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2020/10/05	03/18/2020	2020/11/12

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We have been monitoring the rapidly moving COVID-19 situation. It is our priority to continue to PROTECT our workforce and our greater community of partners, customers, vendors and neighbors, and therefore we support all government recommendations to contain the virus. We will continue to communicate as new information and resources become available and adapt this plan based on the latest and best information available.

**1. How does COVID-19 Spread?**

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People can catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If within two meters of another person with COVID-19, it may be caught by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to flu. Most persons infected with COVID-19 experience mild symptoms and recover, however, some go on to experience more serious illness and may require hospital care. 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.

**BEING COVID-19 PREPARED**

**Coronavirus Origins**  
The novel coronavirus now named COVID-19 was discovered in Wuhan, China in December 2019 and on January 30, 2020, the World Health Organization (WHO) declared the novel coronavirus a global health emergency as the outbreak continued.



**Wash**  
Wash your hands **well and often** - at least 20 seconds with warm water and soap.



**Cover**  
Cover your **mouth and nose** when coughing or sneezing.



**Avoid**  
Avoid touching your **eyes, nose, or mouth** with unwashed hands.



**Social Distance**  
Maintain at least **3 feet** of distance from anyone who is coughing or sneezing.

**The Symptoms**  
Fever (High Temperature) • A Cough • Shortness of Breath • Breathing Difficulties

**What to do if You are at Risk**  
Employees who are well but who have a sick family member at home with COVID-19, or employees that have been exposed or may have been exposed should notify their supervisor, HR and stay home unless told otherwise once a risk assessment has been conducted.  
If you been to an affected region in the last 14 days OR been in close contact with a confirmed case of COVID-19 in the last 14 days:

**I HAVE symptoms**

1. Stay away from other people
2. Phone the BC / AB public health office: 811
3. Notify your employer

**I DO NOT HAVE symptoms**

1. Visit <https://www.who.int/> for more advice
2. Call the Government of Canada Information Line: 1-833-784-4397

*\*At this time risk in Canada and the US remains low*

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If you been to an affected region in the last 14 days OR been in close contact with a confirmed case of COVID-19 in the last 14 days:

**I HAVE symptoms**

1. Stay away from other people
2. Notify Your Public Health Region - Arlington Phone: (817) 264-4500
3. Notify your employer

**I DO NOT HAVE symptoms**

1. Visit <https://www.who.int/> for more advice

*\*At this time risk in Canada and the US remains low*

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**2. What is the Company doing?**

- Implemented a mandatory assessment app with pre-screening questions and a temperature assessment to help ensure that employees are safe to attend work. Employees are required to complete the assessment daily before the start of their shift.
- Implemented a mandatory visitor assessment app with pre-screening questions. Visitors are required to complete the assessment on arrival or prior to visiting our sites.
- Strongly encouraging the use of masks in common areas and are mandating the use of masks in all meeting rooms and washrooms.
- Requiring masks be worn whenever an employee is unable to maintain a distance of 2 meters (6 feet) from others.
- Ensure sufficient supplies of appropriate masks and gloves are available in the first aid rooms and around the facility.
- Require employee to wear a respirator or mask when unable to maintain a safe distance of 2 meters while performing a task.
- Frequent toolbox meetings with updates and reiteration of infection control procedures with employees and supervisors.
- Increased cleaning and sanitizing for our locations to help prevent the spread of all germs. Daily cleaning of door handles, fridge doors, bathroom stall locks, soap dispensers, towel dispensers, and light switches are mandatory. Each location has individuals designated to perform these functions.
- Ensure an ongoing supply of wipes/hand sanitizer for all shared workstations.
- Ensure hand sanitizer is available at clocking terminals, mobile equipment and building entrances (where available).
- Ensure soap dispensers remain full.
- Keep office/meeting room doors open to promote ventilation whenever possible.
- Limited meeting room capacity and encourage virtual meeting.
- Added signage to remind employees of distancing, hygiene and cleaning protocols (wipe microwaves, fridges, door handles, etc. after each use).
- Removed lunchroom access – including coffee, utensils, etc.
- Disabled the middle sink and urinals in bathrooms where they are not sufficiently distanced.
- Added signage limiting who can enter the facility.
- Added designated quarantine areas in each location.
- Added plexi glass barriers to offices where physical distancing could not be maintained.
- Monitoring the pandemic daily and sends updates as new information presents.

