



SAFE JOB PROCEDURE

COVID-19 PROCEDURES

Purpose

To provide direction on maintaining good hygiene, cleaning procedures and illness management for all work sites (offices included) in order to minimize the impact of the COVID-19 virus. This procedure will encompass the following:

- Hand washing/sanitizing
- Workplace Sanitation
- Illness Identification
- Isolation Procedures

Hand Washing/Sanitizing

Wash your hands:

- **Before, during, and after** preparing food
- **Before** eating food
- **Before** and **after** treating a cut or wound
- **After** touching possibly contaminated public surfaces
- **After** using the toilet
- **After** blowing your nose, coughing, or sneezing
- **After** touching garbage

Hand Washing Procedure:

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

If soap and water are not readily available, you can use an alcohol-based hand



SAFE JOB PROCEDURE

sanitizer that contains at least 60% alcohol. How to apply hand sanitizer:

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds

Workplace Sanitation

Wiping down high traffic areas will reduce the spread of viruses in areas which come into contact with various people throughout the day. The following areas require **daily** cleaning:

- Desks
- Keyboards
- Phones
- Door handles
- Entrance doors
- Shared kitchens and bathrooms
- Light switches
- Vehicle steering wheels
- Remote controls

Follow the appropriate steps to ensure proper sanitization:

1. Select appropriate cleaning product.
2. Review product Safety Data Sheet prior to use.
3. Spray area to be cleaned and let sit for 5 minutes.
4. Wipe area with disposable cloth.
5. Dispose of cloth in garbage.
6. Wash/sanitize hands thoroughly.

Identification Procedure

In order to minimize the risk of transmitting the virus to other in the workplace it is important to watch for the symptoms of COVID-19 in yourself and others. Symptoms for COVID-19 are similar to those for influenza or other respiratory illnesses. The most common symptoms include:



SAFE JOB PROCEDURE

- Fever
- Cough
- Extreme tiredness
- Difficulty breathing

Isolation Procedure

If you or another worker show symptoms of COVID-19 you must immediately report it to your supervisor and follow the Isolation Procedure:

Worker Procedure:

1. Stop all work.
2. Distance yourself from others or other worker showing symptoms.
3. Report to your supervisor.

Supervisor Procedure:

1. Move potentially infectious person away from other workers, customers and/or visitors.
2. Isolate in area with closeable doors.
3. Ask individual to wear a mask (if available and tolerable).
4. Restrict personnel from entering isolation area.
5. Protect workers in close contact with sick person who have had prolonged/repeated contact.
6. Report to management for next steps.
7. Participate in Incident Investigation and documentation.

In the event of a confirmed case:

1. Stop work. All work site staff will be required to return home and self-isolate immediately.
2. Inform all involved parties of confirmed case. This includes anyone that was on site in the past 14 days.
3. Any impacted individuals will be required to self-isolate for 14 days.



SAFE JOB PROCEDURE

4. Work site will be shut down for 72 hours (minimum).
5. After 72 hours (minimum), all hard surfaces at work site must be disinfected.
6. Once disinfection is completed, re-start will be permitted with substitute crews, if possible.