

COVID-19 Workplace Guidelines

June 1st, 2020



 Workplace Medical Corp.

Contents

WMC Corporate Guidelines	3
Corporate Guideline #1: Physical Distancing & Handwashing Measures:.....	3
Corporate Guideline #2: Hygiene Measures.....	3
Corporate Guideline #3: If you are not feeling well:	4
Corporate Guideline #4: Signage:	5
Corporate Guideline #5: Workplace cleaning	5
Corporate Guideline #6: Multiple Jobs or Work Settings	6
Corporate Guideline #7: Travel.....	6
Corporate Guideline #8: Employee Screening	6
Corporate Guidelines #9: Accommodating employees	6
Corporate Guideline #10: Training and communication	6
Corporate Guideline #11: Reported illness.....	6
Corporate Guideline #12: Visitors to WMC Worksites	7
Corporate Guideline #13: Self-isolation and return to work protocol	7
Appendix A: Occupational Health Division	9
Clinical examinations and testing	9
WMC's Services provided at the Client Site ("On-Site")	10
Appendix B: Mobile Hearing Division	11
Hearing Testing Procedure	11
Molded Ear Plug Fitting Procedure	12
Noise Level Survey & Dosimetry Testing Protocol.....	14
Hearing Safety Education Protocol	15
Appendix C: First Aid and Health & Safety Training Division	17
Appendix D: Absence & Disability Management Division	20
Appendix E: Toolkit: Signage & Questionnaires.....	21
About Coronavirus	21
ABOUT Coronavirus –Prevent the Spread	22
ABOUT Coronavirus –Hand washing.....	23
ABOUT Coronavirus –Prevention Measures for Workers.....	24
ABOUT Coronavirus –Employee COVID 19 Safety Checklist	25
ABOUT Coronavirus –Self Screening Checklist.....	26

WMC COVID Corporate Guidelines

The following corporate guidelines apply to all WMC worksites and all divisions.

In addition, WMC has made specific changes within each of its operating divisions that are outlined as an appendix to this document:

- Appendix A: Occupational Health Division
- Appendix B: Mobile Hearing Division
- Appendix C: First Aid and Health & Safety Training Division
- Appendix D: Absence & Disability Management Division
- Appendix E: Toolkits: Signage & Questionnaires provides all necessary signage and employee questionnaires used by all divisions.

Corporate Guideline #1: Physical Distancing & Handwashing Measures:

1. Maintain physical distancing of at least 2 meters (6 feet) or more between persons, including clients and co-workers.
2. In cases whereby WMC staff are unable to maintain proper physical distance from others, staff should wear a non-medical facemask when they are. A non-medical mask can reduce the chance of an individual's respiratory droplets coming into contact with others or landing on surfaces. The use of a non-medical mask is primarily to protect an employee's co-workers, as opposed to protecting the individual wearing the mask.
3. Wash hands frequently with soap and water following the handwashing guidelines.
4. Where soap and water are not available use alcohol-based hand sanitizer.
5. Use of Masks: In cases where you cannot adhere to physical distancing guidelines, wear a mask. When a mask becomes damp or humid, replace it with a new mask. Do not reuse a single-use mask. Discard your mask when you have finished using it.
6. Additional information:
 - Physical Distancing <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-guide-physical-distancing.pdf?la=en>
 - Handwashing: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en>
 - Masks: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/2020/05/factsheet-covid-19-masks-not-healthcare.pdf?la=en>

Corporate Guideline #2: Hygiene Measures

WMC has set up employee hygiene stations at each worksite complete with alcohol-based hand sanitizer, surgical masks and gloves.

WMC encourages all staff to:

