

Pandemic Planning

HOW THE CORONAVIRUS CAN EFFECT YOUR BUSINESS

2020

The 12 Things Managers Need To Know About The Coronavirus

The first thing you need to do to safeguard your workplace from coronavirus outbreak is go to school on the virus and current health situation. Because the 2019 Novel Coronavirus (2019-nCoV) is so new, we have to rely on government health departments and global health agencies for information about it. Here's a breakdown of the 12 things OHS directors need to know about 2019-nCoV.

1. WHERE DOES CORONAVIRUS COME FROM?

Answer: Coronavirus is a respiratory virus that originated in China, specifically the city of Wuhan located in the Hubei Province. Cases have been reported in Canada, the US, UK, Spain, France, Germany, Italy, Sweden, Finland, Russia, UAE, India, Sri Lanka, Nepal, Hong Kong, Macao, Taiwan, Malaysia, Singapore, Cambodia, Thailand, Vietnam, Japan, Korea, Philippines and Australia.

2. WHAT ARE THE SYMPTOMS?

Answer: Symptoms of coronavirus range from common to severe respiratory illnesses and include:

- Fever;
- Cough; and
- Difficulty breathing; and
- Pneumonia, kidney failure and death have occurred in severe cases.

3. HOW DANGEROUS IS IT?

Answer: More than 800 people have died of coronavirus, higher than the death toll from SARS.

Even so, risk of death is considered low and most people with common coronavirus illness will recover on their own.

4. HOW CONTAGIOUS IS IT?

Answer: At this time, there's no clear evidence that 2019-nCoV is spread easily from person to person. Early reports suggest that there's been limited person-to-person spread. The incubation period seems to be up to 14 days after exposure.

5. HOW LIKELY ARE NORTH AMERICANS TO GET THE VIRUS?

Answer: The PHAC has assessed the public health risk associated with 2019-nCoV as low for both Canadians and Americans. Those who have traveled to or had contact with people from Wuhan are at the highest risk. That's why the US government has recommended avoiding:

- All non-essential travel to China; and
- All travel of any kind to Hubei Province, China, including Wuhan city.

6. WHAT TO DO IF YOU DEVELOP SYMPTOMS?

Answer: If you've traveled to Wuhan and develop symptoms of 2019-nCoV, the PHAC recommends that you avoid contact with others and contact a health care professional and report:

- Your symptoms;
- Where you've been travelling or living;
- if you had direct contact with animals (for

example, if you visited a live animal market);

- if you had close contact with a sick person, especially if they had a fever, cough or difficulty breathing.

7. IS THERE A VACCINE FOR THE VIRUS?

Answer: There's currently no vaccine to protect against 2019-nCoV infection. And this year's flu vaccine doesn't protect against coronaviruses.

8. IS THERE A TREATMENT FOR THE VIRUS?

Answer: There's currently no specific treatment for coronavirus infection, although there may be steps your health care provider can recommend to relieve the symptoms. The good news is that most people with the virus recover on their own without specific treatment.

9. HOW CAN PEOPLE PROTECT THEMSELVES FROM THE VIRUS?

Answer: According to the PHAC, you can protect yourself and others against infection by:

- Washing your hands often with soap and water for at least 20 seconds or using alcohol-based hand sanitizer if soap and water aren't available;
- Not touching your eyes, nose, or mouth with unwashed hands;
- Avoiding close contact with people who are sick; and
- Using proper cough and sneeze etiquette, such as by covering your mouth and nose with your arm to reduce the spread of germs and disposing of tissues as soon as possible and washing your hands after you do.

10. DO WE HAVE A LEGAL OBLIGATION TO PROTECT WORKERS FROM INFECTION?

Answer: Yes, to the extent exposure is a real or potential hazard to your workers, you must take

reasonable measures to prevent it.

11. WHAT MEASURES SHOULD WE IMPLEMENT TO PROTECT WORKERS?

Answer: Things you can do to prevent and contain the spread of coronavirus include:

- Notifying and educating exposed workers about 2019-nCoV risks, symptoms and available prevention measures;
- Requiring workers to wash their hands before starting work, after sneezing and coughing and after touching potentially infected surfaces or objects, e.g., doorknobs or equipment handled by sick co-workers;
- Implementing effective cleaning and disinfection procedures;
- Requiring workers to report if they've traveled to Wuhan or other 2019-nCoV risk area;
- Requiring workers to stay home when they're sick;
- Limiting personal contact and space between workers;
- Preparing for potential 2019-nCoV work refusals; and
- Ensuring you have an overall infectious illness exposure control and response policy or plan in place.

12. WHERE CAN I GET UP-TO-DATE CORONAVIRUS INFORMATION?

Answer: You can stay on top of the virus and latest situation by going to the PHAC's Novel Coronavirus (2019-nCoV) web page.

The 4 Kinds of Coronavirus Control Measures Required by OHS Law

WHAT'S AT STAKE

The World Health Organization (WHO) has declared the coronavirus outbreak a global health emergency. Although most of the 16,000+ cases and 300+ deaths come from the city of Wuhan in the Chinese province of Hubei where the virus originated, coronavirus has spread to North America. Still, the point of this article is not to educate you about the coronavirus. There's already plenty of information about the virus online. But what you won't find much of is what you most need as an OHS director: an explanation of how it affects you.

Bottom Line: You do have a legal obligation to protect workers from coronavirus infection. Here's a look at your liability risks and how to manage them.

