



Jeffery's Greenhouses

**Merchandiser Supervisors
Safety Session
March 12, 2021**

Safety Session Agenda

- Internal Responsibility System (IRS)
- Accident Year to Date Report
- 2020 & 2021 Health and Safety Goals and Objectives
- Safety Topic Focus:
 - Fall Prevention
 - Back Injury Protection
 - Eye Safety
 - Hand Injury Prevention
- Covid-19 Update
 - Physical Distancing
 - Mask Usage
 - “Oh no, I’m not feeling well, now what?”
 - Screening Questionnaire Review
- Canada Life- Group Net App
- Red Cross First Aid App

Internal Responsibility System (IRS)

- The underlying goal of the Occupational Health and Safety Act (OHSA) is to create a balance between the MOLTSD inspector's role of enforcing regulations and the workplace parties jointly assuring compliance to the law.
- Employers and workers must show responsibility for occupational health and safety and both must actively seek to work together to identify hazards and develop responses to protect all workers.



Internal Responsibility System (IRS)

- Everyone is responsible for their own health and safety as well as the health and safety of their fellow workers.
- Everyone must ensure that safe practices, procedures and conditions are maintained (as per legislation and policy).
- The ones responsible for the work are responsible for the health and safety.
- Everyone has a role to play. It is essential that YOU know YOUR role.



Workers in Ontario have Three Rights

- Right to Know Hazards
- Right to Refuse Unsafe Work
- Right to Participate in H&S system



Worker's Safety Concern

A worker shall,

- Report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself and
- Report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

OHSA Sec 28 (1) (c) (d)



Worker's Safety Concern

An Employer/Supervisor Shall:

- “Take every precaution reasonable in the circumstances for the protection of the worker”.

OHSA Section 25 (2) (h) & 27 (2) (c)



Internal Responsibility System (IRS)

What does this all mean?

- Know your Rights as an Employee in Ontario.
- Know your Staff's Rights as an Employee in Ontario.
- Know your Roles & Responsibilities within the Internal Responsibility System (IRS) ****Identify Hazards Immediately****
- **Bring any safety or reprisal concerns to any of the following:**
 1. Your Supervisor or Team Leader
 2. Your Manager (Brian or Barb)
 3. Joint Health and Safety Member (see listings on website)
 4. Health and Safety Coordinators (Allison or Gina)
 5. Owners (Barb or Rodd)

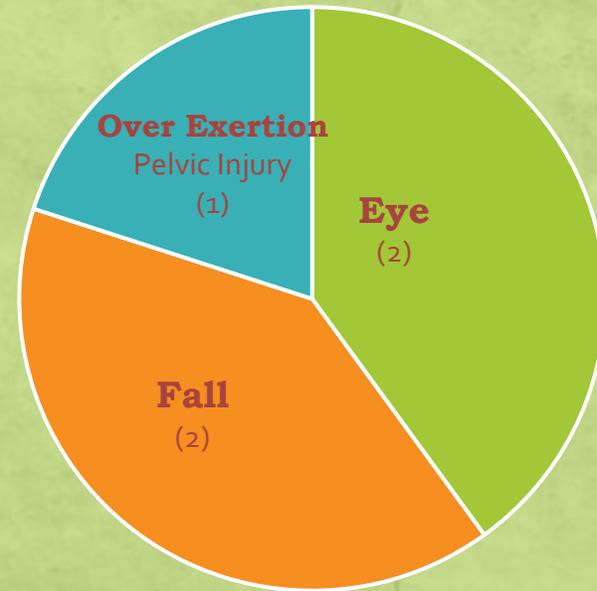
Jeffery's Greenhouses Plant II

Accidents Summary



Injury Stats (Internal)

Plant II 2020 Injury Stats



■ Eye ■ Fall ■ Overexertion

Health and Safety 2020 Objectives Jeffery's Greenhouses Plant II

- 1) We wish to reduce our Lost Time Injury (LTI's) to a Frequency Rate of zero.
- 2) To reduce our Non-Lost Time Injury (Medical only) Frequency Rate to one.



