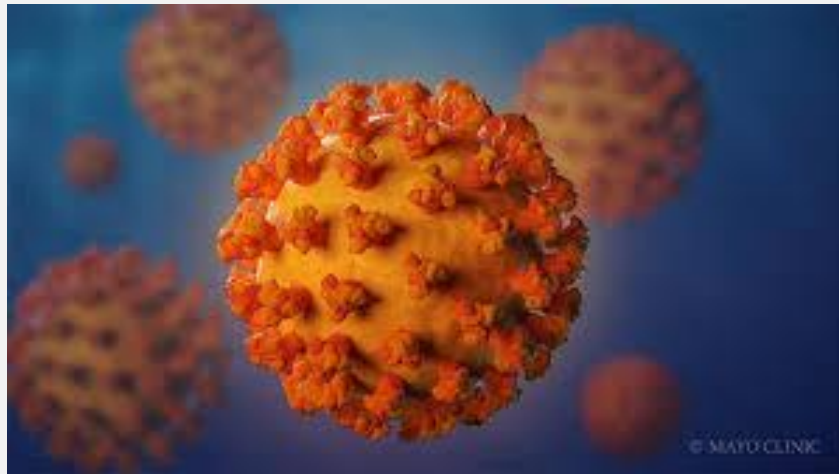


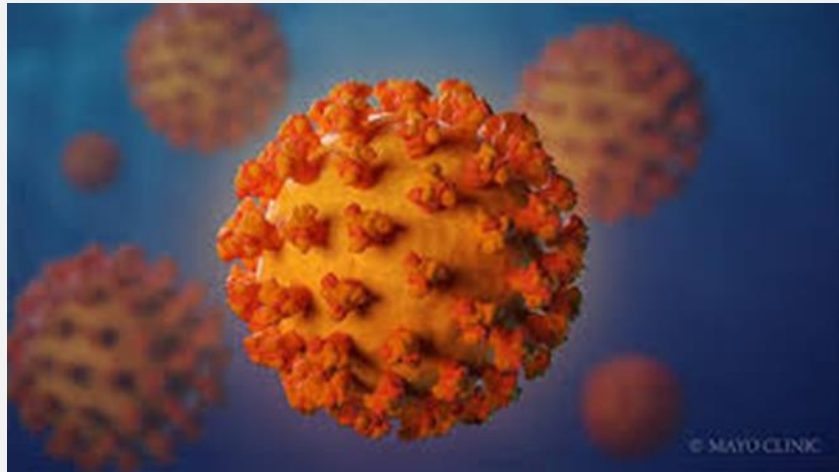
# COVID-19 RETURN TO WORK TRAINING



# WHAT IS COVID-19 ?

- **Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.**
- **Coronavirus is spread by close contact with and infected person through:**
  - Droplets - respiratory droplets generated when you cough or sneeze or even talk
  - Contact - close, prolonged personal contact, such as touching or shaking hands
  - Surfaces - touching something with the virus on it (tabletops, door handles), then touching your mouth, nose or eyes before washing your hands
- **COVID-19 symptoms may take up to 14 days to appear after exposure to the virus.**
- **Symptoms of COVID-19 are defined as having two or more of the following (new or worsening):**
  - Fever (or signs of a fever which include chills, sweats, muscle aches, light-headedness)
  - Cough - new cough or a cough that gets worse
  - Difficulty breathing
  - Headache, Sore throat, Runny nose
  - Sudden loss of sense of smell
- If you are experiencing any of the above symptoms or believe you have COVID-19. Please call, 811.

# COVID-19 POLICY AND HEALTH SCREENING



# COVID-19 POLICY STATEMENT & COVID-19 HEALTH SCREENING

**POLICY STATEMENT:** Qalipu First Nation is committed to providing a safe and healthy workplace for employees and members. We will take every reasonable step to protect the workplace in the event of an infectious disease outbreak. Employees are encouraged to practice good hygiene especially hand washing with soap and water, or, if water is not available, using alcohol-based disposable hand wipes or gel sanitizer as this is the most effective way at prevention the spread of COVID-19.

