

IBEW COVID-19 POLICIES AND PROCEDURES - 2020

OVERVIEW

- ▶ COVID-19 remains a serious health threat, in particular for older adults, people with underlying health conditions, and people with compromised immune systems. It is important to note that this virus can lead to serious health outcomes; knowledge about the impacts of the virus continues to evolve. For example, a condition called multi-system inflammatory syndrome in children, or MIS-C, has been reported in a number of jurisdictions, and may be linked with COVID-19. The Chief Medical Officer of Health (CMOH) has issued specific Orders regarding the COVID-19 (CMOH Orders). These CMOH Orders detail the restrictions and precautions necessary to prevent the spread of COVID-19, as well as the actions required to safely resume activities while still protecting Albertans. To ensure the safety of IBEW 424 Members and Staff. The relaxing of restrictions on certain activities will follow a measured approach, in accordance with public health guidance from Alberta Health.

PURPOSE

- ▶ This document provides a practical guide to support Staff and Member to help reduce the spread of COVID-19.
- ▶ Staff should consider the guidance in this document when preparing their space for Members. It is applicable to all and should be used in addition to sector specific guidelines.
- ▶ To the extent possible, Staff and Members should follow the guidance in this document. This information is not intended to exempt Local Union IBEW 424 from existing occupational health and safety (OHS) requirements. OHS questions and concerns can be directed to the OHS Contact Centre by telephone at 1-866-415-8690 (in Alberta) or 780-415-8690 (in Edmonton)
- ▶ As the Covid-19 Pandemic is an evolving situation, this document and the guidelines within are subject to change and will be updated as appropriate.

PRINCIPLES

- ▶ The following principles are intended to help Local Union IBEW 424 make decisions as they relaunch, or continue operations during COVID-19:
- ▶ The safety and wellbeing of attendees is the most important consideration.
- ▶ Relaunch plans include measures that reduce the risk of transmission of COVID-19 and comply with current CMOH Orders.
- ▶ Each Local is unique and appropriate relaunch plans will vary based on the characteristics of the Local's settings and services.
- ▶ No single measure or action is effective in every situation and we will use multiple actions whenever possible. • Relaunch plans should be able to scale up or down depending on the evolving situation.

RELAUNCHING OPERATIONS

- ▶ Under current Chief Medical Officer of Health Orders, businesses and entities are required to:
- ▶ Implement practices to minimize the risk of transmission of infection among attendees;
- ▶ Provide procedures for rapid response if an attendee develops symptoms of illness; • ensure that Staff and Members maintain high levels of sanitation and personal hygiene;
- ▶ Comply, to the extent possible, with this guidance, and any other applicable Alberta Health guidance found at: <https://www.alberta.ca/biz-connect.aspx>.
- ▶ The Alberta Government strongly recommends businesses and entities develop, implement, and publicly post Relaunch plans that address the above requirements. LU IBEW 424 may also use the template as a guide and develop their own planning documents and to implement their plan. Relaunch plans should consider the following: • Communicating with members about COVID-19 • Mental health • Quarantine and isolation • Infection Prevention and Control Measures - Eliminating hazards - Substitution - Engineering controls: Isolating the hazard - Administrative controls: change the way you work » Physical Distancing » Cleaning and Disinfecting

ADDITIONAL CONSIDERATIONS and COMMUNICATION.

- ▶ Encourage and facilitate Members staying up to date with developments related to COVID-19.
- ▶ Notify Members of the steps being taken to prevent the risk of transmission, and the importance of their roles in these measures.
- ▶ COVID-19 signage should be posted in highly visible locations: “Help prevent the spread” posters are posted.
- ▶ The staff will discuss steps Members can take to reduce the risk of transmission.
- ▶ Commuting to and from various settings - In their homes and shared living accommodations - Other activities, such as recreation and social gatherings
- ▶ 2. Records management To support public health contact tracing efforts in the event that an attendee tests positive, operators should collect the name and contact information of attendees. • Information about attendees will only be requested by Alberta Health Services if a potential exposure occurs onsite. •
- ▶ For the workplace, this includes Staff, Members who make appointments for personal services and wellness services and those in attendance to follow the guidelines set out.
- ▶ Records should be kept for up to 2 weeks.

QUARANTINE AND ISOLATION

- ▶ Quarantine and isolation key points: CMOH Order 05-2020 has several legal requirements for quarantine and isolation. LU IBEW 424 has a plan on how to isolate Staff and Members if needed.
- ▶ Be familiar with the different legal isolation and quarantine requirements for COVID-19; detailed requirements are in Appendix A of CMOH Order 05-2020 and have a plan on how to isolate Staff and Members.
- ▶ If Alberta Health Services identifies a confirmed COVID-19 case, LU IBEW 424 will work cooperatively with Alberta Health Services to ensure anyone potentially exposed receives the correct guidance. At minimum, LU IBEW 424 should be able to provide: Names, addresses, phone numbers, roles and positions of Staff and Members who were potentially exposed to a case while they were infectious at that location.