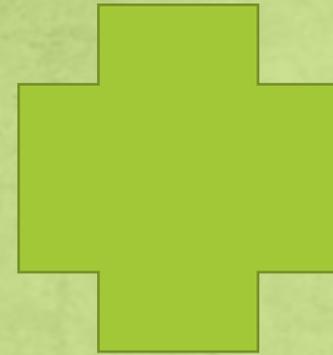
2021 Health and Safety Goals for Plant II

- 1) We wish to reduce our Lost Time Injury (LTI's) to a Frequency Rate of zero.
 - 2) To reduce our Non-Lost Time Injury (Medical only) Frequency Rate to one.
- Completing 2019 CIP
 - Implementing a bike safety program at greenhouse
 - Edit Rack Handling Video
 - Back Injury Prevention Safety Talks

Responsibility

Everyone on the farm is responsible for health and safety

Employer + Supervisors



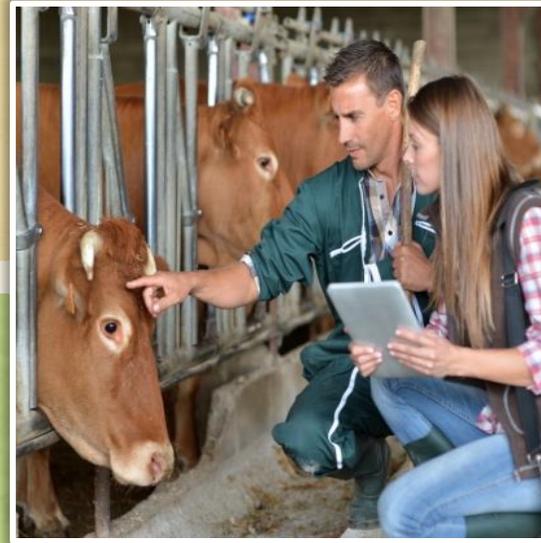
You



Employer's Responsibilities



Safe Workplace



Training



Identify Hazards



Hazard Control



Provide PPE



First Aid

What are your
safety
responsibilities?



