

General Safe Working Practices for COVID-19 Prevention

This task may only be performed by trained and authorized personnel.

Hazards Present:	Personal Protective Equipment (PPE) or Devices Required as Per the Risk Assessment:	Additional Training Requirements:
<ul style="list-style-type: none"> Exposure to the novel coronavirus COVID-19 Interaction with suspected/infected people Contamination of the work environment Psychological stress 	<p>Must use:</p> <ul style="list-style-type: none"> Protective gloves made of impervious material <p>May use:</p> <ul style="list-style-type: none"> Protective mask (N95 or P100) or half-mask respirator with P100 filter or cartridge 	<ul style="list-style-type: none"> Prevention and contamination control Personal hygiene practices Aware of the evolving COVID19 outbreak situation Respirator Fit testing and training (as required)

NOTICE: Report all hazardous situations to your supervisor without delay!

 DANGER: Failure to follow this Safe Work Procedure may result in SERIOUS ILLNESS or DEATH.

NOTE: All procedures obtained from mySafetyAssistant™, operator manuals or other samples must have the consultation of workers and be thoroughly reviewed to ensure they are accurate for your workplace and your jobs!

NOTE: Workers must be trained in a way that demonstrates they are competent. JUST READING a SWP is NOT training. Workers must demonstrate that they can safely perform tasks, and trainers/supervisors must follow up regularly to ensure workers are safely performing the task. Document each occurrence in the employee's training record.

COVID-19 is spread from person to person through respiratory droplets. When a person sneezes, coughs, or exhales, they produce water droplets from the nose and mouth that contain the virus. The droplets then land on surrounding surfaces. People who touch infected surfaces can transmit the virus to themselves by subsequently touching their mouth, nose and eyes. People can also contract COVID-19 if they breathe in droplets from a person who has coughed or breathed out droplets containing the virus. This is why it's important to maintain the recommended social distancing of 2metres away from anyone, as infected people may not be showing visible signs and symptoms. **It's not deadly to most people, but it can kill.**

- These viruses are not known to spread through ventilation systems or the water.
- How long the virus survives on surfaces is not known. It is thought to be a few hours or up to several days.
- It can be killed by most cleaners and disinfectants.

PREVENTION

The odds of contracting this or any other virus for that matter can be reduced in a number of ways:

1. All employees that can effectively work from home should be set up to do so, thereby reducing the people count in the office and effective in office social distancing.
2. Employee home office set-up will include VPN access and frequent scheduled video and phone meetings to ensure employee wellbeing and productivity.
3. Regardless of where you work from, practice excellent hygiene frequently:
 - a. Wash your hands often with soap and water for at least 20 seconds (as long as it takes to sing Happy Birthday to yourself) or use an alcohol-based sanitizer or other suitable disinfectant.
 - b. Maintain at least 2 metres (6 feet) distance between yourself and any other person.
 - c. Avoid touching your eyes, nose or mouth, especially with unwashed hands.
 - d. Use good respiratory hygiene:
 - i. If you cough or sneeze, cover your mouth and nose with your sleeve in your bent elbow or use a Kleenex. Dispose of the Kleenex properly and wash your hands.
 - e. Limit frequenting of public places: If you must be out in public:
 - i. use the sleeve of your shirt or other material when touching handles and doors in public places.
 - ii. avoid shaking hands with anyone
 - iii. wash your hands afterwards, every time
4. In the workplace:
 - a. Clean your workstations and objects with disinfectant twice a day.
 - b. Clean and wipe regularly touched surfaces at noon and at the end of day prior to leaving.
 - i. This includes handles, knobs, counters, photocopier, staplers etc.
 1. Schedule to be set up and followed
 2. Use disinfecting procedures below
 - c. Removing magazines, papers, and other objects that cannot be cleaned in all common rooms
 - d. Remove outdoor shoes when you enter the building. It is thought that viruses can live on soiled shoes for a period of time
 - e. Ensure you follow social distancing guidelines and remain at least 2 metres from any other person.

- f. **DO NOT** share cups, glasses, dishes or cutlery, pens, phones, etc. If you must ensure to follow sanitizing procedures below.
5. **DO NOT** come to work if you are feeling unwell. **Symptoms** of human coronaviruses may be very mild (including some people with no reported symptoms), or more serious. Information to date suggests the COVID-19 illness is mild for 80% of the population. Symptoms may appear 2-14 days after exposure and include:
 - a. Fever
 - b. Dry cough
 - c. Shortness of breath
 - d. Fatigue
6. Use of Smart Devices (i.e.mySafetyAssistant) for management system purposes:
 - a. The rule is 1Phone - 1 Person!
 - b. Passing smart devices around for use and signatures with multiple people is prohibited
 - c. Where sign-in sheets are required, use one of the following options:
 - i. Each worker sign on their own device if possible. If not, then:
 - ii. In the form or document on the mobile app,
 1. Take a photo of the people who are in attendance **or** have them sign on a paper sign-in sheet with their own writing device and take a photo of the sign-in sheet
 2. Make sure the photo is captured in the digital form
 3. The person leading the meeting to note that this is a special COVID19 circumstance and mark each person in attendance on their phone with a horizontal line in the signature box of every person in attendance (so that the electronic record will be created for every person in attendance).
7. **Meeting with Clients / the Public:**
 - a. Clients and the public will be restricted from entering our premises, with the exception of Canada Post and other delivery personnel. These should be quick drop offs with no person to person contact. Social distancing requirements to be met (maintain 2 meters distance)
 - b. Client meetings should be held as scheduled; however, they should be moved to virtual meetings whenever possible. If it is absolutely necessary to meet with clients in person then the following practices apply:
 - i. Perform a risk assessment and determine:
 1. Has anyone at the company returned from international travel within the last 2 weeks?
 2. Has anyone in the office shown signs of COVID19 related illness within the last 2 weeks?
 3. Has anyone in the office been in contact with an infected person?
 4. The answer must be NO to all questions in order for any of our personnel to meet in person
 - ii. Meet in groups of 10 people or less
 - iii. Bring your own coffee or water container
 - iv. Follow social distancing practices and keep a minimum of 2 meters away from any other person.

