employee.

## **POLICY STATEMENTS**

### **1.0 General Statements**

1.1 The Town will make attempts to reduce poor outdoor Air Quality from entering its facilities, wherever possible. This may include but not limited to closing windows and doors, ensuring HVAC systems are operating efficiently, turning on air conditioning, and closing ventilation systems that bring outdoor air indoors.

1.2 The Town will make attempts to reduce poor Air Quality. This may include but not limited to reassigning Employees to a new facility, introducing scent-free policies, and practicing good housekeeping and preventative maintenance.

1.3 The Town will provide notice to Employees when Air Quality is expected to be poor.

### **2.0 Recreational Programming**

2.1 The decision to proceed with Recreational Programming during poor Air Quality, should be made with consideration to: activity type, exertion levels, duration, At Risk participants and availability of an Indoor Facility.

2.2 The Instructor shall check Environment Canada’s reported Air Quality Health Index at least 1 hour prior to the Recreation Programming scheduled start to determine if Programming should proceed as scheduled, be modified, relocated, or cancelled. Such determination shall be at the discretion of the Instructor.

2.3 Schedule A - SWP-AQ 1 shall be used as a guideline to determine whether outdoor Recreational Programming should proceed during poor Air Quality.

### **3.0 Outdoor Work**

3.1 The Supervisor shall check Environment Canada’s reported Air Quality Health Index at 7:00am, 10:00am, and 1:00pm. The Supervisor shall use the readings as reported from Environment Canada.

3.2 Schedule A-SWP-AQ-2 shall be used as a guideline to determine whether Outdoor Work shall be performed.

3.3 All Employees shall report any health factors/conditions that may put them At Risk of Symptoms.

### **4.0 Reporting and Compliance**

4.1 All Employees are responsible for reporting all Symptoms to their Supervisor in accordance with the Town’s practice for reporting incidents.

4.2 The Town shall investigate and address all concerns in accordance with Town policy.

4.3 Any Employee who fails to follow this policy may be subject to disciplinary action in accordance with the Town's Disclosure and Discipline Policy.

**TOWN OF LA RONGE**



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Lyle Hannan, CAO

**SCHEDULE A**

*SWP-AQ 1*

Health Risk	AQHI	Guidelines
Low	1-3	No changes in outdoor activities.
Moderate	4-6	Most outdoor activities for general populations may proceed. Activities involving At Risk populations should be rescheduled, modified or moved to an Indoor Facility.
High	7+	Recreational Programming must be rescheduled or moved to an Indoor Facility for all populations.

*SWP-AQ 2*

Health Risk	AQHI	Guidelines
Low	1-3	No changes in outdoor activities.
Moderate	4-6	No changes in outdoor work unless experiencing Symptoms or At Risk. PPE is encouraged.
High	7-9	Outdoor work should be reduced to a maximum of 1 hour, or rescheduled. Work should be moved to an Indoor Facility. PPE is required for any work outdoors.
Very High	10+	Only Emergency Work should be performed outdoors and PPE is required.