**3. What do I need to do to limit my risk and the risk of those around me?**

- **Follow all local public health orders.**
- **Wash your hands frequently**

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Regularly and thoroughly clean your hands with an alcohol-based (65-95% alcohol) hand rub or wash them with soap and water. **Why?** Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.

- **Maintain physical distancing and avoid shaking hands**

Maintain at least 2 meters (6 feet) distance between yourself and anyone who is coughing or sneezing. **Why?** When someone coughs or sneezes they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease. Close contact is defined as working/being within 2 meters of person for more than 15 minutes.

- **Avoid touching your eyes, nose and mouth**

**Why?** Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

- **Practice respiratory hygiene**

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, then disposing of the used tissue immediately. **Why?** Droplets spread virus. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

- **Make wearing a mask a normal part of being around others.**

- **Promote immune health by staying active, eating healthy, and getting enough rest.**

- **Avoid the 3Cs: spaces that are closed, crowded or involve close contact.**

The risks of getting COVID-19 are higher in crowded and inadequately ventilated spaces where infected people spend long periods of time together in close proximity. These environments are where the virus appears to spread by more efficiently, so taking precautions is even more important.

- **If you have fever, cough and difficulty breathing, seek medical care early**

Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority and seek guidance from HR prior to returning to work. **Why?** National and local authorities will have the most up to date information on the situation in your area. Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections.

#### 4. What symptoms should I look out for?

- Common symptoms

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- Dry cough – even a mild one
- Fever (i.e. a temperature of 38 C or more)
- Extreme tiredness
- Less common symptoms
  - Aches and pains
  - Sore throat/difficult swallowing
  - Diarrhea
  - Conjunctivitis
  - Headache
  - Loss of sense of taste or smell
  - A rash on skin or discolouration of fingers or toes
- Serious symptoms (Seek immediate medical attention if you have serious symptoms. Always call before visiting your doctor or health facility.)
  - Difficulty breathing or shortness of breath
  - Chest pain or pressure
  - Loss of speech or movement
  - Feeling confused or unsure of where you are
  - Loss of consciousness

**5. What do I do if I have these symptoms or have tested positive?**

- Notify your supervisor & STAY HOME.
- Keep away from those around you (at least 2 meters or 6 feet).
- Notify local health authorities and obtain advice on what to do.
- Contact HR prior to returning to work to develop a return to work plan based on the recommendations of local health authorities.

Note: Employees who tested positive or were symptomatic must call public health and obtain advice on whether they should return to work after the quarantine period has finished.

**6. What do I do if I have been exposed to someone who has, is suspected to have COVID-19 or has returned from travelling to another country?**

- Notify your supervisor & STAY HOME.
- Keep away from those around you (at least 2 meters).
- Notify local health authorities and obtain advice on what to do.
- Contact HR prior to returning to work to conduct a risk assessment and develop a return to work plan based on the recommendations of local health authorities.

**7. What do I do if I become ill with suspected COVID-19 at work?**

- Proceed immediately to the designated quarantine area.
- Call your supervisor or HR.

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- HR will notify local health authorities and obtain instruction on how to proceed.
- If you feel well enough to drive home, please ensure you self-isolate until you receive medical advice on next steps.
- Contact HR before returning to work in order to develop a return to work plan based on the recommendations of local health authorities.

Note: The quarantine area is designated as your personal vehicle. If you do not drive to work the alternate quarantine area is:

- Rosedale: The Trailercraft Lunchroom
- Granbury: Assembly Mezzanine
- Calgary: Main Lunchroom
- Sardis: Upstairs corner office

**8. What will the company do if someone falls ill with suspected COVID-19 at work?**

- Close off areas used by the ill persons and wait as long as practical (24 hours is recommended) before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
- If able, open outside doors and windows to increase air circulation in the area.
- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- When Cleaning:
  - Wear disposable gloves for all tasks in the cleaning process. Additional PPE may be required based on cleaning/disinfectant products used
  - Gloves and other PPE should be removed carefully to avoid contamination of the wearer and surrounding area
  - Wash hands after removal of gloves and PPE
- Follow all local health authority recommendations for isolating those with close contact and developing return to work plans.
- Respect confidentiality. The company will not identify any employee by name or location.