5 WAYS CORONAVIRUS CAN GET YOU INTO LEGAL TROUBLE

The best reason to prepare for coronavirus is to protect the health of your workers and your business. The next best reason is to protect your company from liability risks:

1. OHS VIOLATIONS

OHS acts include a provision requiring employers to protect workers against foreseeable health and safety hazards not expressly mentioned in the regulations. We know from the SARS, West Nile and avian influenza outbreaks that an infectious illness like coronavirus would be considered a foreseeable hazard that these so-called general duty clauses

cover.

2. NEGLIGENCE

Although workers' comp bars workers from suing their employers for negligence, the bar doesn't apply to third parties that become infected in your workplace or as a result of work-related contact with one of your infected workers.

3. WAGE & HOUR VIOLATIONS

Absenteeism from coronavirus infection might force you to use workers for longer hours and precipitate wage and hour complaints under your province's employment standards law.

4. WORKERS' COMP CLAIMS

Workers who contract coronavirus at work may file workers' comp claims.

5. DISABILITY DISCRIMINATION & FAILURE TO ACCOMMODATE

A worker who becomes infected or shows symptoms of infection may be considered "disabled" under human right laws. Result: You must accommodate his/her absences or special needs to the point of undue hardship.

THE 4 THINGS YOU MUST DO

So, what exactly are employers required to do to comply with their general duty to protect workers against coronavirus infection? The best way to answer that question is by looking to government guidelines issued during previous outbreaks. While

not technically binding law, these guidelines are crucial because they lay out the actual criteria that government inspectors who enforce the law use to evaluate whether an employer has taken the “reasonable precautions” the OHS law requires. And even though they address West Nile, SARS, avian influenza and other previous illnesses, these guidelines are based on fundamental principles and best practices promulgated by the WHO, U.S. Centers for Disease Control and other internationally recognized health agencies. Let’s look at the 4 sets of measures they require employers to take:

1. EDUCATE WORKERS

Ensuring that workers know about the hazards to which they’re exposed is a fundamental duty under OHS laws. In the context of infectious illness, the right to know requires:

General Education: First, you must familiarize workers with the nature of the risk posed by coronavirus—what it is, how it can infect them and how to protect themselves.

Prevention Measures: You must acquaint your workers with personal hygiene and other measures they can take to guard against the risk of infection, including:

- Hand washing;
- “Cough etiquette”;
- Social distancing;
- Proper use of PPE;
- Vaccination; and
- Precautions for workers planning to travel to affected areas.

Notification & Communication: Education also involves keeping your workers apprised of recent developments, both public and within your workplace. Employers must provide “clear, timely

and proactive communication to staff, including how your organization is handling the situation.” This would involve posting information on your company website and/or starting an internal phone service that workers can call for information. Also post the location of hospitals, clinics, public health authorities and other health resources in your community. In addition, you need to establish and maintain communication with any of your workers who are absent due to infection.

2. CONTROL WORKPLACE INFECTION

The heart of the employer’s duty is to implement what regulatory bodies call “infection countermeasures” to minimize the risk of infection in the workplace. These include:

- Basic hygiene measures such as furnishing soap, anti-bacterial products and paper towels and keeping sinks and surfaces that people touch clean, e.g., doorknobs;
- Posting signs, posters and notices reminding workers to wash their hands properly, use cough etiquette, keep social distances, etc.;
- Implementing work practices to promote social distance, e.g., use of conference calls instead of face-to-face meetings;
- Physical design measures, such as keeping workstations as far apart as possible;
- Screening workers and visitors entering the workplace for signs of coronavirus;
- Disciplining workers that don’t practice proper hygiene, come to work infected or otherwise endanger co-workers; and
- Managing cases of infection at work, including telling those suspected of having coronavirus to go home immediately and monitoring which workers get infected, where they work, etc.

3. ENSURE USE OF APPROPRIATE PPE

While we still don't know much about how coronavirus is transmitted, PPE has been an essential element in preventing infectious illness outbreaks. Such PPE typically includes:

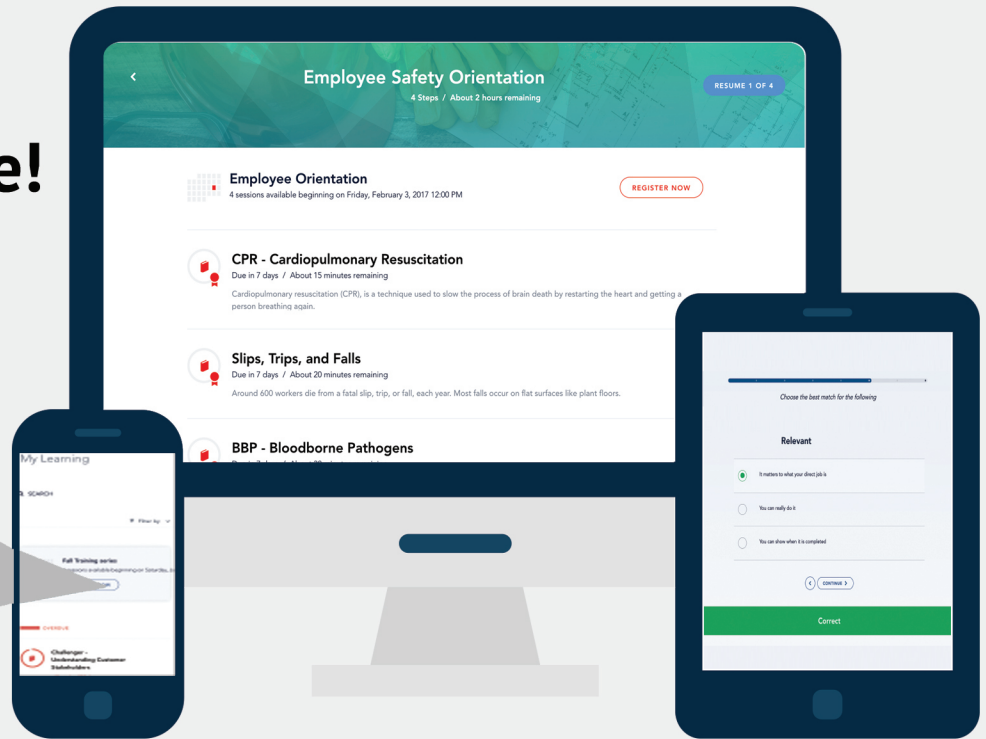
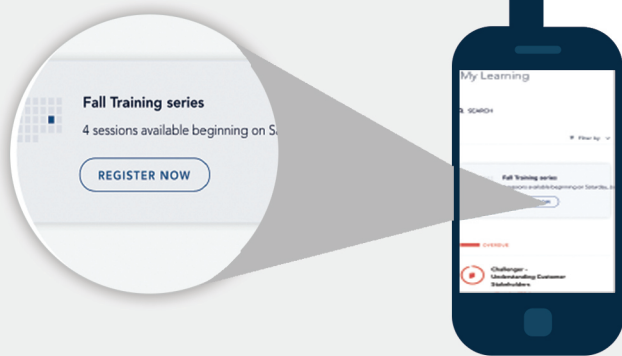
- Protective gloves that are disinfected and disposable;
- Disposable particulate or other respirators, e.g., N95, N99 or N100;
- Protective gowns for medical workers; and
- Eye protection for medical workers within 3 feet of infected patients.

