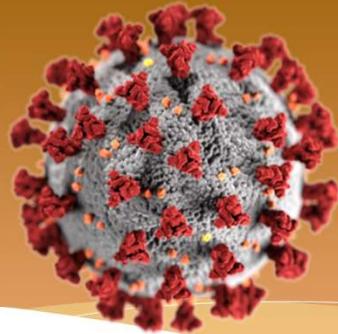


Covid-19 & Infectious Diseases



PURPOSE

This policy was developed to help prevent the spread of Covid-19 in the workplace. The precautionary measures have been developed using advice and information obtained from the WHO and the Government of Canada.

SCOPE

This policy applies to all company worksites, facilities/buildings, offices, shops, and client jobsites.

GUIDELINES

KTL will work to achieve a workplace that follows all precautionary measures identified by applicable governmental bodies and public health authorities to reduce the spread of Covid-19.

EMPLOYEE RESPONSIBILITIES

Employees should understand and comply with these infection prevention policies and practices:

- Hand Hygiene
- Wash hands frequently. Thoroughly wash hands with an alcohol-based rub or soap and water. Wash hands for at least 20 seconds.
- Avoid touching your face (specifically eyes, nose, and mouth) as much as possible.
- Cover mouth when coughing, sneezing, and yawning by doing so into the bend of your arm, not your hand.
- Avoid touching surfaces people touch often.
- Instead of a handshake, give a friendly wave or elbow bump.
- Use any necessary PPE as directed.



WORKSPACE CLEANING

Use appropriate products provided by KTL to clean and disinfect items like your desk, work surface, phones, keyboards, electronics, vehicles/equipment and hand tools at least twice daily and more often if they are visibly soiled.

SOCIAL DISTANCING

- Keep a distance of at least 2m between you and anyone else, including your coworkers and customers.
- Increase distance between desks, tables, and workstations.
- Reduce or eliminate activities requiring close physical proximity or contact with people, such as team meetings.
- Limit any necessary personal proximity to others that is closer than 2m to the shortest time possible.

UPDATES TO MANAGEMENT

- Provide updated emergency contact information to your manager.
- Consider whom KTL should call if you require transportation home from work.
- Immediately notify management if you rely on public transport to get to work and have no means to safely get home if you start to feel ill at work.

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SELF-ISOLATION

If you have a symptom of Covid-19 or think you may have such a symptom, do not come to work. It is critical that if you have at least one symptom of Covid-19 (fever, cough, or difficulty breathing), or even mild symptoms, you must stay home to avoid spreading illness to others. Mild symptoms may be similar to a cold or flu.

Additional actions you should take include:

- Immediately isolating yourself to prevent any possible spread of Covid-19.
- Contacting your local public health authority and follow their advice.
- Notifying TL by (your supervisor or the HR Administrator—Heather Roberts via email: heather@kamloopstruss.ca or (250) 374-3330).
- Remain away from work until advised to return by your public health authority (normally after a minimum of 14 days).

You need to self-isolate if you:

- Have symptoms (even mild) associated with or diagnosed with Covid-19.
- Are waiting for lab test results after being tested.
- Have been advised to self isolate by your regional public health authority.

SELF ISOLATION MEANS

- Staying home until the regional public health authority says you are no longer at risk of spreading the virus; and,
- Avoiding contact with others.
- If your symptoms worsen, immediately contact your healthcare provider or public health authority and follow their instructions.



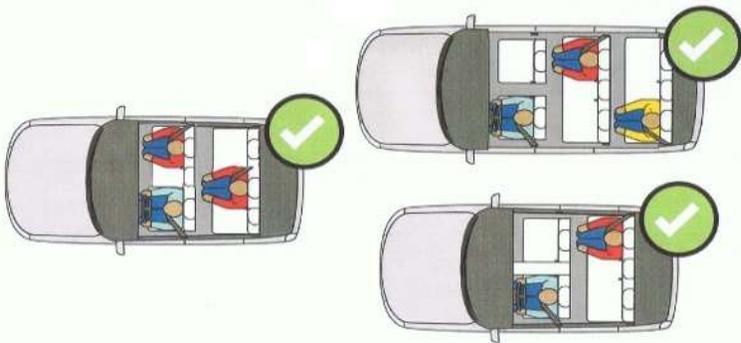
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CONTROLS

Carpooling (Administrative)

- Carpool only when necessary. If you must drive to a location with two or more passengers, carpool safely by wearing a non-medical mask or any respiratory protective device assigned to you (ex: N95 or ½ face mask w/P100 filter), limit touching items in the vehicle (ex: radio, window controls, knobs, etc.), and maintain physical distancing.
- During transport, vehicle ventilation should be on non-recirculated mode to maximize air changes that reduce potentially infectious particles in vehicle. Open outside air vents.
- After transport, leave doors open to allow for sufficient air changes to remove potentially infectious particles.
- Ensure routine cleaning and disinfection procedures are followed consistently and correctly. Doors should remain open.

