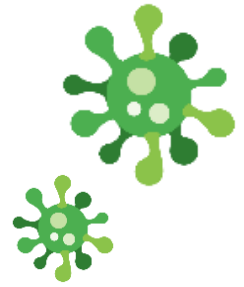


CORONAVIRUS (COVID-19)

Guidance for Businesses and Employees



Businesses should identify and communicate their objectives which may include (1) reducing transmission among staff, (2) protecting people who are at higher risk for adverse health complications, (3) maintaining business operations, and (4) minimizing adverse effects on services.

Actively encourage sick employees or clients to stay home.

- Any employee who arrives to work with symptoms of a respiratory illness should immediately be sent home.
- Employees and clients who have symptoms of acute respiratory illness are recommended to stay home until they are fever and symptom free for at least 24 hours without the use of medicine.

Prepare for possible increased numbers of employee absences due to illness in employees and their family members, dismissals of childhood programs, school closures, etc.

- Employers should plan to monitor and respond to absenteeism at the workplace. Implement plans to ensure that your essential business functions will continue regardless of higher numbers in absences.

Ensure your sick leave policies are flexible and consistent with public health guidance.

- Talk with your employees about the importance of staying home when sick and encourage them to help you develop a non-punitive leave policy.
- Employers should maintain flexible policies that permit employees to stay home to care for sick family member or children. Employees should make their supervisors aware of this scenario.

Do not require a doctor's note for employees who are sick with an acute respiratory illness.

- Due to this outbreak, medical facilities may be extremely busy and not able to provide this documentation in a timely matter.

Encourage proper hygiene.

- Place posters to encourage staying home when sick, proper cough and sneeze etiquette, hand hygiene, etc. in areas where they are likely to be seen.
- Provide tissues and non-touch disposal receptacles.
- Ensure hand sanitizer, soap, and tissues are in adequate supply.
- Place hand sanitizer in multiple locations or main rooms to encourage hand hygiene.
- Ensure personal protective equipment (PPE) is available to employees (including face masks).

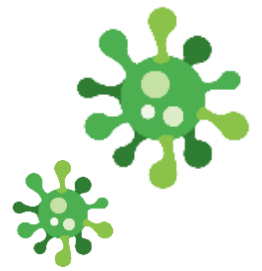
Routine clean frequently touched surfaces such as workstations, countertops, tables, doorknobs, toilets, sinks, handles, remotes, light switches, etc.

- Wipe surfaces with water and soap prior to disinfecting.
- Provide disposable wipes so that commonly used surfaces may be wiped down regularly by employees and clients before and after use.



CORONAVIRUS (COVID-19)

Guidance for Businesses and Employees



Employers are encouraged to cross-train employees to perform essential functions so that the workplace can operate even if key staff members are absent.

Assess your essential functions and the potential impacts an infectious disease outbreak may have on your products and services.

- Be prepared to change your business practices if needed to maintain operations.
- Set up alternative suppliers, prioritize customers, or temporarily suspend some of your services if needed.
- Consider closing common areas where people have frequent contact with each other and shared objects.

Establish a procedure to communicate information to employees and business partners on your infectious disease outbreak plans and the latest COVID-19 information.

- Employees and clients may express fear, anxiety, and share misinformation. It's best that your employees and clients stay updated on the latest developments. Use sites such as the World Health Organization or the Government of Canada website.

Retain records of your customers. This will help authorities trace people who may have been exposed to COVID-19.

- If your client is coming from an area where COVID-19 is spreading rapidly, assess the risks related to their presence and consider alternate arrangements for that guest (delaying their trip, isolate them from high traffic areas, increase cleaning/disinfecting protocols, etc.)

If an employee or client begins to show symptoms of an acute respiratory illness, isolate them and contact your local healthcare provider or the local public health unit and give them details of their recent travel and symptoms.

Remember to Encourage Hygiene and Preventative Measures

- ✓ Wash hands regularly with soap and water for a minimum of 20 seconds. If not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- ✓ Avoiding touching eyes, nose, or mouth.
- ✓ Always clean your hands after blowing your nose, coughing, or sneezing, and after using the restroom.
- ✓ Wash your hands and clean tables and counterspace prior to eating or preparing food.
- ✓ Cough and sneeze into a tissue or the sleeve in your elbow crease.
- ✓ Place sanitizers, disinfectant wipes and tissues in prominent places around you to encourage regular cleaning.
- ✓ Avoid touching other people, including handshakes and hugs.
- ✓ Stay home if you are sick.

