

OPERATIONS POLICY TO ADDRESS COVID-19

(Last updated March 17, 2020)

1.0 Official Information Sources

To avoid the risk of misinformation, the sources of information that are applicable to this policy and any subsequent changes or additions are:

- Coronavirus: Info for Albertans (Alberta Health Services): www.alberta.ca/coronavirus-info-for-albertans.aspx
- Information for AHS Staff & Health Professionals (Alberta Health Service) www.albertahealthservices.ca/topics/Page16947.aspx
- Coronavirus disease (COVID-19): Outbreak update (Canada's Federal Government): www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html

1.1 In the case of conflicting information between provincial and federal sources of information, Alberta Health Services information will take precedence.

1.2 The Communications and Engagement Officer will review the aforementioned sites no less than three times per week and update the Executive Director about any new or emerging developments that may impact this policy.

1.3 Edmonton CDC employees are expected to be up-to-date and compliant with AHS-recommended measures to protect themselves from infection in the workplace, at home, and in community.

2.0 Measures to Minimize Risk

This section of the policy will be reviewed and updated every two weeks until AHS has identified a lack of need for such measures.

2.1 Employees will work from home. Exceptions require the approval of the Executive Director.

2.2 No outside visitors are permitted to visit our offices.

2.3 Employees will not physically attend any outside meetings or gatherings, including breakfast, lunch or dinner meetings. Consideration will be given to attending a meeting of five or fewer people in total, but requires approval in advance by the Executive Director. Employees are strongly encouraged to ensure the social distancing requirement identified by AHS and/or Federal sources (currently two meters).

2.4 Official business travel, especially by air, is banned.

2.5 Supplies will be purchased online or their purchase will be delayed.

2.6 The Edmonton CDC will purchase and keep in stock hand sanitizer, disinfectant for surfaces, and other recommended supplies. As well, the CDC will work with the Janitorial Service to ensure cleaning and disinfecting are conducted according to AHS or Federal recommendations for best practice.

2.7 All food and snack purchases for the office are not permitted.

2.8 If an employee is permitted to work at the office (see 2.1), the employee will thoroughly wash their hands with soap and water or hand sanitizer upon arrival and before leaving the office.

2.9 If an employee is experiencing flu-like symptoms, the employee will notify the Executive Director immediately and self-isolate until such symptoms have dissipated. The Executive Director will notify the Board Chair if experiencing such symptoms.

3.0 Employer Support of Employees Requiring Self-Isolation or Quarantine

In the case of an employee being quarantined (whether infected or not), the CDC will provide a personal time off benefit of at least 14 calendar days in addition to the normal personal time off policy. A doctor's note is not required.

POLICY GOALS:

Minimize the risk of COVID-19 infection for Edmonton CDC employees, guests, and stakeholders in the workplace, as well as via CDC work in the community.

Ensure employees have the information and tools needed to effectively address their risk of infection at work and in the community.

Identify organizational commitments to employees if an employee is experiencing symptoms of COVID-19

Identify qualified source(s) of information about the COVID-19 virus, how it is spread, and how to protect ourselves from infection, as well as data concerning the infection rate locally and beyond.