Supervisors and Team Leaders



Guidance



Identify Hazards



Control Hazards



Train Workers



Ensure PPE Use



Inspections

Worker's Responsibilities



Work Safely



Take Training



Use Safety Devices



Report Hazards



Housekeeping



Emergencies

Don't
Walk
By



**KEEP AN
EYE
AND
DON'T
WALK BY**

KeepCalmAndPosters.com

Safety is Everyone's Responsibility



TEAMWORK
IMPROVES SAFETY

SAFETY RESPONSIBILITY



MATT GROENING

DEPENDS ON EVERYONE

Safety Focus Topics

Fall
Protection



Back Injury
Protection

Hand
Protection



Eye Injury
Protection

Safety Topic: Fall Prevention

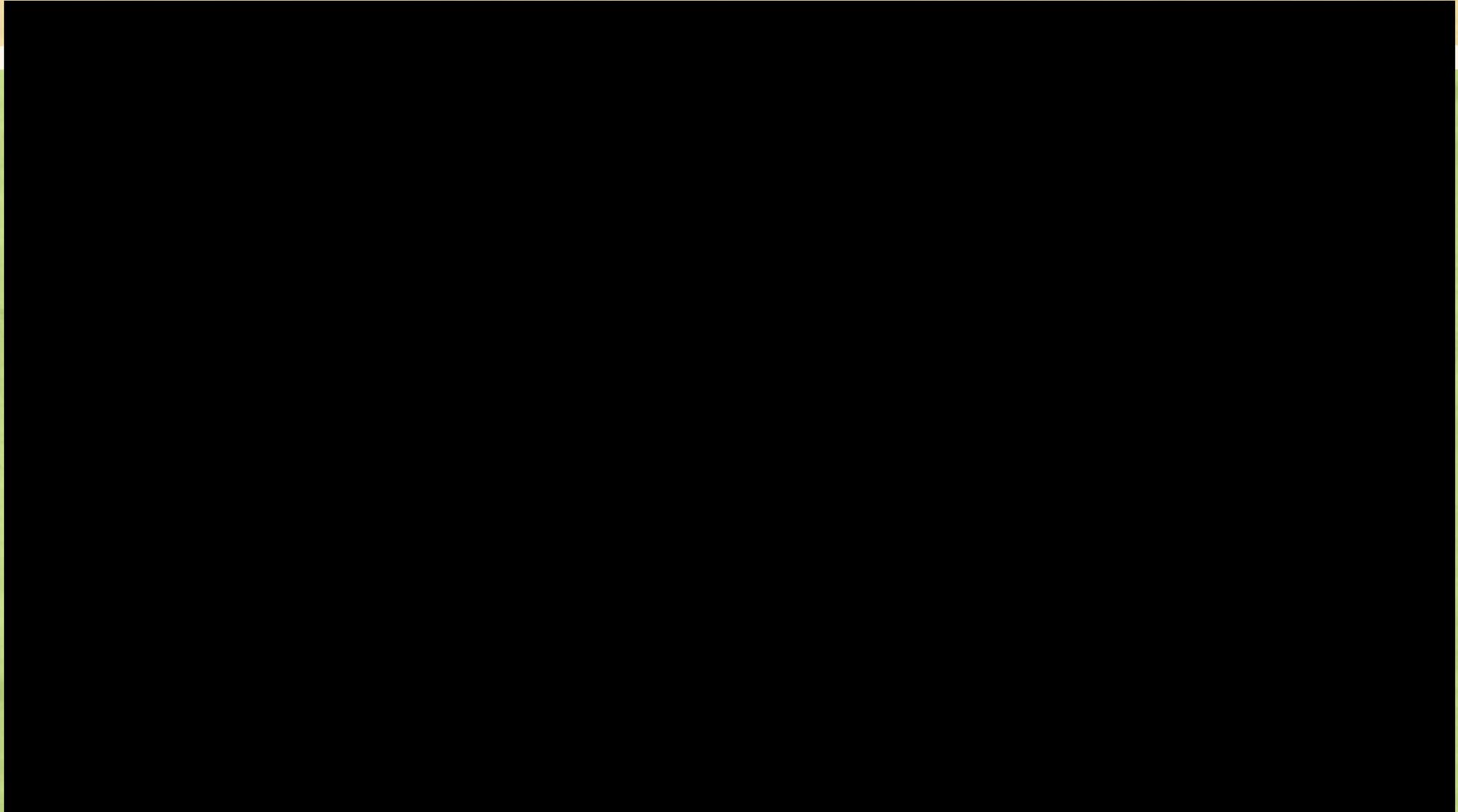


Safety Topic Focus-Fall Prevention

- Each year there are about 17,000 lost-time injuries due to falls in the workplace*
- 65% of all fall-related injuries are from "same level"*
- One in five lost-time injuries result from falls*
- Every year about 20 people die in Ontario because of workplace falls*
- 80 workers are injured every day because of a fall - that's one every 20 minutes*
- An average WSIB claim is \$11,771; factor in other costs like lost productivity and staff replacement, and the cost can be as much as four times more - approximately \$59,000 per injury*

Source: *WSIB "Preventing Slips, Trips and Falls in the Workplace"

Safety Topic Focus-Fall Prevention



Safety Topic Focus-Fall Prevention

How do I protect myself and others?

- ❑ Both slips and trips result from some kind of unintended or unexpected change in the contact between the feet and the ground or walking surface.
- ❑ This fact shows that good housekeeping, quality of walking surfaces (flooring), selection of proper footwear, and appropriate pace of walking are critical for preventing fall incidents.



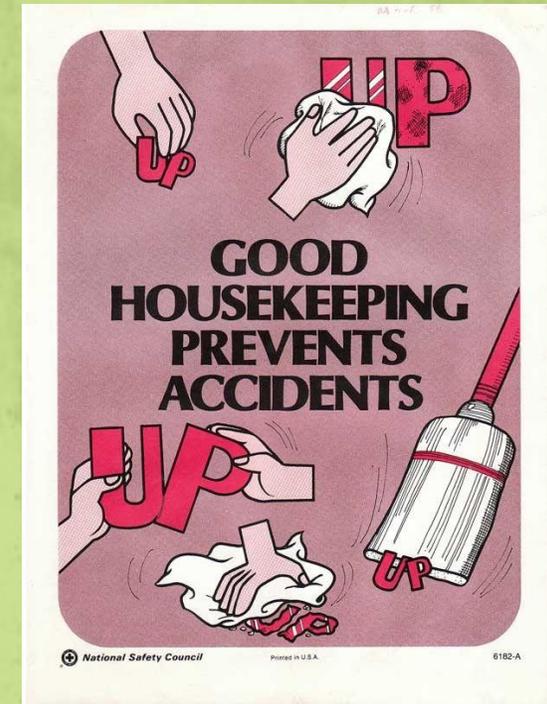
Safety Topic Focus-Fall Prevention

How do I protect myself and others?