This policy and the procedures found within will be reviewed and updated as new information and recommendations become available from health authorities and government agencies.

## COVID-19 SCREENING:

- Everyone, employees and visitors will be required to complete a COVID-19 screening questionnaire to determine if they are able to enter the facility.
- Screening will help ensure the health and safety of our employees and members is being protected.
- All information collected is considered private and confidential and protected by privacy laws.

# EMPLOYEE COVID-19 SCREENING PROCEDURE

- Employees returning to the office to work will be required to complete and submit a health screening questionnaire before returning to work.
- The employee screening questionnaire will be reviewed by the employee's manager to ensure compliance with public health authority guidelines.
- The manager will notify the employee if entry to the workplace is approved or denied before returning to work.
- It will be the responsibility of the staff to monitor their health and if the information on the health questionnaire needs to be updated;
- The employee will submit the updated questionnaire to their supervisor for review and sign-off before commencing work.

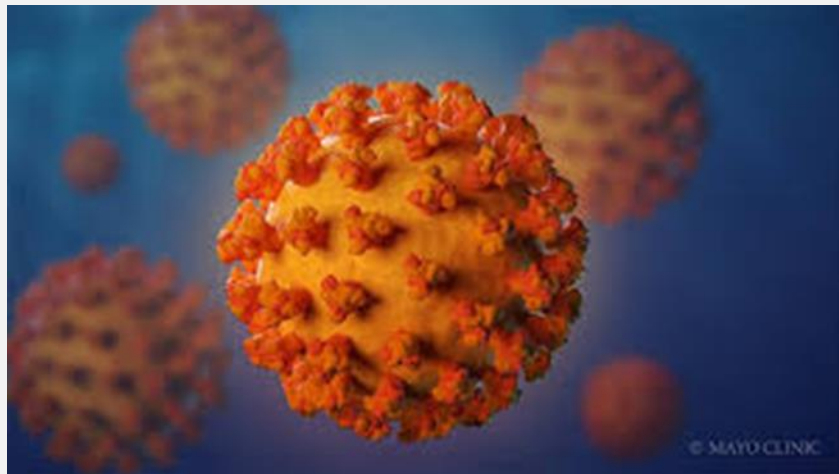
# VISITOR COVID-19 SCREENING PROCEDURE

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- Upon arrival to the office all visitors are required to wash or sanitize their hands.
- The visitor will be given a mask and will be required to wear it until they leave the premises.
- Once the above has been completed the visitor will fill out the questionnaire and submit to the Receptionist or staff member that gave them the questionnaire.
- The staff member will review the answers and determine eligibility for entry to the facility.
- If the visitor answered YES to any of the questions or has indicated two or more symptoms, entry to the to Qalipu First Nation **MUST BE DENIED** and the visitor must leave the premises.



# COVID-19 WORKPLACE HYIGENE



# WORKPLACE HYIGENE POLICY STATEMENT

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- POLICY STATEMENT: Qalipu First Nation is committed to providing a safe and healthy environment to their employees and its members. To ensure we are upholding this commitment we will implement additional cleaning and disinfecting procedures during any infectious disease outbreak or pandemic. All employees and cleaning service providers will follow all procedures outlined by this policy.
- Employees must do their part to maintain a safe and healthy workplace. Employees are required to follow the practices and procedures outlined below.



