



COVID – 19 (Coronavirus) Preparedness and Exposure Plan

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PREVENTION & AWARENESS

Keeping the workplace safe

Encourage your employees to...



PRACTICE GOOD HYGIENE

- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and schedule regular hand washing reminders by email
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning



BE CAREFUL WITH MEETINGS AND TRAVEL

- Use videoconferencing for meetings when possible
- When not possible, hold meetings in open, well-ventilated spaces
- Consider adjusting or postponing large meetings or gatherings
- Assess the risks of business travel



HANDLE FOOD CAREFULLY

- Limit food sharing
- Keep lunchrooms clean and well sanitized
- Ensure staff utilizing lunchrooms and their close contacts practice strict hygiene
- Alternate lunch times so that the amount of staff in lunchrooms at any one time is kept to a minimum



STAY HOME IF...

- They are feeling sick
- They have a sick family member in their home

What every Canadian and community can do now to decrease the spread of the coronavirus

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).

The best way to prevent illness is to avoid being exposed to this virus.

The virus is thought to spread mainly from person-to-person:

- Between people who are in close contact with one another (within about 2m (6ft)).
- Through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths and noses of people who are nearby or possibly be inhaled into the lungs. Studies suggest that the Coronavirus can last on surfaces for up to 3 days.

Steps to Protect Yourself and Others

- Wash your hands often with soap and water for at least 20 seconds, especially after using the lavatory. Also wash them before eating and after blowing your nose, coughing or sneezing.

- If there's no soap and water, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect objects and surfaces you touch often with a regular household cleaning spray or wipe.
- People who are well do not need to wear masks at home or in public.

Clean and Disinfect

- Clean AND disinfect frequently touched surfaces daily. This included table, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
 - Consider any other shared work surfaces such as control cabs, vehicles and breakrooms.
- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.

To disinfect:

Most common household disinfectants will work. Use disinfectants appropriate for the surface.

Options include:

- Diluting household bleach. Follow the WHIMS/MSD labelling requirements. Best practice is to make only what you need. Replace solution once a week.

To make a bleach solution:

- 5 Tablespoons (75 mL) bleach per Gallon (4 L) of water; or
- 4 Teaspoons (20 mL) bleach per quart (1 L) of water

Follow manufacture's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.

Unexpired household bleach will be effective against coronaviruses when properly diluted.

- Alcohol solutions:
 - Ensure solution has at least 70% alcohol.

RESPONSE: CONFIRMED, EXPOSED, OR SYMPTOMATIC

What to do if an employee has been exposed or is symptomatic?

Alberta Health Services has provided a [COVID-19 Self-Assessment](#) tool to assist in assessing the risk. A copy of the guidelines is attached as Appendix 1 of this document.

If an employee appears to have acute respiratory illness symptoms at work or such symptoms are reasonably suspected, he or she should be separated from other employees and be sent home immediately. Symptoms include fever, sore throat, cough, shortness of breath *See Appendix 2*

- The employee's supervisor/manager should be contacted immediately
- The affected employee should be isolated from the rest of the employees. If available, the affected employee should be provided with a protective mask.
- An affected employee should be instructed to contact [Alberta Health Link](#) or call 811.

- The Company will not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness. An employee who has been sick with acute respiratory illness should contact the management to discuss any return to work
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace.
- Employees exposed to a co-worker with confirmed COVID-19 should refer to Alberta Health Services guidance for how to conduct a risk assessment of their potential exposure. *See Appendix 1.*
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to Alberta Health Services guidance for how to conduct a risk assessment of their potential exposure. *See Appendix 1*
- **Public health orders are law.** Employees who are under a public health order for isolation or quarantine cannot come to work. However, employees can telework during this time, if feasible.
- If symptomatic stay at home.
- Ensure someone is assigned to stay in contact with employees

COMMUNICATION AND INVESTIGATION

- A Supervisor/manager must contact management in respect of any employee showing acute respiratory illness symptoms at work or where such symptoms are reasonably suspected.
- Management will investigate employee contact and timeline.
- The Company will advise the applicable public health authority as may be required and will follow the directions of the authority in respect of any investigations or communications.
- In completing this investigation, the Company will take steps to determine any other employees, vendors, customers, etc. that were near the affected employee. These individuals will be notified by the Company of possible exposure to COVID-19 in accordance with the directions of the applicable public health authority.
- The Company has a duty to protect an employee's private information. The Company should not disclose the identity of any affected employee to any other person without first receiving the affected employee's prior consent.
- All communications (whether internally to the Company's workforce or externally to the public) about any suspected COVID-19 cases should only be made with the guidance of the applicable public health authority.
- Employees are not to broadcast any information regarding any suspected or confirmed cases of COVID-19 affiliated with the Company to media or posted on social media.
- Any disclosure by an employee of the identity of an affected employee is a breach of privacy laws and will result in immediately disciplinary action against the employee making such disclosure, which disciplinary action may include termination for cause.

