

COVID 19 Pandemic Notification - Personal Hygiene

In order to reduce the spread, the following is required of everybody:

Do not go out publicly if you have:

- chills, shivering and a fever (temperature $>38^{\circ}\text{C}$)
- onset of muscle aches and pains
- sore throat
- dry cough
- trouble breathing
- sneezing
- stuffy or runny nose
- tiredness

If some of the above apply to you, please go home and wait until 14 days after you have recovered before returning to work.

Personal Hygiene

HANDWASHING IS THE MOST IMPORTANT THING YOU CAN DO TO PROTECT YOURSELF

- Cover your nose and mouth when coughing or sneezing
- Use a tissue and dispose of this once used in the waste
- Always wash hands after coughing and sneezing or disposing of tissues
- Keep your hands away from your mouth, nose and eyes.
- Avoid contact with individuals at risk (e.g. small children or those with underlying or chronic illnesses such as immune suppression or lung disease) until influenza-like symptoms have resolved
- Avoid contact with people who have influenza-like symptoms
- Ask people to use a tissue and cover their nose and mouth when coughing or sneezing and to wash their hands afterwards

Increase Social Distancing Social distancing means minimizing human-to-human contact in peak phases of pandemic COVID 19. Contacts are those persons who have had close (two meters or less) physical or confined airspace contact with an infected person within four days of that person developing symptoms. These are likely to

include family members and/or other living companions, workmates (if in confined airspace environments) and possibly recreational companions. Epidemiological evidence from a developing pandemic may change the definition of “contact” and we will update accordingly. <In Canada, contact management with respect to reportable diseases is mandated by law (for instance the Quarantine Act and other health-related Acts).> Employees should elect not to circulate in crowded places and large gatherings of people during pandemic COVID 19.

Office Hygiene

Company responsibility is to ensure supplies of hygiene products (soap, hand towels, gloves) are available while recognizing that their supply will be reduced in the pandemic.

Ensure the environment is cleaned regularly and in particular, maintain and filter HVAC systems. Post hygiene notices at entrances, washrooms, hand washing stations and public areas. Brochures, newsletters, global e-mails, notice boards and payslips are some of the materials that can be used to communicate this advice.

Hand Hygiene Hand hygiene is an important step in preventing the spread of infectious diseases. Hand hygiene can be performed with soap and warm water or by using waterless alcohol-based hand sanitizers. Transmission of COVID 19 can occur by indirect contact from hands and articles freshly soiled with discharges of the nose and throat of an acutely ill individual. By frequently washing your hands you wash away germs that you have picked up from other people, or from contaminated surfaces, or from animals and animal waste. The COVID 19 virus is readily inactivated by soap and water. Antibacterial hand wash products are not required because routine products, along with proper handwashing procedures, will inactivate the virus. Waterless alcohol-based hand sanitizers can be used as an alternative to handwashing and are especially useful when access to sinks or warm running water is limited. Placing alcohol-based hand sanitizers at the entrance of facilities is useful in preventing transmission of infectious diseases.

It is recommended that businesses consider the use of new technologies to facilitate social distancing by using communications networks, remote access and web access (among other techniques) to maintain distance.

Suggestions on how to minimize close contact include:

- Avoid face-to-face meetings.
- Minimize meeting times.
- Meet in large rooms.
- Use communications and network technologies and devices to communicate.
- Avoid unnecessary travel (especially to endemic regions).
- Cancel or postpone non-essential meetings/workshops/training sessions.
- Leave a gap between shifts.
- Ventilate the workplace between shifts.
- Avoid cafeterias and restaurants.
- Introduce staggered lunchtimes.

How to Stay Healthy During the Pandemic

Personal Health

- Eat, rest well and exercise in moderation.
- Wash your hands frequently with warm water and soap.
- Cover your nose and mouth when coughing or sneezing
- Minimize visitors to your home.
- Check up on friends and family who live alone.
- Watch for regular COVID updates from [<Health Canada>](#).