Housekeeping

Good housekeeping is the first and the most important (fundamental) level of preventing falls due to slips and trips. It includes:

- cleaning all spills immediately
- marking spills and wet areas
- mopping or sweeping debris from floors
- removing obstacles from walkways and always keeping walkways free of clutter
- securing (tacking, taping, etc.) mats, rugs and carpets that do not lay flat
- always closing file cabinet or storage drawers
- covering cables that cross walkways
- keeping working areas and walkways well lit
- replacing used light bulbs and faulty switches



Without good housekeeping practices, any other preventive measures such as installation of sophisticated flooring, specialty footwear or training on techniques of walking and safe falling will never be fully effective.

Safety Topic Focus-Fall Prevention

How do I protect myself and others?

Footwear

- In workplaces where floors may be oily or wet or where workers spend considerable time outdoors, prevention of fall incidents should focus on selecting proper footwear.
- Since there is no footwear with anti-slip properties for every condition, consultation with manufacturers' specifications is highly recommended.
- Properly fitting footwear increases comfort and prevents fatigue which, in turn, improves safety for the employee.

Discussion Time: Fall Prevention



Safety Moment
Story Share: Sue Leite

Safety Topic: Fall Prevention

1. Without identifying names, what are some fall injuries you have experienced either with yourself or with your staff? What was the cause? How could the injury have been prevented?
2. How can you reduce the risk of slipping or tripping in your work space?