4. CREATE PREPAREDNESS PLAN

Incorporate the above countermeasures into a broader policy or plan on responding to coronavirus and other infectious illnesses at your workplace in consultation with the JHSC that also includes:

- Hazard assessment gauging your vulnerability in case of outbreak;
- Identification of key personnel and operations that are a priority to protect and/or replace;
- Revision of integral OHS and HR policies, e.g., regarding absences, cancellation of vacations, overtime or temporary workers to ensure availability of labour during an outbreak;
- Provisions to ensure business continuity;
- Preparation for labour, service and supply disruptions; and
- Creating secure lines of communications with workers, customers, suppliers, government agencies and other key parties during an outbreak.

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Use default roles with associated permissions, or modify permissions to fit your organization's needs. You can also create custom roles to ensure that individuals have the appropriate levels of access.



Monitor Retention

With the appropriately named Retain feature you can gain insight into your training methods and what resonates with your users with detailed reporting and follow-up quizzes.

Model Policy on Outbreaks of Flu & Infectious Illnesses

1. PURPOSE

The purpose of this Policy, which is Part of ABC Company's emergency-preparedness and business continuity plan, is to set the broad parameters of our corporate-wide response to pandemic influenza and other infectious illnesses and outline specific steps ABC Company takes to safeguard employees' health and well-being during a flu or other infectious illness pandemic while ensuring the Company's ability to maintain essential operations and continue providing essential services to our customers.

2. DEFINITION

As used in this Policy, "influenza pandemic" refers to an outbreak of influenza described in subparagraph 2 below. Because ABC Company cannot predict disease outbreaks that may occur in the future, the term "influenza pandemic," as used in this Policy, also refers to other infectious illnesses that can pose serious global threats to public health and our economy and potentially cost billions of dollars in productivity losses resulting from absenteeism, payouts of sick leave or workers' compensation, and lost sales; disrupt transportation and communication services on which we all depend; and impede delivery of necessary goods and services.

Influenza or flu is caused by a variety of influenza A viruses that can cause at least three different diseases:

1. **Avian flu** viruses affect birds and chickens or other poultry. Although transmission of

avian flu viruses to humans has been rare, the viruses are considered a major threat to public health because they can mutate, or change, unpredictably and become pandemic viruses.

2. **Pandemic influenza** can occur when mutating flu viruses become transmissible to humans, who generally lack any natural immunity to fight off the viruses' adverse health effects. Because infected humans are so contagious they become the primary vehicle for pandemic influenza's spread.

The more humans who become contagious, the more widespread the disease becomes and the more rapid the spread is. Generally, pandemic influenza occurs in waves, with each new group of infected people in turn infecting others. Each such wave of infection can last as long as eight weeks, resulting in steadily increasing numbers of infections, and the disease itself can take 12 months to 18 months to run its course through the population.

3. **Seasonal flu.** Subsequently, the viruses sparking pandemic influenza "settle" and thereafter can cause a type of seasonal flu (also known as "human flu") that produces the symptoms and illness many of us experience during annual "flu season."

3. IDENTIFICATION OF ESSENTIAL PERSONNEL

ABC Company has identified and designated as essential personnel certain employees whose jobs are vitally important to its continued operation

in emergencies. ABC Company expects only designated essential personnel to be available for work during an influenza pandemic. ABC Company acknowledges, however, that even essential personnel might become ill and unavailable to work or not be able to reach

our worksite because of conditions beyond their own or ABC Company's control. Consequently, ABC Company and its industry partners have made back-up arrangements under which designated personnel in locations outside our respective areas are trained and equipped to fulfill the duties of unavailable essential employees.

In addition, ABC Company has equipped most essential personnel with all the resources, including computers, cell phones, and back-up generators, that essential employees need to work remotely during emergencies.

