

# COVID-19 OPERATION PROTOCOLS

At Harmony Sense Interiors Ltd. we want to protect the health of our clients, staff, and suppliers, therefore we have implemented protocols to continue operations with the high performance our clients are used to while protecting the health of all the people that interact with Harmony Sense Interiors.

<b>GENERAL GUIDELINES</b>	<b>2</b>
<b>IN-PERSON MEETINGS</b>	<b>3</b>
OFFICE ACCESS & WORKING FROM THE OFFICE	3
CRITICAL MEETINGS AT HARMONY SENSE INTERIORS	4
SITE REVIEWS AND CRITICAL CLIENT OFFSITE MEETINGS	5
SAMPLE ORDERS DELIVERIES AND PICKUPS	6
<b>WORKING FROM HOME</b>	<b>7</b>
<b>INFECTION SPREAD PREVENTION</b>	<b>7</b>
RECOMMENDATIONS FOR TRADES & CONTRACTORS WORKING ON JOB SITES	8
Hygiene Practices	8
Project Orientations	9
Health Verification of Workers	9
Health Verification of Visitors Prior to site Access	9
Stairwells	10
When wearing gloves	10
Meetings at Site	10
Work Locations	10
Tools	10
First Aid Treatment	10
Handwashing and Hand Sanitizing Stations	10
Receiving Packages	11
Worker Transportation	11
Washrooms	11
WHAT IF PHYSICAL DISTANCING IS NOT POSSIBLE?	12
Workers	12
Handwashing	13
Clothing	13
Personal Protective Equipment (PPE)	13
PROCEDURES FOR A COVID-19 CASE ON SITE (PRESUMED OR CONFIRMED)	14

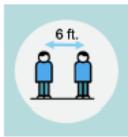
# GENERAL GUIDELINES

Our health and safety protocol includes the following general guidelines:

## PROTOCOLS AND GUIDELINES TO REDUCE THE RISK OF COVID-19 TRANSMISSION



WE ARE OFFERING OUR SERVICES ONLINE, ALLOWING EMPLOYEES TO WORK FROM HOME. USING THE TELEPHONE, VIDEO CONFERENCING AND OUR ONLINE STUDIO PLATFORM TO PERFORM MOST OF OUR WORK.



WHEN THERE IS A NEED TO WORK AT THE OFFICE, VISIT CLIENTS OR SUPPLIERS WE ARE KEEPING A SAFE 6 FT DISTANCE.



WHEN VISITING CLIENTS OR SUPPLIERS THE STAFF WILL WEAR PPE.



BEFORE VISITING ANY CLIENT OR SUPPLIER, THE STAFF IS REQUIRED TO ANSWER A QUESTIONNAIRE TO ASSESS THEIR HEALTH, AND IF ILL THEY SHOULD STAY HOME.



STAFF SHOULD PRACTICE GOOD HYGIENE AND WASH THEIR HANDS FREQUENTLY.



ALL DESKS AND TOOLS SUCH AS MEASURING TAPES SHOULD BE DISINFECTED BEFORE TAKING THEM INTO A CLIENT'S HOME. TOOL SHARING IS NOT ALLOWED.



ALL CLIENTS AND SUPPLIERS SHOULD BOOK APPOINTMENTS 48HR IN ADVANCE IF THEY WANT TO VISIT THE OFFICE.

# IN-PERSON MEETINGS

## OFFICE ACCESS & WORKING FROM THE OFFICE

- Current access to Harmony Sense Interiors Ltd is restricted to the staff only.
- Staff will be working from home and in case clients, suppliers and trade representatives need a critical in-person meeting at our office, we ask to please book it with at least a 48hr notice so that we can guarantee enough space for social distancing in our office meeting space.
- The following information will be posted outside the office for visitors to read.

**Help prevent the spread of COVID-19**

**Please do not enter this workplace if you:**

- Have any of the following symptoms:
  - Fever
  - Chills
  - New or worsening cough
  - Shortness of breath
  - New muscle aches or headache
  - Sore throat
- Have travelled outside of Canada within the last 14 days
- Are a close contact of a person who tested positive for COVID-19

All other visitors, please wash your hands or clean them with hand sanitizer before and after your visit. Please maintain physical distancing of 2 metres.

