

# Workplace precautions during a pandemic (COVID-19) training

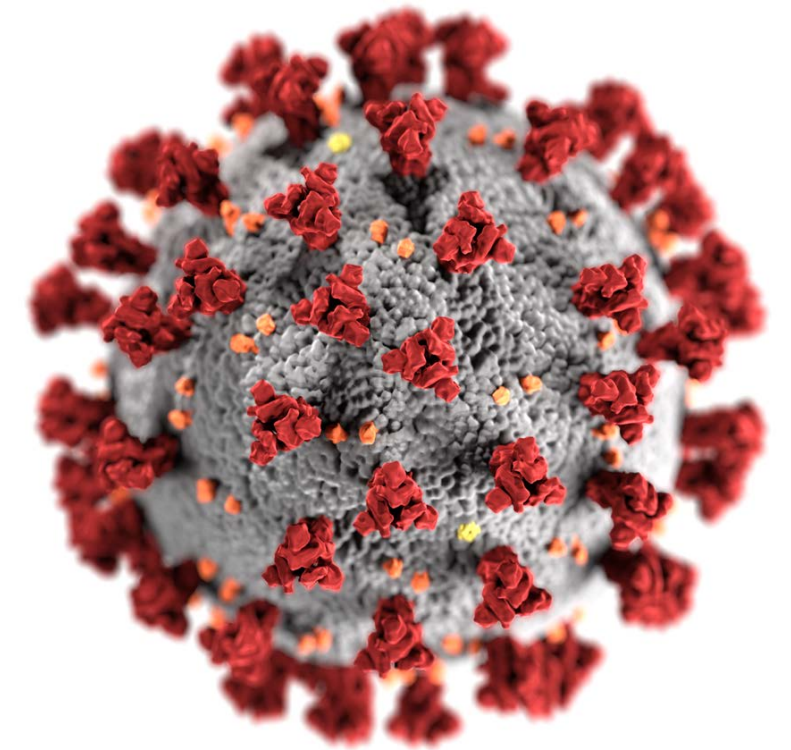


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# What is Coronavirus (COVID-19)?

- Human coronaviruses are common and typically associated with mild symptoms such as the common cold.
- COVID-19 is a new derivative of the coronavirus family, first identified in humans in late 2019.



# What are the symptoms?

- Cough, fever, difficulty breathing
- Pneumonia in both lungs
- In severe cases, COVID-19 can lead to death.
- Symptoms may take up to 14 days to appear after exposure.
- Sometimes a COVID-19 infected person has no symptoms.



# How does COVID-19 spread?

- This virus spreads easily from person to person through close contact:
  - Respiratory droplets generated when you cough or sneeze
  - Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands



# Prevent the spread

- Stay home if you feel sick
- Use personal protective equipment provided, as directed
- Wash your hands often with soap and warm water for at least 20 seconds, or use hand sanitizer
- Stay two metres (6.5 feet) away from people you don't live with
- Wear a mask.

