Your Company Name Here COVID-19 Policy

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| Date Published: | March 24, 2020 |
| Date Revised: | March 24, 2020 |
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| Authorized by: |  |

# Purpose

The purpose of this policy is to communicate the steps that **must** be taken to protect employee and public health during the current COVID-19 pandemic outbreak in British Columbia.

Additionally, it is Your Company Name Here’s responsibility to protect workers from contracting COVID-19 while at work, as per WorkSafeBC Occupational Health and Safety Regulations Part 3 (Rights and Responsibilities), WorkSafeBC Occupational Health and Safety Regulations Part 6 (Biological Agents), and the Workers Compensation Act Part 115(e)

# Scope

1. This policy applies to all Your Company Name Here employees
2. This policy describes Your Company Name Here‘s objectives and policies regarding work operations during the COVID-19 Pandemic
3. This policy was developed based on the WorkSafeBC Occupational Health and Safety Regulations and Guidelines

# Definitions

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| **Term** | **Definition** |
| Coronavirus | A large family of zoonotic viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). |
| COVID-19 | Novel corona virus that has not previously been identified in humans. |
| COVID-19 Symptoms | Can include: fever, cough, difficulty breathing, pneumonia. In severe cases, infection can lead to death. In many cases, only mild symptoms are noted. |
| Self-Isolation | Employees who travel outside Canada must self-isolate by staying home from work for a 14 day period. |
| Zoonotic Disease | Diseases that are transmitted between humans and animals. |

# Responsiblities

1. Employer
   1. Provide workers with this policy
   2. Remain up-to-date on information regarding COVID-19
   3. Review and update this policy at a minimum of every 2-weeks
   4. Follow the requirements outlined in this policy
2. Managers/Supervisors
   1. Be familiar with and enforce this policy
   2. Follow the requirements outlined in this policy
   3. Participate in the review and update of this policy at a minimum of every 2 weeks
   4. Develop and document check-in procedures for those employees who will be working from home
   5. Maintain a list of employees that are currently working on sites and update this list daily
   6. Review health and safety with employees who are working from home
3. Employees:
4. Be familiar with this policy and the responsibilities outlined within
5. Remain up to date with this policy as it is updated and changed
6. Follow the requirements outlined within this policy
7. Health and Safety Committee are responsible for:
   1. Participating in the review and updating of this policy on a minimum of a bi-weekly basis
8. Qualified Person (Arcose Consulting Ltd.):
   1. Remain up to date on information regarding COVID-19
   2. Review and update this policy every 2-weeks

# Policies

## All Operations

### Employee Concerns

Employees who have concerns regarding work operations and their safety should bring this to the attention of their supervisor to discuss alternatives to the work and control measures that can be employed to protect the worker.

### Sick Employees

1. Employees must inform their employer immediately if they are displaying any symptoms associated with COVID-19
2. Employees displaying symptoms associated with COVID-19 must remain home from work
3. Employees who develop symptoms upon arrival to work must be separated from other employees and sent home immediately
4. Employees must stay home from work until:
   1. They have no fever for 72-hours (3 days) without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants);
   2. Other symptoms have improved (e.g. cough or shortness of breath improved without symptom altering medication); and
   3. At least 7 days have passed since symptoms first appeared
5. Workers are not required to provide a healthcare provider’s note if they are sick with acute respiratory illness

### Sick Family Members

1. Employees who are well but have a sick family member at home with suspected or confirmed COVID-19 should notify their supervisor immediately and may be advised to stay home from work to prevent the spread of disease

### Travel Outside Canada

At this point in time, all Canadian citizens are being told to avoid any non-essential travel outside of Canada until further notice. Any worker who voluntarily travels outside of Canada for non-essential travel must abide by the following policy:

1. Employees must stay home from work for a 2-week (14 day) period beginning when they return to Canada
2. As workers voluntarily chose to travel outside Canadian borders, this 2-week period of time off will be done at the expense of the employee’s sick shifts and vacation time. If the employee does not have enough sick/vacation time to cover the 2-week isolation, they must take unpaid time off
   1. Your Company Name Here will try to provide work that can be performed remotely; however, priority will be given to those workers who abide by the Canadian Government guidance.

## Office Operations

### Daily Work Operations

Where possible, all Your Company Name Here employees are encouraged to work remotely from their homes to help support social distancing and prevent the spread of COVID-19.

1. Employees must bring their work computer/laptop/tablet home with them at the end of every workday to ensure they are able to continue to work remotely if the need arises
2. When possible, employees should work from home rather than the office
3. Employees must practice social distancing while in the office and maintain a distance of 2 meters apart from one another
4. Employees will avoid any unnecessary face-to-face meetings by scheduling conference calls and video meetings when possible and feasible
5. At no point in time can there be more than 50 people in the same space in any circumstance
6. Signage will be posted in elevators identifying a maximum capacity of four (4) people at a time

### Office Hygiene

During this COVID-19 Pandemic, it is integral that good hygiene practices occur in the office. It is the responsibility of all employees present in the office to help maintain office cleanliness.