CONTROL PLAN

The Company has formed a COVID-19 Response Team, as set forth in Appendix 3. The COVID-19 Response Team:

- will regularly monitor information posted by the Alberta Health Services and public health authorities of Alberta and Canada for updates on the spread in the communities in which the Company operates, including the federal, provincial and local health department websites.
- will coordinate, as required, with state and local health officials.
- is empowered to make decisions quickly and communicate regularly. See Appendix 3
- will encourage local management to update and maintain employee contact information.
- will establish a central source of truth for the Company, details of which will be communicated to the Company's employees.
- will direct employees to inform management if they have been to a high-risk destination or have potentially been exposed to the coronavirus.

The COVID-19 Response Team will arrange for the preparation of a business operation continuity plan, which will:

- Identify essential personnel and systems.
- Cross train employees where possible.
- Evaluate remote work capabilities and test.
- Evaluate critical elements within your supply chain process.

APPENDIX 1

Alberta Health Services - COVID-19 SELF-ASSESSMENT

Use this self-assessment tool to help determine whether you need to be tested for COVID-19. You can complete this assessment for yourself or on behalf of someone else, if they are not able.

All travellers returning to Alberta from outside Canada in the last 14 days:

- Effective March 25, the Government of Canada has implemented a mandatory 14-day quarantine, under the Quarantine Act, for travellers returning to Canada.
- ALL travellers who returned to Alberta from outside Canada in the last 14 days MUST self-isolate immediately for 14 days after the date of return and monitor for symptoms.
- If, at any time in your 14 day period of self-isolation, you develop symptoms of illness, you are required to stay home for 10 days from the date of symptom onset, or until symptoms have cleared, whichever is longer. This may extend your period of self-isolation to longer than 14 days.

If you have symptoms:

- Anyone who has symptoms including fever, cough, shortness of breath, difficulty breathing, sore throat, runny nose or nasal congestion MUST self-isolate for 14 days.
- Please do not visit a hospital, physician's office, lab or healthcare facility without consulting Health Link (811) first.
- If your symptoms worsen, call 811. We are experiencing heavy call volumes and will get to your call as quickly as we can.
- Call 911 if you are seriously ill and need immediate medical attention. Inform them that you may have COVID-19.

For people with NO travel history and if you have NO symptoms:

To protect yourself and others while out in public, wash your hands frequently and practice social distancing by maintaining 6 feet (2 arms lengths) between yourself and others.

If you are not in self-isolation, but develop symptoms of fever, cough, sore throat or other respiratory illness, you are required to immediately self-isolate. Complete this online self-assessment for further advice.

APPENDIX 2

Hazards of Transporting an Employee

If an employee is reporting symptoms of COVID-19, fever, cough, shortness of breath, or difficulty in breathing, he or she is encouraged to contact his or her supervisor by phone or text. The Company does not want the employee to come in contact with other employees or community members.

The following steps should be followed to minimize exposure by the potentially affected person.

Stay at least six feet from the affected employee.

- Provide hand sanitizer and a N95 mask to the affected employee and have them put on the mask and thoroughly sanitize his or her hands. If a mask is not immediately available, isolate the employee until a mask can be provided.
- Ask the employee to transport himself/herself home or isolate him or her for quarantine.

If transportation must be provided for the employee, please follow the following recommended practices.

- Ensure all the precautions listed above have been followed.
- DO NOT touch the same surfaces as the employee without either protective gloves or sanitizing the surface first.
- Minimize the number of people in the vehicle to the driver, and affected employee.
- If possible, drive with the windows open.
- After transport, sanitize all the surfaces of the vehicle.

APPENDIX 3

The COVID-19 Response Team is comprised of the following:

Response Team

- Health & Safety Committee
 - Chris Eirich
 - Scott Selk
 - James Bird
 - Amy Newchuk