



Firetronics 2000 Inc.

*Fire Protection Services and Products
Fire and Security Monitoring & Products*



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solutions@firetronics.ca

March 16th, 2020

Re: Coronavirus Policy

Your health, safety, and wellbeing are our top priority. In light of the news surrounding Coronavirus, we are introducing the enclosed policy on managing coronavirus in the workplace.

Rather than causing undue alarm or concern, the goal of the policy is to ensure that we are being proactive and taking precautionary steps to protect our workplace.

We all have a duty to limit the spread of the virus to the best of our collective ability. Accordingly, we ask that you take the time to read the policy and follow its guidance.

Please note: During this time we will continue to inspect common areas only and will not be entering any suites until further notice. All of our technicians are equipped with preventative supplies to assist during this time and allow us to continue our services as best as we can.

If you have any questions, please do not hesitate to contact us.

Sincerely,

Firetronics 2000 Inc.

David Morris

David Morris
President

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Coronavirus Prevention and Control Policy

Supported by



PENINSULA

1.0 POLICY STATEMENT

Firetronics 2000 Inc. (the “Business”) is committed to the health, safety and wellbeing of its workers and of all individuals who enter its workplace.

COVID-19 (“Coronavirus”) is a respiratory viral infection which has infected individuals across the globe. With confirmed cases in Canada, risk of potential exposure has caused concern for employees and employers.

The Business aims to dispel fears and misconceptions regarding Coronavirus through this Coronavirus Prevention and Control Policy (the “Policy”) by educating its workers on the symptoms, infection prevention and control, and compliance with hand hygiene guidelines. In addition, this Policy sets out the Business’ legal obligations under applicable legislation, as well as its policy on quarantine of employees who may have an elevated risk of Coronavirus infection.

2.0 PURPOSE

The Policy is intended to:

- Educate workers on the symptoms of a potential Coronavirus infection consistent with the guidelines from federal and provincial public health agencies;
- Provide clear direction to workers with respect to the prevention and control of Coronavirus;
- Provide tips on effective hand hygiene techniques; and
- Set out the Business’ legal responsibilities according to relevant legislation.

3.0 DEFINITIONS

“Coronavirus”	COVID-19.
“Alcohol Based Hand Rub (ABHR)”	Waterless hand hygiene product that is available as a rinse, gel or foam and consists of a minimum of 70% alcohol. ABHR is the preferred method for sanitizing hands when hands are not visibly soiled. The effectiveness of alcohol is inhibited by the presence of organic matter. ABHR is more effective and less time-consuming to use than washing with soap and water for non-soiled hands.
“Hand Hygiene”	A general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and

	removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using alcohol-based hand rub or soap and running water.
“Hand Hygiene Station”	A dispensing location for waterless, ABHR product that is applied to reduce the number of microorganisms present on the hands.
“High Risk Area”	A country or area designated as a Level 3 travel risk by the Government of Canada due to Coronavirus outbreak.
“SARS”	SARS coronavirus (SARS-CoV).

4.0 EDUCATION

4.1 SYMPTOMS

Symptoms of the Coronavirus range from mild (like the flu and other common respiratory infections) to severe, and can include the following:

MILD	SERIOUS	SEVERE
Fever	Pneumonia	Death
Cough	Kidney failure	
Difficulty breathing		

The Coronavirus is mainly spread from person to person through close contact, such as in a household, workplace, hospitals or health care facilities.

4.2 COMBATING MISINFORMATION

It is important to note that only individuals who meet the following criteria may be tested for the Coronavirus:

- Experience fever and acute respiratory illness, or with pneumonia; and
- Presence in Wuhan, China or other High Risk Areas within 14 days prior to symptom onset.

The risk of Coronavirus infection and its symptoms may be higher for individuals with a weakened immune system. This may be the case for:

- Older people; and
- People with chronic disease (for example, diabetes, cancer, or heart, renal or chronic lung disease).

The most reliable sources of updated information regarding Coronavirus are federal and provincial websites, such as:

- Federal: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>
- Alberta: <https://www.alberta.ca/coronavirus-info-for-albertans.aspx>
- British Columbia: <http://www.bccdc.ca/about/news-stories/stories/2020/information-on-novel-coronavirus>
- Ontario: <https://www.ontario.ca/page/2019-novel-coronavirus-2019-ncov>

5.0 LEGAL RESPONSIBILITIES

Health and safety at work is everyone's responsibility. The Business is responsible for making sure that the workplace is safe, and that the workers' health and safety are not put at risk. Workers, on the other hand, are responsible for looking after their own health and safety and making sure that they do not put their co-workers at risk.

