

**PURPOSE/APPLICATION**

To educate and guide employees and contractors on how to best protect themselves, their families, and the CPES Group of companies from the potential effects of the COVID-19 virus.

NOTE: CPES will follow the guidelines of the Provincial Health Authorities and all public health orders, which are subject to frequent changes. If there is a discrepancy between this SWP and current Provincial or Municipal guidance, CPES will defer to the latter.

**PPE**

- Face mask, where required (by by-law, client, local jurisdictions, SSSP) or as desired by the user Face Coverings

**TRAINING**

- This SWP, reputable sources e.g. Government of Canada, Provincial health authorities, World Health Organization (WHO) and the Centers for Disease Control and Prevention (CDC) websites

**HAZARDS & CONCERNS**

- Exposure to infected persons
- Spreading the disease to family members or coworkers
- Potentially fatal or serious health effects for those with certain medical conditions
- Business interruptions



**BACKGROUND INFORMATION**

Coronaviruses are a family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19.

**SYMPTOMS OF COVID-19**

The current list of symptoms according the Government of Canada (as of revision date of this SWP) are:

- New or worsening cough
- Shortness of breath or difficulty breathing
- Temperature equal to or more than 38°C
- Feeling feverish
- Chills
- Fatigue or weakness
- Muscle or body aches
- New loss of smell or taste
- Headache
- Abdominal pain, diarrhea, and vomiting
- Feeling very unwell

Symptoms of COVID-19 can vary from person to person. They may also vary in different age groups.

Symptoms may take up to 14 days to appear after exposure to COVID-19. Some people become infected but don't develop any symptoms or feel unwell. These people are termed asymptomatic and pose a risk of unknowingly spreading the disease to others.

Most people recover from the disease without needing special treatment, however some individuals become seriously ill and may develop breathing difficulties. Older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to become more seriously ill. People with a fever, cough and/or are having difficulty breathing should seek medical attention.

### **HOW IS COVID-19 SPREAD?**

People can contract COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or sneezes. These droplets may land on objects and surfaces around the person. Other people can then contract COVID-19 by touching these same objects or surfaces, then touch their eyes, nose or mouth. COVID-19 is more readily spread when an individual breathes in droplets expelled by a person infected with COVID-19 through coughing, sneezing or speaking. Maintaining a distance greater than 2 meters (6 feet), wearing a face covering, using physical barriers, helps to reduce the likelihood of inhaling these droplets and reduces the chance of the spread. Being vaccinated against the virus is the most effective method of mitigating the likelihood of infection, and for reducing the chance of developing a serious case of COVID-19 which could lead to hospitalization or death.

### **PROTECTION AND PREVENTION MEASURES**

- Anyone (worker, contractor or guest) arriving at a CPES work location will be required to complete a COVID-19 symptom self-assessment. This assessment will be completed digitally through use of a QR code (posted at the entrances to CPES work sites and offices). This digital self-assessment will allow CPES to identify and contact workers or visitors to a site if they may have been exposed to a confirmed case. In locations where the QR code is not available a paper copy of the assessment must be completed.
- Many local jurisdictions/sites where CPES operates have implemented mask bylaws and enhanced response measures. CPES will maintain full compliance with all local jurisdictions, bylaws and owner requirements.
- Regularly and thoroughly wash your hands with soap and warm water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Maintain good hygiene practices in your workplace and at home. Sanitize common items like computer keyboards, mouse, phones, TV remote controls, doorknobs, small tools, pens, construction equipment and common areas like kitchens and bathrooms.
- 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, where it can enter your body and can make you sick.
- Make sure you, and the people around you, follow good respiratory hygiene practices. 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. Droplets spread virus. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.
- Stay home or go home if you feel unwell, even with mild symptoms. If you have symptoms follow all current self-isolation guidelines in your Province, take the online COVID-19 self-assessment. You can also call your provincial health authority at for guidance.
- Call your Manager before returning to work, they should consult with CPES's HR group.
- If an employee tests positive for COVID-19, CPES will work with the employee to identify other individuals who meet the definition of a close contact. Close contacts may be required to isolate

and/or test for COVID-19, based on the rules of the local Health Authority and/or the site Owner/Prime Contractor.

- Stay informed on the latest developments about COVID-19. Follow advice given by your healthcare provider or your provincial public health authority on how to protect yourself and others from COVID-19 (web links and phone numbers are provided at the end of this document).
- CPES Group encourages all eligible employees to get vaccinated against the virus.