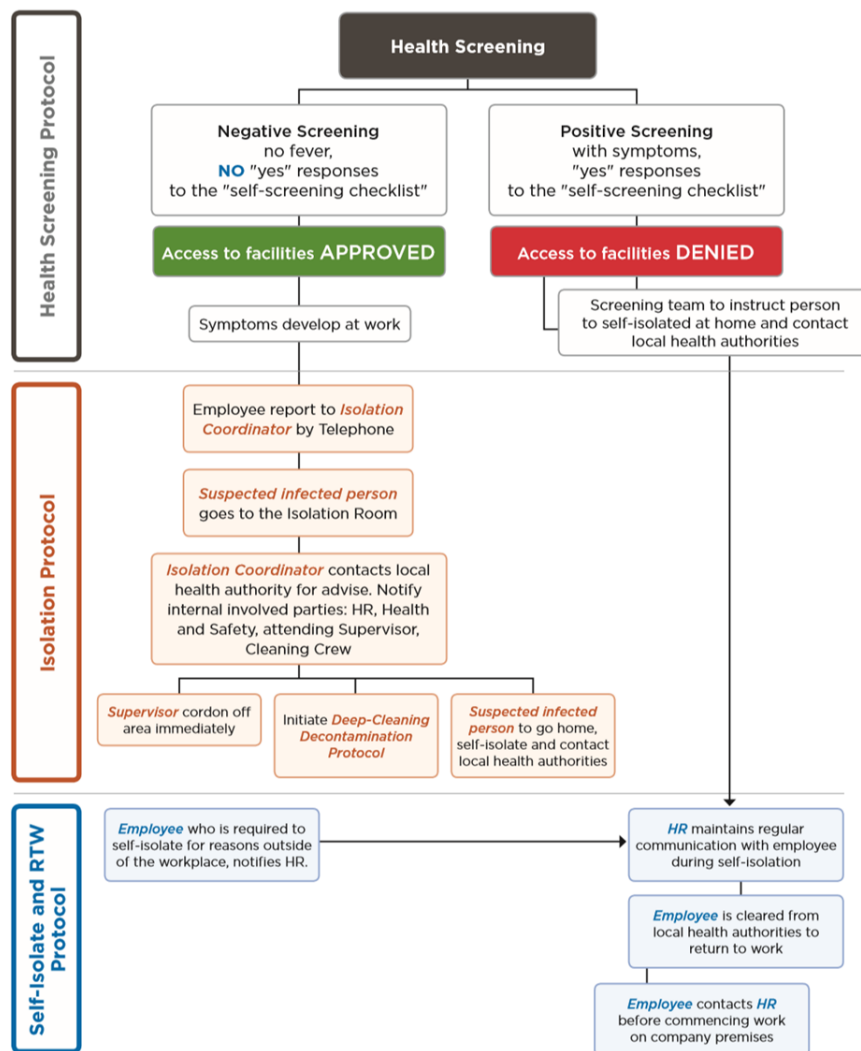
- Wash their hands often with soap and water when hands are visibly soiled, before and after any breaks, at the beginning and end of their shift, or use alcohol based hand sanitizer (with 70% alcohol content) if hand washing is not possible.
- Sneeze and cough into your sleeve. If you use a tissue, discard immediately and wash your hands afterward.

- Avoid touching your eyes, nose or mouth.
- Avoid high-touch areas, where possible, or ensure you clean your hands after.
- Implement regular cleaning and disinfection of your work area and workspace.
- Minimize contact with people who are sick and ensure controls are in place for the protection of workers.
- Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them. Wash your clothes as soon as you get home

Corporate Guideline #3: If you are not feeling well:

- At home, do not come into work, stay home. Contact your Manager prior to the workday.
- At work, follow the Protocol below: (The Business Unit Leader is the Isolation Coordinator)

Employee Screening, Isolation and Return to Work Protocol



Isolation Protocol for persons who become ill at work

If a person feels ill or if someone observes that another person is exhibiting symptoms of the virus (e.g. COVID-19) at work, contact the Business Unit Leader by telephone. The Business Unit Leader would be responsible to direct any suspected infected person to a designated Isolation Room immediately by the most direct route to prevent further exposure in the workplace. Communications at a distance or through telephone are preferable to minimize the risk of exposure to other employees.

Response Procedure

1. Leave a set of face coverings (or a medical-grade mask, if available) inside for the suspected infected individual in the Isolation Room.
2. Once the suspected infected person arrives in the Isolation Room, immediately instruct the person to put on a face covering (or a medical-grade mask, if available.)
3. The Business Unit Leader can complete Ontario's COVID19 self-assessment tool <https://covid-19.ontario.ca/self-assessment/> with the suspected infected person at a distance (i.e., 2 meters apart), or via telephone. Local public health unit must be contacted regarding next steps.
4. Where communication at a distance is not possible, the Business Unit Leader and any others attending to the suspected infected person should don a facemask and face shield.
5. The Business Unit Leader, in coordination with the employer, should:
 - a. Contact the local public health authority and follow their advice.
 - ✓ Identify persons who may have been in contact with the suspected infected person. Unless required by the local public health unit, the name of the infected worker should not be provided.
 - ✓ If warranted under the local public health authority's advice, advise workers that may have been in contact with the suspected infected person to stay home and self-monitor for 14 days. Those who exhibit symptoms should immediately self-isolate (quarantine) and contact the local health authorities, healthcare provider, and the employer.
 - b. Instruct the supervisor to restrict areas where the suspected infected person has come in contact with.
6. Initiate the Deep-cleaning Decontamination Protocol in areas where the suspected infected person has come in contact in the workplace (i.e., the Isolation Room, workstation, common areas/surfaces.)

Corporate Guideline #4: Signage:

WMC has placed posters in high traffic areas that highlight stay at home symptoms, requirements to wear PPE, encouraging good respiratory hygiene, hand hygiene, and other healthy practices at the entrance to the workplace.

Corporate Guideline #5: Workplace cleaning

WMC's worksites undergo appropriate worksite cleaning by using appropriate cleaning supplies and disinfectants.

Corporate Guideline #6: Multiple Jobs or Work Settings

Whenever possible, WMC will schedule workers to work in one work location.

Corporate Guideline #7: Travel

All rail or air travel is suspended at this time.

