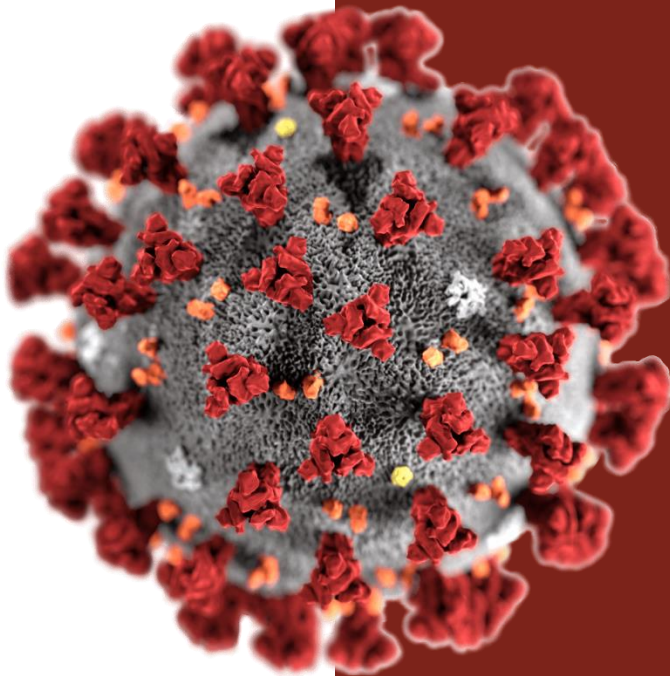


Insert
Logo
Here

Insert
Logo
Here





1.4 How is COVID-19 Spread?

1. The virus is thought to spread mainly from person-to-person, including:
 - a. Between people who are in close contact with one another (within about 6 feet).
 - b. Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
2. It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.
3. People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.
4. Although the Canada has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.
5. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.

1.5 How Long Can the COVID-19 Virus Survive?

1. How long any respiratory virus survives will depend on a number of factors, for example:
 - a. what surface the virus is on,
 - b. whether it is exposed to sunlight,
 - c. differences in temperature and humidity, and
 - d. exposure to cleaning products.
2. Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to decrease significantly over 72 hours.
3. We know that similar viruses are transferred to and by people's hands. Therefore, regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection.



1.6 What is Influenza?

Influenza, also known as the Flu, is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and sometimes the lungs. It can cause mild to severe illness, and at times can lead to death. The best way to prevent flu is by getting a flu vaccine each year.

1.7 What are symptoms of infection from Influenza?

Influenza (flu) can cause mild to severe illness, and at times can lead to death. Flu is different from a cold. Flu usually comes on suddenly. People who have flu often feel some or all of these symptoms:

- a. fever* or feeling feverish/chills
- b. cough
- c. sore throat
- d. runny or stuffy nose
- e. muscle or body aches
- f. headaches
- g. fatigue (tiredness)
- h. some people may have vomiting and diarrhea, though this is more common in children than adults.

*It's important to note that not everyone with flu will have a fever.

1.8 How is Influenza Spread?

1. Most experts believe that flu viruses spread mainly by tiny droplets made when people with flu cough, sneeze or talk. These droplets can land in the mouths or noses of people who are nearby. Less often, a person might get flu by touching a surface or object that has flu virus on it and then touching their own mouth, nose or possibly their eyes.
2. You may be able to spread flu to someone else before you know you are sick, as well as while you are sick. People with flu are most contagious in the first 3-4 days after their illness begins. Some otherwise healthy adults may be able to infect others beginning 1 day before symptoms develop and up to 5 to 7 days after becoming sick. Some people, especially young children and people with weakened immune systems, might be able to infect others for an even longer time.
3. The time from when a person is exposed and infected with flu to when symptoms begin is about 2 days, but can range from about 1 to 4 days.



5.0 HANDWASHING

5.1 When to Wash Your Hands

1. Hand washing is one of the best ways to minimize the risk of getting or spreading communicable diseases. By removing disease-causing material from your hands, you avoid infecting yourself when touching your eyes, nose, or mouth. You also avoid contaminating common objects (e.g., phones, keyboards, and doorknobs) and infecting others.
2. All “Insert Company Name Here” employees must wash their hands with SOAP and WATER at the following minimum intervals. Refrain from touching your face, eyes and mouth during your shift:
 - a. At the start of every shift
 - b. At each break interval
 - c. At lunch break before and after (especially before consuming food)
 - d. At the end of every shift
 - e. After using the washroom
 - f. If you feel you have come in contact with someone who is suspected to show COVID-19 symptoms.
 - g. After coughing, sneezing or blowing your nose.
 - h. When you have shaken someone’s hand.
 - i. After administering first aid to anyone.

5.2 How to Wash Your Hands

1. Follow proper hand washing procedure using soap with warm running water for at least 15 to 20 seconds.
2. After washing, turn off the faucet with a paper towel.
3. Dry your hands with an air dryer or a clean paper towel.
4. Use a paper towel to open the bathroom door and dispose of paper towel in a trash bin outside of door.
5. Avoid touching your face, eyes, or rubbing your nose.



1. All washroom and hand washing facilities will be maintained in proper working order, kept clean and sanitary and provided with adequate supplies (soap, paper towel, toilet paper and hand sanitizer).