**If you are displaying symptoms of COVID-19, refer to HealthLink BC at 811.**

worksafebc.com **WORK SAFE BC**

- Staff should not share workstations and common areas and surfaces should be clean at the start of each day (including switches and door handles.)
- There should be no more than 4 people in the same space in any circumstances.
- Where possible, employees should maintain a distance of 6 feet apart from each other.
- Reduce in-person meetings and other gatherings and hold site meetings in open spaces or outside.
- All members are to use non-medical masks when physical distancing isn't possible.
- Self-isolation can end 14 days after the last contact or return to Canada if you have not developed symptoms.
- With or without a history of travel, if you have respiratory symptoms that can be managed at home, self-isolate at home for at least 10 days after onset of symptoms. After 10 days, if the temperature is normal and you feel better, staff can return to their routine activities.

## CRITICAL MEETINGS AT HARMONY SENSE INTERIORS

- All non critical meetings with clients, suppliers and trades will be held virtually.
- Each case will be reviewed individually to assess if a critical meeting is required or not.
- There should be no more than 4 people in one same space in any circumstances, and two in the elevator.
- Staff will be working from home and in case clients, suppliers and trade representatives need a critical in-person meeting at our office, we ask to please book it with at least a 48hr notice so that we can guarantee enough space for social distancing in our office meeting space.
- We will not be providing any beverages or snacks during the meeting.
- All members of the meeting must respect and follow the physical distancing request of a minimum 6 feet apart as much as possible.
- All members are to use non-medical masks.
- Harmony Sense Interiors will have hand sanitizer, protective gloves and protective masks for themselves and others attending the meeting available if required.
- It is important to emphasize that if during the meeting there might be any possibility of cross contamination by touching samples, drawings etc. protective gloves should be worn. \
- All samples and materials to be reviewed will be placed on a large meeting room table and all parties will have ample room to sit, review and discuss while taking physical distancing seriously.
- All samples and equipment used in the meeting will be sanitised by the staff prior and post the meeting.
- All common areas and surfaces should be cleaned before and after each meeting, including light switches and door handles.
- All members of the in person meeting are required to fill the following questionnaire to self-certify that they have experienced no CV-19 symptoms.

1. Are you experiencing or have you experienced in the past 10 days any of the following:

- New onset or worsening of existing cough
- Fever (38°C or 100.4 F)
- Shortness of breath or trouble breathing
- Sore throat
- Severe fatigue

2. Have you traveled to any countries outside Canada (including the United States) within the last 14 days or have been in direct contact with someone that traveled internationally within the last 14 days?

3. Did you provide care or have close contact with someone who has symptoms of COVID-19 (cough, fever, sneezing, difficulty breathing, or sore throat) within the last 14 days?

4. Have you had close contact with someone who has been directed to self-isolate, who is being tested for COVID-19, or who has been diagnosed with COVID-19?

\*For the purpose of this questionnaire “close contact” means:

- Greater than 15 minutes face-to-face contact in any setting, with a person who has presumptive symptoms (coughing, runny nose, dry cough or fever), is known to have been exposed or is a confirmed case of Covid 19 in a time period of 72 hrs

- Sharing of an enclosed (indoor) space with a presumptive or confirmed case of Covid 19 for a time of 2 hours or more.
- If any staff member or visiting client or supplier answers yes to any of the above questions, he or she should abstain from attending the in person meeting, and go home and self-isolate for 14 days after onset of symptoms.
- The screening questions can be find by following this [link](#)