**9. What will the company do if there is a confirmed case of COVID-19 at one of the locations?**

- Quarantine will be implemented for confirmed case.
- Work with the employee and public health official(s) in area to determine an action plan.
- Respect confidentiality. The Company will not identify any employee by name in communication.
- A full exposure investigation will occur for any confirmed case of COVID and will include, but not limited to:
  - Timeline analysis - to document disinfection requirements and any exposed co-workers

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- Contact Tracing and communication to those affected without use of co-worker names
- Communication to all employees using confidentiality of name and/or location
- The Return to Work (RTW) plan will be implemented for any confirmed (or suspected) COVID-19 cases as per Public health. See appendix for RTW guidelines.

**10. Right to refuse**

Workers have the right to refuse unsafe work. If you have reasonable cause to believe that performing a job or task puts you or someone else at risk, you must not perform the job or task. You must immediately notify your supervisor to communicate concerns and assess the risk. All work refusal procedures will be followed.

**11. Can I work from home?**

- If you would like to work from home, you must be able to complete your duties from home.
- Speak to your supervisor and develop a work from home plan.
- The plan must be approved by the management team.

**12. Can I travel?**

- In order to curb the spread of the COVID-19 virus, Health Officers and the Minister of Health have made an announcement strongly advising against all nonessential travel. They indicated that anyone who chooses to travel outside of the country will be required to self isolate and stay away from work or school for fourteen days upon their return.
- Self isolation (for 14 days) also extends to those individuals who travel in country by air unless approved by the executive team.
- The Company requires all staff to follow this advisory in order to ensure we do all we can to stop the spread of COVID-19.
- Self isolation periods are unpaid.
- Business air travel is prohibited unless approved by the executive team.
- Business travel by car should be limited. Should you need to travel by car, please speak to your supervisor and obtain approval from a member of the management. Masks are to be worn if travel by car occurs with persons outside of your household.
- Any employee who chooses to travel out of country or by air must immediately disclose their plans to their Supervisor and HR in order to determine a return to work plan.

**13. Is it safe to receive packages from other countries where COVID-19 has been reported?**

- Yes. Based on a study in the New England Journal of Medicine conducted by the National Institute of Health National Institute of Allergy and Infectious Diseases the COVID-19 virus (SAR-CoV-2) is stable and infectious for the following time periods:
  - Aerosol (airborne solutions) – up to 3 hours
  - Copper – up to 4 hours

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- Cardboard – up to 24 hours
- Plastic and Stainless Steel – up to 72 hours
- Shipments that are outside of those windows are expected to be safe; however, use of safe disinfection practices should be continued on the packaging as well as the products. Shipments that arrive within the window of transmission should be disinfected using the procedures described in the CME Made Safe COVID-19 Guide to Using Disinfectants Correctly.
- Ensure that you practice physical distancing with delivery drivers and customers performing pickups. If paperwork is exchanged, use gloves or wash your hands thoroughly after the exchange.

**14. How can we reduce the risk of transmission in internal meetings?**

- **BEFORE the Meeting:**
  - Consider whether a face-to-face meeting or event is needed. Could it be replaced by a teleconference or online event?
  - Could the meeting or event be scaled down so that fewer people attend?
- **DURING the Meeting**
  - Wear a mask.
  - Encourage regular hand-washing or use of an alcohol rub by all participants at the meeting.
  - Arrange seats so that participants are at least two meters apart.
  - Open windows and doors whenever possible to make sure the venue is well ventilated.

**15. Can I attend meetings offsite?**

All offsite meetings should be converted to phone/video conference unless approved by the management team.

**16. Can suppliers come visit us?**

- Supplier visits should be conducted by phone/video conference unless approved by the management team.
- Service providers are excluded from requiring approval to come on site. Coverall replenishment, VMI restocks, cleaning services, etc. should all continue as normal. Please report to HR if you feel service providers are not following appropriate hygiene guidelines. Service providers should visit the front desk and sign in as per normal procedure.

**17. Can customers come visit us?**

- Should you wish to have a customer on site please obtain approval from the management team. Customer visits are essential to our operations.
- Drivers/customers picking up units are excluded from the approval process. Please report to HR if you feel customers are not following appropriate hygiene guidelines. Customers should visit the front desk and sign in as per normal procedure.