Practice safe distancing in vehicles



DEVELOPING SYMPTOMS AT WORK

If you develop even mild symptoms while at work:

- Separate yourself from others.
- Contact your supervisor/manager by phone/text/email.
- Notify your manager where you worked that day.
- Disclose any interactions with fellow staff, customers, or others.
- Disclose any equipment you used, items you handled, or surfaces you touched.

If you drove yourself to work, immediately go home and start self-isolating. If you took public transport, contact your emergency contact for a ride home. If unavailable, your supervisor will contact the public health authority or non-emergency service to ensure you are safely returned home.

Call 811 and follow their advice. Do not return to work until the public health authority advises you it is safe to do so. The quarantine period may last as long as 14 days.

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SELF-MONITORING

You need to self-monitor if you have no symptoms but may have been exposed to Covid-19 in the last 14 days, are in close contact with elderly people or medically vulnerable people or have been instructed to self-monitor by your public health authority.

Self-monitoring means to:

- Monitor yourself for 14 days for symptoms of respiratory illness, such as cough, fever, and difficulty breathing; and
- Avoiding crowded places and increase your personal space from others whenever possible.
- If you develop symptoms, self-isolate immediately and contact your public health authority as soon as possible.

EMPLOYER RESPONSIBILITIES

To ensure KTL continues to provide a healthy and safe workplace, the following measures have been implemented:

- Use the risk-informed decision-making guidelines for workplaces and businesses during the Covid-19 pandemic to help develop policies and procedures.
- Continue to communicate with staff and customers about Covid-19, including measures we take to prevent spread.
- Post signs asking ill clients/customers to stay away from the premises.
- Post signs encouraging good respiratory hygiene, hand hygiene, and other healthy practices.
- Where feasible, implement measures to reduce social contact, such as teleworking arrangements, flexible hours, staggering start times, encouraging use of email, and teleconferencing.
- All non-essential meetings or travel are postponed until clearance received from the government or Canada or local health authority.
- Continually evaluate the workplace for areas where people have frequent contact with each other and shared spaces and objects to look at measures to reduce contact.
- Ensure increased cleaning of high-contact areas.
- Evaluate and implement ways employees can practice social distancing (ex: increasing distance between desks, workstations, and people in queues).
- Minimize interactions between customers and employees.
- Implement and following increased cleaning guidelines: (1) make hand sanitizer available at all entries, kitchens, and common areas. (2) clean/disinfect all high-traffic areas and frequently touched areas (ex: door handles, fridge handles, microwaves, printers/photocopiers, etc.) twice daily. (3) provide cleaning wipes that are at least 70% alcohol to ensure proper disinfection or use other approved disinfectant sprays and solutions in common areas and workspaces for employees to clean workspaces.
- Open doors and windows whenever possible to ensure the space is well-ventilated.

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PERSONAL PROTECTIVE EQUIPMENT

The following PPE is available and provided based on the following situations:

- Gloves for employees who are in direct contact with an ill person or a contaminated object or environment. Hands must be washed before putting on gloves and immediately after removing gloves. While wearing gloves, employees must refrain from touching their face. Gloves should be frequently removed and disposed to limit contact transfer.
- Heavy-duty gloves will be provided to cleaning staff.

WORK-RELATED TRAVEL

- Non-essential travel outside of BC and/or Canada is postponed until further notice.
- Travel within BC for transport workers as it relates to delivery of goods manufactured by KTL is permitted, as necessary.

ASSESSMENT RESOURCES

If you are having difficulty breathing or experiencing other severe symptoms, call 911 immediately. Advise them of your symptoms and travel history. If you are concerned about Covid-19 exposure, you can use an online self-assessment tool to determine whether you are likely infected. Please visit the appropriate provincial government websites for self-assessments.

10 THINGS YOU CAN DO TO MANAGE YOUR COVID-19 SYMPTOMS AT HOME

- 1) Stay home from work and public places. If you must leave, do not use public transport, taxis, etc.
- 2) Monitor symptoms carefully—if they worsen, call your healthcare provider or 811 immediately.
- 3) Get rest and stay hydrated.
- 4) If you have a medical appointment, call ahead to time to let them know you may have or have Covid-19.
- 5) If you are experiencing a medical emergency, call 911 and notify dispatch you have or may have Covid-19.
- 6) Cover your mouth when you cough and sneeze.
- 7) Wash hands often with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer/hand rub containing at least 70% alcohol.
- 8) As much as possible—stay in a specific room away from family and other people in the home. Use a separate bathroom if available. If you must be around others inside/outside the home, wear a face mask.
- 9) Avoid sharing personal items with others in your household (ex: dishes, cutlery, towels, and bedding).
- 10) Clean all surfaces that are touched often (ex: counters, tabletops, doorknobs, etc.). Use household cleaning sprays or wipes according to label instructions. Review the SDS so you know what to do in case of emergency, spill, or first aid.