WMC is encouraging all staff to have less direct client contact with customers unless necessary and utilize telephone and/or video conference calls. All WMC staff have to abide by the customers protocols and guidelines while at the customers site.

Corporate Guideline #8: Employee Screening

WMC will validate the state of health of each of our workers on a daily basis, upon arrival at the work site, by having them answer the following questions:

- Do you have any of these symptoms: cough, fever, difficulty breathing, sudden loss of smell, onset of aches and pains, nasal congestion, runny nose, or sore throat?
- Have you been out of the country in the last 2 weeks?
- Are you in contact with someone who has COVID-19?

If any workers answer yes to any of these questions, they must return home and report to their health care practitioner for follow-up.

Corporate Guidelines #9: Accommodating employees

In cases whereby WMC employees are concerned about being unwilling or unable to return to work, WMC employees need to immediately notify their Manager.

WMC will ensure that any employee that may be at greater risk of contracting COVID-19 or of having more severe complications from COVID-19 will be evaluated with their Manager and Human Resources. Based on the evaluation of the risk factors, WMC will provide an accommodation plan in accordance with WMC's Accommodation Policy.

If any employees concerned about workplace safety, they are to notify their Manager to report the hazard. The Manager will notify the Joint Health and Safety Committee. WMC will take the necessary corrective action in a timely manner to address the hazard reported.

Corporate Guideline #10: Training and communication

Training: Workers will be trained on health issues of the Covid-19 by their direct Managers, which include prevention of illness, initial disease symptoms, preventing the spread of the disease, and when it is appropriate to return to work after illness. Training will be conducted before workers return to the workplace and there will be additional information provided through signage and informational posters.

WMC will ensure that all COVID updates issued by the Canadian Government and the Minister of Health.

Corporate Guideline #11: Reported illness

Any WMC worker who has symptoms will leave the job site and phone the public health authorities (1-877-644-4545) to obtain a screening test.

A worker who has tested positive must follow the instructions of the public health authorities, including isolation for at least 14 days.

The public health authorities normally conduct an investigation to determine the level of contact with other people. Depending on the assessment (high, moderate or low risk), other workers might have to self-isolate for 14 days.

If 2 meters of physical distancing has been respected or PPE has been worn if 2 meters of physical distancing is impossible, the risk level will be classified as low and no other worker will have to self-isolate.

Corporate Guideline #12: Visitors to WMC Worksites

ALL non-essential visitors/service providers will not be allowed entry into the building. Critical visits must be approved by each Business Unit Leader.

Each Business Unit Leader will ensure that all visitors/service providers will validate their state of health prior of each of our workers on a daily basis, upon arrival at the work site, by having them answer the following questions:

- Do you have any of these symptoms: cough, fever, difficulty breathing, sudden loss of smell?
- Have you been out of the country in the last 2 weeks?
- Are you in contact with someone who has COVID-19?
- Access to the facility will be denied if any of the health screening questions suggest potential risk for COVID-19.

All visitors/service providers MUST be escorted into the building by their Business Unit Leader.

Corporate Guideline #13: Self-isolation and return to work protocol

The intent of the protocol is to provide guidance on self-isolation and self-monitoring requirements related to the Quarantine Act and Public Health Agency of Canada (PHAC) directives related to COVID-19.

- Guidance for Self-Isolation and Self-Monitoring

The Quarantine Act requires workers to self-isolate at home and remain off company property for 14 days if they have:

- Returned from travel outside of Canada (mandatory quarantine)
- Had close contact with someone who has or is suspected to have COVID-19
- Been told by local public health authority that you may have been exposed and need to self-isolate

When employees exhibit symptoms, even if they are mild, they are to stay home and self-monitor. Follow local public health authority guidelines and resources on COVID-19, self-isolation, and self-monitoring. If an employee contracts COVID-19 outside of the workplace or is directed by the local public health authority to self-isolate, the employee should inform the company as soon as possible. The designate person will contact the local public health authority for direction. Employee personal data and confidentiality must be protected, unless disclosure is

required by law. Self-isolation requests of any healthy worker, who have come in contact with the infected worker at the workplace, will be determined by the local public health authority.

- Returning to Work After Self-Isolation

The designate person will maintain regular communication with workers under self-isolation. Affected workers, when medically cleared by local public health units, will contact the company prior to returning to work.

Appendix A: Occupational Health Division

Clinical examinations and testing

WMC will be offering its complete set of clinical services during the COVID pandemic which include:

- Post offer medical examinations
- Regulated occupational medical examinations (if governing body approves)
- Medical testing which includes vision testing, audiograms, electro-cardiograms, laboratory testing (blood, urine), functional assessments (back, wrist and shoulder, lift), mask fit testing, drug and alcohol collection and testing, vaccinations, and x-rays)

However, WMC will not be offering pulmonary function (or spirometry) testing during the current outbreak of coronavirus disease (COVID-19) as recommended by governing bodies including the American College of Occupational and Environmental Medicine (ACOEM). Spirometry tests require performance of a forced expiratory maneuver which could spread droplets in the air if an infected person is tested, even if asymptomatic. The risk of other individuals inhaling the droplets exists even if the likelihood of this occurring is unknown.