# Self-screening

Check for symptoms before you enter a City facility

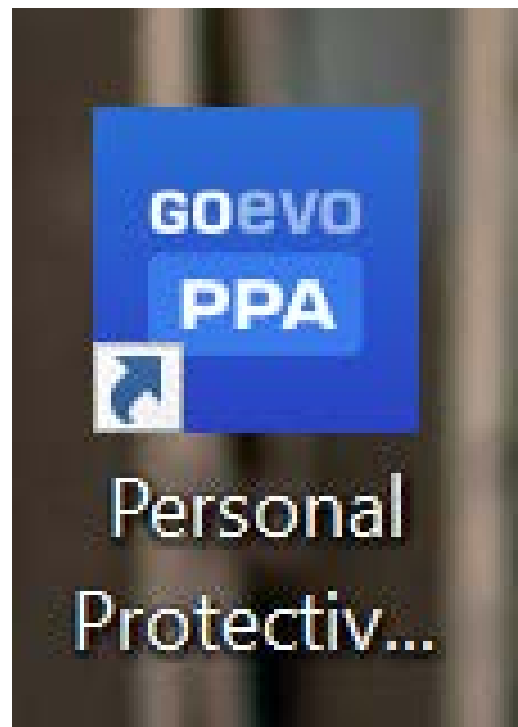


# Before working in a City facility

- Review the [Workplace Precautions During a Pandemic Policy \(Coronavirus – COVID-19\)](#)
- Use the Go Evo PPA App located on your corporate issues device or laptop every time you plan to come to work in a City facility
- If you have COVID-19 symptoms, stay home, get tested, and self-isolate until you get the result.
- Tell your supervisor/manager you are staying home because you have COVID-19 symptoms.



# Go Evo PPA Screening Application



- Each time you enter a City Facility, use the Go Evo PPA App located on your corporate issued device or laptop to complete the self-screening.
- If you do not have a corporately issued device, you may download the app through Google or Apple app store

# Go Evo PPA Screening Application



- Accurately complete each question on the self-screening
- Ensure you hit the “submit button” at the end of the questionnaire
- If clear, proceed to work as usual. If not clear, let your supervisor know immediately

# Go Evo PPA Vaccination Tracker



Vaccine Tracker

- You must upload copies of **both** vaccination receipts using the **Vaccination Tracker** icon
- Detailed instructions and additional information can be found on the [vaccination receipt instruction document](#)
- If you have additional questions please contact [myhr@guelph.ca](mailto:myhr@guelph.ca)



# If you become ill at work

- Tell your Supervisor/Manager immediately
- Go home, get tested, and self-isolate until you get the result.

# Hygiene





# Hygiene

- Wash your hands often with soap and warm water for at least 20 seconds, or use hand sanitizer
- Avoid touching your eyes, nose and mouth.
- Discard tissues right away, sneeze into your elbow if you do not have tissues.
- Clean phones, keyboards, steering wheels, and other high-touch surfaces regularly.



# Wash or sanitize your hands:

- Before and after
  - entering/exiting City facilities, public buildings, businesses or households
  - using personal protective equipment
  - Eating
- Before
  - preparing food
  - treating a cut or wound