## SITE REVIEWS AND CRITICAL CLIENT OFFSITE MEETINGS

- All non critical meetings with clients, suppliers and trades will be held virtually.
- Each case will be reviewed individually to assess if a critical meeting is required or not.
- There should be no more than 6 people in one same space in any circumstances, and two in an elevator.
- All members in the meeting must be mindful of using social distancing (a minimum of 6 feet)
- All members are to use non-medical masks.
- Harmony Sense Interiors team will have protective gloves and mask for themselves and will have spare ones if others attending the meeting require them.
- When visiting a client's homes our team members are required to wear PPE (Mask, gloves, and shoe protectors)
- A new set of PPE should be worn just before entering the client's home or job site and should be disposed of after each visit in a sealed garbage bag and placed in the trunk of their vehicle.
- Pre-made packages with a new set of gloves, mask, and shoe protectors will be available to staff to wear while visiting clients. Proper disposal of the PPE should be done after each visit.
- It is important to emphasize that if during the meeting there might be any possibility of cross contamination by touching samples, drawings etc. protective gloves should be worn.
- Tool sharing such as measuring tapes, pens, etc should be avoided, and should be disinfected after and before each visit. Any materials returning to the office should be properly disinfected as well.
- Before visiting any of our clients, members of our team are required to fill the following questionnaire to self-certify that they have experienced no CV-19 symptoms.
  1. Are you experiencing or have you experienced in the past 10 days any of the following:
    - New onset or worsening of existing cough
    - Fever (38°C or 100.4 F)
    - Shortness of breath or trouble breathing
    - Sore throat
    - Severe fatigue
  2. Have you traveled to any countries outside Canada (including the United States) within the last 14 days or have been in direct contact with someone that traveled internationally within the last 14 days?

3. Did you provide care or have close contact with someone who has symptoms of COVID-19 (cough, fever, sneezing, difficulty breathing, or sore throat) within the last 14 days?
4. Have you had close contact with someone who has been directed to self-isolate, who is being tested for COVID-19, or who has been diagnosed with COVID-19?

\*For the purpose of this questionnaire “close contact” means:

- Greater than 15 minutes face-to-face contact in any setting, with a person who has presumptive symptoms (coughing, runny nose, dry cough or fever), is known to have been exposed or is a confirmed case of Covid 19 in a time period of 72 hrs
  - Sharing of an enclosed (indoor) space with a presumptive or confirmed case of Covid 19 for a time of 2 hours or more.
- If the staff answers yes to any of the above questions, he or she should notify the supervisor and go home and self-isolate for 14 days after onset of symptoms
  - Staff can complete the screening questions by following this [link](#)

## SAMPLE ORDERS DELIVERIES AND PICKUPS

- To keep projects moving at a regular pace we understand that our client and vendors will need to drop off and collect samples.
- All sample drop off should be left at the designated location outside our office, as such it will be imperative that a phone call is made to advise our team prior to the drop off.
- All samples to be collected at Harmony Sense Interiors will be left outside our office in the designated space. We please ask a 24hr notice prior to picking up samples with a confirmed timeframe of when the pick up will take place.
- We can arrange samples and drawings to be dropped off to clients homes and job sites. These packages will be dropped at the front door either by a courier (in case a signature is required, we encourage clients to provide a verbal signature with your full name and day of receipt) or by a staff member. If the delivery is completed by a staff member the client will be notified once the package has been dropped off to make sure they retrieve their package.
- At the office Receiving and movement of all incoming packages/samples will be done while wearing gloves and will be sanitised.
- Avoid handling the items in the container with the same gloves used in handling the outer packaging.
- All outer packaging should be immediately discarded and receiving gloves removed before handling the items that were retrieved from the package.
- Clean and sanitize any touch surfaces that the package came into contact with such as tabletops, counters, or indoor floors.

## WORKING FROM HOME

- Harmony Sense Interiors Staff is encouraged to work from home. Staff is fully operational with the use of technology, the company's cloud studio and maintaining real-time communication via email, phone and video conferencing.
- When working from home, staff should report on a daily basis to their reporting manager and inform them if they are having any issues to complete their daily tasks. They can communicate either via phone, e-mail, through a video conference or through our cloud base studio.
- Staff will continue to use the online studio to communicate with clients, the cloud base workspace that allows us to store and share project information. The company's zoom account will be used to do consultations and substitute as much as possible, site visits, and face to face client meetings.
- At Harmony Sense Interiors we respect everyone's time, that is why we ask our clients to make all communications through our cloud base studio. This way we can warranty a response within 48 hrs. The whole team working on a specific project will have access to our client's inquiries and make sure their questions are answered.
- Staff will keep in constant communication with suppliers and contractors via phone, FaceTime and email to ensure all projects and product orders are not being held up because of a lack of communication. For Harmony Sense Interiors it is business as usual. Until dictated safe, we will procure all our meetings virtually either by phone or video conferencing unless they are critical at which point we will enforce our safety protocols.
- Any package received should be Sanitize or quarantine, before opening and/or sending it to a client.