5.31 Plumbed Hand Washing Facility

Type in the location description here:

[Insert Image
Here]

5.32 Portable Hand Washing Facility

Type in the location description here:

[Insert Image
Here]



5.33 Bottled and Wall Mounted Hand Sanitizer

Type in the location description here:

[Insert Image
Here]

5.4 Cleaning Washroom Facilities

1. To prevent the spread of communicable diseases, "Insert Company Name Here" will ensure all washrooms and hand washing facilities will be kept clean and sanitary everyday.
2. Cleaning maybe done by a third-party cleaning company or by a company employee.
3. Proper PPE must be worn when cleaning the washroom facilities. See section 4.0 for PPE requirements.



1. A ventilation system that discharges air from the work area must be designed to minimize the likelihood of exposing any worker at a workplace, including an adjacent workplace to an air contaminant in a concentration which exceeds either 10% of its applicable exposure limit in Part 5 (Chemical Agents and Biological Agents), or an acceptable ambient air quality standard established by an authority having jurisdiction over environmental air standards, whichever is greater, and where practicable, to an objectionable odour.
2. A ventilation system must not be obstructed by material or equipment placed in front of the ventilation air intakes or discharge points.
3. Outdoor air intakes must be located so that outdoor air entering the ventilation system does not contain any contaminant in a concentration greater than normal outdoor ambient air in that locality.
4. "Insert Company Name Here" will ensure that temperature and humidity levels within the indoor work environment are maintained within acceptable comfort ranges, as far as is practicable.
5. "Insert Company Name Here" will ensure outdoor air is effectively distributed throughout the workplace.





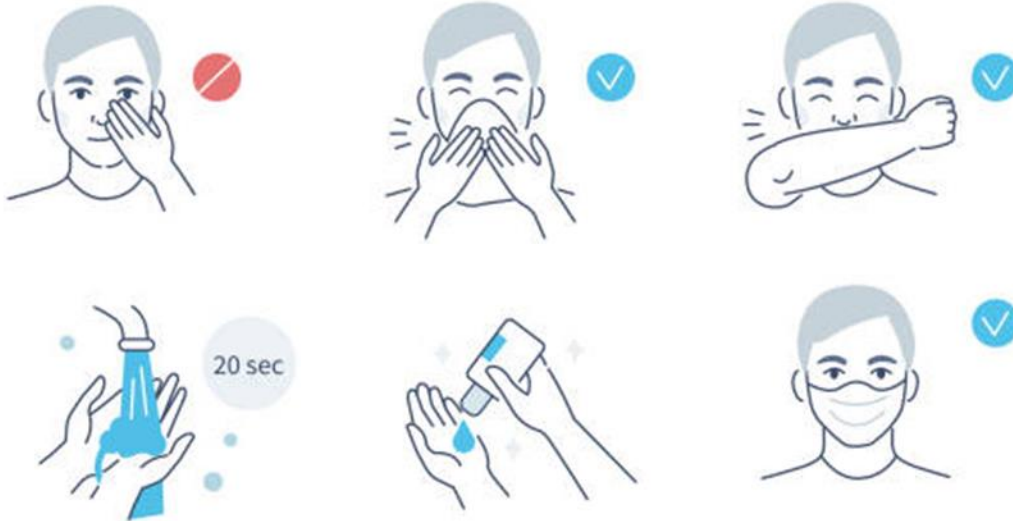
BUILDING CLEANING SCHEDULE

Date:

Company Name:

Cleaning Personnel Name:

Daily Cleaning	Mon	Tues	Wed	Thurs	Frid
Restrooms / Washrooms (toilets and handles, door handles, sinks, taps, and light switches.					
Building Door Handles/Knobs					
Light Switches					
Photocopier Buttons					
Wipe Down Eating Tables					
Wipe Down Lunch Room Counters					
Fridge Door Handles					
Lunchroom Cabinet Handles					
Microwave Buttons					
Coffee Machine Buttons					
Lunchroom Sink and Taps					
Stairs Hand-Rails					
Elevator Buttons (entry and exit)					



9.11 Exposure or Symptom Reporting

1. If you believe you have been exposed to a confirmed infected employee, report to your Supervisor immediately. You will be required to leave the site, isolate yourself, and contact your local health care provider.
2. If you are showing any of the following symptoms, report to your Supervisor immediately. You will be required to leave the site, isolate yourself, and contact your local health care provider:

Similar to a cold or flu and include fever, fatigue, cough and difficulty breathing.

9.12 Contact with a Confirmed Case of Communicable Disease

1. If a confirmed case is identified in your workplace, the designated public health services will provide advice to:
 - a. Any employee that has been in close face-to-face or touching contact
 - b. Anyone talking with or being coughed on for any length of time while the employee was symptomatic
 - c. Anyone who has cleaned up any bodily fluids



9.0 STANDARD WORKPLACE HYGIENE PROCEDURES

9.1 Cleaning and Sanitizing

1. Areas such as washrooms, office desks, eating tables and lunchrooms will be cleaned and sanitized frequently.
2. “Insert Company Name Here” will ensure high risk touch spots will be cleaned and sanitized frequently, such as:

Doorknobs, door handles, light switches, handrails, computer keyboards, desks, computer mouse, lunchrooms, sink taps, lunch tables, fridge handles, cellular phones, microwave handles/buttons etc.

3. Sanitizing chemicals will be purchased by “Insert Company Name Here”.
4. Example of developing our own sanitizing solution: 5 tablespoons (1/3rd cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water.

9.2 Disinfection Solution

1. You may use a chemical disinfection solution containing a bleach solution or at least 70% Alcohol. Follow manufacturer specifications for proper application and safety requirements (i.e. ppe and ventilation).
2. You may also create your own workplace diluted bleach solution (i.e. spray bottle):

5 tablespoons (1/3rd cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water.

3. Ensure the spray bottle is adequately labeled for identification purposes.