Safety Topic: Back Injury Prevention



**Ergonomic
Issues**

LIFT SAFELY



Use your legs when lifting... Not your back

HOW TO LIFT CORRECTLY

**THE
RIGHT
WAY**



**LEGS BENT,
BACK KEPT AS STRAIGHT
AS POSSIBLE, LOAD
CLOSE TO BODY, GRIPPED
AT OPPOSITE CORNERS**

**THE
WRONG
WAY**



**LEGS STRAIGHT,
BACK BENT, PUTS ALL
THE STRAIN ON THE
MUSCLES OF THE
BACK & ABDOMEN**

Hazard - lifting and straining the body

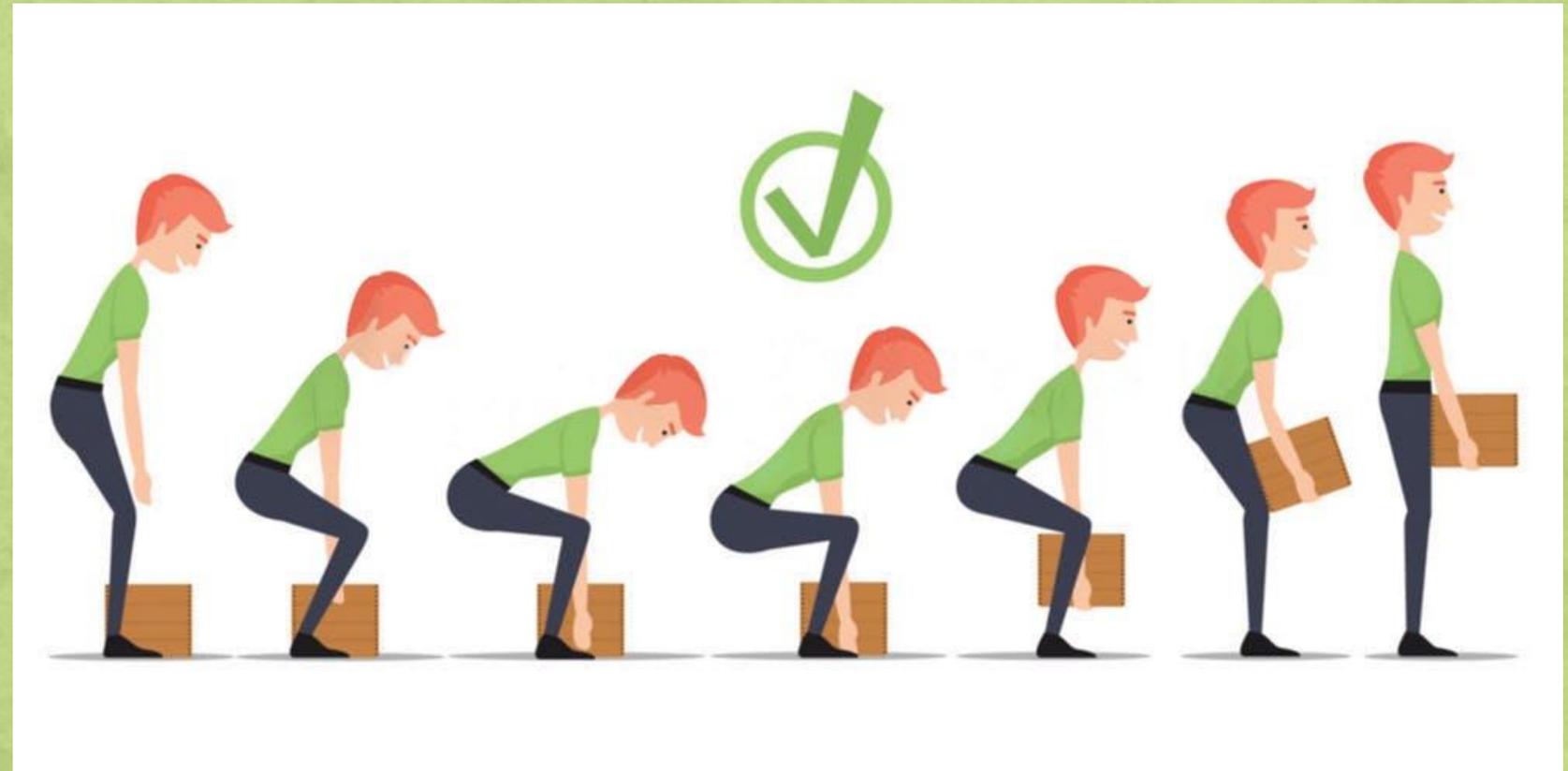
Ergonomic Hazards



Ergonomic Hazards

Lift properly, remember to stretch your muscles and let a supervisor know if you are starting to feel more pain than normal.

Hazard - lifting and straining the body - Ergonomic hazards occur when the type of work, body position and working conditions put strain on your body such as lifting or moving heavy objects, frequent lifting, repeating the same movement over and over.



