

COVID-19 POLICY

1.0 PURPOSE

Although FCR has been deemed an essential service, we mitigated risks to our staff by moving primarily to an offsite work environment. As we take the necessary steps to “return to the office” there may be an increased risk of exposure to COVID-19. As per OHSA, FCR must take every reasonable precaution to keep employees safe. FCR is implementing this policy to reduce the risk of exposure and spread of COVID-19 in the workplace.

Changes to this policy will be made as new information is available and as the situation evolves.

2.0 BACKGROUND

On March 11, 2020, the World Health Organization (WHO) classified COVID-19 as a pandemic. The number of cases is increasing, and the provincial and federal governments are rapidly putting measures in place to minimize risk.

The disease spreads by respiratory droplets of an infected person to others with whom they have close contact such as people who live in the same house. It can survive on different surfaces but can be killed with most cleaners and disinfectants.

3.0 COVID-19 SYMPTOMS

Those infected may have little to no symptoms. You may not know you have symptoms; COVID-19 symptoms are like the symptoms from a cold or flu and include:

- Cough
- Fever
- Difficulty breathing
- Fatigue
- Sore throat
- Pneumonia
- In severe cases, infection can lead to death.

While experts know that these kinds of transmissions are happening among those in close contact or in close physical settings, it is not known to what extent. This means it is extremely important to follow the proven best practices outlined below.

4.0 BEST PRACTICES FOR MINIMIZING THE SPREAD OF COVID-19 IN THE WORKPLACE

- Physical distancing has proven to be one of the most effective ways to reduce the spread of an illness during an outbreak.
- FCR is requiring employees to maintain a 6ft physical distance from each other and limit to essential contact only. Avoid shaking hands.
- Employees are required to follow good hygiene practices:
 - Cough/sneeze into their arm or tissue. Tissues are to be disposed of immediately.
 - Frequently wash hands with soap and water for 20 seconds or by using an alcohol-based hand sanitizer.
 - Always wash and disinfect hands prior to putting on gloves and keep gloves on throughout while in the office.

- Employees are expected to wash their hands when entering a building, leaving a public place, before eating/smoking, after returning from break, after using the washroom and after any other possible contamination (common surface area).
- Hand sanitizer is a more effective when hands are not visibly soiled. Staff should be encouraged to use hand sanitizers if hands are clean.
- Avoid touching the face - especially the eyes, mouth, and nose.
- Wash or sanitize hands prior to touching any parts of your face.

- Meetings will be done electronically whenever possible.
 - If a face-to-face meeting is required, ensure enough space to accommodate appropriate social distancing.
- **In-person meetings** - Meeting organizers will review ALL meetings and identify those meetings that can be conducted by video when possible rather than having an in person gathering. **Microsoft Teams** should be used for internal meetings and **Zoom/Teams** should be used when meeting with clients.
- **There will be limited seating in boardrooms** in order to accommodate the six-foot distancing. Depending on the size of each boardroom, chairs will be marked to indicate the chair that can be used so that Employees can easily see where to sit while in the meeting.
- **Employees will clean boardrooms after each meeting** ends pursuant to employee responsibilities below.
- **Employees** are required to place dirty dishes in the dishwasher, not on the counter or in the sink.
- **Prohibit large group gatherings:**
 - **Breakroom/Lunchroom Area** – No one will be allowed to eat in the breakroom/lunchroom for the time being. Lunch must be taken at his/her desk. Also, signs will be posted as to limit how many Employees should be in the breakroom preparing food or beverage at any point and time.
 - **No one will be allowed to bring food into the office to share with fellow Employees during at this time.**
- Perform routine cleaning as per the *Cleaning and Disinfection for Public Places* by Public Health Ontario.
- Increased cleaning within the office space will focus will be on high-touch points and other high-traffic areas such as entrances, kitchen and coffee areas, tables.
- FCR is encouraging employees to continually self-monitor and update FCR if symptoms develop.
 - Inform FCR Supervisor immediately if symptoms develop during at the office.

- 4.1. Protective Personal Equipment (PPE) Masks** – During Phase 1, it is recommended that each Employee wear a mask anytime that he/she is walking through the office or in any common areas outside of one’s office/workspace (e.g. a boardroom, breakroom, lobby, restroom, etc.). Also, an Employee should wear his/her mask when another Employee enters his/her workspace. An Employee does not have to wear his/her mask when working alone in his/her own individual workspace; however, an Employee’s mask must always be kept accessible.
- FCR will provide cloth masks to its Employees, however, Employees are responsible for sanitizing their masks each night as recommended by the OHSA. An Employee may provide his/her own mask.

- FCR will provide a disposable mask if an Employee forgets his/her mask.
- **Gloves** - Wearing of gloves is optional. However, FCR will provide gloves for daily use and for the nightly cleaning of common areas.
- **Hand sanitizer** will be provided in high traffic areas of the office such as front desks/reception areas, breakrooms, copy/printer areas, boardrooms as well as throughout open cubicle areas for Employee use.
- **Antibacterial liquid hand soap and disinfecting spray** will be placed in all lunchrooms/breakrooms and restrooms.

5.0 RESPONSIBILITIES

The following sections outline the roles and responsibilities of both the employer and the employee that will help keep our collective workforce as safe as possible.