# WORKPLACE HYIGENE

## Selecting cleaners and disinfectants

- Cleaners
  - Break down grease and remove organic material from the surface.
  - Used separately before using disinfectants.
  - Can be purchased with cleaner and disinfectant combined in a single product.
- Disinfectants
  - Have chemicals that kill most germs.
  - Applied after the surfaces have been cleaned.
  - Have a drug identification number (DIN).
- Disinfectant Wipes
  - Have combined cleaners and disinfectants in one solution.
  - May become dry due to fast drying properties. Should be discarded if they become dry.
  - Not recommended for heavily soiled surfaces

## Safe Work Practices

- Please follow the safe work practices stated below when using cleaners and disinfectants:
- Wear gloves when cleaning/ disinfecting.
- When possible use a premixed solution or wipes.
- Read and follow manufacturer's instructions for safe use of cleaning and disinfection products this may include:
  - Properly preparing the solution.
  - wearing gloves or other personal protective equipment.
  - use in well-ventilated area.
  - allow enough contact time for disinfectant to kill germs based on the product being used.
- Wash hands with soap and water or use alcohol-based hand sanitizer after removing gloves.

# CLEANING AND DISINFECTING PROCEDURES

- Scheduled cleaning by a cleaning service providers will be increased.
- Shared spaces such as kitchens and bathrooms should be cleaned more often.
- Frequently touched surfaces are most likely to be contaminated. These include:
  - doorknobs, handrails, elevator buttons, light switches, cabinet handles, tables, countertops, sinks, electronics, desks, phones, keyboards, toilet and faucet handles.
- Frequently touched surfaces should be wiped down at least twice daily and when visibly dirty.

In the next few slides you will find ways to clean and disinfect various types of surfaces.

## **Cleaning Surfaces**

- Wear disposable gloves when cleaning.
- Clean surfaces using soap and water. Use disinfectant after cleaning surfaces.
- Practice routine cleaning of frequently touched surfaces. Use daily checklist for Cleaning Frequently Touched Surfaces.
- More frequent cleaning and disinfection may be required depending on level of traffic.

# CLEANING AND DISINFECTING PROCEDURES

## Disinfecting Surfaces

- Wear disposable gloves when disinfecting.
- Clean visibly dirty surfaces with soap and water.
- Ensure you use only approved hard-surface disinfectants that have a Drug Identification Number (DIN).
- Follow the manufacture's instructions on the label to ensure safe and effective use of the product.
- Allow disinfectant to remain on the surface for as long as recommended by manufacturer.
- Wipe away disinfectant and ensure surface is dry.
- Diluted household bleach solutions may also be used if appropriate for the surface.
  - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
  - Unexpired household bleach will be effective against coronaviruses when properly diluted. Never mix household bleach with ammonia or any other cleanser.
  - Leave bleach solution on the surface for at least 1 minute.
- To make a bleach solution, mix:
  - 5 tablespoons (1/3 cup) bleach per gallon of water
  - **OR** 4 teaspoons bleach per quart of water

# CLEANING AND DISINFECTING PROCEDURES

## Disinfecting Soft Surfaces

- For soft surfaces such as carpeted floor, rugs, and drapes
  - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
  - If possible, launder items according to the manufacturer's instructions. Use the warmest appropriate water setting
  - Dry items completely.

OR

- Disinfect only with approved household disinfectants that have a Drug Identification Number (DIN).
- Vacuum as usual.