Safety Topic Focus-Back Injury Prevention

The High 5s-Prevent Accident & Injuries



Safety Topic Focus-Back Injury Prevention

The Low 5s-Prevent Accident & Injuries



Discussion Time: Back Injury Prevention



Safety Moment

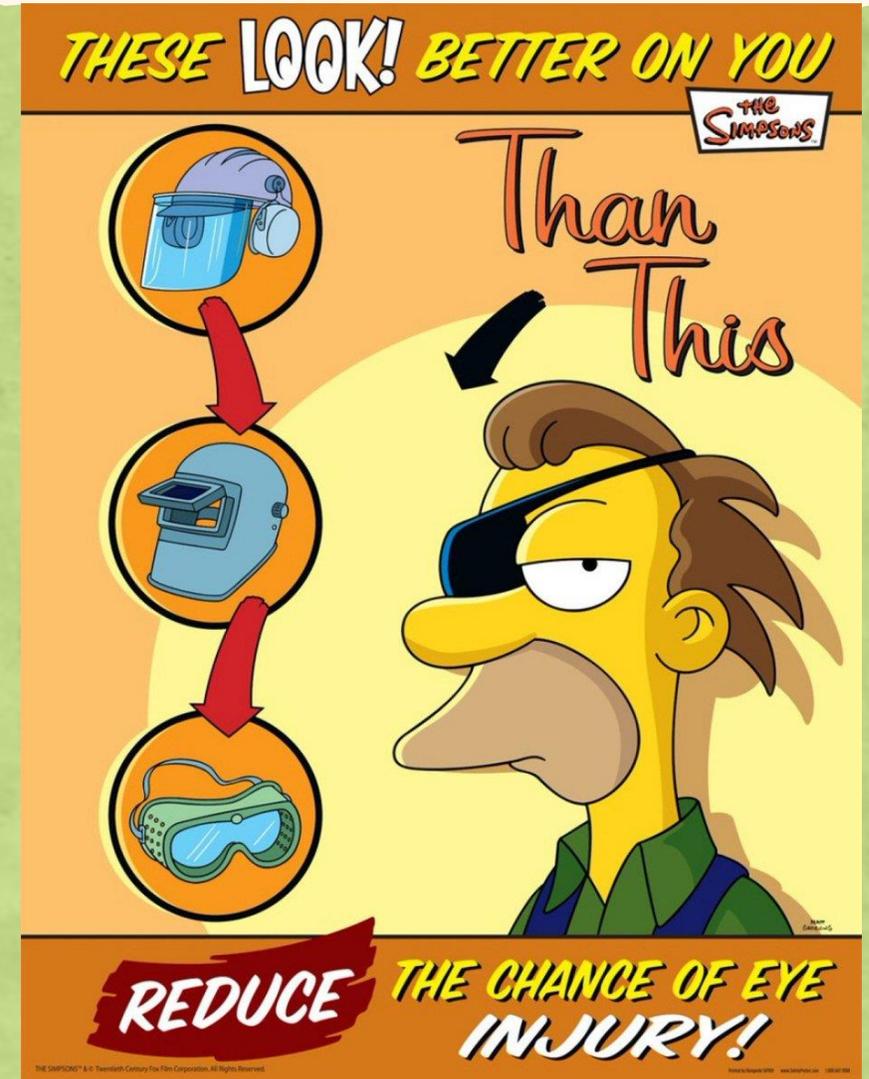
Story Share: Karen Muckler

Safety Topic Focus-Back Injury Prevention

Discussion Time

1. Without identifying names, what are some back injuries you have experienced either with yourself or with your staff? What was the cause? How could the injury have been prevented?
2. Are there hazardous lifts we can eliminate in our daily operations?
3. Are we using engineering controls when we cannot eliminate a lift or are we just completing the lifts without looking at a safer way to do them?

Safety Topic: Eye Injury Protection



Safety Topic- Eye Protection "Goggle Up!"

"Goggle Up" in the workplace

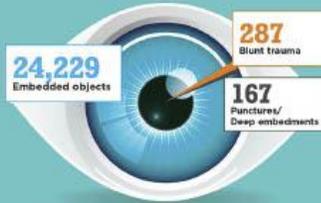
- Did you know that up to 90% of eye injuries are entirely preventable?
- In 2011 across the province, there were almost 25,000 eye injuries requiring care from a hospital and/or from an eye surgeon. It is estimated that 90% of these injuries could have been prevented with the use of protective eyewear.
- The infographic on the next page shows how easy it is to prevent eye injuries and reduce the number of eye injuries in Ontario. It's simple! Just remember to "Goggle up".

There were an estimated
24,973
EYE INJURIES
in Ontario in 2011*

An estimated
90% ARE
PREVENTABLE
with the proper eyewear**



Average Number of Treated Eye Injuries per year, 2009-2011*



MOST COMMON

Foreign body penetration but no perforation



Blunt force trauma



Foreign body punctures the eye



WHAT CONTRIBUTES TO EYE INJURIES?†



Nearly **THREE OUT OF EVERY FIVE** WORKERS injured were not wearing eye protection at the time of the accident.

3/5

Wearing the **wrong** kind of eye protection. These people were most likely to be wearing eyeglasses with no **SIDE SHIELDS**.

WRONG CORRECT



WHAT CAUSES EYE INJURIES?



70%

of eye injuries result from flying or falling objects or sparks striking the eye.

It is estimated that nearly **3/5** of the objects were smaller than a **PIN HEAD**.



Most of the particles were said to be travelling faster than a hand-thrown object when the accident occurred.

Contact with chemicals caused **1/5** of the injuries.



REMEMBER TO GOGGLE UP!