### **HYGIENE**

Personal practices, such as proper hand hygiene help reduce the risk of infection or spreading infection to others:

- Wash your hands often with soap and water for at least 20 seconds, especially after using the washroom, before preparing food, and entering/leaving common areas with high-touch surfaces
- Use alcohol-based hand sanitizers (minimum 60% alcohol) if soap and water are not available
- Keep hand sanitizers out of reach of children and always supervise them when using hand sanitizers, as ingesting even small amounts of sanitizer can be fatal

According to Health Canada, alcohol-based hand sanitizers must carry/include the following warnings on the label:

- For external use only.
- When using this product avoid contact with eyes. If contact occurs, rinse thoroughly with water.
- Stop use and ask/consult a doctor/physician/health care practitioner/health care provider/health care professional if irritation develops.
- Keep out of reach of children. If swallowed, call a poison control centre or get medical help right away.
- Flammability warning: Keep away from open flame and sources of heat.

### **CLEANING**

- During the pandemic, cleaning measures will be reviewed for effectiveness and/or increased, and should include:
- Cleaning and disinfection of local workstations (computer equipment, telephones, etc.).
- Cleaning and disinfection of common areas, including kitchens, break rooms, lunchrooms, bathrooms, door handles, offices.
- Cleaning of tools, equipment controls, etc. if used by more than one employee and before/after use.

### **SOCIAL DISTANCING**

Social distancing refers to strategies to reduce the frequency of contact between people. While many of these mandates have been lifted, employees are encouraged to maintain distancing in public areas. The option to attend meetings should be maintained to allow those who do not feel comfortable, or who may have symptoms to participate remotely.

### **TRAVEL**

Employees and contractors should regularly check the Government of Canada and World Health Organization information pages for up-to-date communication on the spread of the virus and specific travel advisories. When moving between Provinces or leaving the country be sure to identify the local isolation/vaccination requirements. All employees are expected to fully comply with travel/entry regulations.

## **VACCINATIONS**

Vaccinations against COVID-19 are now available to almost all Canadians over the age of 12. While vaccinations do not prevent all infections, the Canada Department of Public Health maintains that *"evidence indicates that vaccines are very effective at preventing severe illness, hospitalization, and death from COVID-19, including against alpha and delta variants of concern. Recent reports in Canada indicate that less than 1% of those who were fully vaccinated have become sick with COVID-19."*

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/vaccines/effectiveness-benefits-vaccination.html>

For more information on the vaccine or to book your appointment contact:

Alberta - <https://www.alberta.ca/covid19-vaccine.aspx#book> or call **811**

British Columbia – <https://www2.gov.bc.ca/gov/content/covid-19/vaccine/register> or call **1-833-838-2323**

Saskatchewan - <https://www.saskatchewan.ca/covid19-vaccine-booking.#book-online> or call **811**

Manitoba - <https://protectmb.ca/making-your-appointment-is-easy/> or call **1-844-MAN-VACC**

## **MANAGEMENT OF CASES AT WORK**

Any employee who experiences symptoms of COVID-19 is asked to report these to their Supervisor immediately. Workers should be directed to the Self-assessment tool of the Province where they are working:

### **Alberta:**

<https://myhealth.alberta.ca/journey/covid-19/Pages/COVID-Self-Assessment.aspx>

British Columbia:

<https://bc.thrive.health/covid19/en>

### **Saskatchewan:**

<https://public.ehealthsask.ca/sites/COVID-19>

### **Manitoba:**

<https://sharedhealthmb.ca/covid19/screening-tool/>

Workers must then follow the guidelines for isolation and/or testing in the Province in which they work. Workers must not return to work until their symptoms are gone and they have met any isolation requirements associated with their local jurisdiction.

## **CLOSE CONTACT MONITORING**

Following the report of a potential case, all individuals considered a close contact (as per Provincial definitions or site requirements) must be identified. Generally, a close contact is anyone who was within six feet of the infected worker for longer than fifteen minutes (cumulatively) in the 48 hrs. prior to the individual testing positive, or first developing symptoms (confirm your local health authority's definition).

Depending on the rules of the local jurisdiction, client rules, or SSSP, close contacts may require testing and/or self-isolation. In many cases the requirements will depend on the close contact's vaccination status. All close contacts must contact their local health authority for direction and, be granted approval from their CPES Manager (and Client/Prime Contractor) prior to returning to the work site. All close contacts are required to monitor themselves for the next 14 days and isolate at the first sign of COVID-19 symptoms.



**REFERENCES / ADDITIONAL INFORMATION**

**Alberta:**

[www.ahs.ca](http://www.ahs.ca)

Alberta Health Link – Call 1-866-408-5465 or 811

**British Columbia:**

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

BC Centre for Disease Control - 1-888-COVID19

**Saskatchewan:**

[www.saskatchewan.ca](http://www.saskatchewan.ca)

Saskatchewan Health Line – Call 811

[www.healthlinkbc.ca](http://www.healthlinkbc.ca)

**Manitoba:**

[www.gov.mb.ca/health](http://www.gov.mb.ca/health)

World Health Organization: [www.who.int](http://www.who.int)

CPES SWP-80 Use of Face Coverings – COVID-19

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