Screening WMC medical staff

All WMC clinical staff will be screened each day using the COVID Screening Checklist and undergo a temperature screen.

Booking changes

Due to the need for cleaning and disinfecting clinical workstations, examinations area and medical testing equipment, WMC has adjusted its booking system. WMC has provided additional time and capacity so that way, our clients will not experience any delays in accessing the clinical services.

Additional Protective Measures

WMC has erected physical and transparent barriers at its clinic reception areas.

Depending on the clinic location, our waiting rooms will adhere to social distancing guidelines with appropriate markers should multiple patients be waiting for service.

All clinics are cleaned each night using disinfectant products and cleaned throughout the day in between appointments.

All medical equipment will be cleaned with disinfectants prior to use and following each use.

All WMC medical staff will be wearing appropriate PPE that include:

- Masks, gloves and gowns at all times
- Dispose of gloves after each patient

What to expect when you arrive for an appointment at a WMC clinic

We ask all patients who attend a clinical appointment to bring and wear their own masks (either a surgical ear-loop mask or equivalent). Patients who are symptom free and feeling well can attend a

clinical appointment. If patients who are demonstrating COVID related symptoms prior to the appointment or are not feeling well are required NOT to attend the appointment and contact their employer.

All patients will undergo COVID screening questions and their temperature will be taken.

WMC's Services provided at the Client Site ("On-Site")

As in the clinic, WMC will be offering its complete set of clinical services during the COVID pandemic in our clinics and in our Onsite clinics. However, WMC will not be offering pulmonary function (or spirometry) testing during the current outbreak of coronavirus disease (COVID-19) as recommended by governing bodies including the American College of Occupational and Environmental Medicine (ACOEM).

WMC will uphold the same measures Onsite as followed during in-clinic. In addition, WMC will:

Ensure prior to WMC's On-Site team arrival, the employer must:

- Ensure all staff are symptom free
- Are wearing appropriate masks (i.e. surgical ear loop masks of better)
- With the WMC scheduling team, schedule assessment with enough time for patient screening and cleaning after each appointment.
- Have a safe and appropriate area for the testing to be completed, while complying with physical distancing guidelines
- Elect an employer representative for WMC to report any challenges or issues.

While WMC is conducting testing, WMC will ensure all patients are adhering to physical distancing and PPE guidelines. WMC will also have available hand sanitizer at each workstation.

Following testing, WMC will disinfect all areas and equipment prior to, and following the completion of each test.

All concerns or questions regarding WMC's COVID Guidelines must be brought forward to Kim Vicari, the General Manager of this division, @ (289) 921-8004.

Appendix B: Mobile Hearing Division

Hearing Testing Procedure

Prior to arriving at a customer worksite to perform audiometric testing, we ask the customer representative to ensure the entire employee to be tested have completed and signed their Hearing Testing Forms. All WMC vehicles will be cleaned and sanitized.

Also, WMC will ensure all technicians self-monitor each day for COVID related signs and symptoms by answering the following questions:

Do you have any of the below symptoms:		
Fever (greater than 38.0C)	Yes	No
Cough	Yes	No
Shortness of Breath/Difficulty Breathing	Yes	No
Sore throat	Yes	No
Runny nose	Yes	No
Have you, or anyone in your household travelled outside of Canada in the last 14 days?	Yes	No
Have you, or anyone in your household been in contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	Yes	No
Are you currently being investigated as a suspect case of COVID-19?	Yes	No
Have you tested positive for COVID-19 within the last 10 days?	Yes	No

If you answered YES to any of the above questions:

Contact Len Lyons immediately 905-970-6503. Stay home and self-isolate right away.

Contact your health care provider or call Telehealth Ontario at 866-797-0000 to speak to a registered nurse.

When WMC Arrives

WMC will call the client contact to advise the mobile unit has arrived and the representative prepares the employees to be testing on the conditions of testing which include:

- Each person tested must be wearing at minimum, a surgical mask, throughout the duration of testing.
- Each employee tested must have his or her Hearing Testing Form completed and signed in advance.
- Each employee tested will be asked to answer the COVID Signs and Symptoms questions.
- Each employee tested will be asked to sanitize their hands using hand sanitizer provided by WMC.
- To complete a sign-in sheet to WMC's provided by WMC.

WMC will set up a reception table 6 feet (or greater) away from the mobile vehicle.

PPE for WMC Technicians

Technician will be wearing surgical mask, non-latex gloves and gowns at all times.

Covid-19 Screening

The WMC technician will review COVID questions with each person to be tested as well conduct a temperature screen using an infrared thermometer, prior to entering the mobile vehicle:

- If normal, meaning less than 38 C, no further action, participant can enter mobile vehicle.
- If above normal, meaning 38 C or greater, the participant will be asked to move to an isolation area whereby the minimum social distancing of 2 meters can be maintained while the client representative is notified.