GROWING THE LIFE OF YOUR BUSINESS™

WSPS.CA

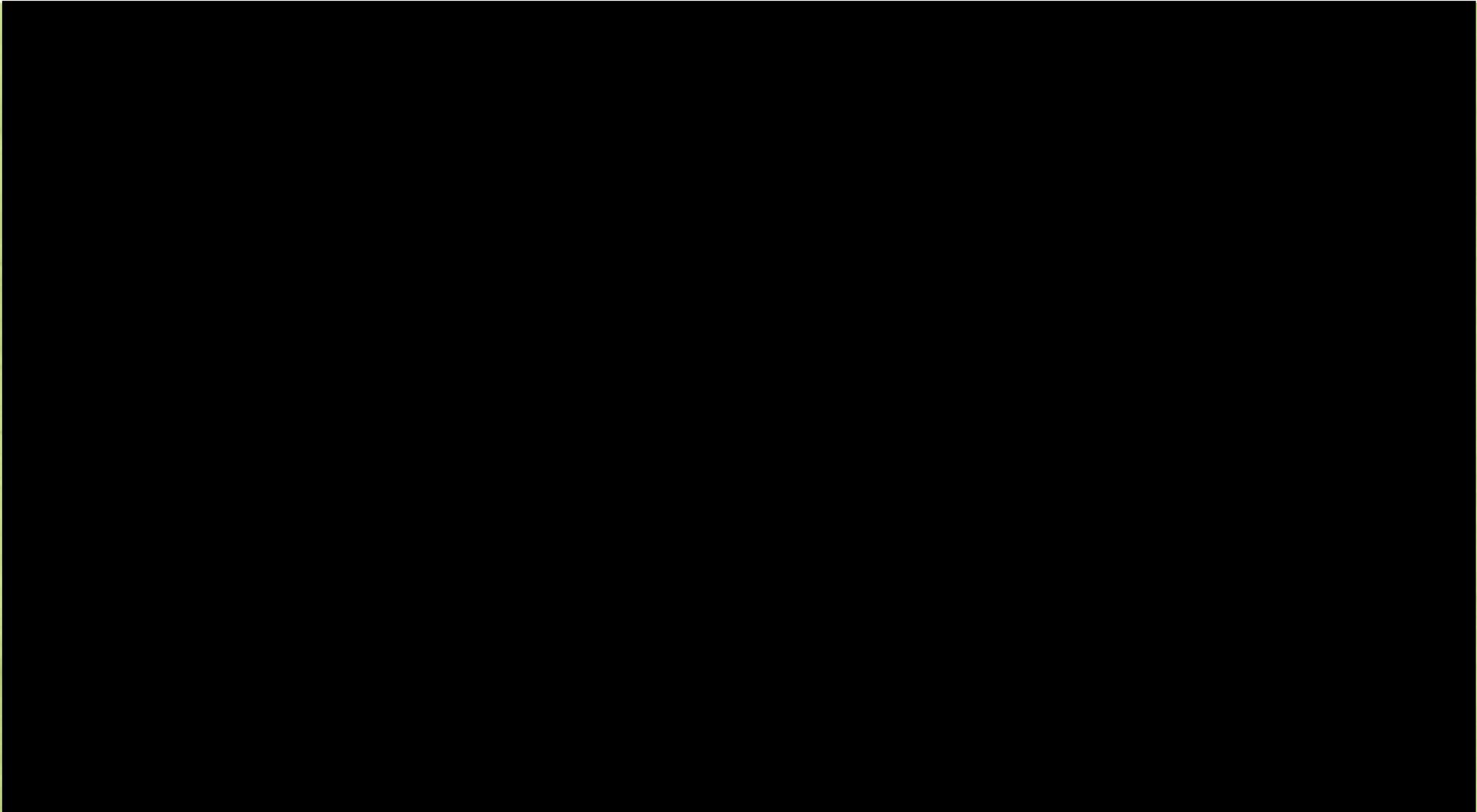
For more information contact Workplace Safety & Prevention Services
wsp.s.ca 1 877 494 WSPS (9777)



Safety Topic- Eye Protection
"Goggle Up!"



Safety Topic- Eye Protection “Goggle Up!”



Safety Topic- Eye Protection “Goggle Up!”

How do I protect myself and others?

Inspect Protective Eye Wear

- The arm pieces on safety glasses should touch the side of the head and curl behind the ears.
- Goggle lenses should be centered, and the strap (if applicable) should rest low on the back of the head.
- Flexible elastic headbands must be in good shape.
- Discard pitted or scratched eye wear. Eye wear should be clean and defogged.
- Protective eye wear should fit snugly and be reasonably comfortable under conditions of use.