## INFECTION SPREAD PREVENTION

These precautionary measures have been taken to limit the potential spread of the virus, to support our employees in this challenging time with health, livelihood and prosperous futures and to ensure we maintain our ability to serve our customer for the long term.

- All Staff is encouraged to maintain physical distancing wherever possible of 6 feet, including with visitors/customers and other staff members.
- If disinfecting any work surface the staff should educate themselves about the appropriate procedures for general sanitation and infection control, and how to work safely with hazardous products, including bleach.
- If using gloves when cleaning, always wear the appropriate type of gloves for the product you are using. The appropriate type of glove material will be listed on that product's safety data sheet (SDS). If this information is missing, contact the supplier or manufacturer of the product.
- When using masks make sure it covers mouth and nose.
- Staff are encouraged to stay home and seek medical guidance and do not conduct any site visits or meetings at the office if they are ill, or if they think they are ill.
- If a staff member has fever, cough and difficulty breathing, notify the company and seek medical care early and share previous travel history with your healthcare provider

- Staff should self-quarantine per local public health guidelines if confirmed to have COVID-19 or exposed to a confirmed case.
- Staff should avoid non-essential travel and self-quarantine per local public health and worker safety guidelines after any high-risk travel as defined by the CDC (e.g., international travel)
- Following the Standard recommendations of the World Health Organization, to prevent the spread of the infection the staff should:
  - Frequently clean hands by using alcohol-based hand rub or soap and water.
  - When coughing and sneezing cover the mouth and nose with flexed elbow or tissue throw the tissue away immediately and wash hands.
  - Do regular temperature checks at home before coming to work.
  - Avoid non-essential person-to-person contact (e.g., handshakes.)
  - Avoid close contact with anyone who has a fever and cough.
  - When visiting live markets in areas currently experiencing cases of a novel coronavirus, avoid direct unprotected contact with live animals and surfaces that have been in contact with animals.
  - The consumption of raw or undercooked animal products should be avoided. Raw meat, milk or animal organs should be handled with care to avoid cross-contamination with uncooked foods, as per good food safety practices.

## RECOMMENDATIONS FOR TRADES & CONTRACTORS WORKING ON JOB SITES

Trades and contractors working at the client's home should follow the BC [Guidance to construction sites operating during COVID-19](#)

In addition trades and contractors should comply with the following Practices:

### Hygiene Practices

- Clean your hands with soap and water for 20 seconds – before you eat and at the end of the workday, during the work shift whenever possible, and when you get home from work.
- Do not shake hands; avoid physical contact.
- Do not share food, drinks, cigarettes, personal hands tools.
- Do not touch your face, eyes, nose, mouth with unwashed hands (i.e., smoking, drinking water, eating, etc.)
- Follow good respiratory etiquette by covering your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough.
- Regularly clean and disinfect commonly touched surfaces and tools.

## Project Orientations

- Limit the number of persons in the orientation – a chair spacing between workers. This may require hosting the video orientation sessions more often. Where practical, move orientation outdoors and conduct a verbal orientation – reinforce physical distancing.
- Use the [BCCSA Health Screening Tool](#) to verify that workers are not feeling sick and so they are aware of what the symptoms are so they can self-monitor.
- Disinfect used pens, tables, chairs after each orientation.
- As part of the verbal orientation, discuss:
  - Physical distancing of 2 meters.
  - Hygiene, and location of hand washing and hand sanitization stations.
  - What the company is doing at the site to promote a safe workplace and remind them that their health is important to us.
  - The importance of reporting to their supervisor if they are feeling unwell and leaving the project.