5.1 POTENTIAL CORONAVIRUS CARRIER IN THE WORKPLACE

The Business may have reason to believe that a worker is at elevated risk of having contracted Coronavirus if the worker:

- Has recently travelled to a High Risk Area;
- Has had close contact with someone who has the Coronavirus; or
- Is showing Coronavirus-like symptoms.

If a worker meets all three of the above criteria, the Business will advise the worker to seek immediate medical attention. In such case, the worker is advised to call the appropriate emergency department, established Coronavirus centre, or public health information centre for information on how to seek testing or treatment.

The Business is not required to report a suspected case of Coronavirus to the provincial public health unit. Such an obligation will fall to the medical practitioner treating the patient.

5.2 LEGISLATIVE COMPLIANCE

5.2.1. *Employment Standards*

In the event that an employee or a member of the employee's family does contract Coronavirus, the employee may be entitled to a leave as set out in the applicable employment standards legislation.

Refer to the following links for additional information on statutory leaves:

- Federal: <https://www.canada.ca/en/services/jobs/workplace/federal-labour-standards/leaves.html>
- Alberta: <https://www.alberta.ca/employment-standards.aspx>
- British Columbia: <https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards>
- Ontario: <https://www.labour.gov.on.ca/english/es/>

5.2.2. Health and Safety

Health and safety legislation gives a worker the right to refuse work that he or she has reasonable cause to believe is unsafe to himself/herself or another worker.

In the case of a Coronavirus-related refusal, the Business will follow these steps:

1. Speak to the refusing employee to understand the nature of their concern. If the situation cannot be resolved with this discussion, then proceed to step 2.
2. Conduct an internal investigation, with the participation of the worker and any health and safety representatives required by applicable legislation, to determine the validity of the work refusal.
3. If it is determined that there is no objective risk, but the refusing employee maintains his or her refusal, the Business must contact the applicable workplace health and safety agency/ministry to perform its own official investigation.
4. If the applicable workplace health and safety agency/ministry confirms the absence of risk and the refusing employee continues to refuse to return to work, then he or she may be disciplined.

5.2.3. Workers' Compensation

Given that Coronavirus is novel, there has been no precedent or official announcement from provincial public health units on whether employees who have contracted the Coronavirus may be entitled to compensation and insurance benefits.

Consequently, the Business will follow the protocol established during the SARS pandemic in 2002, wherein employees who had been infected with SARS in the course of their employment could be entitled to compensation and insurance benefits, to be determined on a case-by-case basis.

Therefore, if an employee becomes infected with the Coronavirus and can link contraction of the virus to his or her job, he or she may be entitled to compensation benefits under relevant workplace safety and insurance legislation.

5.2.4. Human Rights

It is not certain whether Coronavirus would be considered a “disability” under human rights legislation.

The Business will only accommodate confirmed Coronavirus where the employee’s symptoms might amount to a disability, as that term is defined by provincial or federal human rights tribunals, based on objective facts and will not act on assumptions, suppositions and beliefs.

The Business may treat any confirmed Coronavirus case as a disability and accommodate an employee according to applicable human rights legislation. If the infected employee has exhausted his or her leave entitlements under the applicable employment standards legislation, the Business may provide the employee with an extended unpaid leave if medically required.

5.2.5. Employment Insurance

The federal government has recently temporarily waived the normal one-week waiting period for Employment Insurance benefits eligibility. If you are required to take a leave of absence due to confirmed, suspected, or potential Coronavirus infection, contact Service Canada for information about potential eligibility for Employment Insurance benefits.

5.3 PRACTICAL CONSIDERATIONS

Both employees and employers are advised to be vigilant in monitoring themselves to ensure that the objectives of this Policy are upheld.

Some logical and practical recommendations include:

- If an employee exhibits flu-like symptoms (e.g., runny nose, sore throat, body pain), he or she is advised to stay home and rest. The Business will implement leave entitlements according to employment standards requirements.
- If the flu-like symptoms do not subside after 5 to 7 days, the employee is advised to seek medical attention. The Business will extend leave entitlements if medically required.
- Adhere to this Policy’s hand hygiene techniques and procedures.
- Avoid crowded areas and mass gatherings.
- Only access and rely on official federal and provincial government websites for information.

- If necessary or required by law, the Business will close common areas in the workplace.

6.0 PREVENTION AND CONTROL

6.1 PREVENTION PRACTICES

To prevent and control the spread of Coronavirus, health officials recommend all individuals to practice good hygiene and/or observe commonly advised precautionary measures.