4. REMOTE WORK LOCATIONS

During an influenza pandemic, local, provincial, or federal authorities might prohibit or severely curtail individuals' access to and use of public services and public transportation; close or prevent access to buildings or public highways; isolate or quarantine buildings' occupants; and prevent inter- or intraprovince delivery of goods and services. ABC Company cannot predict and has no control over such authorities' actions and acknowledges its legal duty to comply with outside authorities' directives. ABC Company, is however, prepared to continue key "bare bones" operations from a number of remote work locations, including essential employees' home offices. ABC Company has installed at all remote work locations all the equipment necessary for off-site telecommuting operations. In addition, ABC Company has designated a secure web site through which essential personnel can communicate with each other and outside authorities.

5. INFECTION-CONTROL

ABC Company takes steps to minimize exposure to and spread of infection in the workplace and recommends measures that employees can take to protect themselves outside the workplace and encourages all workers to discuss their specific needs with a family physician or other appropriate health or wellness professional.

5.1. Ill Employees

ABC Company expects employees who contract the flu or have been exposed to infected family members or others with whom employees have been in contact to stay home and seek medical attention as necessary and appropriate. ABC Company expects such workers to notify ABC Company as soon as possible of exposure or illness. At ABC Company's discretion or the direction of outside authorities, ABC Company can require the isolation and quarantine of any infected employees who come to work despite exposure or need for medical attention.

5.2. Vaccinations

ABC Company requires all essential personnel to maintain up-to-date vaccinations and to obtain annual ABC Company -paid flu shots, if available and not medically contraindicated. ABC Company requires essential personnel to certify that they have obtained the necessary inoculations and to maintain a copy of that certification, which must be provided at ABC Company's request.

ABC Company is also entitled under our province's pandemic and emergency health preparedness laws to receive from health care providers medical information created as a result of employment-related health care services, such as inoculations, provided to employees at ABC Company's specific

request and expense when such information is needed to process insurance claims. ABC Company maintains the confidentiality of all such employee medical information in accordance with applicable personal and medical privacy laws.

6. MANDATORY EMPLOYEE TRAINING

All employees are at risk of exposure to flu viruses, both in and outside the workplace; therefore, ABC Company requires all employees to attend initial or refresher training annually in September to become informed about what to do when a flu outbreak occurs covering such issues as availability of flu shots, symptoms and health effects of influenza, treatment, and sources to contact for appropriate medical care, steps to take if exposure is suspected; company representatives to whom to report known or suspected exposures, and procedures for reporting exposure to co-workers, family members, friends, or others who are ill with flu; proper use of ABC Company-provided personal-protection equipment; proper hygiene in the workplace and at home; and communications.

Training includes role-plays based on scenarios developed to test employees' understanding of our planned emergency response. Supervisors are responsible for recording and maintaining documentation on every employee's participation in required training.

7. PPE

ABC Company maintains on site adequate supplies of recommended personal-protection equipment, such as face masks, eye protection, rubber gloves, and anti-bacterial hand gels and wipes, which ABC Company can require workers to use. ABC Company urges all employees to speak with their personal physician about types and proper use of personal-protection equipment in the home.

8. FACILITIES MAINTENANCE

ABC Company's Plant and Facilities manager regularly inspects the workplace for signs of heating, air conditioning, or other equipment in need of replacement or repair and coordinates closely with our cleaning and waste-removal contractors to maintain our physical plant in top condition. ABC Company approves the installation or use wherever possible of improved equipment or cleaning methods to guard against the spread of infection in the workplace.

9. EMPLOYEE LEAVE & PAY

In the event of pandemic influenza, ABC Company grants all nonessential personnel immediate administrative leave. ABC Company pays workers on administrative leave a reduced salary, and continues such reduced salary for one-week periods up to a maximum of six weeks. ABC Company monitors emergency conditions daily to determine how long administrative leave must continue and, following consultation with outside authorities, advises employees when to expect to return to work.

10. FAMILY & MEDICAL LEAVE

ABC Company places on family and medical leave any workers who fall ill with flu or must be absent from work to care for an infected family member in accordance with the applicable employment standards laws of the jurisdiction. Such employees must notify ABC Company as soon as possible of need for family and medical leave. Employees may use accrued paid annual and sick leave in lieu of unpaid family and medical leave. ABC Company requires all employees to certify that they have received, read, and fully understand our family and medical leave policy and its use in a flu outbreak.

11. BUSINESS TRAVEL

ABC Company makes all reasonable efforts to eliminate the need for travel by taking advantage of technology. Generally, in the event of an influenza pandemic, travel on ABC Company's behalf is

immediately suspended and limited to a select group of essential personnel who have obtained required travel authorizations from ABC Company and, if necessary, outside authorities. Essential personnel or other employees traveling anywhere on ABC Company's behalf and exposed to avian flu or pandemic influenza may be eligible for workers' compensation benefits.

12. EMERGENCY CONTACT INFORMATION

Workers must notify their immediate supervisor and Human Resources of any change in emergency-contact information; they must do so within two weeks of a change. When providing such information, employees, especially those who have children or care for elderly relatives, should identify individuals on whom they can depend if the employees themselves become sick at work and must be isolated and quarantined. HR is directed to verify electronically employees' emergency contact information twice a year, in January and July. Supervisors are required to maintain in the workplace and at home an up-to-date emergency-contact list for their unit or department.

13. SPECIAL NEEDS AND ACCOMMODATIONS

ABC Company is required by law to notify first-responders about employees with medical conditions that could be compromised because of an influenza pandemic.

ABC Company urges such employees to confidentially self-identify to HR so that we are aware of and can prepare for you to receive any special medical expertise you might require if you become severely ill on the job. HR maintains the confidentiality of any information you provide, making it available solely on a need-to-know basis and only when needed by emergency responders.