# CLEANING AND DISINFECTING PROCEDURES

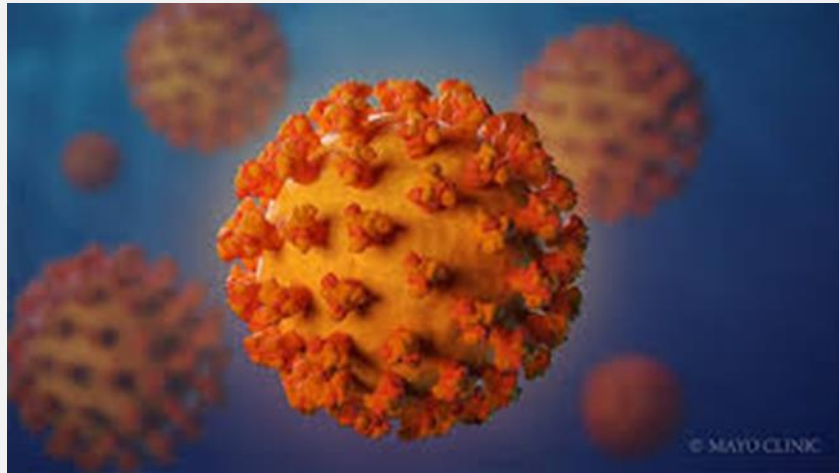
## Disinfecting Electronics

- For electronics, such as tablets, touch screens, keyboards, remote controls.
  - Consider putting a wipeable cover on electronics.
  - Follow device manufacturer's instruction for cleaning and disinfecting.
  - Use alcohol-based wipes or sprays containing at least 60% alcohol.
  - Always spray onto a cloth not directly on the devices
  - Dry surface thoroughly.

## Disinfecting Laundry

- For clothing, towels, linens and other items
  - Launder items according to the manufacturer's instructions.
  - Use the warmest appropriate water setting.
  - Dry items completely.
  - Do not shake dirty laundry.
  - Clean and disinfect clothes hampers according to guidance above for surfaces
  - Remove gloves, and wash hands immediately.

# COVID-19 PERSONAL HYIGENE





# HANDWASHING

- Employees must practice the following personal hygiene measures during all alert levels (5-1) of the COVID-19 pandemic.
- Handwashing is the most effective way to prevent the spread of COVID-19.
- It is best to wash your hands often, especially after blowing your nose, coughing, sneezing, preparing or eating food, using the toilet, touching garbage, and caring for someone who is sick.
- Follow the steps below to wash your hands.
  - Wet hands with warm water.
  - Apply soap.
  - Wash hands for at least 20 seconds (including your palms, back of each hand, between fingers, thumbs and under nails).
  - Rinse well.
  - Dry hands well with paper towel.
  - Turn off tap using paper towel.



# HAND SANITIZING

Hand washing is the most effective way to kill germs but if water and soap are not available use a hand sanitizer that has at least 60% alcohol.

- Please follow the steps below to sanitize your hands effectively.
  - Place enough product to cover all surfaces of your hands, into one palm.
  - Rub back of each hand with palm and between fingers.
  - Rub hands together, palm to palm.
  - Rub around each thumb.
  - Rub fingertips backward and forward in the other hand.
  - Continue rubbing until hands are dry.

# COUGH AND SNEEZE ETIQUETTE

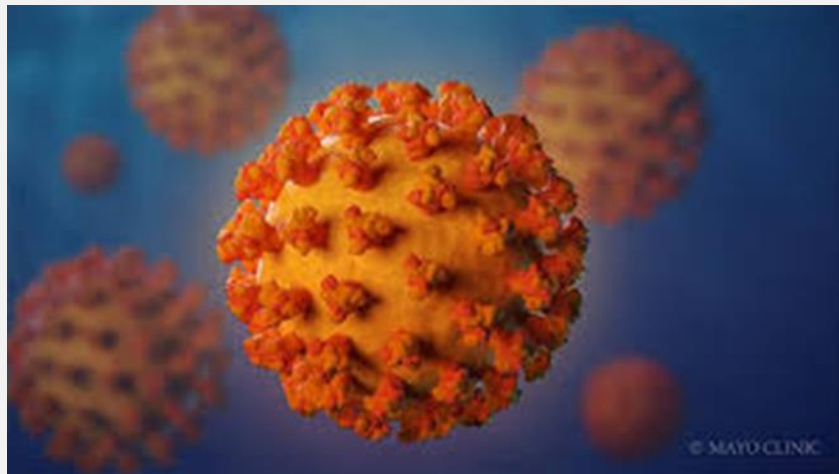
Employees are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes.

Cough/sneeze etiquette includes the following:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing
- Use tissues to contain secretions and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.