5.1 Employer

- Update employees, clients and suppliers of any new developments (suspected or confirmed cases, new procedures or protocols, FCR.)
 - Posters containing information on best hygienic practices, surface disinfecting and other preventative measures have been posted at entrances and throughout the workplace.
- Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees.
 - Ensure employees know and understand the protocols should they become symptomatic.
 - Employees are instructed to contact Health Science North (705-671-7373) to arrange for COVID-19 testing and self-isolate pending results.
 - Perform routine cleaning and disinfecting of common surfaces twice per day and when visibly dirty as per *Cleaning and Disinfection for Public Places* by Public Health Ontario.
 - Surfaces include tables, doorknobs, light switches, toilet handles, counters, handrails, touch screen surfaces and keypads.
- Whenever possible, reduce contact between employees.
 - Evaluate workspaces and make changes to maintain social distancing.
 - Allow employees to work from home when appropriate.
- Provide the necessary facilities, PPE, equipment and supplies to keep employees safe.
 - Hand washing facilities – soap, water and disinfectant.
 - Face masks, gloves, and cleaning/disinfecting supplies.
- Minimize interactions between employees, suppliers and clients.
 - Communicate via phone or email whenever possible.
- Non-essential work travel will be minimized.

5.2 Employee

- Employees must report any changes to their health to FCR management immediately.
- Employees must notify the office immediately if they are being tested for COVID-19 and again once their results are known.
- Employees are required to increase the frequency with which they wash their hands.
 - Wash hands for at least 20 seconds using soap and water.
 - Use an alcohol-based hand sanitizer if soap and water are not available.
- Be mindful when coughing and sneezing.
 - Avoid sneezing into hands and on communal surfaces.
- Cough or sneeze into a tissue or your elbow.
- Avoid touching the face - especially the eyes, mouth, and nose.
- Employees are required to maintain a 6ft physical distance from each other and limit contact to essential contact only (including handshakes).
- Employees are asked to follow good hygiene practices as outlined above. When available utilize wipes and cleaners to disinfect high-potential surfaces as much as possible throughout the day
- Avoid high traffic areas and touching communal surfaces, if necessary, use gloves to avoid cross contamination.
- During office hours – Fax and copy machines displays are required to be wiped down by each Employee between each use with the provided alcohol wipes.
- After usage of boardrooms – Employees meeting in boardrooms will be responsible for wiping down video equipment, phone, chair handles, and place mats after each meeting before exiting the boardroom. Boardroom tables must be wiped down with a soapy, warm wet paper towel (Dawn or equivalent antibacterial dishwashing detergent), and then followed by a dry paper towel or dry soft clean cloth. Clorox wipes or any other alcohol cleaner is prohibited.
- After each usage of breakroom appliances and cabinets, which includes refrigerators, coffee pot handles, microwave handles, water/ice machines, and cabinet handles, an Employee must wipe down these items with the provided Clorox disinfecting sheets.

6.0 VISITING CLIENT SITES

FCR Employees should continue to obtain work digitally and work remotely as it relates to client work when possible.

- **However, if FCR Employees need to work from a client site**, the In-Charge will contact the client and obtain their office's protocol in connection with providing a safe work environment, which may be mandated by a client's industry, the government entities, and/or FCR's plan. This information will then be discussed with the FCR Team on the engagement, and decisions to work at the client's office will be made based on the comfort level of each team member. FCR will make accommodations as they see fit in order to maintain the health and safety of their Employees, while still providing client service and meeting deadlines. The FCR Team can also make arrangements with the client to have documents delivered to the FCR office, or to have an FCR Team Member or courier, if available, pick up documents from the client's office.

- **Travel - All non-essential non-client related travel** has been suspended until further notice (i.e. CPE, conferences, trade association events, etc.).
- **Travel between offices by FCR Team members** is permitted, if necessary. If travel is necessary between Sudbury and Espanola offices, please consult with Kirby Houle beforehand.
- **If client travel is necessary**, please coordinate that travel plan with the Engagement Partner.

7.0 IF YOU SUSPECT YOU HAVE COVID-19 SYMPTOMS

- Isolate yourself right away.
 - Even if you are displaying mild symptoms, stay home to avoid spreading the illness.
- If you are having difficulty breathing or experiencing other severe symptoms, call 911.
- Find out if you should seek medical attention.
 - Call a local
 - Use the online [COVID-19 self-assessment](#) tool
 - Or call your health care provider or [Telehealth Ontario](#)
 - If you begin developing symptoms at work, isolate yourself immediately and go home as soon as is practical
 - Inform management of illness so that precautions may be taken, and work areas sanitized.
 - Report illness to local health authority (call and inform hospital/clinic before going in person)
- Avoid any public areas especially transit.

8.0 RETURNING TO WORK

- If an FCR employee has travelled outside of Canada, they are required to self-isolate for 14 days from the date they returned to Canada.
- If an FCR employee is symptomatic and Health Sciences North (“HSN”) Assessment Centre does not recommend testing for COVID-19, the employee is not able to report to work until they have completed 14 days of isolation + 24 hours symptom free.
- If an FCR employee is symptomatic and tested for COVID-19 and the test result is negative, your employee can return to work provided they are 24-hour symptom free and cleared by HSN.
 - FCR employee should continue to self-monitor and practice physical distancing.
- If an FCR employee has had close contact with someone who tested positive for COVID-19, the employees must not enter workplace until they have completed 14 days of isolation and remain symptom free for the duration of the isolation period.
- If an FCR employee has had close contact with someone who is being tested for COVID-19, you are required to self-isolate until the test result is obtained.
 - If the result is negative, the employee can return to work provided they are symptom free.
- If an FCR employee has tested positive for COVID-19, they may only return once cleared by health-care professionals.
 - Nurses will be doing follow-ups with confirmed cases to discuss their release from isolation.

9.0 WHISTLEBLOWER POLICY

- If at any time you feel there could be improvements to the above noted policies or do not feel safe in the office environment, please notify Ian or Kirby immediately.
- If you find someone is not adhering to the above noted policies, please notify Ian or Kirby immediately. Should you wish any comment to remain confidential, there will be an area on the FCRCA.com COVID-19 webpage that you can fill out and submit anonymously. This submission will be directed to Ian.