Testing in Groups

Testing inside the mobile unit be completed in groups of six every 30 minutes. Testing a group of six people should take roughly 20 minutes leaving 10 minutes for post testing audiometric booth and equipment cleaning.

Testing Procedure

1. To maintain 2 meters (6 feet) spacing, participants will enter the hearing test truck individually. The booths will be populated in a manner to maximize social distance.
2. After that person has passed the temperature check, they will be sent onto the truck and directed to a specific booth.
3. They will close the booth door and wait until all participants are seated.
4. They will be instructed not to touch anything except the headset and button.
5. Once all participants are ready, the technician will open all the doors, ensure that the audiometric equipment is properly positioned and instruct how the test will be conducted.

After Testing Is Complete

Each participant will be dismissed in the same order that they entered the truck.

After each group, the Technician will wipe down the equipment with disinfectant (Cavi-wipes or equivalent) and the booth given a spray of Lysol or equivalent.

Molded Ear Plug Fitting Procedure

Prior to arriving at a customer worksite to perform earl plug fittings, all WMC technicians will ensure they self-monitor each day for COVID related signs and symptoms by answering the following questions:

Do you have any of the below symptoms:		
Fever (greater than 38.0C)	Yes	No
Cough	Yes	No
Shortness of Breath/Difficulty Breathing	Yes	No
Sore throat	Yes	No
Runny nose	Yes	No

Have you, or anyone in your household travelled outside of Canada in the last 14 days?	Yes	No
Have you, or anyone in your household been in contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	Yes	No
Are you currently being investigated as a suspect case of COVID-19?	Yes	No
Have you tested positive for COVID-19 within the last 10 days?	Yes	No

If you answered YES to any of the above questions:

Contact Len Lyons immediately 905-970-6503. Stay home and self-isolate right away.

Contact your health care provider or call Telehealth Ontario at 866-797-0000 to speak to a registered nurse.

When WMC Arrives

WMC will call the client contact to advise the technician has arrived. The client contact will ensure they are prepared for the fittings by:

- Each person tested must be wearing at minimum, a surgical mask, throughout the duration of testing.
- Each employee tested will be asked to answer the COVID Signs and Symptoms questions.
- Each employee tested will be asked to sanitize their hands using hand sanitizer provided by WMC.
- To complete a sign-in sheet provided by WMC.

WMC recommends each customer provide and set up a reception table 6 feet (or greater) away from the mobile vehicle.

PPE for WMC Technicians

Technician will be wearing surgical mask, face shield, non-latex gloves and gowns at all times.

Covid-19 Screening

The WMC technician will review COVID questions with each person to be fitted as well conduct a temperature screen using an infrared thermometer, prior to the fitting procedure:

- If normal, meaning less than 38 C, no further action, participant can enter mobile vehicle.
- If above normal, meaning 38 C or greater, the participant will be asked to move to an isolation area whereby the minimum social distancing of 2 meters can be maintained while the client representative is notified.

Ear Mold Procedure

Each participant will be seated at the old station and be given instructions to not to touch anything.

The technician will maintain 2 meters (6 feet) spacing; however, in some cases the technician will need to be less than the specified social distance to the participant. In this case, the Technician will ensure he/she is wearing a mask, face shield, gloves and a gown and the employee is wearing a mask.

The ear mold impression will be conducted (approx. 15 minutes) and each participant will be dismissed individually by the WMC technician.

The Technician will wipe down the equipment with disinfectant (Cavi-wipes or equivalent) and the area will be given a spray of Lysol or equivalent and safely dispose of their PPE and sanitizing material.

Noise Level Survey & Dosimetry Testing Protocol

Prior to arriving at a customer worksite to perform noise surveys, all WMC technicians will ensure they self-monitor each day for COVID related signs and symptoms by answering the following questions:

Do you have any of the below symptoms:		
Fever (greater than 38.0C)	Yes	No
Cough	Yes	No
Shortness of Breath/Difficulty Breathing	Yes	No
Sore throat	Yes	No
Runny nose	Yes	No
Have you, or anyone in your household travelled outside of Canada in the last 14 days?	Yes	No
Have you, or anyone in your household been in contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	Yes	No
Are you currently being investigated as a suspect case of COVID-19?	Yes	No
Have you tested positive for COVID-19 within the last 10 days?	Yes	No

If you answered YES to any of the above questions:

Contact Len Lyons immediately 905-970-6503. Stay home and self-isolate right away.

Contact your health care provider or call Telehealth Ontario at 866-797-0000 to speak to a registered nurse.

When WMC Arrives

WMC will call the client contact to advise the technician has arrived. The client contact will ensure they are prepared for the testing by:

- Each person that will wear the dosimeter meter unit tested must be wearing at minimum, a surgical mask, when the WMC technician applies the dosimeter.
- Each employee tested will be asked to answer the COVID Signs and Symptoms questions.
- Each employee participant will be asked to sanitize their hands using hand sanitizer provided by WMC.
- To complete a sign-in sheet provided by WMC.

