



## COVID-19 (Coronavirus) Policy

### 9.0 COVID-19 (Coronavirus)

#### 9.1 Exposure

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 could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to the 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

#### 9.2 Prevention Measures / Managing the Risk

In general, the best way to help prevent spread of respiratory germs is to avoid contact with droplets or secretions of saliva, mucus and tears.

Things that can help include the following:

- Minimize close contact with persons who have symptoms of respiratory illness, such as coughing or sneezing.
- Wash your hands regularly.
- Avoid sharing personal items such as eating or drinking utensils. You should especially avoid sharing these items with sick persons.
- Avoid handshaking
- Practice good hygiene
- Sanitize surfaces regularly
- Cover your nose and mouth with a tissue when coughing or sneezing.
- Use the tissue once then dispose of it immediately, and perform hand hygiene.
- If tissues are not readily available, cough or sneeze into your upper arm or elbow.
- Keep your living and work environments clean and tidy
- Staying home when you are sick
- Practice social distancing, a minimum 2 meters apart.
- Avoid touching eyes, nose and mouth. 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: This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately, in a closed waste receptacle.

#### 9.3 Social Distancing

Cordy Environmental Inc. requires all workers to practice social distancing with co-workers, contractors, vendors, visitors and others. Specifically, we are talking about the following actions:

- Keep a distance of 2 metres between you, your coworkers, and customers.
- Increase distance between desks, tables and workstations.
- Reduce activities that require close physical proximity or contact with people, such as team meetings.
- Limit any contacts closer than 2 metres to the shortest time possible.
- No congregating in groups for lunch, meetings or group discussions. Communicate using email, phone or text.
- Only one person in an office at any one time wherever possible.
- While working for Cordy Environmental Inc., we ask that you reduce or eliminate your contact with others at coffee shops, grocery stores and other similar locations and while off shift continue to limit contact with non-family members as much as possible.
- Where in-person communication cannot be avoided, remain at least 2 meters away from the other person

Together, we can slow the spread of COVID-19 by keeping a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of COVID-19.

#### **9.4 Not knowing if you have COVID-19**

If you have any reason to think you may have contracted the virus, take a cautious approach and ask yourself:

- Have you travelled in the last 14 days
- Are you sick
- Have you been in direct contact with someone that has tested positive
- Have you been in indirect contact with someone that has tested positive

If you have any reason to be concerned that you have contracted it, we recommend you self-isolate for 14 days and call 811.

#### **9.5 Showing symptoms of COVID-19:**

- It is critical that, if you have one symptom of COVID-19 (fever, cough or difficulty breathing), or even mild symptoms, you should stay home to avoid spreading illness to others.
- If you develop even mild **symptoms** while at your workplace, separate yourself from others, contact your supervisor immediately, and go home, avoiding use of public transit (e.g. buses, train, taxi) if possible.
- Contact your local **Public Health Authority** and follow their advice.
- If you are concerned about your financial stability during this time, the Government of Canada is providing assistance.
- If you have fever, cough and difficulty breathing isolate yourself immediately and call the health line for more information at 811
- Seek medical attention as directed by health care professionals.
- Notify your manager.

#### **9.6 Company Hygiene practices**

Proper hygiene can help reduce the risk of infection or spreading infection to others. To help control the spread of the virus Cordy Environmental Inc. will:

- Have additional hand sanitizers available at work sites.



- Clean surfaces frequently using appropriate products
- Surfaces (e.g. desks, vehicles, equipment, tables) and objects (e.g. telephones, keyboards, tools that are shared) need to be wiped with disinfectant regularly
- All safety meetings will be cancelled for the time being. If the risk is prolonged, we will investigate remote meeting solutions.
- If activities have the potential for contact with multiple parties, Cordy Environmental Inc. will consider if this activity can wait until this situation is under control
- The office and shop doors will remain locked, entrance will be limited only to essential contractors and service providers (no sales Calls)

## **9.7 Hand Washing**

It is very important to clean your hands often during the day, but most importantly:

- after using the bathroom
- before and after preparing food
- after coughing or sneezing into your hand

There is more than one way to clean your hands properly. You can use soap and water or an alcohol-based hand sanitizer. Both methods are equally good at removing harmful germs when you use the proper technique and follow some simple guidelines.