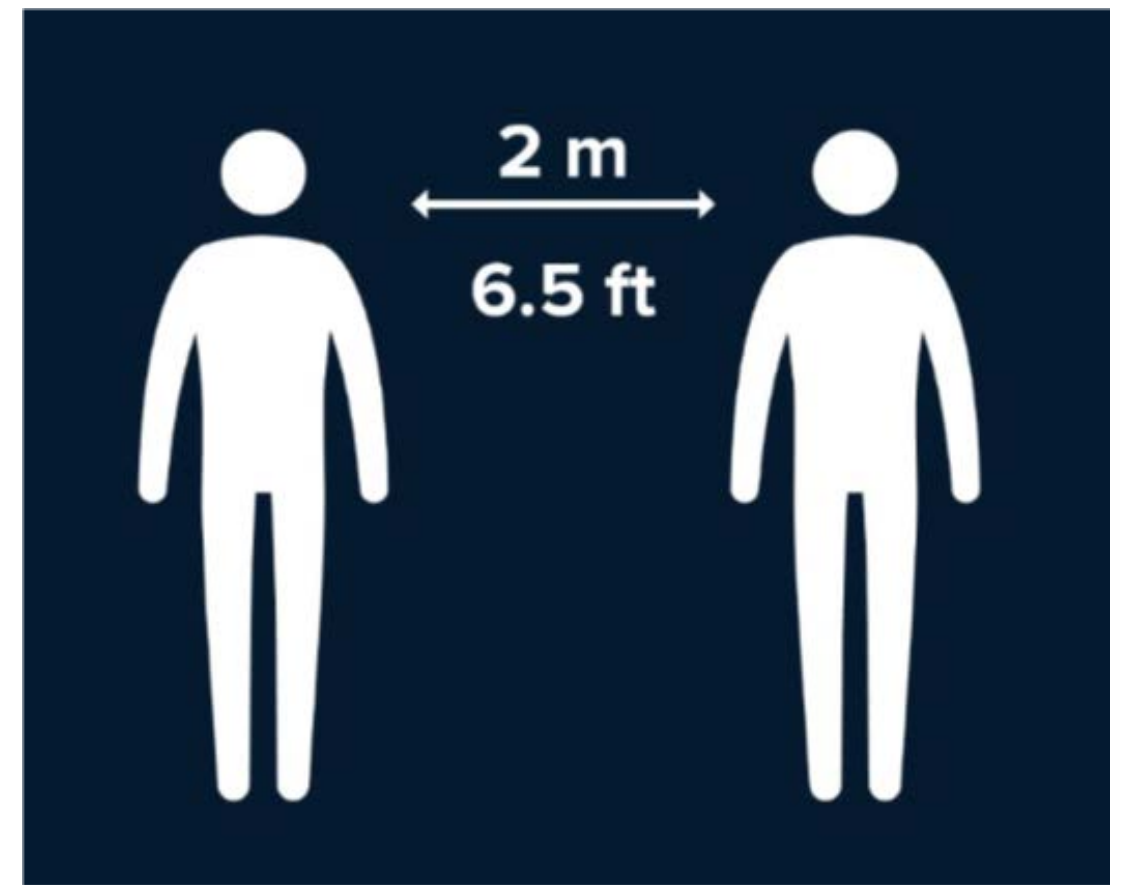


# Wash or sanitize your hands:

- After
  - coughing, sneezing or blowing your nose
  - using the washroom
  - handling mail, packages, money or garbage
  - using shared equipment (photocopiers, vehicles, microwaves)



# Physical Distancing





# Physical distancing

- Stay at least 2 metres (6.5 feet) from other people
- Use barriers at service counters.
- Avoid personal contact and sharing equipment or office supplies (if possible)
- Walk slowly and wear a mask.

# Physical distancing

- Schedule online/virtual meetings using Webex
- Follow signs, avoid closed areas, and obey occupancy limits in meeting rooms.
- For physical distancing procedures related to fleet vehicles refer to [Standard operating procedures - Vehicle Physical Distancing.](#)

Personal  
protective  
equipment (PPE)





# Personal protective equipment (PPE)

- The City will provide any personal protective equipment required for your job. Please wear the equipment provided, as directed.

# Personal protective equipment (PPE)

- You must wear a mask at all times when performing your work, whether indoors or outdoors regardless of whether the workplace is accessible to the public. When visitors see you wearing a mask, they are more likely to wear one too.
- The only exception to this rule is where a worker is working alone in a workplace, such as an office or other isolated single person workspace, and the risk of another person coming within two metres is considered extremely low.

# Mask/face coverings: Do's

- Do use a mask made of at 3 layers; 2 layers of tightly woven fabric, and a filter
- Do check the mask for tears or holes.
- Do make sure the mask or face covering is clean and dry.
- Do use the ear loops or ties to put on and remove the mask.
- Do cover your nose and mouth.
- Do discard masks that cannot be washed in a plastic lined garbage bin.
- Do wash your hands or use alcohol-based hand sanitizer before and after touching the mask or face covering.



