



Covid-19 Return to Work Safety Plan

FNTC recognizes the importance of the safety of our employees as we resume operations following the COVID-19 related work interruption. This policy is provided to reduce the risk of exposure to the virus and to outline the new office protocols. FNTC has followed public health guidance recommendations in both provinces to ensure employees can feel safe and secure in their office environment.

The FNTC offices will return to a modified operating structure effective June 29, 2020. For the first 2 weeks, until July 10, 2020, the employees will work alternating days – sharing their days between the office and working at home. Directors and employees will work together to set a schedule that works best for the team. After 2 weeks, if there are no signs of Covid-19, all employees will return to their regular office routine starting July 13, 2020. If any employee shows symptoms of Covid-19 the schedule MAY be adjusted at the discretion of the CEO/COO.

Dates to Note:

- Offices reopen on **June 29, 2020** in a reduced capacity.
- **July 13, 2020** offices open regular hours and attendance

PHYSICAL WELL-BEING

Once team members are in their workstation there is less risk of exposure as social distancing is easier to maintain. However, common areas such as hallways, stairways, doors, handrails, washrooms, kitchens, board rooms, are of concern.

To minimize employee contact, Directors will work with employees to stagger start times and breaks as well as home/office schedules with the primary goal to get all employees back in the office.

MEASURES IN PLACE

The control measures for maintaining physical distance in our workplace include:

Changes to work schedules with staggered start and break times

Occupancy limits for employees in common areas

Closing high contamination areas such as Kitchens

Prohibiting visitors to FNTC offices

Clearly identifying social distancing protocols

**Should you have any questions or concerns please feel free to contact
Carol in the Kamloops office: csales@fntc.ca**



THE FOLLOWING MEASURES HAVE BEEN COMPLETED IN ANTICIPATION OF YOUR RETURN

- Arranged for the offices to be cleaned by qualified cleaners every day. Workstations, common areas, handrails, doorknobs, light switches, will be disinfected. Garbage will be emptied daily.
- For those workstations where there is traffic, we have identified distance guides to ensure no persons inadvertently compromises social distancing. For example, there is tape on the floor and notices at entryways where appropriate social distancing is at risk.
- Hand sanitizer is available throughout the common areas as well as in the offices for times when hand washing is not possible.
- Notices and distance markers are placed throughout the building.
- Personal protective equipment, masks and gloves are provided.
- Disinfectant wipes are placed at all photocopiers and other communal equipment.

ALL EMPLOYEES ARE ASKED TO DO THEIR PART

- Wash your hands immediately upon entering and before leaving the building.
- Only 1 person should access hallways or stairways at a time. Most hallways and stairways within the building are not wide enough for 2 people to pass while maintaining the social distancing requirement.
- When leaving our office it is recommended that proper personal protective equipment be worn, masks at minimum, gloves as you feel necessary. FNTC has provided these for your use.
- Be aware of your impact should you need to visit a coworkers' workspace. Only do so if there is adequate social distancing space.
- Communal equipment, such as photocopiers, must be sanitized after each use.
- Unnecessary shared items are not to be used. This includes plates, coffee cups, silverware, coffee makers, and any other item that could be shared by more than one employee.
- No personal items are to be left in common areas such as lobbies or washrooms. This includes apparel, coffee cups, lunch bags, footwear
- No travel is permitted without the consent of the COO.
- Any employee who is unable to wear the supplied safety equipment must use their own equipment or not attend the office.
- Recognise attendance limits in board rooms. Boardrooms can only be used provided they are safe to do so.
- Anyone with a compromised immune system, through disease or illness, should work with HR to remain at home.
- Anyone with symptoms of COVID-19 including, fever, chills, cough, shortness of breath, sore throat, and painful swallowing, must self-isolate at home for a minimum of 10 days
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
- Anyone who has arrived from outside of Canada, or who has been in contact with a confirmed COVID-19 case, must self-isolate at home for 14 days and monitor for symptoms.
- Any employee who starts to feel ill at work is to notify their supervisor immediately. The employee should determine if they require assistance with transportation home or to emergency care. The supervisor will ensure all needs of the ill employee are met while maintaining a safe environment for the rest of the office.



MENTAL HEALTH

Employees may feel affected by anxiety and uncertainty created by the COVID-19 outbreak. Provincial guidelines remind us that it is important to remember that mental health is just as important as physical health and we must take measures to support our mental well-being. WorkSafeBC has provided the below resources to assist with maintaining your mental health.

[COVID-19 Psychological First Aid Service: Information and Signup](#) (British Columbia Psychological Association) – Free virtual counselling provided by registered psychologists.

[COVID-19: Staying Well In Uncertain Times](#) (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak.

[Managing COVID-19 Stress, Anxiety and Depression](#) (Ministry of Mental Health and Addictions) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times.

SAFETY CONDITIONS

As we work through the next few weeks more areas of concern may be identified and will be addressed as they arise. As per FNTC Safety Policy, each employee is responsible for bringing to the attention of his or her supervisor any conditions which the employee believes to be below the standard set or reasonable for a safe working environment.

Together we can stay safe for each other and those that are important to us at home.

It is normal to feel fearful and anxious during this time. Talking about your feelings will lessen your distress.

[Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#) (World Health Organization) – These mental health considerations were developed by the WHO’s Department of Mental Health and Substance Use as messages targeting different groups to support for mental and psychosocial well-being during COVID-19 outbreak.

[Mental Health and COVID-10](#) (Conference Board of Canada) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation.

[Taking Care of Your Mental Health](#) (COVID-19) (Public Health Agency of Canada) – Tips and resources for taking care of your mental health during the COVID-19 outbreak.



ABOUT CORONAVIRUS DISEASE (COVID-19)

WHAT IT IS

COVID-19 is an illness caused by a coronavirus.

Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

HOW IT IS SPREAD

Coronaviruses are most commonly SPREAD from an infected person through:

- ▶ respiratory droplets when you cough or sneeze
- ▶ close personal contact, such as touching or shaking hands
- ▶ touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

IF YOU HAVE SYMPTOMS

If you have SYMPTOMS of COVID-19 — fever, cough, or difficulty breathing:

- ▶ stay home (**isolate**) to avoid spreading it to others
 - if you live with others, stay in a separate room or keep a 2-metre distance
- ▶ call ahead before you visit a health care professional or call your **local public health authority**
 - tell them your symptoms and follow their instructions
- ▶ if you need immediate medical attention, call 911 and tell them your symptoms

SYMPTOMS

Symptoms may be very mild or more serious. They may take up to 14 days to appear after exposure to the virus.



FEVER



COUGH



DIFFICULTY BREATHING

PREVENTION

The best way to prevent the spread of infections is to:

- ▶ practice **physical distancing** at all times
- ▶ stay home if you are sick to avoid spreading illness to others
- ▶ wash your hands often with soap and water for at least 20 seconds
- ▶ avoid touching your eyes, nose or mouth, especially with unwashed hands
- ▶ avoid close contact with people who are sick
- ▶ when coughing or sneezing:
 - cover your mouth and nose with your arm or tissues to reduce the spread of germs
 - immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards
- ▶ clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs
- ▶ wear a **non-medical mask or face covering** (i.e. **constructed** to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops) to protect the people and surfaces around you

FOR MORE INFORMATION ON CORONAVIRUS:

1-833-784-4397

@ canada.ca/coronavirus