## Health Verification of Workers

- At the start of a shift, the Supervisor confirms the health status of contractor workers through discussion with the Contractor supervisor and notify the Manager of any issues. Document issues.
- Supervisor, each day, to ask for updates of workers that have left the site for self-isolation. Document changes.
- At the end of the shift, the Supervisor confirms the health status of contractor workers through discussion with the Contractor supervisor and notify HSE Manager of any issues.
- If a worker on-site is exhibiting symptoms of COVID-19, direct them to go home and use the [BCCDC COVID-19 Self Assessment Tool](#). Document this incident and clean and disinfect any surfaces in the area where the worker was working. If the worker is confirmed to have COVID-19, further cleaning may be required by a professional remediation team

## Health Verification of Visitors Prior to site Access

- Question all site visitors on the current status of their health – use the [BCCSA Health Screening Tool](#).
- All site visitors (owner, consultants, inspectors, etc.) should limit site visits unless necessary for Business Continuity reasons. If visits are required, please:
  - Give site representatives 24 hours' notice that you are visiting the site.
  - Practice physical distancing (2 meters).
  - Avoid entry into site offices and the first aid trailer unless required.
  - Visitors should not use the construction hoist or the temporary construction elevators where possible.

## Stairwells

- Avoid passing each other on the stairs. Wait on the landing until the person has exited stairs.
- Consider designating directional stairs if possible. If there are separate up and downstairs this will reduce the possibility for people to pass each other on the stairs.

## When wearing gloves

- Do not touch your face, eyes, or mouth.
- Make sure that hands are washed thoroughly or disinfected with hand sanitizer as soon as possible after gloves are removed.

## Meetings at Site

- Hold outside in open areas.
- Where possible conduct meetings by phone or web-conferencing.

## Work Locations

- Maintain physical distancing between workers.
- Stagger work crews to reduce the number of people on-site, if possible.
- Where possible, reduce the number of partner workers.
- Don't mix workers on crews.
- Post signage promoting proper physical distancing protocols.

## Tools

- Avoid sharing tools or equipment.
- If you have to share equipment, clean and disinfect points of contact on the equipment.

## First Aid Treatment

- If conscious and capable of answering, ask the worker the [BCCDC COVID-19 Self Assessment Tool](#) questions to verify the current status of their health.
- Workers who are exhibiting symptoms of COVID-19 should be isolated from other workers until they are able to be transported home or to a health-care facility
- Workers who are exhibiting symptoms of COVID-19 should wear a surgical mask while they are in isolation and during transportation to reduce the spread of droplets from their exhalations, coughs, or sneezes. If a surgical mask is not available a cloth face-covering could be used. The area should be cleaned and disinfected as soon as possible after the treatment has completed.

## Handwashing and Hand Sanitizing Stations

- Install handwashing stations complete with soap and water in strategic locations on the project site. Install handwashing posters at each location. You can find the poster [here](#)
- If hand-washing stations are not practicable, hand sanitizer stations may be installed. Make sure that wipes are provided to allow people to remove dirt and soiling from hands prior to sanitization.

## Receiving Packages

- Maintain physical distancing (2 meters) during the delivery.
- Request a contactless delivery if possible. This involves the delivery driver leaving the package in a prearranged location. This may not be an option if signing or proof of receipt is required.
- Request that the driver to place the package down rather than handing the item directly to you.
- Avoid the use of shared materials including pens. If required to use a stylus or your finger to sign for receipt of the delivery, wipe down the keyboard before use and wash hands immediately after receipt of the package.
- Open the package outside if possible. Dispose of the packaging immediately. Wash hands.
- Clean and sanitize any touch surfaces that the package came into contact with such as tabletops, counters, or indoor floors.

## Worker Transportation

- Avoid carpooling whenever possible.
- If workers need to travel together in vehicles, consider reducing the number of workers per vehicle and staggering seating so that workers can maintain as much distance from one another as possible.
- If physical distancing is not possible in a vehicle other control measures should be used, such as PPE.
- Physical distancing should be maintained while exiting and entering the vehicle.
- Workers should wash or sanitize their hands before entering and upon exiting the vehicle when traveling together.
- High contact surfaces within vehicles should be cleaned regularly (e.g. seatbelts, headrests, door hand).