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TABLE: COVID-19 RISK ASSESSMENT

Match the controls to the Risk Level stated by the health district you are working in.

CONTROL DESCRIPTION	LOW RISK <i>Workers who typically have NO contact with people infected by COVID-19</i>	MODERATE RISK <i>Workers who MAY BE EXPOSED to infected people from time to time in relatively large, well ventilated workspaces</i>	HIGH RISK <i>Workers who MAY HAVE CONTACT with infected patients, or with infected people in small, poorly ventilated workspaces</i>
Site/Facility Health Assessment	Not required	YES All employees, visitors, and clients to complete a Site Entry Health Assessment for Covid-19 upon entry to worksite, buildings, and facilities. Temperatures taken at Moderate risk levels—at your discretion. Temperatures taken at High risk—are mandatory.	
Hand Hygiene	YES Wash with soap and water, using an alcohol-based hand sanitizer or rub (minimum 70% alcohol), or hand wipes that contain an effective disinfectant with at least 70% alcohol.		
Disposable Gloves	Not required	Not required unless handling contaminated objects. Wear disposable nitrile or non-latex gloves. If there is a risk of puncture from sharp objects, wear puncture resistant gloves.	Wear disposable nitrile or non-latex gloves. If there is a risk of puncture from sharp objects, wear puncture resistant gloves.
Aprons, Gowns, or Similar Body Protection	Not required	Not required.	YES—in some cases. When handling, cleaning, or disinfecting objects, rooms, or facilities that have been confirmed to be contaminated by Covid-19 or working directly with a person who started showing symptoms.
Eye Protection (Glasses, Goggles, Face Shield)	Not required	Not required unless you are likely to be exposed to coughing and sneezing, a Class-1 spectacle may be worn with optional face shield. If risk of splashing exists, then wear a Class-2 goggle with optional face shield.	YES—in some cases (Example: working directly with a worker who started showing symptoms, or cleaning and disinfecting an area with a confirmed case of Covid-19 or other infectious disease)
Airway Protection (Respiratory Equipment)	Not required	Wear a non-medical grade disposable face mask at minimum. Maintain social distancing rules (6').	Not required unless you are likely to be exposed to coughing and sneezing, a Class-1 spectacle may be worn with optional face shield. If risk of splashing exists, then wear a Class-2 goggle with optional face shield.



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CLEANING SOLUTIONS

HOUSEHOLD BLEACH

- Unexpired diluted household bleach solution can be effective against Coronavirus when used properly.
- Follow manufacturer instructions for application, proper ventilation.
- Check to ensure product is not expired.
- NEVER MIX household bleach with ammonia or any other cleanser.

Depending on area to be cleaned and disinfected, prepare a bleach solution by mixing either:

- 5-tbsp (80ml, 1/3c) of bleach per 3.7L (gallon) of water OR
- 4-tsp bleach per 0.9L (quart) of water.

DISINFECTING ROOMS OR FACILITY AFTER A CONFIRMED DIAGNOSIS

Following the notification that an employee, client or member of the public has been diagnosed with having Covid-19 or other infectious disease, the areas used by the ill person shall be immediately closed off.

- If able, have cleaning staff wait 24-hours (or as long as possible), before starting cleaning/sanitizing procedure.
- Open doors/windows to improve circulation. Ensure others do not have area access. *Set up 'safe zone' if needed.*
- Conduct hazard assessment prior to cleaning. Make note of any areas, equipment or product that may require special attention. Ex: copiers/shredders, pens/pencils, tables/desks/chairs, MPE/vehicles, computers.
- Wear all required PPE including safety glasses or goggles (if risk of splashing exists), respiratory protective equipment (minimum N95 mask or half-mask respirator with a P100 filter), haz-mat suit and disposable booties if available, disposable nitrile gloves, or gauntlet-style rubber gloves. Note if using reusable gloves, those gloves should be dedicated for cleaning Covid-19 or other infectious disease and NOT used for other purposes.
- Prepare cleaning solution as shown to the left or use cleaning solution as directed by your supervisor/manager. Always review and follow manufacturer's instructions for mixing, cleaning and disinfecting products being used.
- Disinfect, sanitize, and clean immediate working area and any shared areas using the disinfecting solution you have chosen. If surfaces are heavily soiled, clean using a detergent or soap and water prior to disinfection.
- Remove visible contamination if present. Clean with appropriate cleaners indicated for use on those surfaces.
- Clean and disinfect all non-disposable PPE (ex: eyewear) and allow to dry. Once cleaning is complete, remove gloves, respiratory protective equipment and any other disposable PPE and discard.
- Dispose of cleaning solution. Clean pails, mops, and rags before moving onto another area or room.
- Launder items in accordance with manufacturer's instructions. If possible, wash items using the warmest water setting possible and allow to dry complete.
- Wash hands thoroughly or use an alcohol-based hand rub (minimum 70% alcohol).