INFECTION PREVENTION AND CONTROL

- ▶ Infection prevention and control key points: A combination of controls is the best way to reduce spread of communicable diseases like COVID-19. LU IBEW 424 must still adhere to Occupational Health & Safety requirements. Eliminating the risks and substituting for new ways of operating are the most effective controls. When in-person attendance is required, Staff should implement a variety of control measures. Practice good hand hygiene and thorough cleaning and disinfecting also the wearing of masks. Use Health Canada approved hard-surface disinfectants and hand sanitizers. Encourage physical distancing through barriers, signage, floor markings and traffic flow controls, and limit the number of people in a space. Use personal protective equipment and follow guidance to wear it properly.
- ▶ The key to preventing the spread of COVID-19 is to reduce the risks as much as possible. LU IBEW 424 needed to consider the specific settings and services to determine the best way to reduce risks for Staff and Members.
- ▶ Policies, procedures and practices that reduce the risk of spread of COVID-19 are referred to as “controls”. The control methods listed here start with the most effective and protective. Controls should be used in combination to offer the best protection

ELIMINATION

- ▶ LU IBEW 424 can reduce the risk of exposing Staff and Members to COVID-19 by following the isolation and quarantine requirements.
- ▶ Take measures to prevent anyone experiencing COVID-19 symptoms from accessing the location.
- ▶ Post signs that instruct who may have been exposed to the COVID-19 to not enter.
- ▶ Consider implementing active screening of staff for symptoms of fever, sore throat, cough, runny nose or difficulty breathing.
- ▶ The Alberta Health Services COVID-19 Self-Assessment tool can be used by Staff and use a daily checklist.

SUBSTITUTION and ENGINEERED CONTROLS;

- ▶ Implementing contact-free modes of interaction. Which include online services, Virtual meetings, Curb side pick up and telephone town halls.
- ▶ Engineered controls; Barriers place between Staff and Members.
- ▶ Removing alternate seating and removing waiting areas.
- ▶ Re-arrange work spaces and keep social distancing to 2m with signage and floor decals.
- ▶ Closing bathroom facilities to only accommodate one person at a time.
- ▶ Contactless hand sanitizing stations placed at all entrances.
- ▶ Placing additional hands free garbage bins with removal linings.
- ▶ Cleaning regiments of all common areas and food storage areas.

ADMINISTRATIVE CONTROLS;

- ▶ Distancing, disinfecting, hand hygiene and respiratory etiquette to be followed.
- ▶ Distancing means maintaining 2m between Staff and Members by directing traffic within the work space and reducing attendees.
- ▶ Developing strategies to minimize handling of objects and ensure frequent cleaning and disinfecting by following procedures laid out.
- ▶ Enabling and instructing attendees to wash their hands often with soap and water for at least 20 seconds or use an alcohol based hand sanitizer (greater than 60% alcohol content).
- ▶ Provide a means to sanitize hands at points of entry and locations throughout the site where attendees are known to handle objects. Hand washing with soap and water is required.
- ▶ Wearing of masks is mandatory when 2m cannot be maintained or others enter into the work space.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- ▶ PPE controls are the last level of defense and should be used with other controls. PPE is dependent on type of activity and risk of exposure to a COVID-19. PPE is necessary when physical distancing of 2 metres or physical barriers cannot be maintained by administrative and engineering controls.
- ▶ Conduct a hazard assessment to determine if PPE is necessary.
- ▶ If a mask is deemed necessary follow guidance to wear masks properly by following OHS requirements.
- ▶ Community protective equipment, such as non-medical mask, is worn as a community effort to prevent asymptomatic carriers of COVID-19 from spreading the virus.
- ▶ A face covering or mask is recommended, while on the job when it is NOT feasible to maintain social distancing measures (i.e. at least 2 meters of separation between others) between Staff and Members.

RESOURCES;

- ▶ Government of Alberta (Alberta Health) COVID-19 Information for Albertans.
- ▶ Alberta Health Services COVID-19 Self-Assessment Tool.
- ▶ Government of Canada Coronavirus disease (COVID-19)
- ▶ Information Privacy FOIP-PIPA Help Desk 780 427-5848 Toll free 310-0000.
- ▶ Health Information Act (HIA) Help Desk 780-427-8089 Toll free 310-0000.
- ▶ Office of the Information and Privacy Commissioner Privacy in a Pandemic.
- ▶ Local Union IBEW 424 Edmonton Alberta 780-462-5076.