PPE for WMC Technicians

Technician will be wearing surgical mask, face shield, non-latex gloves and gowns at all times.

Covid-19 Screening

The WMC technician will review COVID questions with participant as well conduct a temperature screen using an infrared thermometer, prior to the procedure:

- If normal, meaning less than 38 C, no further action, participant can enter mobile vehicle.
- If above normal, meaning 38 C or greater, the participant will be asked to move to an isolation area whereby the minimum social distancing of 2 meters can be maintained while the client representative is notified.

Dosimeter Fitting and Following Dosimetry Completion

The technician will maintain 2 meters (6 feet) spacing; however, in some cases the technician will need to fit or retrieve the dosimeter and will be in less than the specified social distance to the participant. In this case, the Technician will ensure he/she is wearing a mask, face shield, gloves and a gown and the employee is wearing a mask.

The technician will safely dispose of their PPE and sanitizing material.

Hearing Safety Education Protocol

Prior to arriving at a customer worksite to perform training, all WMC trainers will ensure they self-monitor each day for COVID related signs and symptoms by answering the following questions:

Do you have any of the below symptoms:		
Fever (greater than 38.0C)	Yes	No
Cough	Yes	No
Shortness of Breath/Difficulty Breathing	Yes	No
Sore throat	Yes	No
Runny nose	Yes	No
Have you, or anyone in your household travelled outside of Canada in the last 14 days?	Yes	No
Have you, or anyone in your household been in contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	Yes	No
Are you currently being investigated as a suspect case of COVID-19?	Yes	No
Have you tested positive for COVID-19 within the last 10 days?	Yes	No

If you answered YES to any of the above questions:

Contact Len Lyons immediately 905-970-6503. Stay home and self-isolate right away.

Contact your health care provider or call Telehealth Ontario at 866-797-0000 to speak to a registered nurse.

What to expect when WMC instructors arrive for training

We ask all students who attend a training session to bring and wear their own masks (either a surgical ear-loop mask or equivalent) and gloves.

Participants who are symptom free and feeling well can attend the training. If participants who are demonstrating COVID related symptoms prior to the training session are not feeling well are required NOT to attend and contact their employer and Public Health.

Disinfecting Equipment Pre & Post Use

Our instructors will adhere to cleaning procedures of all equipment being used for training.

Each instructor will clean all equipment prior to use.

In-class Hygiene

To reduce droplets in the training room, the following activities are to be adhered to:

- Maintain distancing of 2 meters
- Where this is not possible a mask must be worn
- Cough, clear throat or sneeze into elbow
- Nose blowing, wiping of nose to happen outside of the training room
- Wash or sanitize hands before returning to training room

FAQ

Can students eat and drink in the classroom?

While sips of water are ok, it is advised that any eating and drinking that lasts longer than a few seconds take place in a designated area to avoid droplet spread in the training space.

What if I start feeling unwell during training?

If you are not feeling well, or start showing the signs/symptoms of COVID-19 do the following:

1. End training
2. Put on a mask and gloves and advise the class and the onsite contact
3. Contact the WMC office and notify your Len Lyons
4. Disinfect your equipment/materials and pack up
5. Contact public health for next steps

What if a student starts feeling unwell during training?

Advise them to contact their supervisor immediately and leave the classroom to wait for further instructions from their supervisor.

Can I ask a student to leave if they are showing signs and symptoms?

If you think there is a health and safety risk to yourself and other students:

- Speak with the student privately and explain your concern.
- Excuse the student from the training room.
- Contact the WMC office and site contact for further direction.

All concerns or questions regarding WMC's COVID Guidelines must be brought forward to Len Lyons, the General Manager of this division, @ (416) 970-6503.

Appendix C: First Aid and Health & Safety Training Division

It is our goal to maintain the safety of our instructors, students and clients while delivering high-quality training programs to increase knowledge in first aid, CPR, AED and health and safety. The below guidelines are subject to change as the situation with COVID-19 changes.

Instructor Screening

Our instructors will, prior to leaving arriving to our client's site are required to self-screen and ensure they do not have typical COVID symptoms as outlined below:

Please answer the following questions:

Do you have any of the below symptoms:		
Fever (greater than 38.0C)	Yes	No
Cough	Yes	No
Shortness of Breath/Difficulty Breathing	Yes	No
Sore throat	Yes	No
Runny nose	Yes	No
Have you, or anyone in your household travelled outside of Canada in the last 14 days?	Yes	No
Have you, or anyone in your household been in contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	Yes	No
Are you currently being investigated as a suspect case of COVID-19?	Yes	No
Have you tested positive for COVID-19 within the last 10 days?	Yes	No

If you answered YES to any of the above questions:

Contact Kate Lashbrook immediately 905-979-1852 that you will not be attending your scheduled training. Stay home and self-isolate right away.

Contact your health care provider or call Telehealth Ontario at 866-797-0000 to speak to a registered nurse.

What to expect when WMC instructors arrive for training

We ask all students who attend a training session to bring and wear their own masks (either a surgical ear-loop mask or equivalent) and gloves.