# COVID-19 PHYSICAL DISTANCING



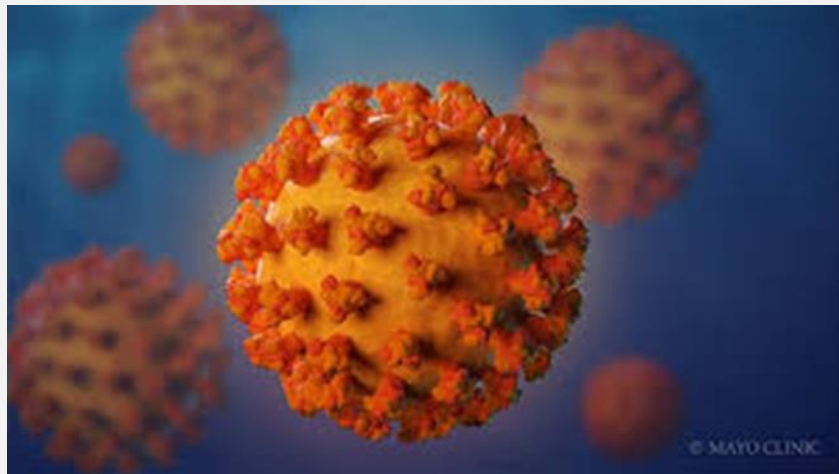
# PHYSICAL DISTANCING

Physical distancing has been demonstrated to be an effective tool to “flatten the curve” of COVID-19. Physical distancing requires that individuals always stay 2 meters or 6 feet apart.

Below are ways Qalipu First Nation is promoting physical distancing at our workplaces:

- Physical distancing of employee’s individual workspaces
- Employees will not be permitted to eat lunch in the lunchroom until further notice
- Limit of 1 person in an elevator at a time
- Limit of 1 person to in Reception Area at a time
- Limit of 1 person in the Lunchroom
- Lunchroom off limits to social gatherings
- Meetings in the Brendan Sheppard Room are limited to 5 people at one time
- Meetings in the Community Room are limited to 8 people at one time
- Markers indicating acceptable social distancing distances on boardroom tables
- No events ion the Community Room until further notice

# COVID-19 WORK PROCEDURES





# EMPLOYEES ARRIVING AND DEPARTING THE OFFICE

## CORNER BROOK – 3 CHURCH

- All employees will follow the procedures for entering the office:
- Employees will be asked to enter through the elevator entrance.
  - There will be a limit of one person in the elevator at a time.
  - A limit of one person to wait for the elevator in the elevator entrance.
  - All other employees must wait outside until it is their turn to enter the elevator entrance.
  - While waiting outside employees must practice physical distancing by remaining 6 feet or 2 meters apart from one another. This will be indicated by markers on the ground.
- Once in the elevator disinfect the buttons before touching them.
  - A plastic cover will be placed over the buttons in the elevator for ease of disinfection.
- Discard wipe or paper towel into the garbage can provided.
- Once the employee has reached their floor, they must immediately wash their hands in the nearest bathroom.

# EMPLOYEES ARRIVING AND DEPARTING THE OFFICE

## CORNER BROOK 1 CHURCH STREET

### All employees will follow the procedures for entering the office:

- Employees must enter through the main entrance.
- Walk up the stairs - try not to touch railings unless necessary.
- Immediately go to the bathroom and wash your hands.

\*Handwashing must be the first thing employees do when they enter a Qalipu First Nation office.

\*Employees must practice physical distancing by remaining 6 feet or 2 meters apart from one another.

### All employees will follow the procedures when leaving the office:

- Wash your hands
- Exit through the main entrance.
- Try not to touch anything.

# EMPLOYEES ARRIVING AND DEPARTING THE OFFICE

## Satellite Offices – GFW, GLW, SG, STV

All employees will follow the procedures for entering the office:

- Employees must enter through the main entrance.
- Try not to touch anything.
- Immediately go to the bathroom and wash your hands.

\*Handwashing must be the first thing the employee does when they enter a Qalipu office.

