# COVID-19 POLICY

1. **POLICY STATEMENT**

Insert company/organization name(the “Business”) is committed to the health, safety and wellbeing of its employees and of all individuals who enter its workplace.

COVID-19 is a respiratory viral infection which has infected millions of individuals across the globe, including Canada.

The Business aims to dispel fears and misconceptions regarding COVID-19 through this COVID-19 Prevention and Control Policy (the “Policy”) by educating its employees on the symptoms, infection prevention and control, and compliance with hand hygiene guidelines. In addition, this Policy sets out the Business’ legal obligations under applicable legislation, as well as steps the Business will take to limit the risk of infection by COVID-19 in the workplace.

1. **Purpose**

The purpose of this policy is to develop a prevention and response policy for COVID-19 as part of an emergency preparedness and response plan at the workplace. The aim is to clearly identify requirements and procedures required to control the spread of infection at the workplace while also maintaining business operations. The policy is based on information available at the time of its development and is subject to change based on further information provided by government, health authorities, and the latest evidence.

1. **DEFINITIONS**

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| --- | --- |
| "Active Screening vs. Passive Screening" | Screening is a process for surveilling and identifying probable cases to help guide response actions. Active screening involves tests, examinations, and interviewing. Passive screening involves posting signage and messaging. |
| “Alcohol Based Hand Rub (ABHR)” | Waterless hand hygiene product that is available as a rinse, gel or foam and consists of a minimum of 80% alcohol. The effectiveness of alcohol is inhibited by the presence of organic matter. |
| “COVID-19” | Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The virus is causing an outbreak of respiratory (lung) disease. The World Health Organization declared COVID-19 a pandemic on March 11, 2020. |
| "COVID-19 Symptoms" | Many symptoms of COVID-19 resemble cold and flu symptoms. Common symptoms of COVID-19 include fever, new or worsening cough, and shortness of breath. A list of symptoms will be provided in the following pages. |
| “Emergency Preparedness Plan” | Emergency preparedness is a cyclic approach that includes prevention activities, preparing a plan for emergencies, testing out the plan or the response, and establishing procedures and activities to bring the organization back to a routine or acceptable level of operation following an emergency. |
| “Hand Hygiene” | A general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene is best accomplished by washing hands with soap and warm water for at least 20 seconds. |
| “Hand Hygiene Station” | A dispensing location for waterless, ABHR product that is applied to reduce the number of microorganisms present on the hands. |
| “Physical Distancing” | Maintaining a distance of at least 2 metres (6 feet) between individuals. |
| “PPE” | Personal protective equipment, such as gloves and face masks. |

1. **general roles and responsibilities**

**4.1 Employer**

COVID-19 presents a risk to the health and safety of employees and, as a result, employers have a legal obligation to take reasonable steps to address this risk. What is appropriate and reasonable may vary depending on the nature of the Business and its workforce. The Business is responsible for making sure that the workplace is safe, and that employees’ health and safety are not put at risk. The ultimate goal of the Business is to prevent and reduce transmission among employees, maintain healthy business operations, and maintain a healthy work environment. While the following are subject to change, at present the reasonable steps to ensure the work environment is safe may include the following:

* Review this COVID-19 policy with all employees;
* Require employees to immediately inform their supervisors or managers if they or someone they have been in close contact with has tested positive for COVID-19 or has been directed to quarantine by public health authorities;
* Direct employees who exhibit symptoms of COVID-19 to quarantine themselves;
* Implement a system for screening employees, contractors, visitors and volunteers who may enter the work premises for COVID-19;
* Provide training to all workplace parties about the reporting procedures of COVID-19;
* Provide appropriate Personal Protective Equipment (PPE) including, but not limited to face masks, gloves, face shield, and goggles to the employees who may be exposed to COVID-19;
* Advise employees to practice social distancing while at work;
* If possible, provide physical barriers between workstations (plexiglass or cubicles);
* Encourage good hygiene practices in the workplace;
* Ensure that appropriate steps are being taken to ensure the cleanliness of the workplace; and,
* Develop and implement a COVID-19 business continuity plan.