Washing Hands is one of the most important ways to prevent the spread of influenza

Stay away from crowds

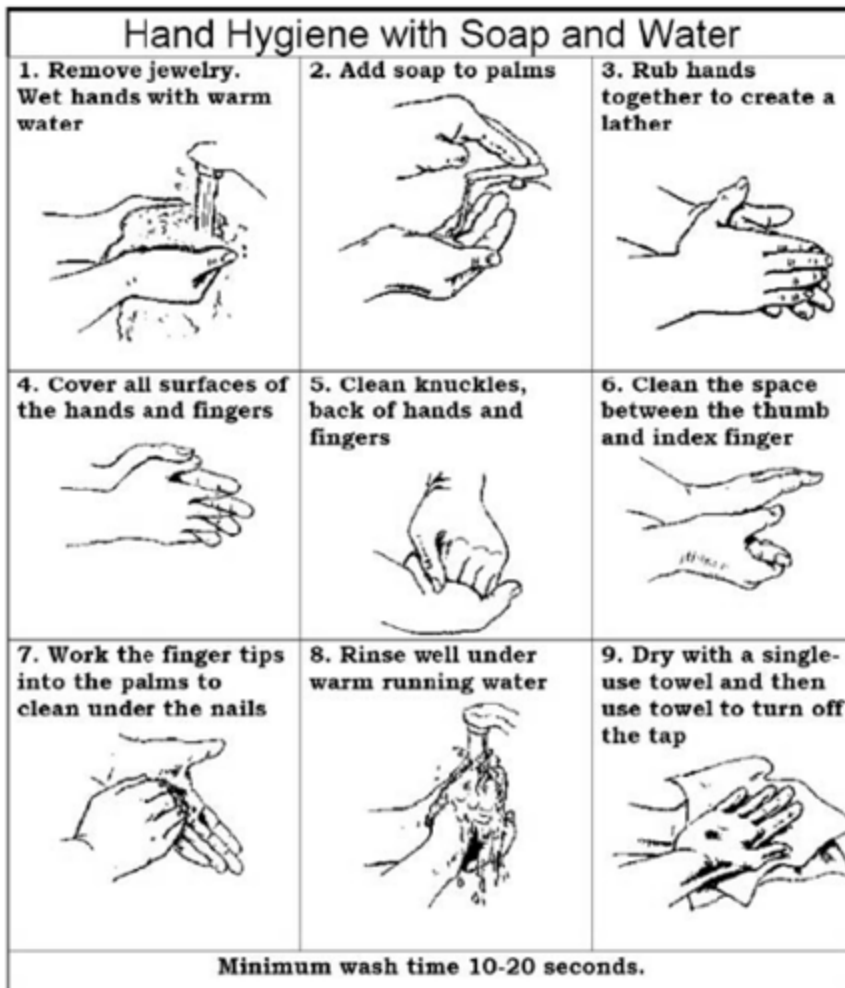
- Stock up on basic items.
- Shop at smaller stores with smaller line-ups.
- Shop at off-peak hours and find out which stores stay open late/24 hours.
- If possible phone ahead of your grocery order for quick pick up.
- Order groceries online for delivery. Consider using [<Instacart, Magic Delivery>](#) or other delivery services from our local grocery stores.
- Arrange to pay bills at ATMs, online or over the phone.
- Cancel or postpone family gatherings, outings or trips.

If you cannot avoid crowds, minimize the amount of time you spend around people

Stay healthy at work

- Work from home or arrange to work flex hours if possible.
- Wash your hands frequently with warm water and soap.
- Use waterless sanitizing gel to clean hands if soap & water are not available.
- Clean objects and hard surfaces that are handled by many people with a disinfectant.
- Use stairs instead of crowded elevators.
- Cancel non-essential meetings: use teleconferencing/video conferencing/emails/fax.

If you feel unwell stay home, rest and drink plenty of fluids



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