Students who are symptom free and feeling well can attend training. If students are demonstrating COVID related symptoms prior to training or are not feeling well, they are NOT to attend training and are advised to contact their employer and Public Health.

Disinfecting Equipment Pre & Post Use

WMC instructors will adhere to cleaning procedures of all equipment being used for training.

Each instructor will provide cleaned equipment prior to use.

Each student will sanitize their hands prior to using equipment and will be able to wipe down provided equipment including mannequin, AED trainer, WAH equipment etc. with a provided sanitation wipe.

After use of equipment, each student will wipe down used equipment including mannequin, AED trainer, WAH equipment, with a provided sanitation wipe.

In-class Hygiene

To reduce droplets in the training room, the following activities are to be adhered to:

- Maintain distancing of 2 meters (six feet)
 - Where this is not possible a mask must be worn by the instructor and the student(s)
- Cough, clear throat or sneeze into elbow
- Nose blowing, wiping of nose to happen outside of the training room
- Wash or sanitize hands before returning to training room

Student Training Kits

WMC will continue to provide students with their own kit for use during the training session.

After use of the kit materials, items are to be put directly in the waste bin and not left on the desk/ground/repacked for use at a later time.

Provided gloves to be used for glove demonstration during training and then disposed of in waste bin.

Provided face shield to be used on mannequin during rescue-breaths demo and then disposed of immediately in waste bin.

Provided bandages, gauze to be used for demonstration and then disposed of immediately.

FAQ

Can students eat and drink in the classroom?

While sips of water are ok, it is advised that any eating and drinking that lasts longer than a few seconds take place in a designated area to avoid droplet spread in the training space.

What if I start feeling unwell during training?

If you are not feeling well, or start showing the signs/symptoms of COVID-19 do the following:

1. End training
2. Put on a mask and gloves and advise the class and the onsite contact
3. Contact the WMC office
4. Notify your WMC contact, our Kate Lashbrook outside of regular business hours
5. Disinfect your equipment/materials and pack up
6. Contact public health for next steps

What if a student starts feeling unwell during training?

1. Advise them to contact their supervisor immediately and leave the classroom to wait for further instructions from their supervisor.

Can I ask a student to leave if they are showing signs and symptoms?

If you think there is a health and safety risk to yourself and other students:

1. Speak with the student privately and explain your concern.
2. Excuse the student from the training room.
3. Contact the WMC office and site contact for further direction.

All concerns or questions regarding WMC's COVID Guidelines must be brought forward to Kate Lashbrook, the General Manager of this division @ 905-979-1852.

Appendix D: Absence & Disability Management Division

Our Absence and Disability Management will adhere to WMC's corporate guidelines.

All staff in this division either are in office or work from home, providing this service telephonically and via email to our customers.

Any additional services that are required for the provision of WMC's Absence and Disability Management services such as 3rd party medical assessments, WMC will ensure the same Occupational Health Clinical guidelines are being used as outlined in Appendix 1: Occupational Health Division.

All concerns or questions regarding WMC's COVID Guidelines must be brought forward to Anne Maul, the General Manager of this division, @ (416)-729-8273.

Appendix E: Toolkit: Signage & Questionnaires

About Coronavirus

ABOUT CORONAVIRUS DISEASE (COVID-19)

WHAT IT IS

COVID-19 is an illness caused by a coronavirus.

Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

HOW IT IS SPREAD

Coronaviruses are most commonly SPREAD from an infected person through:

- ▶ respiratory droplets when you cough or sneeze
- ▶ close personal contact, such as touching or shaking hands
- ▶ touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

IF YOU HAVE SYMPTOMS

If you have SYMPTOMS of COVID-19 — fever, cough, or difficulty breathing:

- ▶ stay home (**isolate**) to avoid spreading it to others
 - if you live with others, stay in a separate room or keep a 2-metre distance
- ▶ call ahead before you visit a health care professional or call your **local public health authority**
 - tell them your symptoms and follow their instructions
- ▶ if you need immediate medical attention, call 911 and tell them your symptoms

FOR MORE INFORMATION ON CORONAVIRUS:

1-833-784-4397

@ canada.ca/coronavirus

SYMPTOMS

Symptoms may be very mild or more serious. They may take up to 14 days to appear after exposure to the virus.



FEVER



COUGH



DIFFICULTY BREATHING

PREVENTION

The best way to prevent the spread of infections is to:

- ▶ practice **physical distancing** at all times
- ▶ stay home if you are sick to avoid spreading illness to others
- ▶ wash your hands often with soap and water for at least 20 seconds
- ▶ avoid touching your eyes, nose or mouth, especially with unwashed hands
- ▶ avoid close contact with people who are sick
- ▶ when coughing or sneezing:
 - cover your mouth and nose with your arm or tissues to reduce the spread of germs
 - immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards
- ▶ clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs
- ▶ wear a **non-medical mask or face covering** (i.e. **constructed** to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops) to protect the people and surfaces around you



Public Health
Agency of Canada

Agence de la santé
publique du Canada

Canada

Prevent the Spread of Infections



Cough or sneeze into your elbow or a tissue.
Throw away used tissues immediately.