**4.2 Supervisors and Managers**

Supervisors will be held responsible for the health and safety of the employees under their supervision. Some specific duties of supervisors include:

* Ensure this COVID-19 policy is implemented and adhered to at the workplace;
* Monitor the employees for possible signs of COVID-19 symptoms;
* Request that any person who exhibits symptoms of COVID-19 leave the worksite and seek medical advice;
* Ensure employees use appropriate PPE as required;
* Advise employees of any existing or potential risks of exposure; and,
* Protect the privacy of any employee who may have to leave the worksite due to COVID-19 related symptoms or diagnosis.

**4.3 Employee**

Under the law, employees must protect their own health and safety by working in compliance with the law and any established health and safety policies and safe work practices and procedures. Some specific responsibilities include:

* Follow the requirements of this COVID-19 Policy;
* Become familiar with the symptoms of COVID-19;
* Inform supervisors and managers if diagnosed with COVID-19 or exhibiting symptoms of COVID-19;
* Quarantine and stay away from work until completely free of COVID-19 symptoms;
* Use appropriate PPE when required; and,
* Practice good hygiene protocols.

**4.4 Joint Health and Safety Committee (JHSC)/Health and Safety Representative (HSR)**

The JHSC or HSR must work together with the employer to ensure the health and safety of all workplace parties. Some of the responsibilities of the JHSC/HSR include:

* Ensuring employees are aware of the symptoms of COVID-19;
* Ensuring employees have been trained on the contents of this COVID-19 Policy;
* Conducting workplace inspections and investigations; and,
* Making recommendations for the improvement of the health and safety of employees.

1. **education**

**5.1 COVID-19 Symptoms**

COVID-19 is mainly spread from person to person through close contact, such as in a household, workplace, hospital, or health care facility. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

* Fever or chills
* Cough
* Shortness of breath or difficulty breathing
* Fatigue
* Muscle or body aches
* Headache
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea

If an employee has symptoms of COVID-19, and was not a close contact of someone with COVID-19, the employee must:

* Stay home and self-isolate for 10 days after the symptoms start. After 10 days, the employee can stop isolating if he or she is no longer experiencing a fever and symptoms have been improving for at least 24 hours. It is important to note that even when an employee stops isolating, physical distancing measures should still be continued. Telehealth or the employee’s health care provider should be contacted if the employee is still unwell after 10 days and symptoms are persisting.
* Call Telehealth or a health care provider to find out if a COVID-19 test is needed.
* The employee can stop isolating if he or she tests negative for COVID-19 and symptoms have been improving for at least 24 hours.

**5.2 Exposed To COVID-19**

If an employee has been in contact with someone who has tested positive for COVID-19, the employee should:

* Find out how to get tested.
* If not tested, the employee must stay home and self-isolate for 14 days after the last contact with the person who tested positive for COVID-19.
* Monitor for symptoms of COVID-19.
* If a test has not been done, the employee must self-isolate while he or she waits for the results. Even if the test result is negative, the employee must continue to self-isolate for the full 14 days.

**5.3 Reporting Procedures**

In the event that an employee is experiencing symptoms associated with COVID-19 while at work, he or she should immediately inform a manager/supervisor. The supervisor and manager will take down relevant information (time, date, employee name and contact information) and advise the employee to self-isolate and call a primary care provider or the local COVID-19 Public Health for further guidance.

If the employee is tested for COVID-19 and the test result is positive, the employee must immediately inform the employer. The employer has a duty to report any confirmed cases to the following:

* The local Public Health Unit.
* Joint Health and Safety Committee/Health and Safety Representative.
* Union Representative if applicable.

Any confirmed cases of COVID-19 that could reasonably be assumed to be work-related should be reported to the Workplace Safety & Insurance Board (WSIB) within 72 hours of receiving notice of the illness. The employee compensation case manager will make a determination on whether the employee’s COVID-19 case is work-related or not.

Clear instructions will be provided to all workplace parties about the reporting procedure.

**5.4 Emergency and Public Health Orders**

The Business will comply with all emergency orders made by government or public health officials in respect of implementing physical distancing and other measures designed to prevent the transmission of COVID-19 in the workplace, as well as in respect of any business closures ordered by the government or public health officials.