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**18. If I do obtain approval to hold a meeting with a customer or other external party, how do I manage COVID-19 risk?**

Organizers of meetings and events need to think about the potential risk from COVID-19 because:

- There is a risk that people attending your meeting or event might be unwittingly bringing the COVID-19 virus to the meeting. Others might be unknowingly exposed to COVID-19.
- While COVID-19 is a mild disease for most people, it can make some very ill. Around 1 in every 5 people who catch COVID-19 needs hospital treatment.

**BEFORE the Meeting:**

- Check the advice from the authorities in the community where you plan to hold the meeting or event. Follow their advice.
- Develop and agree on a preparedness plan to prevent infection at your meeting or event.
  - Consider whether a face-to-face meeting or event is needed. Could it be replaced by a teleconference or online event?
  - Could the meeting or event be scaled down so that fewer people attend?
  - Ensure and verify information and communication channels in advance with key partners such as public health and health care authorities.
  - Pre-order sufficient supplies and materials, including masks and hand sanitizer for all participants.
  - Advise participants in advance that if they have any symptoms or feel unwell, they should not attend. Advise them of the requirement to complete the pre-screening app.
  - Make sure all organizers, participants, caterers and visitors at the event provide contact details: mobile telephone number, email and address where they are staying. State clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease. If they will not agree to this they cannot attend the event or meeting.
- Develop and agree a response plan in case someone at the meeting becomes ill with symptoms of COVID-19 (dry cough, fever, malaise). This plan should include at least:
  - Identify a room or area where someone who is feeling unwell or has symptoms can be safely isolated
  - Have a plan for how they can be safely transferred from there to a health facility.
  - Know what to do if a meeting participant, staff member or service provider tests positive for COVID-19 during or just after the meeting

**DURING the Meeting**

- Ensure everyone wears masks.
- Provide information or a briefing, preferably both orally and in writing, on COVID-19 and the measures that organizers are taking to make this event safe for participants.

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- Build trust. For example, as an icebreaker, practice ways to say hello without touching.
- Encourage regular hand-washing or use of an alcohol rub by all participants at the meeting or event
- Display dispensers of alcohol-based hand rub prominently around the venue.
- If there is space, arrange seats so that participants are at least two meters apart.
- Open windows and doors whenever possible to make sure the venue is well ventilated.
- If anyone who starts to feel unwell, follow your preparedness plan.
  - Depending on the situation in your area, or recent travel of the participant, place the person in the isolation room.
- Thank all participants for their cooperation with the provisions in place.

**AFTER the Meeting**

- Retain the names and contact details of all participants for at least one month. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.
- If someone at the meeting tests positive COVID-19 case, obtain advice from the local health authority on contact tracing protocol.

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**Appendix A: Chilliwack**

*Public Health:*

It is recommended by 811 that any anyone with mild cold like symptoms should be tested. Complete the AHS Online Assessment or call Healthlink 811 for instruction.

You must isolate (min 14 days) if any of the following apply:

- You’ve been diagnosed with COVID-19, or are waiting to hear the results of a lab test for COVID-19
- You’ve symptoms of COVID-19, even if mild
- You’ve been in contact with someone who has or is suspected to have COVID-19
- You’ve been told by public health that you may have been exposed to COVID-19
- You’ve returned from travel outside Canada with symptoms of COVID-19 (mandatory)

*As per the BCDCD:*

You must self-isolate for a minimum of 14 days if you have symptoms or until symptoms resolve. Once testing is completed and results are returned, return to work will be organized with Supervisor and HR.

As of March 25, 2020, it is mandatory under the Quarantine Act that anyone arriving in British Columbia from outside of Canada self-isolate and monitor for symptoms for 14 days upon their arrival and complete/register a self-isolation plan and complete the federal ArriveCAN application.

Returning travellers that develop symptoms should get tested for COVID-19. You will also be required to self-isolate for at least 14 days from your arrival in Canada or 10 days after onset of symptoms, whichever is longer.

**Appendix B: Calgary**

COVID-19 testing is now available to anyone who is asymptomatic and to those with symptoms of cough, fever, shortness of breath, runny nose or sore throat. Complete the AHS Online Assessment or call Healthlink 811 for instruction.