14. COMMUNICATIONS

Outside Authorities: ABC Company and its

Emergency Operations Team partner with local, provincial, and federal emergency-response and health agencies to ensure legal compliance with emergency-response protocols to which ABC Company is subject and to coordinate efforts to maintain safety and security in and outside the workplace.

Action Escalation: The Emergency Operations Team, which is responsible for ensuring our ability to continue operating in emergencies, has devised a system under which essential personnel can be directed to take specific actions at a specific time based on a series of alerts.

Call Centre: Our remote emergency-response call centre is activated in the earliest stages of a serious flu outbreak. Employees are instructed to call this centre, using our secure hotline number, for pre-recorded messages and assistance from live operators.

Dedicated Web Site: ABC Company maintains a secure (password-protected) web site that is devoted to pandemic flu issues generally and to ABC Company's responses specifically.

Other Media Channels: In an emergency, ABC Company consults with outside authorities to coordinate dissemination of instructions or other important information as quickly as possible to all employees. ABC Company communicates with employees via its secure emergency-information hotline and dedicated web site, local radio and TV stations, and secure web sites of industry partners and affiliates.

15. PANDEMIC FLU RESOURCES LIST

ABC Company maintains a list of the names, telephone numbers, and web addresses of key

representatives and designated essential personnel who are available to answer your questions. The categorized list of key internal and external contacts and all appropriate media through which ABC Company communicates with employees also is available on our dedicated Web site. When updated, a new copy of the list is mailed to each employee's home.

16. EAP SERVICES

ABC Company's employee assistance program (EAP) services remain available to you to the extent practicable and reasonable during an influenza outbreak, including assistance for yourself or ill family members, respite care, psychological and emotional support during a pandemic, including assistance and support following the death of an infected family member. Contact information for our EAP is maintained on our dedicated web site.

17. ACCESS TO BUSINESS CONTINUITY PLAN

ABC Company regularly reviews and shares this plan (and any updates to the plan) with its affiliates and industry partners, insurers, designated first-responders, local health care facilities, and local, provincial, and federal government authorities, all of whom play a role in ensuring your safety and well-being in an emergency. In addition, we regularly test implementation of the plan. ABC Company makes available on written request printed copies of its complete Emergency Preparedness and Business-Continuity Plan.

Flu & Infectious Illness Preparedness Checklist

OBJECTIVE #1: ORGANIZE

- Pick an already existing committee or assemble a new group that includes the OHS coordinator, the person in charge of emergency planning (if that person isn't the safety coordinator), the HR director, the workplace joint health and safety committee (JHSC) and/or health and safety representative (rep) and somebody familiar with labour issues.
- Appoint a senior management official to head the planning team.
- Establish contacts to monitor workers' health in each business unit, preferably via the JHSC or rep.
- Establish a contact to stay in touch with the provincial Ministry of Health and other reliable public sources of information about the influenza situation in Canada, your province and your community.

OBJECTIVE #2: ASSESS RISKS

- Gauge the vulnerability of each business unit, operation and facility. For example, are there certain facilities of your company that the Ministry of Health might order shut down during a pandemic?
- Gauge the vulnerability of your business if influenza threatened the viability of any unit, operation and facility. Think of ways—such as opening an alternate facility—to keep

operations going with minimal disruption in response to problems that may arise.

- Consider what role, if any, the government might call on you to play during a crisis. For example, might the government take over parts of your workforce or facility to perform emergency services?

OBJECTIVE #3: PROTECT YOUR WORKERS' HEALTH

- Educate your workers about personal hygiene and other measures for guarding against the risk of infection, including:
 - Hand washing
 - "Cough etiquette"
 - Social distancing
 - Proper use of PPE
 - Vaccination
 - Precautions for workers planning to travel to affected areas.
- Keep your workers apprised of recent developments, both public and within your workplace.
- Post the location of hospitals, clinics, public health authorities and other health resources in your community.
- Establish and maintain communication with workers who are absent due to infection.
- Implement basic hygiene measures, such as

providing soap, anti-bacterial products and paper towels and keeping sinks and surfaces that people touch, e.g., door knobs, clean.

- Post signs, posters and notices reminding workers to wash their hands properly, use cough etiquette, keep social distances, etc.
- Adopt work practices that promote social distance, for example, using conference calls instead of face-to-face meetings.
- Adopt design measures, such as keeping workstations as far apart as possible.
- Screen workers and visitors entering the workplace for signs of influenza.
- Provide workers with protective gloves, surgical masks and other PPE.

OBJECTIVE #4: ADJUST YOUR HR & OHS POLICIES

- Ensure that policies allowing for social distancing or quarantining are consistently enforced and based on objective criteria so as to avoid liability for disability discrimination.
- Ensure that policies regarding absenteeism don't discriminate against workers with disabilities and accommodate each worker in accordance with his or her own unique condition and situation.
- Ensure that policies and practices for obtaining, disclosing and using medical information about workers, e.g., to verify their illness and determine their needs for accommodation, comply with personal privacy laws.
- Ensure that policies and practices for disciplining workers who refuse to work because they fear exposure to influenza or other

infectious illnesses comply with workers' refusal rights under OHS laws.

- Ensure that company's use of temporary workers to replace absent workers is permissible under the terms of the collective agreement.
- Ensure that arrangements that require workers to put in longer hours to make up for labour shortfalls comply with maximum hours restrictions under the employment standards law.
- Ensure that workers get all the overtime they're entitled to for the extra hours they're working.
- Ensure that workers who contract the illness or take off work to care for a family member who does get the unpaid leave rights they're entitled to under provincial employment standards laws and their contracts.