Employees who are subject to any emergency or public health order, including any order to quarantine or self-isolate as a result of recently returning from international or interprovincial travel, or having close contact with individual(s) confirmed or suspected to have COVID-19, must comply with any such order and must immediately inform the Business that they are subject to such order.

In these circumstances, the Business will consider whether it is possible and practical for the employee to work from home while subject to the order, and, if the Business determines in its sole discretion that it is not possible for the employee to work from home, the Business will place the employee on a leave of absence subject to the applicable employment standards legislation.

5.5 Mandatory Mask or Face Covering Policy

As of July 7, 2020, wearing face masks or face coverings has become mandatory in indoor public spaces. The mask or face covering should cover the employee’s nose, mouth and chin, without gapping. With some exceptions that will listed below, all customers or visitors entering or remaining in indoor premises are required to wear a mask or face covering.

Those exempt from wearing a face mask or covering in indoor public spaces are:

* Children under 2 years of age;
* Persons with medical conditions who are unable to safely wear a mask;
* Persons who cannot wear or remove a face covering without assistance; and,
* Persons who require accommodation under the Ontario Human Rights Code.

Masks are required for employees who come in contact and have face-to-face interactions with members of the general public throughout their working day. If there is a physical barrier between the employee and the general public – for example, a plexiglass shield – the employee will not be required to wear a mask. When there is no physical barrier between the employee and the member of the public, face masks or face coverings must be worn.

Masks are also not required to be worn for those employees that do not come in direct contact with any member of the general public while preforming their duties at work. This could include employees who work inside warehouses, in offices or any other indoor facilities that are closed off to public access.

All employees of the Business will need to wear a mask when social distancing is not possible.

**5.6** Mandatory Pre-Entry Covid-19 Screening

On Sep 26, 2020, The Province of Ontario made it mandatory for employers to implement a pre-entry COVID-19 screening test on all their workers and essential visitors.

Workers, for the purpose of this requirement, include staff, students, contractors, or volunteers that conduct business or related activities for or on behalf of the Business. Essential visitors include individuals providing a service in the establishment who are not employees or patrons of the establishment (e.g: delivery, maintenance, contract workers).

As per the new requirement, the screening should occur before or when a worker enters the workplace at the beginning of their day or shift, or when an essential visitor arrives. Only workers or essential visitors who are free of COVID-19 symptoms, have not been outside of the Canada in the last 14 days, and have not been in close contact with a confirmed or probable case of COVID-19 can entre the workplace. Anyone who fails the pre-entry screening test will be advised to go home to self isolate immediately and contact his or her health care provider or Telehealth Ontario to find out if a COVID-19 test is needed.

Screening can be done on an active or passive manner. Active screening usually involves tests, examinations, and interviews while passive screening involves posting signage and messaging. In this instance, active screening is preferable because it allows for collection of documentation as proof that the screening was implemented. A copy of the COVID-19 screening test along with a sign-off sheet can be found at the end of this document.

**6.0 HEALTH AND SAFETY REQUIREMENTS**

6.1 Physical Distancing, Sanitation and Personal Protective Equipment

The Business will implement a workplace-specific plan for restricting the spread of COVID-19 and protecting employees in accordance with applicable OHS guidelines.

The Business will take reasonable efforts to ensure the sanitation of workplace surfaces that are commonly used or touched by employees, customers, or other individuals and which might transmit COVID-19, including but not limited to door handles, light switches, tabletops, microwaves, and telephone equipment.

The Business will observe all public health orders and OHS guidelines in respect of physical distancing by ensuring adequate spacing between employees and limiting the number of individuals on the Business’ premises.

The Business will implement reasonable business practices where necessary to minimize unnecessary physical contact among employees, including but not limited to communicating electronically where feasible, staggering breaks, limiting the sharing of work equipment, and scheduling only the minimum required number of employees to perform work in a given work location.

The Business will also restrict visitors to the workplace and take reasonable steps to ensure physical distancing between employees and customers, clients, and suppliers by limiting the number of customers, clients, and suppliers permitted in the workplace at a given time and restricting which workplace locations such customers, clients, and suppliers are permitted to go.