\*Employees must practice physical distancing by remaining 6 feet or 2 meters apart from one another.

All employees will follow the procedures when leaving the office:

- Wash your hands
- Exit through the main entrance.
- Try not to touch anything.

# RECEIVING VISITORS AT THE OFFICE

When a visitor comes to the office, they will enter using the main entrance. The following will be completed before entry is permitted.

- Upon arrival all visitors are required to wash or sanitize their hands.
- The visitor will be given a mask and will be required to wear it until they leave the premises.
- Visitors must answer the Visitor screening questionnaire. Answers must indicate that there has been no contact or out of province travel or entry to Qalipu First Nation offices is prohibited.
- The staff member will review the answers and determine eligibility for entry to the facility.
- If the visitor answered YES to any of the questions or has indicated two or more symptoms, entry to the to Qalipu First Nation **MUST BE DENIED** and the visitor must leave the premises.

Ensure that physical distancing is being practiced, if this is not possible wear a mask. Upon entry to the building visitors must immediately wash their hands before any employee is to assist them with their matters.

# MEETING WITH MEMBERS OF THE PUBLIC

First determine if meeting in-person is necessary. If it is deemed necessary and you must meet in-person, employees and stakeholders must follow the below procedure when meeting with members of public.

## Procedure

- 1) Reception is to be informed by employees of all appointments with members of the public.
- 2) The day before the meeting staff member will contact the member and ask them the questions regarding their potential exposure to Coronavirus. Ensure checklist is completed in full and sent immediately to the H&S Representative or H&S Coordinator.
- 3) Upon arrival the doors will be locked. The receptionist will use the front door access button located inside to allow only 1 person in Reception at a time.
- 4) The Receptionist will ask that they wash their hands in the bathroom as soon as they enter. The visitor must wear a mask until they leave the premises. The Receptionist will find out which staff member they are meeting with.
- 5) Receptionist will contact the staff member and inform them the member has arrived and has washed their hands.
- 6) The staff member will collect any required items for their meeting.
- 7) Ensure barriers around designated room are in place to communicate that the room is occupied.
- 8) The staff member must wash their hands before entering the designated meeting room.
- 9) Once inside best practice is to stay behind the Plexiglas barrier until the meeting is complete.

CONTINUE TO NEXT SLIDE

# MEETING WITH MEMBERS OF THE PUBLIC

- 10) The staff member will call the Receptionist and inform them they are in the designated office and ready for their appointment.
- 11) The Receptionist will verbally direct the member to the office and allow them through the secured door.
- 12) The staff member will ensure the member comes directly into the designated meeting room and leaves the door open.
- 13) Conduct meeting staying behind the Plexiglas barrier located on the desk or table. Use one-use disposable pens and supplies when possible.
- 14) When meeting is complete call Reception to ensure there are no visitors in the Reception area. To ensure a visitor free exit route.

## *Option 1 – if visitor exhibits symptoms during meeting*

Ensure the visitor keeps their mask on. If reception area is visitor free give directions to the member on how to find their way out of the office. Allow them to leave by themselves. Clean all door handles immediately after member has left the premises.

## *Option 2 – if visitor does not show signs during the meeting*

If Reception area is visitor free escort them to the exit. Keeping in mind social distancing a safe distance of 2 meters when possible. Ensure that they do not touch any surface on the way out of the building.