OBJECTIVE #5: PLAN TO KEEP BUSINESS RUNNING

- List crucial business functions that pandemic influenza might disrupt.
- Determine which functions are a priority to maintain and which you can do without, if necessary.
- Identify the skills and personnel needed to keep the priority functions running.
- Look for alternative sources to replace the skills and personnel associated with such functions on a short-term basis.
- Develop a plan to modify, reduce or halt specific functions—or even close the business temporarily—to cope with the impact of a pandemic-related disruption.
- Establish an organizational structure to

coordinate the emergency response and continuity of operations.

OBJECTIVE #6: PREPARE FOR SERVICE & SUPPLY DISRUPTIONS

- List all outside suppliers of critical goods, materials and services to your organization.
- Identify alternative sources for those goods and services and/or start building (or adding to existing) stockpiles and reserves.
- Make sure your business has access to contingency funds so it can meet payroll, pay its contractors and meet other critical financial obligations.

OBJECTIVE #7: PREPARE FOR ABSENCES

- Determine the minimum staff you need to maintain critical business functions.
- Identify the credentials workers need to fill those functions, such as certification to operate powered mobile equipment.
- Start looking for sources of labour to meet those needs. Consider both internal—bringing back retirees or retraining existing workers—and external sources.
- Make sure you have an infrastructure to train and support replacement workers.

OBJECTIVE #8: ESTABLISH LINES OF COMMUNICATION WITH WORKERS

- Develop the means to communicate with your workforce in case of a pandemic.
- Make sure you have a system for briefing workers as to developments, both public and within your workplace.
- Establish a method for remaining in contact with workers who fall ill or take absences to care for others.

OBJECTIVE #9: ESTABLISH LINES OF COMMUNICATION WITH BUSINESS PRINCIPLES

- Identify your key customers, partners, suppliers and other business relations. Establish secure means of communicating with those parties in the event of pandemic outbreaks.

OBJECTIVE #10: PREPARE A PLAN

- Have planning team prepare a draft plan documenting your planning efforts and listing the results of all planning decisions undertaken in pursuit of Objectives 1 through 9.
- Give the draft to senior managers, business unit leaders and the JHSC or rep for internal review.
- Give the draft to key suppliers, customers, partners and local government and health officials for external review.
- Adopt appropriate changes in response to each review.
- Acquaint workers and management with the details of the plan once it's been approved.
- Conduct drills to test the plan and adjust it to correct for any weaknesses revealed.

Name of person conducting assessment

Signature

Date

Model Infectious Illness Exposure Control Plan

Employers have a duty to protect workers from not only injuries but also infectious illnesses. Some illnesses, such as seasonal colds and flu, pose a risk in all workplaces and can be addressed via general hygiene policies. But more serious illnesses like pandemic influenza, SARS, hepatitis b, etc. call for implementation of a full-blown exposure control plan. We've created the following Model to make it more generic and thus adaptable by any industry for any infectious illness that may raise to the pandemic or outbreak level.

1. PURPOSE

ABC Company has a duty to protect its workers from exposure to infectious viruses and illnesses that they may contract while performing their work duties.

We know that a combination of control measures is required to achieve this objective. We commit to being diligent in our efforts to select the most effective control technologies available and to ensure that best practices, as described in this exposure control plan (ECP), are followed in our workplace. The requirements outlined in this ECP will be used along with our standard biosecurity procedures.

2. EMPLOYER RESPONSIBILITIES

- Identify and assess work processes that could lead to worker exposure to [specify infectious illness or leave generic].
- Ensure that the materials and other resources required to implement and maintain this ECP are readily available where and when they are required—for example, materials such as personal protective equipment (PPE) and resources such as worker training.
- Recommend and provide access to seasonal flu vaccinations. Vaccinations will be provided at no cost to workers.
- Contact Public Health regarding the availability and proper use of antiviral drugs.
- Conduct a periodic review (at least annually) of the effectiveness of the ECP. Include the JHSC (or worker health and safety representative, if applicable) in the process, which should include a review of available control technologies to ensure they are selected and used when practical.
- Ensure that all necessary equipment and PPE are used as required by the ECP.
- Ensure that supervisors and workers are educated and trained to an acceptable level of competency.
- Maintain records of training, fit-test results, crew talks and inspections (e.g., for equipment, PPE and work methods or practices).
- Investigate all exposure incidents, including near misses.
- Coordinate work with other employers to ensure a safe work environment, including the following:
 - Inform all subcontractors of specific hazards on the worksites.
 - Ensure

that subcontractors have appropriate ECPs and safe work procedures.

3. SUPERVISOR RESPONSIBILITIES

- Ensure that workers have received adequate instruction on the hazards associated with exposure to [specify infectious illness or leave generic].
- Select and implement appropriate control measures, including PPE. Ensure that workers using respirators have been properly fit tested and that the results are recorded.
- Ensure that workers don and doff their PPE properly and follow decontamination procedures.
- Direct work in a manner that minimizes and controls the risks to workers.
- Liaise with other employers to ensure a safe work environment.
- Ensure that subcontractors are following proper safe work procedures.

4. WORKER RESPONSIBILITIES

- Attend educational sessions provided by ABC Company.
- Use assigned PPE in an effective and safe manner.
- Follow Public Health recommendations regarding a seasonal flu vaccination and the use of antiviral drugs.
- Follow established work and decontamination procedures as directed by your supervisor.
- Report unsafe conditions and acts to your supervisor.
- Make sure you know how to report exposure incidents.
- Report any flu-like symptoms immediately.