Where necessary to protect an employee from the risk of contracting COVID-19, the Business will provide the appropriate PPE, including rubber gloves, masks, or gowns, as needed.

When an employee has medical concerns in regard to wearing certain PPE, the employer will request a medical note from a certified health care practitioner or provide alternative PPE or duties for the employee to comply with public health bylaws and protocols.

If feasible given the nature of the Business and the duties of certain employees as well as the individual circumstances and needs of certain employees, the Business will consider, in its sole discretion, requiring or permitting certain employees to work from home.

The Business will conduct on-going risk assessments as needed and adjust its practices and procedures as required to adhere to public health official orders, OHS authority guidelines, and recommendations for best practices to prevent the spread of COVID-19 in the workplace.

**6.2** Symptomatic Or Exposed Employees

Employees who develop symptoms of COVID-19, or who have been in close contact (including living in the same residence) with individuals who are confirmed or suspected to have COVID-19, who have recently returned from international or interprovincial travel, or who are at a high risk of exposure (e.g. due to being a healthcare provider at a healthcare location with confirmed cases of COVID-19) must inform the Business of these facts immediately.

Subject to public health directions, the Business may require such employees to remain at home and away from the workplace. The Business will consider whether it is possible and practical for the employee to work from home while symptomatic, and, if the Business determines in its sole opinion that it is either not possible or not practical for the employee to work from home, the Business will place the employee on a COVID-19 related leave of absence in accordance with the applicable employment standards legislation.

The Business has an obligation to protect its employees from the risk of COVID-19 infection, including by prohibiting employees who may be at high risk of spreading COVID-19 from entering the workplace. Accordingly, all employees must report if they are experiencing any symptoms of COVID-19 to the Business immediately. Any employee who fails to disclose facts relevant to an assessment of their risk as outlined above may be subject to discipline, up to and including termination of employment.

**6.3** Refusing Unsafe Work

Health and safety legislations give employees the right to refuse work they have reasonable grounds to believe is unsafe to themselves or another employee.

If an employee has a good faith and reasonable basis to believe that work is unsafe, including due to exposure to COVID-19, the employee must report it to the Business immediately.

The Business will take the following steps:

1. Speak to the refusing employee to understand the nature of their concern. If the situation cannot be resolved with this discussion, then proceed to step 2.
2. Conduct an internal investigation, with the participation of the employee and any health and safety representatives required by applicable legislation, to determine the validity of the work refusal.
3. If it is determined that there is no objective risk, but the refusing employee maintains his or her refusal, the Business must contact the applicable workplace health and safety agency/ministry to perform its own official investigation.
4. If the applicable workplace health and safety agency/ministry confirms the absence of risk and the refusing employee continues to refuse to return to work, then he or she may be disciplined.

In determining whether the risk from COVID-19 poses danger to an employee, the Business will consider all relevant circumstances, including whether the employee or a member of their household is at particular risk of COVID-19 due to an underlying health condition, the nature of the employee’s work, and whether any risk can be reasonably attenuated through sanitation and/or use of PPE.

* 1. Traveling/commuting measures

All work trips and events – both domestic and international – will be examined and potentially cancelled to minimize the risk of COVID-19 to employees.

In-person meetings should be done virtually when possible, especially with non-company parties (e.g. candidate interviews and partners).

The Business will, at its sole discretion and when possible and practicable, consider allowing employees who normally commute to the office by public transportation and do not have other alternatives, to work from home as a precaution.

**7.0 Prevention and Control**

**7.1 Prevention Practices**

To prevent and control the spread of COVID-19, health officials recommend that all individuals practice good hygiene and/or observe commonly advised precautionary measures.

To prevent exposure to a range of diseases, including COVID-19, employees are encouraged to perform the following in and outside the workplace:

* Wash hands often with soap and water or use an alcohol-based hand sanitizer;
* Avoid touching eyes, nose, and mouth with unwashed hands;
* Avoid close contact with people who are ill;
* Stay home when ill;
* Cover coughs or sneezes with a tissue, and then immediately throw the tissue in the garbage and wash hands;
* If a tissue is not available, sneeze or cough into a sleeve or arm, not a hand; and,
* Clean and disinfect frequently touched objects and surfaces.