CONTINUE TO NEXT SLIDE



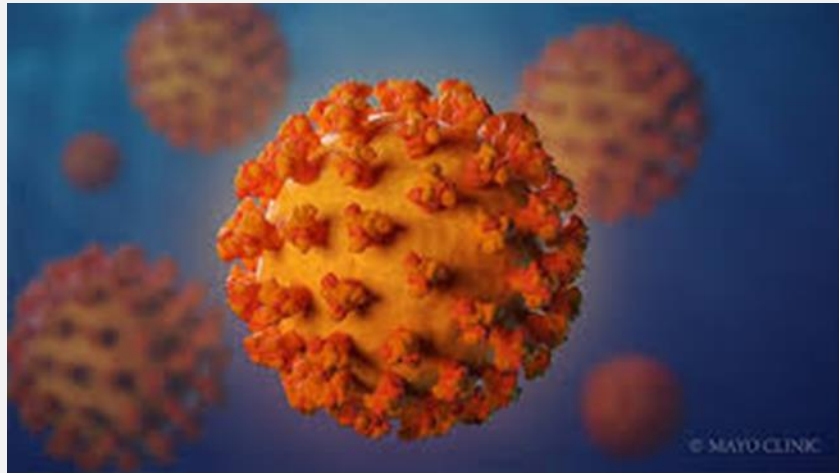
# MEETING WITH MEMBERS OF THE PUBLIC

- 15) The Staff Member must wash hands immediately after meeting with the member/visitor.
- 16) Return to the room for cleaning.
- 17) Wear gloves while cleaning.
- 18) Place all valuable documents from meeting in a sealable plastic bag. Add date and time on outside the bag.
- 19) Into a lined garbage receptacle throw away all pens, paper, etc. that were used in the meeting.
- 20) Use only Health Canada approved hard-surface disinfectants. Ensure they have a DIN on the label. (Drug identification Number)
- 21) Follow manufactures instructions for preparation and use of disinfectant.
- 22) Clean all frequently touched surfaces and items with disinfectant. Including door handles, chairs, desktops. See Checklist.
- 23) Allow enough contact time in order to kill viruses. See manufactures instructions.
- 24) Take soiled wipes or paper towels that were used for disinfection and dispose of in the lined waste receptacle.
- 25) Follow the correct procedure to remove gloves and dispose of in the lined waste receptacle. Follow the correct procedure see poster.
- 26) Sanitize hands immediately after removing gloves. See poster for correct use of sanitizer. Tie or close the bag with the soiled cleaning supplies.
- 27) Remove bag with soiled cleaning supplies and bring to the dumpster.
- 28) Wash hands immediately when you re enter building.

# LUNCH SCHEDULES

- Employees will have to follow the adapted lunch schedule. This schedule will allow staff to enter the Kitchen to retrieve their lunch and use the microwave.
- Each Employee is allotted 5 mins. Employees should discuss amongst themselves if they wish to switch their time slot with another employee .
- If an employee will not be using their time slot on a certain day they must notify the employee which has the time slot after them.
- There is a limit of 1 person in the Kitchen/Lunch room at a time.

# COVID-19 PROPER USE OF PPE



# PROPER USE OF PPE

## Masks

Use a mask when:

- You must be within 2 meters or 6 feet of another individual.

How to put on a non-medical mask / face covering

1. Place the mask over the nose mouth and chin.
2. Fit the flexible nose piece over the nose bridge.
3. Secure on the head with ties at the middle of the head or neck or around ears depending on the type.
4. Adjust to fit.

Always Remember to:

- Use mask only once.
- Change mask if it gets wet/moist/soiled.
- Cover both the nose and mouth.
- Avoid touching the mask when worn.
- Dispose of all masks into appropriate receptacle.

## Gloves

When to use Gloves

- Interacting with a potentially ill individual.
- Handling documents and personal items of the potentially ill individual.
- Cleaning or disinfecting areas or equipment.