Don't touch your eyes, nose or mouth.



Wash your hands frequently with soap and water for at least 20 seconds,
especially after being in public, blowing your nose, coughing or sneezing.



Clean and disinfect frequently touched surfaces,
especially when someone is sick.



Keep at least 2 metres from others,
whenever possible.



Avoid close contact, such as shaking hands.
Find a way to greet that doesn't involve touching.



Stay home if you are sick.

Take the Time to Wash Your Hands

It's the most effective way to prevent the spread of germs



Wet hands with running water.



Apply soap and scrub palms, backs of hands, wrists, between fingers and under nails.



Scrub for at least 20 seconds.



Rinse thoroughly under running water.



Dry hands with a single use towel.



Use the towel to turn off the faucet.




No soap and water? Use hand sanitizer.



Apply enough product on hands to cover all surfaces, and rub hands until they're dry.

ABOUT Coronavirus –Prevention Measures for Workers





CORONAVIRUS (COVID-19)
**Preventive measures
for workers**

PHYSICAL DISTANCING APPLIES TO EVERYONE:

 2 m


 **At work, from start to finish**


 **During lunch and breaks**

 **Use appropriate technology
to limit physical contact**

 **Avoid direct contact for
greetings — use alternative
methods instead**

SO DOES HYGIENE:


 **Wash your hands
regularly for 20 seconds**

 **Sneeze and cough into
your elbow**

 **Discard tissues
immediately after use**

 **Do not share tools, or
disinfect them after use**

EMPLOYERS MUST:

 **Arrange work so that people
can maintain a physical
distance of 2 metres**

 **Regularly clean surfaces
that are frequently touched**

 **Provide access to soap
and water**

COVID-19 Hotline:
1-877-644-4545
To contact a CNESST inspector:
1-844-838-0808

00302123/MLA1 (2020-04) Original version in French

ABOUT Coronavirus –Employee COVID 19 Safety Checklist

Employee COVID-19 Safety Checklist

Name: _____ Job Title: _____

This checklist is to help you remember to follow safe practices during this crisis. Please keep it at your work station or desk and fill it out daily. Put it into the slot by the door when you leave each day.

		Initial	
		Yes	No
1.	Before coming to work today, am I experiencing flu-like symptoms (e.g. fever, headache, body aches, cough, difficulty breathing)? <i>If Yes, do not come to work. Let us know you are not feeling well. Contact your health care provider immediately.</i> <i>If Yes and you did come to work or if you feel ill during the day, contact your health care provider immediately and notify in HR or your supervisor.</i>		
2.	Am I washing my hands frequently enough (before and after breaks, lunch, meetings, or using the bathroom)? <i>Wash for at least 20 seconds each time in accordance with CDC guidelines.</i>		
3.	Are hand sanitizer and/or sanitizing wipes available in my work area? Am I using them when entering and when leaving my work area? <i>If sanitizer or wipes are out, notify your Supervisor or HR immediately.</i>		
4.	Do I have the proper protective equipment, PPE (mask, gloves, safety glasses or safety shield)? Is my equipment clean?		
5.	Did I get a new mask and new gloves at the beginning of my shift, after breaks, and after lunch?		
6.	Am I disposing of my used masks and gloves in designated waste bins?		
7.	Am I practicing 6-foot distancing in my work area, during lunch and breaks, and when I enter and leave the workplace?		
8.	Have I wiped down company phones and my cellphone before and after use?		
9.	Is there anyone in the building I am not sure should be here? <i>If Yes, immediately notify your supervisor.</i>		
10.	Did I put my work coat in the laundry bin at the end of the work day?		
11.	My special coronavirus cleaning tasks are:	Fill In Task	Time assigned?
	a.		Completed?
	b.		
	c.		

Signature: _____ Date: _____

Emergency Numbers		
Name:	First Aid Team – page #:	Medical Emergency or Fire – 9-911

ABOUT Coronavirus –Self Screening Checklist

Self-Screening Checklist

SAMPLE

The safety of our workers, customers and visitors remains our primary concern. As the COVID-19 outbreak continues to evolve and spread globally, we are monitoring the situation closely and will periodically update our guidance on current recommendations from the public health and other government authorities.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our workers and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in the workplace.

Thank you for your time and cooperation.

I am a: ☐ Worker ☐ Visitor/Contractor

Contact Information:

Name:

Mobile Number:

Email Address:

If the answer is yes to one or more of the following questions, access to the facility will be denied.

Are you showing any signs of one or more of the following symptoms?

- Temperature >37.8°C (100.0°F) or higher,
- new or worsening cough
- shortness of breath

☐ YES ☐ NO

Have you been in close contact with someone with COVID-19?

☐ YES ☐ NO

Have you travelled outside of Canada within the last 14 days?

☐ YES ☐ NO