# COVID-19 Outbreak & Social Distancing Policy

## Purpose**:**

**[THE COMPANY]** is committed to ensuring adequate measures are taken to reduce or eliminate workplace illness. ***This policy should be followed by all associates who are feeling sick and/or may have been exposed to COVID-19.*** This is to outline health and safety precautions to be taken to prevent the spread of COVID-19.

## Responsibilities**:**

**[THE COMPANY]** wants to ensure that all employees take the reasonable actions to help stop and prevent the spread of COVID-19. **[THE COMPANY]** ***must also provide and maintain a healthy and safe working environment for all employees.***

## Procedure:

### All employees should do the following:

* Wash your hands regularly with warm, soapy water for at least 20 seconds before and after eating, going to the restroom, after coughing, sneezing, and after touching contaminated surfaces.
* If warm water soap is not available use an alcohol-based hand sanitizer that contains at least 60% alcohol
* Cough and sneeze into a tissue or your sleeve
* Avoid touching your eyes, nose or mouth with unwashed hands
* Throw away tissues promptly after use
* Frequently clean and disinfect any surfaces that may be contaminated
* Avoid close contact with people who are sick
* If you feel ill/sick in any way, report it to your supervisor and **remain at home.**
* **If you come into work sick you will be asked to go home immediately and self-isolate.**
* **If you may been in contact with COVID-19 you will be asked to go home immediately and self isolate.**
* To follow to the companies Absenteeism Policy as laid our in the employee manual.
* Inform the company if you are planning to travel to a high-risk area.
* Inform the company if you have recently traveled within the last 14 days. And remain at home.
* In order to return to work, a clearance for work is required.
* Practice social distancing at all hours of the day (during and after work hours).
* All employees must maintain a six-foot or 2-meter distance rule from other employees when possible.

### Managers/Supervisors should:

* Enforce all company policies and procedures.
* Ensure that employees who have COVID-19 symptoms stay home (available on Health Canada Website).
* Ensure that employees are following notices that are posted in appropriate areas throughout the company:

1. Correct hand washing procedures
2. Modes of Transmission
3. Flu symptoms
4. Proper etiquette

* If someone has been off for multiple days with symptoms ensure that they have a clearance note prior to returning to work.

### Employers should:

* Make sure that workplaces are clean and hygienic
  + Surfaces (i.e. desks, and tables) and objects (i.e. phones, keyboards) need to be wiped and disinfectant regularly
* Promote regular and thorough handwashing by employees, contractors, customers, and visitors
  + Put sanitizing hand rub dispensers and ensure that they are regularly filled
  + Display posters
  + Ensure that staff, contractors, visitors etc. have access to places where they can wash their hands
* Promote good respiratory hygiene in the workplace
  + Display posters promoting this
  + Ensure that face masks and/or paper tissues are available in the workplace for those who develop a runny nose or cough at work
* Consult with national travel advice before sending any employees on business travel
  + Avoid sending employees who may be at a higher risk of serious illness (ie. Older employees and any employee with medical conditions such as diabetes, heart and lung disease)
  + Ensure that all travelling employees are briefed by a qualified professional
* When employee return from travel
  + Employees should self isolate for 14 days.
  + If employee develop a cough or low grade fever, they should stay home and self isolate.
* Update Scheduling Shifts
* Provide flexible work hours or rotational shifts to ensure fewer employees are on location at any given time.
* Provide staggered shifts.
* Change Workplace Design
* Insert dividers to create a physical barrier between agents to reduce the spread of infectious droplets.
* Revisit and revise the seating arrangement or work area. Use tape on the floor or alternative desks to implement the six-foot distance during work hours.
* Remote Work
* Consider pooling and rotating task so some employees can work remotely.
* Implement virtual meetings whenever possible.

Updated: April 20th, 2020