

TABLE OF CONTENTS

1.0 INTRODUCTION.....	
1.1 Purpose.....	
1.2 Responsibilities	
1.3 What is Coronavirus?	
1.4 What are Symptoms of Infection from Coronavirus?	
1.5 How is COVID-19 Spread?	
1.6 How Long Can the COVID-19 Virus Survive?.....	
1.7 What is Influenza?	
1.8 What are symptoms of infection from Influenza?.....	
1.9 How is Influenza Spread?	
1.10 What is Norovirus?	
1.11 What are the symptoms of infection from Norovirus?.....	
1.12 How is Norovirus Spread?.....	
2.0 CIRCUMSTANCES WHERE WORKERS SHOULD NOT BE AT WORK.....	
2.1 Policy	
3.0 RIGHT TO REFUSE UNSAFE WORK	
3.1 Policy	
3.2 Unsafe Work Refusal Procedures.....	
4.0 EMPLOYEES SHOWING SYMPTOMS	
4.1 Single Employee Symptoms	
4.2 Multiple Employees Symptoms.....	
5.0 HANDWASHING	
5.1 When to Wash Your Hands	
5.2 How to Wash Your Hands	
5.3 Hand Sanitization and Washing Stations.....	
5.4 Plumbed Hand Washing Facility.....	
5.5 Portable Hand Washing Facility.....	

5.6 Bottled and Wall Mounted Hand Sanitizer	
5.7 Cleaning Washroom Facilities	
6.0 SAFE REMOVAL OF GLOVES	
7.0 PUTTING ON & SAFE REMOVAL OF MEDICAL OR N95 MASKS	
7.1 Putting on a Respirator	
7.2 Removing Respirator.....	
8.0 N95 RESPIRATOR USER SEAL CHECK PROCEDURES	
8.1 General Policy	
8.2 Surgical Mask Versus Disposal Respirator	
8.3 Surgical Masks	
8.4 Disposal Respirators N95	
8.5 N95 Seal Check Procedures.....	
9.0 PUTTING ON & SAFE REMOVAL OF ALL PPE	
10.0 STANDARD WORKPLACE HYGIENE PROCEDURES	
10.1 Cleaning and Sanitizing	
10.2 Disinfection Solution	
10.3 Handshaking	
10.4 Workplace Distancing	
10.5 Personal Protective Equipment.....	
10.6 Disposal of Contaminated PPE	
10.7 Face Touching	
10.8 Food and Beverage Sharing.....	
10.9 Breaks and Lunch Breaks.....	
10.10 Sneezing and Coughing	
10.11 Exposure or Symptom Reporting	
10.12 Contact with a Confirmed Case of Communicable Disease	
11.0 SICK LEAVE POLICY	
11.1 Sample Sick Leave Policy.....	

12.0 VENTILATION
 12.1 Purpose.....
 12.2 Ventilation & HVAC Policy.....
13.0 OTHER WORKPLACE PROCEDURES.....
 13.1 Eating Arrangements
 13.2 Changing Facilities, Showers and Drying Rooms
 13.3 Workplace Social Distancing
 13.4 Worker Transportation
 13.5 Worksite Access Points
 13.6 Handwashing
 13.7 Toilet Facilities
 13.8 Site Meetings
 13.9 Building Access
 13.10 Communal Spaces.....
 13.11 Outside Visitors.....
 13.12 Deliveries
 13.13 Transportation
 13.14 Elevator Use.....
14.0 EMPLOYEE COMMUNICATION PROCEDURES & SIGNS
15.0 HANDLING MONEY PROCEDURES
16.0 WASHROOM FACILITIES
17.0 CLEANING SCHEDULE