## Washrooms

- Washroom facilities must be provided for workers and maintained in proper working order.
- Washrooms should be cleaned and disinfected at least once daily.
- Handwashing or hand sanitizing stations must be available at all washrooms.
- WorkSafeBC guidance for sufficient washroom requirements must be followed.
  - 1 washroom for 9 or fewer workers.
  - separate washrooms for male and female washrooms if there are more than 9 workers.
  - In each male and female washroom, one toilet for 9 or fewer workers, 2 toilets for 10 - 24 workers, 1 more toilet for every 25 additional workers. Urinals may be substituted for half the recommended number of toilets in male washrooms.

## WHAT IF PHYSICAL DISTANCING IS NOT POSSIBLE?

- Physical distancing means keeping a distance of 2 meters (6.5 feet) between workers.
- “Where possible, employees should maintain a distance of two metres apart from each other”.
- If physical distancing is not possible while doing work tasks, you must carefully manage and minimize the risk of exposure to COVID-19.
- Consider whether or not the task is truly essential at this time:
  - Can the task be delayed?
  - Can it be safely done in another way?
  - Can the number of workers involved be reduced?
- Any physical distancing breaches should be brief and rare. Do not neglect other safety procedures during physical distancing breaches.
- Suggestions to reduce the risk of COVID-19 transmission when physical distancing is not maintained:

### Workers

- Work should not be completed by workers who are at higher risk of complications due to COVID-19. This includes:
  - Workers who are over the age of 60.
  - Workers with chronic health conditions including diabetes, heart disease and lung disease.
  - Workers who are immunocompromised.
- Only workers who are considered to be at a lower risk of transmitting COVID-19 should complete this work. Use the [BCCSA Health Screening Tool](#) before allowing access to the worksite.
- Do not permit workers on to a worksite if they meet the following criteria:
  1. Are you experiencing or have you experienced in the past 10 days any of the following:
    - New onset or worsening of existing cough
    - Fever (38°C or 100.4 F)
    - Shortness of breath or trouble breathing
    - Sore throat
    - Severe fatigue
  2. Have you traveled to any countries outside Canada (including the United States) within the last 14 days or have been in direct contact with someone that traveled internationally within the last 14 days?
  3. Did you provide care or have close contact with someone who has symptoms of COVID-19 (cough, fever, sneezing, difficulty breathing, or sore throat) within the last 14 days?
  4. Have you had close contact with someone who has been directed to self-isolate, who is being tested for COVID-19, or who has been diagnosed with COVID-19?
- Task Supervision It is recommended that any work that breaches physical distancing requirements be monitored by a designated observer, ideally with health and safety training or experience. This person would ensure that:
  - Best practices are followed.
  - Physical distancing breaches are as brief and as rare as possible.
  - Other safety considerations are not overlooked during physical distancing breaches.

## Handwashing

- Provide a handwashing or hand sanitizing station that is easily accessible for the affected workers.
- Wash hands thoroughly and at the end of the task for which less than 2 meters of distance is required. If gloves are worn, wash hands when gloves are removed.
- Wash hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with bare or gloved hands. Cleaning/Disinfecting.
- When a task is completed ensure the tools that were used are cleaned and disinfected (see BCCSA document on Enhanced Surface Cleaning and Disinfection).
- Clean and disinfect all high-touch surfaces in the area.

## Clothing

- Clothing should be changed at the end of the shift to reduce the risk of take-home exposure. Bring work clothing home in a plastic bag and wash work clothing daily.