The Business will ensure that there is an adequate supply of liquid soap in the bathroom and kitchen areas and post signage reminding employees to regularly wash their hands with warm water and soap for a minimum of 20 seconds. The Business will also ensure there is an adequate supply of hand sanitizer (if available) for employees to use as well as cleaning products to sanitize surfaces.

# 7.2 Reducing Transmission Among Employees

The Business will monitor local, provincial and federal public health communications about COVID-19 regulations, guidance, and recommendations and ensure that employees have access to that information. The following measures will also be considered to reduce the spread of COVID-19 in the workplace:

7.2.1 Sick employees to stay home

**Employees who have symptoms should notify their supervisor and stay home. Employees should not return to work until they have either tested negative for COVID-19 and are symptom-free or they have quarantined for 14 days from the last unprotected exposure and are symptom-free. Absence of cough is not required for those known to have chronic cough or who are experiencing reactive airways post-infection.**

**Employees who have mild or moderate illness must isolate for 10 days after symptoms started, and people who have severe illness or are severely immuno-compromised must isolate for 20 days. Close contacts must continue to isolate for 14 days after their last contact with someone who is diagnosed with COVID-19.**

**Employees who are well, but who have a sick family member at home with COVID-19 should notify their supervisor. Employees who cannot completely separate themselves physically from the sick relative should not come to work until the relative either tests negative for COVID-19 or has quarantined for 14 days from the last unprotected exposure and is free of symptoms.**

**Under any scenario, the employee cannot come to work if he or she exhibits symptoms of COVID-19 unless the symptom is a chronic cough.**

7.2.2 Conducting Daily COVID-19 Screening

**Employees can be screened for symptoms of COVID-19 prior to entering the workplace. The Business can, in accordance with local, Provincial and/or Federal laws, take employees’ temperature or inquire about employees’ potential exposure to COVID-19 outside of the workplace before allowing staff to enter the work premises.**

7.2.3. Potential for Exposure at Work

**Conduct a thorough hazard assessment to determine if workplace hazards are present, or are likely to be present, and determine what type of controls or PPE are needed for specific job duties. All employees must be informed of any general or specific hazards that were identified in the hazard assessments.**

7.3 Remove Sick Employees from Worksite

Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors, and sent home.

7.4 Responding to COVID-19 Case at Work

**If an employee of the Bushiness tests positive for COVID-19, the Business must immediately inform the local Public Health authorities and fully cooperate with any investigation that they deem necessary. The Public Health Unit may ask for the names of all the other employees of the Business that may have been exposed to COVID-19 in order to complete contact-tracing and test anyone else they suspect of being exposed to COVID-19.**

**Other employees should be informed of the presence of a positive COVID-19 case at the workplace. When communicating about the positive COVID-19 case, the name of the sick employee must not be shared with others to protect the individual’s privacy.**

**Additional measures to take include:**

* Clean all surfaces that may have been touched by the sick employee with soap and water before disinfecting them; and,
* Open outside doors and windows to increase air circulation in areas where the sick employee may have been.

Encourage any employee who may have been exposed to the sick employee to get tested.

**8.0 Hand hygiene procedures**

Follow these steps to maintain proper hand hygiene.

8.1 Soap and Water

* First, remove jewellery (rings).
* Next, wet your hands.
* Then apply soap.
* Vigorously clean or rub all parts of your hands, including the palms and backs of your hands, thumbs, fingers, nails, and wrists, for a minimum of 20-30 seconds (sing “Happy Birthday” twice).
* Rinse and dry your hands properly with single-use paper, a cloth towel, or a blow air dryer.
* Try to turn off the tap with a paper towel after you dry your hands.

8.2 Alcohol-Based Hand Rub (abhr)

* Apply 1 or 2 pumps of product (about the size of a loonie) into your hands.
* If the ABHR dries before 15 seconds of rubbing, apply more product.
* Rub vigorously, applying friction to all skin surfaces and paying particular attention to fingertips, webbing between fingers, palms, back of hands, nail beds, and each finger.
* Rub for a minimum of 15 seconds until the product is dry before touching anything. This ensures that the ABHR is effective and eliminates the extremely rare risk of flammability in the presence of an oxygen rich environment.

