**Covid-19 Response Policy**

The Health & Safety of our employees and the public is of utmost importance to COMPANY NAME. Due to the recently announced global pandemic of COVID-19, COMPANY NAME will be changing business practices to meet recommendations made by various levels of Government and public health officials to help flatten the epidemic curve over the next few weeks and months. With these recommendations and guidelines changing daily, this policy will remain flexible and consistent with public health guidance and will be updated as soon as possible to reflect those changes.

**Phase 1 – Social Distancing** **and Limiting Exposure**

* Any work taking place in offices or worksites will implement social distancing practices where possible.
* Employees must use Hand Sanitizer upon entry to the building and regularly throughout the day
* Common touch points within the building will be sanitized regularly. This includes doorknobs and handles, locks on bathroom stalls, fridge handles, coffee pot handles, etc.
* Employees shall clean or sanitize their own workspaces at the beginning of the day.
* Public access to offices and workspaces will be limited, reduced or denied during this time.
* Any workers returning to Canada from out of country will be asked to self-isolate at home for a period of 14 days.
* Workers that require time off due to illness of a family member, closed schools, etc. are encouraged to discuss this with their direct supervisor to make arrangements.
* Employer may choose to have employees work from home if they are able to do so.

**Sick leave arrangements:**

* If you, or anyone in your household has any cold or flu-like symptoms, such as cough/sneezing/fever, or feel poorly, DO NOT COME TO WORK. Request sick leave or work from home.
* If you have a positive COVID-19 diagnosis, you can return to the workplace only after you’ve fully recovered. Public Health guidelines will be followed prior to returning to work.

We know that this Pandemic will have deep impacts to our employees, our operations and our economy as a whole. Employees are encouraged to utilize our EAP program during this time (if applicable). We will do everything we can to help employees including assisting with applying for benefits or employment insurance.

**Phase 2** – **Mandated Closure of Businesses**

* Employees who can work from home will do so and remain in regular contact with supervisor.
* Employees who can’t work from home will be advised on next steps for unpaid leave during public health emergency.
* Any employees deemed to perform an essential service will be advised of next steps.

**Employees and the public are reminded to:**

***Where possible, stay at home and avoid all public spaces unless absolutely necessary.***

* Report any symptoms or potential exposures to their supervisor and to public health as soon as possible.
* Employees stay in their designated work areas, and to disinfect these areas regularly.
* Common areas in the workplace should be avoided and will be disinfected regularly.

**WHAT TO DO IF YOU THINK YOU HAVE COVID-19:**

* If you develop symptoms of COVID-19, get tested, even if symptoms are mild. Symptoms of COVID-19 are fever, cough, sore throat, difficulty breathing and generally feeling unwell. **Call HealthLine 811 to get advice about how you are feeling and what to do next including directions for testing.**
* If you require urgent medical care (it becomes harder to breathe, you can’t drink anything or you feel very unwell), go to an urgent care clinic or emergency department.
* **Call ahead before you get medical care.** If leaving your home for medical care, call ahead and tell the clinic you are experiencing symptoms of COVID-19. By calling ahead, you help the clinic, hospital, lab, urgent care or doctor’s office prepare for your visit and stop the spread of germs.

**Resources:**

**Employee & Family Assistance Program:** X

**For the most recent updates go to:**   
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

**Guidance documents:**   
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents.html>

**Self-Assessment Tool:**  
<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/covid-19-self-assessment>

**Testing:**  
<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/testing-information>

**Self-Isolation:**<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/self-isolation>

**Financial Help and Information:**

<https://www.canada.ca/en/employment-social-development/corporate/notices/coronavirus.html>