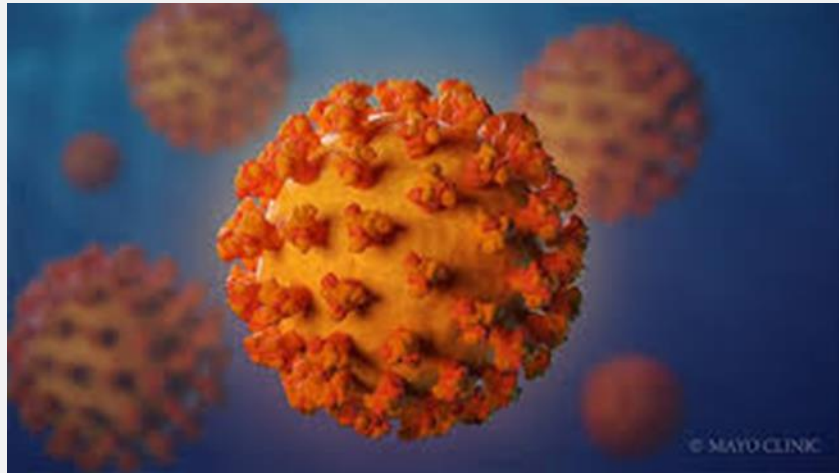
How to put on Gloves

1. Wash or sanitize hands before touching the gloves.
2. Select the correct size and type of glove.
3. Insert hands into the glove.
4. Extend gloves over the cuff of the shirt.

How to Remove Gloves

1. Grasp the outside of one glove at the wrist. Do not touch bare skin.
2. Peel the glove away from your body, pulling it inside-out.
3. Hold the glove you just removed in your gloved hand.
4. Put one or two fingers inside the glove at the top of your wrist.
5. Peel glove away from your body, pulling the glove inside-out.
6. Dispose gloves in a standard waste receptacle.
7. Wash hands immediately.

# COVID-19 WORKPLACE ILLNESS PROTOCOL



# PERSUMPTIVE OR CONFIRMED CASES OF COVID-19

Qalipu First Nation prohibits any employee or visitor that has been confirmed or suspected of having COVID-19 from entering any office or workplace. All employees are required to stay home if they are sick or symptomatic, even if the suspected illness is not COVID-19.

Any employee that is suspected or confirmed to have COVID-19 must remain in self-isolation in accordance with the Public Health Authority of Canada guidelines, and Government of NL. Employees must also self-isolate at home if:

- You have been diagnosed with COVID-19;
- You are a close contact of someone diagnosed with COVID-19;
- You have been assessed by Public Health for COVID-19 and/or are waiting to hear the results of a laboratory test for COVID-19;
- You have travelled anywhere outside of the Provincially recognized bubble; or
- You have been advised to self-isolate for any other reason by Public Health.

# SELF-ISOLATION

Self-isolation without symptoms means:

- Staying at home and not going to work or school
- Avoiding close contact with people with chronic conditions, compromised immune systems and older adults
- Avoiding contact with others in your home
- Staying in a separate room away from other people
- Using a separate bathroom, if possible
- Keeping a distance of at least two arm's length from other people
- Avoiding sharing dishes, glasses, or utensils
- You may go outside only if you stay on your property and can maintain physical (social) distancing
- If you remain symptom-free after 14 days, self-isolation ends.

If someone in your home is self-isolating and does not have symptoms, you do not have to self-isolate.

However, if someone in your home is self-isolating and develops symptoms, everyone in the home is required to self-isolate, regardless if they also have symptoms.

# SELF-ISOLATION

Self-isolation with symptoms means:

- Staying at home and not going to work or school, or other location where a safe distance cannot be adhered to.
- Avoiding close contact with people with chronic conditions, compromised immune systems and older adults.
- Avoiding contact with others in your home.
- Staying in a separate room away from other people.
- Using a separate bathroom, if possible.
- Avoiding sharing dishes, glasses, or utensils.

Any employee that was required to self-isolate will be allowed to return to the workplace when:

- the 14-day isolation period is over; and
- the employee has had no symptoms or has been symptom free for 3 days (72 hours); and/or
- the employee can provide a negative test for COVID-19 (if they were diagnosed).



# RIGHTS AND RESPONSIBILITIES

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All staff and visitors are required to follow the procedures and policies in this plan.

H&S representatives at each office are required to:

- Ensure proper signage is in place
- Procedures are being followed
- Ensure supplies are readily available