

COVID-19 POLICY

March 31, 2020

We are committed to maintain health and safety measures during the COVID-19 crisis, including any daily updates on the latest developments and guidelines from the relevant jurisdictions' public health authorities and self-identification screening tools. This is a rapidly evolving situation, therefore are following closely with government advisories. Updates to this Policy will be posted forthwith as per government directives.

Dear workers:

As you all know we are in midst of COVID 19 crisis. Coronaviruses are spread though close contact. We all must do our utmost to stop the spread of this illness. Therefore, we **all must follow** the following guidelines imposed by Ministry of Health and Ministry of Labour, Centers for Disease Control and Prevention, Health Canada, Canada Public Health Agency:

1. **All workers** MUST always wear face masks and gloves while on site;
2. **Limit** the use of elevator to ONE person only.
3. **Use hand sanitizer** always as is provided on site.
4. **Keep distance** in between yourselves at least two meters.
5. **During working hours** do not leave the unit, safe for emergencies or urgent work related matters.
6. **Limit use** of the unit balcony to one person at the time.
7. **If you feel unwell:** notify site supervisor, go for an assessment to physician and stay home until the full clearance from physician has been obtained. Check your symptoms by following this link: <https://covid-19.ontario.ca/self-assessment/#q0>. and take steps, as recommended.
8. **If you sneeze of cough**, close your mouth and / or face with tissue and wash your hands immediately.

9. **Wash** your clothes immediately as you get home.
10. **Avoid** touching your eyes, mouth or nose.
11. **Clean and disinfect** frequently touched objects and surfaces using a regular household cleaning spray or wipe;
12. **Do not share** personal items or supplies such as phones, pens, notebooks, PPE, etc;
13. **Wash hands** often with soap and water for at least 20 seconds, and especially after using the washroom; and when preparing food, and after blowing nose, coughing, or sneezing. Use alcohol-based hand sanitizer if soap and water are not available.
14. **Make sure** that all door handles, railings and personal workstation areas are wiped down twice a day with a disinfectant, such as disinfectant wipes. Individuals are responsible for cleaning their workstation area with disinfectant wipes.
15. **Any individual** exhibiting flu-like symptoms such as fever, coughing or congestion is instructed to:
 - Not come to work.
 - Contact their supervisor and/or human resources department.
 - Stay at home and self-isolate as directed.
16. **Employees** who have been identified as having potentially been exposed to the virus (i.e., first degree of separation level) or exhibit symptoms of the virus are required to not return to work until they receive medical clearance, take a COVID-19 detection test for which the result is negative and have self-isolated for 14 days.