5. WHAT IS CORONAVIRUS?

Q: What is 2019 Novel Coronavirus?

A: The 2019 Novel Coronavirus, or 2019-nCoV, is a new respiratory virus first identified in Wuhan, Hubei Province, China. Learn about 2019 Novel Coronavirus.

Q: What is a novel coronavirus?

A: A novel coronavirus (nCoV) is a new coronavirus that has not been previously identified. The 2019 novel coronavirus (2019-nCoV), is not that same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.

A diagnosis with coronavirus 229E, NL63, OC43, or HKU1 is not the same as a 2019-nCoV diagnosis. These are different viruses and patients with 2019-nCoV will be evaluated and cared for differently than patients with common coronavirus diagnosis.

Q: What is the source of 2019-nCoV?

A: Public health officials and partners are working hard to identify the source of the 2019-nCoV. Coronaviruses are a large family of viruses, some causing illness in people and others that circulate among animals, including camels, cats and bats. Analysis of the genetic tree of this virus is ongoing to know the specific source of the virus. SARS, another coronavirus that emerged to infect people, came from civet cats, while MERS, another coronavirus that emerged to infect people, came from camels.

Q: How does the virus spread?

A: This virus probably originally emerged from an animal source but now seems to be spreading from person-to-person. It's important to note that person-to-person spread can happen on a continuum. Some viruses are highly contagious (like measles), while other viruses are less so. At this time, it's unclear how easily or sustainably this virus is spreading between people. Learn what is known

about the spread of newly emerged coronaviruses.

Q: Is 2019-nCoV the same as the MERS-CoV or SARS virus?

A: No. Coronaviruses are a large family of viruses, some causing illness in people and others that circulate among animals, including camels, cats and bats. The recently emerged 2019-nCoV is not the same as the coronavirus that causes Middle East Respiratory Syndrome (MERS) or the coronavirus that causes Severe Acute Respiratory Syndrome (SARS). However, genetic analyses suggest this virus emerged from a virus related to SARS. There are ongoing investigations to learn more. This is a rapidly evolving situation and information will be updated as it becomes available.

6. WHAT ARE THE RISKS?

There is still a lot that is unknown about the newly emerged 2019 novel coronavirus (2019-nCoV) and how it spreads. Two other coronaviruses have emerged previously to cause severe illness in people (MERS and SARS). 2019-nCoV is more genetically related to SARS than MERS, but both are betacoronaviruses with their origins in bats. While we don't know for sure that this virus will behave the same way as SARS and MERS, we can use the information from both of these earlier coronaviruses to guide us. In general, because of poor survivability of these coronaviruses on surfaces, there is likely very low risk of spread from products or packaging that are shipped over a period of days or weeks at ambient temperatures. Coronaviruses are generally thought to be spread most often by respiratory droplets. Currently there is no evidence to support transmission of 2019-nCoV associated with imported goods and there have not been any cases of 2019-nCoV associated with imported goods.

The 2019-nCoV outbreak has been concentrated in China, and CDC recommends avoiding all

nonessential travel to China. For travel advice for other countries, please visit that country's Destination Page or the Travel Health Notice website.

Here are steps you can take to protect yourself from respiratory viruses, like 2019-nCoV, when traveling:

- Avoid close contact with people who are sick.
- Avoid animals (alive or dead), animal markets, and products that come from animals (such as uncooked meat).
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- In general, CDC does not recommend that people who are well wear masks to protect themselves from novel coronavirus.

7. HEALTH EFFECTS

For confirmed 2019-nCoV infections, reported illnesses have ranged from people with little to no symptoms to people being severely ill and dying. Symptoms can include:

- Fever
- Cough
- Shortness of breath

CDC believes at this time that symptoms of 2019-nCoV may appear in as few as 2 days or as long as 14 after exposure. This is based on what has been seen previously as the incubation period of MERS

viruses.

8. EXPOSURE LIMITS

There are no exposure limits for flu viruses. The purpose of this ECP is to ensure that exposure to these viruses is kept as low as reasonably achievable.

10. EXPOSURE CONTROLS

The OHS regulations require employers to select controls in the following order of preference:

1. Engineering controls (e.g., physically isolate suspected or infected sources of infection)
2. Administrative controls (e.g., put up signs and barriers to keep unprotected workers away from potentially hazardous areas)
3. PPE (e.g., use disposable coveralls, respirators, gloves, rubber boots, and goggles). PPE minimizes the risk of infection. All workers entering an area where there is a risk of exposure must wear PPE, including a respirator.

Safety Talk: 8 Ways to Avoid Catching & Spreading the Flu

WHAT'S AT STAKE

Every year, millions of workers are infected with a contagious respiratory illness: influenza, commonly known as the flu. Many workers who are sick with the flu refuse to let the illness prevent them from working, thinking they can “tough it out.” So they go to work with a reduced ability to work safely and productively, and they jeopardize the health of their co-workers.

WHAT'S THE DANGER?

The flu virus is easily spread, mainly through droplets made when someone who has the flu coughs or sneezes into the air. When another person breathes in these droplets, or touches a contaminated surface and then touches her eyes, nose or mouth, that person can become infected. Unfortunately, while many people recover from the flu within a week or so, some people can develop serious complications, which may lead to death.

EXAMPLE

Good old Joe hasn't taken a sick day in 20 years. Nothing slows him down—not even a good dose of the flu. Sweating, sneezing, coughing and spluttering, he never misses a beat. But Joe doesn't deserve an award for his unflinching devotion to his job. Less than a week after Joe's illness, four of his co-workers have called in sick, including Bob, whose diabetes puts him at risk of developing a serious complication.