- v. Follow our company's hygiene and social distancing practice requirements. In addition, clean your hands:
 - 1. before and after every meeting
 - 2. before / when returning to your vehicle
 - 3. before and after eating
 - vi. The following Personal Protective Equipment must be available:
 - 1. N95 masks or a suitable alternative (P99 or P100)
 - 2. Nitrile gloves
 - 3. Sealed eyewear
 - 4. Clorox wipes or a suitable alternative
 - c. PPE should be cleaned daily with disinfectant spray or wipe. It is recommended that safety vest be washed daily.
8. Stay informed. Check local websites regularly for updates:
- a. Health Canada <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
 - b. Manitoba Health Links <https://sharedhealthmb.ca/covid19/>
 - c. <https://misericordia.mb.ca/programs/phcc/health-links-info-sante/>

As the Covid-19 situation is rapidly evolving, management will continue to monitor and update our safe working practices as required to ensure the health and safety of everyone involved.

Cleaning and Disinfecting of Regularly Used Spaces and Equipment

1. Protective gloves such as nitrile gloves should be worn. If conducting routine cleaning, safety glasses and respirator are not required unless identified in the hazard assessment or required by the manufacture's SDS.
2. Select the right product for the job:
 - a. Cleaners
 - i. Break down grease, dirt and other organic material from the surface
 - ii. Use separately before using a disinfectant unless you are using a product that has a cleaner and a disinfectant combined.
 - b. Disinfectants
 - i. Should be applied after the surfaces have been cleaned.
 - ii. They contain chemicals that kill most germs
 - iii. With the increase in offshore imports, be sure to use only disinfectants that have a Drug Identification Number (DIN). This is an 8-digit number given by Health Canada that confirms it is for use in Canada
 - c. Disinfectant Wipes
 - i. Have combined cleaners and disinfectants in one solution and are not recommended for heavily soled surfaces.
 - ii. They should be discarded if they become dry
3. Clean frequently touched surfaces often.

- a. Perform cleaning frequency as per your risk assessment, minimum twice per day or more as required.
- b. Examples include handrails, doorknobs, touch screens, keypads, light switches, elevator buttons, bathroom faucets and toilet handles, vending machines, shared telephones, shared computer keyboards, desks and counters etc.

Step 1 Cleaning:

- c. Clean surfaces with soap and water or other cleaner prior to disinfecting to remove dirt that may reduce the effectiveness of the disinfectant.

Step 2 Disinfecting:

- d. Use products that are specifically formulated to kill viruses such as alcohol solutions containing at least 70% alcohol.
 - e. If not available use a bleach and water solutions (10 parts water to 1-part bleach). Always pour the bleach into the water and not the other way around. Never mix bleach with other products before ensuring they are compatible. See the Bleach SDS and Working with Bleach Safe Work Procedure.
 - f. **Read the product label of the product you are using and sure the correct contact time (to ensure the disinfectant is in contact with the surface long enough to kill the virus)**
4. While performing cleaning and disinfecting tasks:
 - a. Do not eat or drink
 - b. Avoid touching your eyes, face and nose
 5. Remove gloves by pulling from the top (at your wrist) down towards your fingers so that they are turned inside out when removed. Do not reuse gloves.

Additional Information

1. **Coronaviruses** are a large family of viruses that 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).
2. **COVID-19** is caused by a novel (new) coronavirus “SARS-CoV-2” that was first detected in China in December 2019. To date, it has been found in approximately 90 countries, including Canada. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold. Coronavirus typically originates from an infected animal and, in some cases, make the jump over to humans. The virus has not been found in drinking water; however, its has been detected in feces of some patients diagnosed with COVID-19.

Guidance Documents/Standards/ Applicable Legislation/Other	This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years.
<p>Guidance Documents:</p> <ul style="list-style-type: none"> • Safety Data Sheets • Centers for Disease Control and Prevention Guidelines and Recommendations <p>CSA Standards:</p> <ul style="list-style-type: none"> • CSA Z94.3.1-16 Eye and Face Protectors • CSA Z94.4-11 Selection, Use and Care of Respirators <p>MB Workplace Safety & Health Regulation, MR 217/2006:</p> <ul style="list-style-type: none"> • Part 2.1 Eliminating or Control of Risks • Part 2.2 Consultation Required (SWP) • Part 5.10 Contamination by Blood or Bodily Fluids • Part 6 Personal Protective Equipment • Part 35 WHMIS • Part 36 Chemical and Biological Substances • Centers for Disease Control & Prevention; Coronavirus Disease 2019 (COVID-19) 	<p>Completed/Approved by:</p> <hr/> <p>Date Completed:</p> <hr/> <p>Reviewed/Revised by:</p> <hr/> <p>Date Reviewed:</p> <hr/> <p><i>Disclaimer: Any references to legislation such as the Manitoba Workplace Safety and Health Act or Regulation or Standards, Codes of Procedures or Guidelines are for convenience's sake only. The original text must be consulted for all intents and purposes of applying and interpreting the law.</i></p>

This Safe Work Procedure has had the consultation of the following workers:

Name	Signature	Position	Date