

Covid-19 Emergency Response Procedure Info Sheet



The projections show that 30-70% of the population may ultimately get this illness. All the measures being implemented are to slow the spread to ensure the medical system has the capacity to treat those who need it when they get it.

Everyone should be self-monitoring. It is important to know the symptoms of COVID-19 and to act appropriately if you have symptoms:

- Symptoms of COVID-19 include fever, cough, shortness of breath or difficulty breathing.
- If someone reports or displays signs of illness it could be the common cold or the flu, either way if there is a possibility that someone is sick, they should be treated as potentially infected with Covid-19.

As an Employer you must have a plan for dealing with Covid-19 on your worksite. This includes accounting for Emergency response plan adjustments as needed.

Steps if a Case is Suspected:

1. If it is suspected that someone is sick in the Workplace: Ensure protection of workplace and provide good solutions for workers.
2. Ensure there are procedures to immediately isolate a worker from other people and/or objects that may spread the illness further or serve as a transmission point to others on the worksite.

Things to consider:

- How ill the worker initially report to minimize contact,
 - Where/how will the worker be isolated to minimize communal area impact and potential contacts,
 - How will the worker exit site or facility to minimize exposures,
 - How will a worker travel to hospital or home from site if needed,
 - Will an escort or PPE such as (N95) masks be needed, for the worker with suspected infection, to facilitate safe transport.
3. If an employee who is identified as sick and sent home, will they be?
 - Can they be productive from their home isolation?
 - What happens to an employee sent home that cannot be productive, will they be provided with sick leave?
 4. Ensure anyone who is sick follow current guidelines in respect to screening, testing and self-isolation.
 5. If a trade partner is suspected as sick, send them home and notify their manager.

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What to do with a confirmed COVID-19 case:

- Anyone with a confirmed case of Covid-19 should follow current provincial requirements for self isolation and monitoring.
- Notify everyone by email or other form (avoid gathering into groups) as soon as it is confirmed. It is important to communicate well through this, so workers can be protected.
- Follow the guidelines provided by Provincial Health Services.

What will be done following a suspected or confirmed Covid-19 case on the worksite.

- A continuation of work plan should be established that can be followed to maintain essential service operations when needed.
- Will temporary site shut down be required?
- How will the site be made safe for workers to return? Cleaning of all potential exposure areas and/or facilities.

Additional planning required for dealing with Pandemic emergency situations:

- First aid kit contents to provide protection for first aid responders onsite to limit/minimize potential exposure (masks/gloves/other potential requirements).
- Site shut down process, if a stand down is required, where will workers meet to minimize exposure and follow social distancing requirements (muster point may need to be adjusted).
- Monitoring workers for compliance with requirements such as social distancing.
- Investigating any reports of workers that are not complying with procedures or concerns for worker's health.
- Immediately report and investigate presumed and confirmed cases of COVID - 19.
- Monitor cleaning to verify that approved products and procedures are being followed.
- Inspect wash stations and hand sanitization stations to verify that they are adequately stocked and posters explaining hand washing and hand sanitization are posted.
- Designate a Covid Coordinator to handle response and develop plans.

Resource: ACSA - www.youracsa.ca

Contact Information

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