To prevent exposure to a range of diseases, including the Coronavirus, workers are encouraged to perform the following in and outside the workplace:

- Wash hands often with soap and water or use an alcohol-based hand sanitizer;
- Avoid touching eyes, nose, and mouth with unwashed hands;
- Avoid close contact with people who are ill;
- Stay home when ill;
- Cover coughs or sneezes with a tissue, and then immediately throw the tissue in the garbage and wash hands;
- If a tissue is not available, sneeze or cough into a sleeve or arm, not a hand; and
- Clean and disinfect frequently touched objects and surfaces.

The Business will take all practical measures to minimize contact, and maximize the physical distance, between employees and other people.

6.2 RISK REPORTING AND LEAVES OF ABSENCE

Employees who may be at an elevated risk of contracting Coronavirus due to having recently returned from a High Risk Area; having contact with someone who has or is suspected to have contracted Coronavirus; or who are exhibiting Coronavirus-like symptoms are required to report this to the Business. Any such self-reporting will be treated confidentially. If possible, the Business may consider in these circumstances arranging for the employee to work from home for up to 14 days or until the employee can provide medical confirmation that they are not infected with Coronavirus.

If working from home is not possible, the Business may consider placing the employee on a paid leave of absence for up to 14 days, or until the employee can provide medical confirmation that they are not infected with Coronavirus.

Employees must report to the Business of any plans to travel to a High Risk Area. Employees are advised to cancel any travel plans to a High Risk Area. If an employee travels to a High Risk Area after this Policy is released, the Business may consider requiring the employee to take a paid leave of absence for up to 14 days after returning, or until the employee can provide medical confirmation that they are not infected with Coronavirus.

All cases will be assessed on a case-by-case basis by the Business.

Employees who do not comply with the reporting requirements of this Policy will be subject to discipline.

7.0 EFFECTIVE HAND HYGIENE TECHNIQUES

There are many hand hygiene techniques that workers can use. The Business will place hand hygiene stations in all public areas such as kitchens, facility entrances, reception areas, high traffic areas, food service areas, and outside elevators. Employees and customers/clients should use separate sinks for hand hygiene.

7.1 ALCOHOL-BASED HAND RUBS

When using ABHR, hands should not be visibly soiled, as they dilute the alcohol. ABHR should contain 70-90% alcohol to be effective.

Follow the manufacturer's product information in order to apply an adequate amount of alcohol and ensure all surfaces of the hands are covered to achieve antiseptis.

7.2 HANDWASHING

Handwashing should be performed to remove visible soil or organic material, or when a buildup of ABHR product feels uncomfortable. Removal of microorganisms is a direct result of the technique and duration of handwashing. Constant handwashing can result in an increase in skin dryness and roughness.

7.3 DRYING METHOD

Drying hands thoroughly is important to prevent conditions that promote the transmission of microorganisms. Using a single-use towel (rather than reusing or sharing towels) or blow air dryers can help prevent cross-infection. Single-use paper or cloth towels also prevent recontamination while turning faucets off.

7.4 HAND AND FINGERNAIL CARE

An important component of a hand hygiene program is hand and fingernail care. Damaged skin, including cuticles and cracked hands, can negatively affect hand hygiene.

8.0 HAND HYGIENE PROCEDURES

Follow these steps to maintain proper hand hygiene.

8.1 SOAP AND WATER

- First, remove jewellery (rings).
- Next, wet your hands.
- Then apply the cleaner.
- Vigorously clean or rub all aspects of your hands, including the palms and backs of your hands, thumbs, fingers, nails and wrists, for a minimum of 10 seconds.
- Rinse and dry your hands properly with single-use paper, a cloth towel, or a blow air dryer.
- Try to turn off the tap with a paper towel after you dry your hands.

8.2 ABHR

- Apply 1 or 2 pumps of product (about the size of a loonie) into your hands.
- If the ABHR dries before 15 seconds of rubbing, apply more product.
- Rub vigorously, applying friction to all skin surfaces and paying particular attention to fingertips, webbing between fingers, palms, back of hands, nail beds, and each finger.
- Rub for a minimum of 15 seconds until the product is dry before touching anything. This ensures that the ABHR is effective and eliminates the extremely rare risk of flammability in the presence of an oxygen rich environment.

9.0 REVIEW

This Policy is intended to be temporary, and shall be monitored, reviewed, and amended as necessary, in the Business' sole discretion, in accordance with official federal and provincial government announcements and information.