# Mask/face coverings: Don'ts

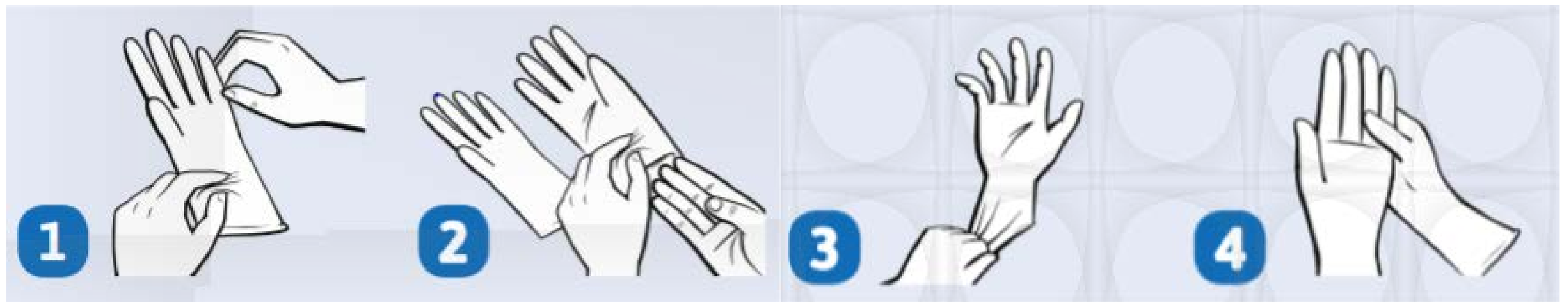
- Don't wear masks with exhalation valves or vents.
- Don't wear a loose mask.
- Don't touch the mask while wearing it.
- Don't remove the mask to talk to someone.
- Don't hang mask from your neck or ears.
- Don't share your mask.
- Don't leave your used mask within the reach of others.
- Don't reuse masks that are damp, dirty or damaged.



# Protective Eyewear

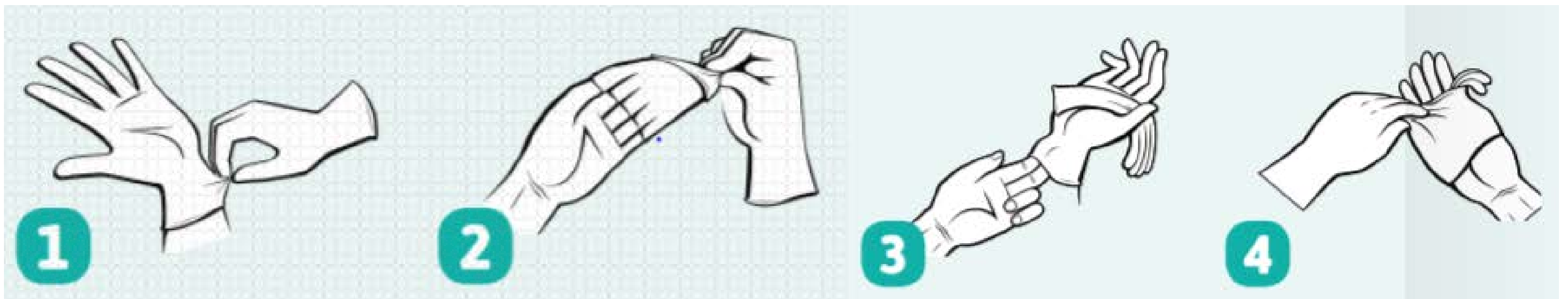
- Workers are required to wear protective eyewear when they are unable to maintain a physical distance of at least two metres from an unmasked person. This protective eyewear is to be worn in addition to the wearing of a mask or face covering.
- Protective eyewear includes the use of safety glasses, goggles or face shields. It does not include regular prescription spectacles, even when they are fitted with side shields.

# Using disposable gloves



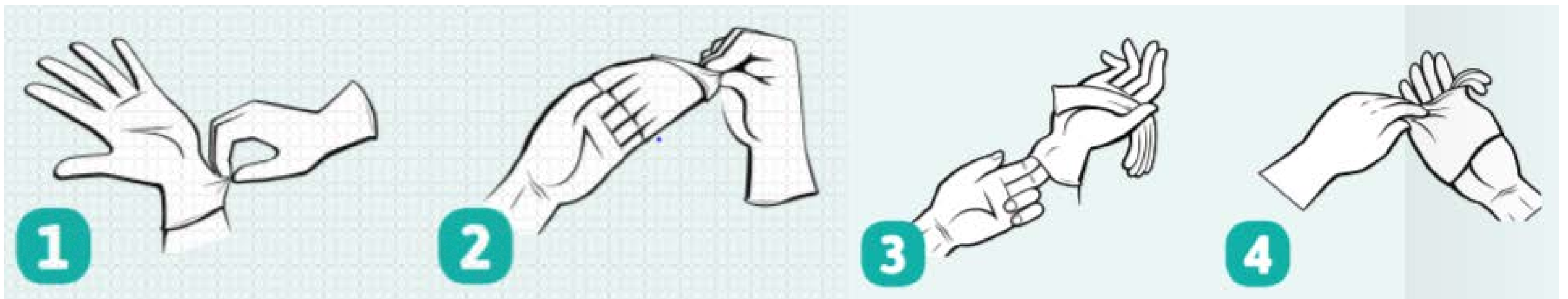
- Wash or sanitize your hands
- Check gloves for holes, rips or tears
- Insert hands into gloves