## Personal Protective Equipment (PPE)

- The procedures outlined above should be followed before the use of PPE is considered. When the procedures above are followed the risk of disease transmission between workers is low and PPE may not be required.
- Alternate face coverings (e.g. masks, face shields): If none of the people who are breaching physical distancing are exhibiting symptoms of COVID-19, alternate face coverings may reduce the risk of any asymptomatic transmission. These do not protect the wearer of the face covering, but they may reduce the spread of droplets from the infected individual. When used, they should be used by all workers who are involved in physical distancing breaches. These alternate face coverings include plastic face shields and cloth face masks. These should be used with caution as they may increase the frequency of hand-to-mouth contact and they need to be regularly cleaned and disinfected.
- Wash or sanitize hands immediately before putting on the face covering and immediately after removing it.
- Avoid touching the face while wearing the face covering.
- Plastic face shields should be cleaned and disinfected between uses.
- Change the face covering only by touching the straps or ear loops.
- Do not share cloth face coverings between workers.
- Use a clean cloth mask at least daily, or whenever a mask becomes damp or soiled. - After use place cloth masks into a bag that can be emptied into a washing machine. - Launder cloth masks with other items using a hot cycle and dry thoroughly.
- Do not place face coverings on any work surface, common area or equipment.

- Respiratory protection (half-face respirators with P95 or P100 filters, or N95 masks): These may be in short supply and are not required in most circumstances. If available, they should be prioritized for workers who need to work in proximity to people who have symptoms of COVID-19 (for example, first aid attendants treating people who develop symptoms of COVID-19 at work).
- Safety glasses can be used in conjunction with masks.
- If gloves are used, hands should be thoroughly washed after removing gloves.

## PROCEDURES FOR A COVID-19 CASE ON SITE (PRESUMED OR CONFIRMED)

What to do when someone who has been on site is presumed to have COVID-19. Follow these procedures if someone on site meets any of the following criteria:

1. Has been tested for COVID-19 within 10 days of being on-site.
2. Has tested positive for COVID-19 within 10 days of being on-site.
3. Has developed symptoms of COVID-19 within 10 days of being on site (cough, fever, sneezing, sore throat, fatigue).

This individual will be referred to as the “presumptive case”.

- When can the presumptive case return to the site? The presumptive should not be permitted back on site until they no longer experience symptoms of COVID-19 AND 10 days have passed since they developed symptoms. If the presumptive case is hospitalized or otherwise under the care of a medical professional, they should not return to work until the medical professionals determine that it is appropriate.
- How should we clean the site? Clean and disinfect all touch-surfaces in the area where the presumptive case was present. Follow the BCCSA procedures for Enhanced Cleaning and Disinfection.
- If the presumptive case has tested positive for COVID-19 consider using a specialized biohazard remediation abatement company for professional disinfection.
- Should other teams or workers be isolated?
  1. If the presumptive case has been tested for COVID-19, call Health Link BC at 8-1-1 for guidance. The steps below would still apply, but testing or other actions may also be required.
  2. Identify any individuals who have been in CLOSE CONTACT with the presumptive case. These individuals should self-isolate for 14 days.  
CLOSE CONTACT means:
    - Provided care for the presumptive case without consistent and appropriate use of PPE.
    - Lives with the presumptive case.
    - Had direct contact with infectious body fluids of the presumptive case (e.g. was coughed or sneezed on)
    - Had close contact (within 2 meters) with the presumptive case while the presumptive case had symptoms of COVID-19 without consistent and appropriate use of PPE.
  3. Identify any individuals who have been in NON-CLOSE CONTACT with the presumptive case. These individuals should be monitored for symptoms (including daily temperature checks) for 14

days and should maintain physical distance (2 meters) from other workers, as well as hand washing and cough/sneeze etiquette. If they develop any symptoms they should self-isolate.

NON-CLOSE CONTACT<sup>1</sup> means:

- Provided care for the presumptive case with consistent and appropriate use of PPE.
- Has had contact with the presumptive case but has not been within 2 meters of the presumptive case while the presumptive case had symptoms of COVID-19.

4. Wherever possible, the presumptive case's work crew should work separately from other work crews for 14 days after the presumptive case developed symptoms (e.g. in a different room, on a different shift)

5. If any workers who have had close or non-close contact with the presumptive case develop symptoms, then they should also be considered as presumptive cases and the steps should be repeated.