### **How to wash your hands using soap and water**

1. Wet hands with warm water. Apply soap to cover all hand surfaces and lather thoroughly.
2. Vigorously rub your hands together for at least 15 seconds, but 30 seconds is best.
3. Rub palms, spaces between fingers, backs of hands and wrists. Rub fingers, fingertips and thumbs.
4. Rinse hands under running water.
5. Pat hands dry thoroughly with a paper or single-use towel.
6. Use the towel to turn off the tap.

### **How to use a hand sanitizer (hand rub)**

Hand sanitizers, also called hand rubs, should contain at least 60% alcohol for maximum effectiveness. Hand sanitizers will not work properly if hands are visibly dirty – use soap and water instead.

1. Apply enough product (either gel, liquid or foam) in the palm of one hand to cover all hand surfaces.
2. Rub all surfaces of hands and wrists.
3. Rub fingertips and thumbs.
4. Hands must remain moist for at least 15 seconds.
5. Rub until hands are completely dry.

### **Keep your environment clean**

- Use appropriate products to clean and disinfect items like your desk, work surface, phones, keyboards and electronics, cash registers, keypads, elevator buttons, customer service counters and restaurant tables more often, especially when visibly dirty.
- If they can withstand the use of liquids for disinfection, frequently touched electronics such as phones, computers and other devices may be disinfected with 70% alcohol (e.g. alcohol prep wipes).



## 9.8 Steps that Cordy Environmental are taking to prevent the spread of COVID-19

The following are steps that Cordy Environmental are taking to reduce the spread of COVID-19 in the workplace and make sure all steps are communicated to employees:

- Increasing communication to staff and customers about COVID-19 by:
  - Post signs asking ill employees, clients or customers to stay away from the workplace.
  - Post signs encouraging good respiratory hygiene, hand hygiene, and other healthy practices
- Where feasible, adjust policies and procedures to reduce social contact, such as teleworking arrangements, flexible hours, staggering start times, use of email and teleconferencing.
- Cancelling or postpone all non-essential meetings or travel.
- Evaluating the workplace for areas where people have frequent contact with each other and share spaces and objects, and increase the frequency of cleaning and disinfecting in these areas.
- Finding ways that employees can practice physical distancing, such as increasing distance between desks, people in line-ups and workstations.
  - Minimizing interactions between customers and employees, such as limiting the number of customers permitted in your establishment or serving customers over the phone. A 2-metre separation is being maintained.
  - All non essential traffic in office and shops is prohibited
- Providing the necessary facilities and cleaning and disinfecting products to maintain a clean and safe workplace.
- Making sure employees know what to do when they have symptoms.
- All non essential travel will not occur at this time.

## 9.9 Contractors, Service Providers, Visitors

Out of an abundance of caution, all contractors and service providers entering Cordy Environmental Inc.'s work sites, offices and shops will be required to answer some reasonable questions about their current state of health and possible exposure to COVID-19. People who refuse to answer or confirm concerns about their exposure or ill health will be refused entrance to Cordy Environmental Inc. operations. In addition, all vendors, suppliers and contractors, are to ensure they have a process in place where they self-monitor for symptoms of respiratory illness, such as fever, cough and difficulty breathing. Where a worker on Cordy Environmental Inc.'s operations begins to show any of these symptoms, we ask that you immediately, and safely, inform a Cordy Environmental Inc. representative, who will assist you in determining the next safe steps for you.

## 9.10 Communication

If you are showing signs or symptoms of COVID-19 (Coronavirus) you must stop work immediately and contact your supervisor immediately, if for some reason your supervisor is not available then call the company emergency response number at:

Calgary: 403-262-7667

Valleyview: 780-300-4075

Saddle Hills: 780-518-5522