# Removing disposable gloves



- Pinch and hold the glove near the wrist
- Peel the glove toward your fingers, turning the glove inside out
- Hold the glove in the hand still wearing a glove

# Removing disposable gloves



- Slide the fingers of your bare hand under the glove you are still wearing
- Peel away from your wrist, turning the glove inside out, over the first glove
- Discard the gloves in a leak-proof plastic bag in a closed bin
- Wash or sanitize your hands



# Cleaning and disinfecting

# Cleaning and disinfecting

- Commonly used cleaners and disinfectants are effective against COVID-19.
- Follow manufacturer's instructions for proper use.
- You may need disposable gloves when using stronger chemicals.
- Disinfectants must have a Drug Identification Number (DIN) that confirms it is approved for use in Canada.



# Enhanced cleaning practices

- High-touch areas are disinfected before the start of each workday, and more frequently where employees share equipment; in workshops, kitchens, washrooms and lunchrooms
- Regular cleaning in common areas completed at least once a week

# Enhanced cleaning practices

- Cleaning supplies are provided for you to clean high-touch surfaces in your personal work area
- Please wipe down high-touch surfaces in meeting rooms before and after use
- Refer to standard operating procedures:
  - [SOP—Meeting Rooms \(City Hall\)](#)
  - [SOP—Deep Cleaning and Disinfection Protocol](#)
  - [SOP—Vehicle Interior Cleaning and Disinfection](#)




# Handling mail and deliveries



# Handling mail and deliveries

- When receiving deliveries, use your own pen to sign, or select contactless option.
- Wash your hands after receiving all deliveries.
- To limit potential contamination from the package:
  - When possible, wait 24 hours to handle or open mail or packages
  - If opening sooner, wear gloves and sanitize the area where the package was delivered



Contractors, vendors and  
visitors



# Contractors, vendors, visitors

- Arrange a meeting time and location
- When arriving at a City facility, enter through the assigned entrance
- Stop at a designated screening station and follow any posted protocols like:
  - Use hand sanitizer provided
  - Symptom check, temperature check, and sign in (as required)

# Contractors, vendors, visitors

- Contractors, vendors and visitors must complete [Appendix A – Contractor/Vendor Screening Form](#)
- Anyone reporting symptoms will not be allowed entry.
- Anyone entering must proceed directly to their required location.

Mental health





# Mental health and wellness

- Life during COVID-19 may lead to feelings like:
- A sense of being socially excluded or judged
- Concern about your children's education and well-being
- Fear of you, your family or friends getting sick, or making others sick
- Fear of being apart from friends and family
- Helplessness, loneliness, anxiety or depression
- Concerns about finances



# Mental health and wellness

- Eat healthy foods, get regular exercise, get outside
- Get enough sleep
- Stay connected socially and emotionally with friends, family and co-workers
- If you're struggling, use your [Employee and Family Assistance Program](#) 1-800-265-8310





# What's expected of employees

- Protect yourself and others from COVID-19: follow guidance from health officials, use PPE provided, as directed
- Bring questions or suggestions to your supervisor/manager
- Follow updates on [Infonet](#), or [guelph.ca/covid19](https://guelph.ca/covid19)



# What's expected of employees

- Review the [Workplace Precautions During a Pandemic Policy \(Coronavirus – COVID-19\)](#)
- Complete the [Knowledge Check](#)