**9.0 LEAVE OF ABSENCE**

The Business will provide employees with an unpaid leave of absence for reasons relating to COVID-19, including leaves of absence due to mandatory quarantine, illness, and caring for dependent family members due to their illness or due to the closure of schools and daycares, as required by the applicable employment standards legislation.

The Business will not require a medical certificate for COVID-19 related leaves of absence; however, the Business reserves the right to require other reasonably sufficient proof of the stated reason for taking the COVID-19 related leave of absence.

Please consult the applicable employment standards legislation for more information on COVID-19 related leaves of absence.

**10.0 COMMUNICATION PLAN**

Management of the Business will ensure regular communication with employees to keep them informed of hazards and appropriate hazard-control measures. Management of the business will communicate as often as necessary and every time there is a change regarding the hazards or hazard-control measures.

10.1 Communication Channels

Management of the Business will decide which communication channel is the most effective, including but not limited to:

* Letters to staff
* Company emails
* Small group toolbox talks meetings
* Post communication materials at worksites
* Worksite television monitors
* Social media
* Company text messaging programs

10.2 Positive Case

Should a confirmed COVID-19 case be deemed to be infectious while in the workplace or work-related, other employees should be informed.

When communicating about the positive COVID-19 case, the name of the sick employee must not be shared with others to protect the individual’s privacy. Any additional hazard-control measures implemented by the employer to mitigate the risk associated with the positive COVID-19 case should also be communicated to employees.

10.3 Workers

All workers are required to attend and participate to safety toolbox talk meetings. Workers are also required to read and understand all safety communications and documentation communicated by the management of the business.

Any questions or concerns workers may have must be raised to their immediate supervisor.

10.4 Documentation

Records of all safety toolbox talks and communications shall be recorded and kept on file. Current communications can be posted on the Business’ safety board for review at any time by employees, management, and visitors.

**11.0 POLICY REVIEW**

This Policy is intended to be temporary, and shall be monitored, reviewed, and amended as necessary, in the Business’ sole discretion, in accordance with official federal and provincial government announcements, information, and orders.

COVID-19 Employee Acknowledgment Form

I acknowledge that I have read and fully understand my company’s COVID-19 Policy and agree that I must follow all safety measures outlined in the Policy to reduce and prevent the risk of spreading COVID-19. I understand that failure to comply with the requirements of this Policy could result in disciplinary action.

|  |  |
| --- | --- |
| Name of Employee: | Date Policy was reviewed by the employee: |
| Employee Signature: | Employee’s Supervisor: |

Note: Please submit this form to your immediate supervisor.



**DO NOT ENTER IF ANY OF THE BELOW APPLY:**

**Do you have any of the following new or worsening symptoms or signs? Symptoms should not be chronic or related to other known causes or conditions.**

Fever or chills  Yes  No

Difficulty breathing or shortness of breath  Yes  No

Cough  Yes  No

Sore throat, trouble swallowing  Yes  No

Runny nose/stuffy nose or nasal congestion  Yes  No

Decrease or loss of smell or taste  Yes  No

Nausea, vomiting, diarrhea, abdominal pain  Yes  No

Not feeling well, extreme tiredness, sore muscles  Yes  No

**2. Have you travelled outside of Canada in the past 14 days?**

Yes  No

**3. Have you had close contact with a confirmed or probable case of COVID-19?**

Yes  No

If you answered NO to all questions from 1 through 3, you have passed and can enter the workplace.

If you answered YES to any questions from 1 through 3, you have not passed and should not enter the workplace (including any outdoor, or partially outdoor, workplaces). You should go home to self-isolate immediately and contact your health care provider or your local Public Health unit to find out if you need a COVID-19 test.

# **COVID-19 Screening Sign-Off**

## By signing below, the employee acknowledges that he or she does not have any of the symptoms listed under question 1, has not been outside of Canada in the last 14 days and has not been in close contact with a confirmed or probable case of COVID-19.

## Any employee exhibiting COVID-19 symptoms will be asked to leave work immediately and seek medical attention.

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| **Employee Name** | **Signature** | **Date** |
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