1. High touch points must be sanitized daily
   1. Computer keyboard and mouse
   2. Kitchen area
      1. Sink faucet handles
      2. Handles on fridge
      3. Dishwasher handle
      4. Cupboard/drawer handles
   3. Door handles
   4. Light switches
   5. Bathrooms
2. All shared cutlery/dishes in the office must be cleaned using the dishwasher to sanitize with detergent and heat.
   1. Employees are encouraged to bring their own cutlery and dishes to work during this outbreak
3. Employees are encouraged to wash their hands regularly throughout the day with soap and water for a minimum of 20 seconds
   1. When arriving to work
   2. Prior to eating
   3. Immediately after eating
   4. After using the bathroom
   5. After sneezing/coughing/blowing your nose
4. If soap and water are not available, hand sanitizer should be used that has an alcohol content of at least 60%
5. When coughing or sneezing employees must do so into a tissue or the bend in your arm
   1. Dispose of any tissue used immediately and wash hands immediately afterwards
6. Employees are encouraged to avoid touching their eyes, nose, or mouth with unwashed hands

### Working from Home

Workers who have the ability to work remotely from their home should do so if it is practicable and feasible. For those workers who do so, additional health and safety policies and procedures will apply to them.

1. Managers/supervisors must discuss the following with their employees who are working from home:
   1. Safe work practices while working from home
   2. How to report any work-related incidents or injuries while working remotely
   3. Ergonomic considerations while working remotely
2. A check-in procedure must be developed and documented for checking in on the well-being of workers who are working alone (remotely from home/temporary workplace)
   1. Time intervals
      1. The time interval selected should be done after considering the risks to which the worker is exposed (e.g. driving is considered a high-risk activity versus working strictly from home without leaving, which would be considered low risk)
      2. The time interval must be selected in consultation with the employee who is working from home and the joint health and safety committee or worker health and safety representative
   2. Methods for checking in
      1. When selecting the method to check in on a worker’s wellbeing the employer should give preference to procedures that allow for visual confirmation of their well-being if possible
      2. Alternatively, two-way voice contact between worker and supervisor can be utilized to check-in on their wellbeing

## Field Operations

### Daily Work Operations

Given the nature of the work, it is not possible for Your Company Name Here employees to work remotely and therefore must be present on site to operate. Workers must adhere to the following requirements while working on site during this COVID-19 pandemic outbreak.

1. Employees must practice social distancing, where possible, while working in the field and maintain a distance of 2 meters apart from one another
   1. Rest and lunch breaks should be staggered to ensure workers are not congregating at one time closely together
   2. Crew sizes should be selected based on the space available on the roof to allow for social distancing while applying the roof (e.g. larger roof can accommodate a larger crew versus a small roof)
2. Employees will not attend any in-person training or education sessions at this point in time
3. While in the field, employees should only meet with designated site contacts
4. At no point in time can there be more than 50 people in the same space in any circumstance

### Hygiene

During this COVID-19 Pandemic, it is integral that good hygiene practices are followed. It is the responsibility of all employees present at a worksite to maintain good cleanliness and hygiene practices.

1. High touch points must be sanitized daily
   1. Ladders
   2. Tools/equipment (e.g. roller brush handles, torches, hammers, hand tools etc.)
2. Employees are not to share water sources at this point in time (e.g. no large water dispensers used to fill individual bottles)
   1. Individually packaged water bottles will be provided to ensure workers remain hydrated
3. Employees are encouraged to wash their hands regularly throughout the day with soap and water for a minimum of 20 seconds
   1. When arriving to work
   2. Prior to eating
   3. Immediately after eating
   4. After using the bathroom
   5. After sneezing/coughing/blowing your nose
4. If soap and water are not available to the employees on site, hand sanitizer should be used that has an alcohol content of at least 60%
   1. All employees will be provided with hand sanitizing solution
5. When coughing or sneezing employees must do so into a tissue or the bend in your arm
   1. Dispose of any tissue used immediately and wash hands immediately afterwards
6. Employees are encouraged to avoid touching their eyes, nose, or mouth with unwashed hands

# References

The following sources have been used to inform and support this policy:

* [British Columbia Centre for Disease Control – COVID-19](http://www.bccdc.ca/health-info/diseases-conditions/covid-19)
* [Centre for Disease Control – COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/index.html)
* [Government of Canada – Coronavirus (COVID-19): Outbreak Update](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html)
* [WorkSafeBC](https://www.worksafebc.com/en)
* [World Health Organization – Coronavirus disease (COVID-19) Outbreak](https://www.who.int/emergencies/diseases/novel-coronavirus-2019)

# Review

This policy will be reviewed at a minimum every 2 weeks (14 days) to ensure that the information provided is in line with the most up to date information surrounding COVID-19.