Albertans are legally required to self-isolate for:

- A minimum of 10 days if you have symptoms not related to a pre-existing illness or health condition, from the start of symptoms or until symptoms resolve.
- 14 days if you tested negative and have known exposure to COVID-19
- A minimum of 10 days if you have tested positive for COVID-19. Isolation period is for 10 days from start of symptoms, or until symptoms resolve whichever takes longer
- 14 days and monitor for symptoms if you are a close contact of a person who tested positive for COVID-19. If you become sick with symptoms during this time, you must self isolate for an additional 10 days from the beginning of symptoms or until you are feeling well, whichever takes longer.

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- Not required to isolate if tested negative for COVID-19. However, it is important to stay home until symptoms resolve so that you do not infect others.

City of Calgary Bylaw 26M2020: August 1, 2020

All persons must wear a face covering in indoor public premises and in public vehicles unless the person is separated from others by a barrier or is exempt.

Under the bylaw, business operators or owners are required to display signage informing the public of the face coverings bylaw requirement in entryways of locations that are accessible to the public.

Individuals are expected to wear a face covering in any part of an enclosed indoor space the public can readily access. If the public does not have access to the space, it will be exempt under the bylaw.

**Appendix C: Granbury**

If you think you may need to be tested for Covid-19, your doctor will help make the decision or you can take a self-assessment test at [www.cdc.gov](http://www.cdc.gov). If you do not have health insurance, you can still get tested for Covid-19. For more information about finding a doctor, testing center or accessing medical care at low or no cost, call 2-1-1 or visit <https://dshs.texas.gov/coronavirus>.

DSHS recommends that mildly ill individuals who have symptoms of Covid-19 stay home until:

- At least 10 days have passed since their symptoms first appeared (or the date the specimen was collected if the person did not have any symptoms).
- They are fever-free for at least 24 hours (without the aid of fever-reducing medicine like Advil, Tylenol or Aspirin), and
- their symptoms have improved.

After they have met these criteria, they can return to work. These criteria were created by the Center for Disease Control and Prevention to take place of the testing to determine when COVID-19 patients can discontinue home isolation and return to work. However, in limited cases, a healthcare provider may recommend using a test-based strategy to determine if someone with confirmed COVID-19 can be released from isolation. If a diagnosis other than COVID-19 is made, criteria for return to work should be based on that diagnosis.

The CDC considers close contact as the following:

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

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Texas Gov. Greg Abbot ordered that face coverings must be worn in public places across the state ([EO GA29](#)). Groups of ten or more should not gather outside unless they have an exemption permit from the Governor’s Office. For more information on gatherings please reference [EO GA30](#).

**Links to Coronavirus Resources**

WHO, Coronavirus (including technical guidance documents):

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Public Health Agency of Canada (Outbreak Update):

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

Coronavirus Disease Situation Report:

[https://www.who.int/docs/default-source/coronaviruse/situation-reports/20200218-sitrep-29-covid19.pdf?sfvrsn=6262de9e\\_2](https://www.who.int/docs/default-source/coronaviruse/situation-reports/20200218-sitrep-29-covid19.pdf?sfvrsn=6262de9e_2)

Canada, Travel Health (Coronavirus Travel Advice):

<https://www.canada.ca/en/publichealth/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html>

BC Centre for Disease Control Information on Coronavirus:

<http://www.bccdc.ca/about/news-stories/stories/2020/information-on-novel-coronavirus>

Alberta Health Services Novel Coronavirus notice:

<https://www.albertahealthservices.ca/topics/Page16944.aspx>

OSHA

<https://www.osha.gov/SLTC/covid-19/>

BC COVID-19 Self-Assessment Tool

<https://covid19.thrive.health/>

COVID-19: Using Disinfectants Correctly & Steps for High Touch Areas

<https://cme-mec.ca/wp-content/uploads/2020/03/CME-Made-Safe-COVID-19-H-S-Safety-Tips-Disinfection-High-Touch-Areas-FINAL-WEB.pdf>

Guidance to BC Manufacturers

<https://news.gov.bc.ca/releases/2020EMBC0014-000559>

BC Essential Services

[Complete list of essential services](#)

Department of Labor’s [Coronavirus Resources](#) page

Source: [https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf?sfvrsn=359a81e7\\_6](https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf?sfvrsn=359a81e7_6)

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