HOW TO PROTECT YOURSELF

A healthy workplace is in everyone's best interests. Here's how you can help:

1. Get your flu shot annually and early. A seasonal flu vaccine will protect you against the three seasonal viruses that health experts believe are most likely to occur that year.
2. Cover your mouth when you cough or sneeze. An uncovered cough or a sneeze can spread airborne droplets of cold or flu germs over several feet. Try to have a tissue handy to sneeze or cough into. If you don't have one, cough or sneeze into your elbow, not your hands.
3. Keep your hands away from your eyes, nose and mouth. Your eyes, nose and mouth are superhighways for germs. Most people aren't even aware they are touching their own faces, so make a conscious “hands off” effort and you'll cut your risk for picking up the flu.
4. Wash your hands—frequently—with plenty of soap and warm water. Wash your hands for at least 15 seconds, paying attention to your fingertips, between your fingers, the bases of your thumbs, the backs of your hands and wrists, and your lower arms. Use a paper towel to turn off the tap and open the bathroom door.
5. Keep common surfaces sanitized. Germs love to live on door knobs, telephones, computer keyboards, microwave ovens, kitchen

counters, fridge handles and anywhere else touched by human hands. Use a germ-killing cleaning product to wipe down surfaces that are frequently touched by you and your co-workers, especially any shared equipment.

6. Distance yourself socially during flu season. Unfortunately, winter flu season coincides with the festive season, when people socialize, shake hands, hug and offer pecks on the cheeks. But if your workplace has been hit by flu, it's best to abandon these social traditions and try to keep physical distance from your co-workers.
7. Be kind to your immune system: A strong immune system can help you fight off the flu or a cold or reduce its severity or duration. Eat properly, ensure you are getting enough vitamins and minerals (either through diet or supplements), exercise several days of the week and try to get sufficient sleep.
8. Stay home if you're sick. You aren't doing anyone any favors sharing your germs. If you simply must work, ask if you can work from home while keeping your germs to yourself.

FINAL WORD

Perhaps one day medical science will come up with a cure for all strains of the flu. In the meantime, do what you can to decrease your chances of catching and spreading it.

Coronavirus Screening Form

We don't yet know how contagious coronavirus is but we do know that it can spread via human-to-human contact. We also know that the risk of contracting the diseases is significantly greater if the person has lived or traveled to the Chinese city of Wuhan where the virus originated. Similarly, individuals who've been to other countries where cases of coronavirus has been reported may also pose a greater risk. Accordingly, should it become necessary to implement quarantine measures to prevent spread of the disease, you need to be able to determine who at your workplace has been to high risk countries. And that's what the Screening Form below enables you to do.

Name: _____

Date: _____

Please answer the following questions.

1. Have you traveled to any of the following countries within the past 14 days?

China	<input type="radio"/> Yes <input type="radio"/> No	Nepal	<input type="radio"/> Yes <input type="radio"/> No
Cambodia	<input type="radio"/> Yes <input type="radio"/> No	Sri Lanka	<input type="radio"/> Yes <input type="radio"/> No
Thailand	<input type="radio"/> Yes <input type="radio"/> No	India	<input type="radio"/> Yes <input type="radio"/> No
Vietnam	<input type="radio"/> Yes <input type="radio"/> No	UAE	<input type="radio"/> Yes <input type="radio"/> No
Philippines	<input type="radio"/> Yes <input type="radio"/> No	UK	<input type="radio"/> Yes <input type="radio"/> No
Japan	<input type="radio"/> Yes <input type="radio"/> No	Spain	<input type="radio"/> Yes <input type="radio"/> No
Korea	<input type="radio"/> Yes <input type="radio"/> No	France	<input type="radio"/> Yes <input type="radio"/> No
Hong Kong	<input type="radio"/> Yes <input type="radio"/> No	Germany	<input type="radio"/> Yes <input type="radio"/> No
Macao	<input type="radio"/> Yes <input type="radio"/> No	Italy	<input type="radio"/> Yes <input type="radio"/> No
Taiwan	<input type="radio"/> Yes <input type="radio"/> No	Sweden	<input type="radio"/> Yes <input type="radio"/> No
Singapore	<input type="radio"/> Yes <input type="radio"/> No	Finland	<input type="radio"/> Yes <input type="radio"/> No
Malaysia	<input type="radio"/> Yes <input type="radio"/> No	Russia	<input type="radio"/> Yes <input type="radio"/> No
Australia	<input type="radio"/> Yes <input type="radio"/> No		

2. If you answered Yes to any of the countries in the above question, were you in any farms, live animal markets or other areas where animals may have been slaughtered?

Yes No

If Yes:

Did you make contact with any animals, live or dead? _____

Did you make contact with surfaces that had animal droppings or secretions on them? _____

Did you eat any raw or undercooked animal products? _____

Did you spend time in large crowds or crowded areas? _____

Did you have contact with sick people (with a fever, cough or difficulty breathing)? _____

3. Have you been in close contact or staying in the same household as someone with a known or suspected case of coronavirus?

Yes No

4. Do you have any of the following symptoms:

Fever Yes No

Cough Yes No

Difficulty breathing Yes No

5. Have you been in close contact or staying in the same household as someone with any of the above symptoms?

Yes No

Testing for coronavirus is considered on a case-by-case basis in consultation with local health departments. [Insert name of company] reserves the right to restrict entry to its facility for any individuals it feels present a risk of infection. Entry will not be permissible without documentation indicating an absence of infection from an appropriate health care provider.

Contact Info



1.800.667.9300



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