Keep Protective Eye Wear Clean

- Clean the lenses thoroughly with soap and water.
- Disinfect eye wear that has been exposed to a hazardous substance
- Store clean eye wear in a closed, dustproof case.



Safety Topic- Eye Protection “Goggle Up!”

How do I protect myself and others?

To Protect Eyes Follow These Safety Tips:

- Wear goggles around flying chips or particles, electrical arcing or sparks, chemical gases or vapors, acids, molten metal, dusts, soil, or swinging objects like ropes or chains.
- Turn containers away from face when opening
- Remove protective eye wear only after turning off tool.
- Outdated or scratched prescription lenses can distort vision.
- Concentrate on task at hand.
- Stop and relax eyes if they are becoming strained.
- Keep sharp or pointed objects away from face and eyes.
- Be certain that protective eye wear is approved protection against the hazard for which it is being used.



Discussion Time: Eye Protection



Safety Moment

Story Share: Nancy Harasym

Safety Topic Focus-Eye Protection Discussion Time

1. Without identifying names, what are some eye injuries you have experienced either with yourself or with your staff? What was the cause? How could the injury have been prevented?
2. What jobs do you do that require eye protection? Why?
3. Do you always wear your eye protection? If NO, why not?

Safety Topic: Hand Injury Prevention

A photograph of a human hand with fingers spread, set against a white background. The hand is positioned centrally within a white rectangular frame. An orange horizontal banner is superimposed across the middle of the hand, containing white text. The overall background of the slide is a textured green paper.

**HAND AND FINGER INJURIES IN THE
WORKPLACE: PREVENTION FIRST**

Safety Topic-Hand Protection *“Our Hands at Work!”*

- ❑ The hand is the part of the body most often injured and these injuries are sometimes difficult to heal. Hand injuries are preventable.
- ❑ By identifying hazards and developing safety measures, you and your employer can prevent your hands from being among the 500,000 injured in Canada every year.
- ❑ Think of your hands as ...**Valuable**
- ❑ Your hands are superbly designed tools of amazing strength and dexterity. They can pinch, grasp, twist, lift, hold and manipulate while doing a wide variety of other specific tasks.



Safety Topic-Hand Protection “*Our Hands at Work!*”

There are many hazards on farms that can result in a hand injury, including:

1. **Punctures, cuts or lacerations** – caused by contact with sharp, spiked or jagged edges on equipment, tools or materials.
2. **Crushed, fractures or amputations** – caused by contact with gears, belts, wheels and rollers, falling objects, and rings, gloves or clothing getting caught and putting your hand in harm’s way.
3. **Strains, sprains, and other musculoskeletal injuries** – caused by using the wrong tool for the job, or one that is too big, small or heavy for your hand.
4. **Burns** – caused by direct contact with a hot surface or a chemical.
5. **Dermatitis and other skin disorders** – caused by direct contact with chemicals in products and materials.



Safety Topic-Hand Protection *"Our Hands at Work"*



WHAT CAN HAPPEN TO YOUR HANDS AND HOW TO PROTECT THEM

Dermatitis

Materials, hazards and risks that expose workers to injury:

- latex allergies
- over washing
- solvents
- cleaning agents
- extreme temperatures
- car cleaning material
- chemicals
- flammable materials
- pumice soaps

Lacerations

Materials, hazards and risks that expose workers to injury:

- exploding tires
- metal shavings
- machinery
- box cutter

Impact/ Penetration

Materials, hazards and risks that expose workers to injury:

- hammer
- box cutter
- restricted spaces
- air gun vibration
- chisels
- sledge hammer
- welding cutter
- saws
- grinders
- needles (found in customer vehicles)
- hoists
- safety covers
- sharp objects (sheet metal)
- glass injuries
- airbag detonation
- failure to place car on hoist properly
- bacterial/ bio hazardous material(s) (found in customer vehicle)
- pry bars

Burns

Materials, hazards and risks that expose workers to injury:

- welding
- exhaust
- battery acid
- extreme temperatures
- liquid nitrogen
- air conditioning equipment
- automotive fluids
- propane

Repetitive Strain Injuries

Materials, hazards and risks that expose workers to injury:

- repetitive wrist movement
- impact drill
- paint and sandblasting
- washing vehicles
- lifting
- typing
- torquing

Healthy Hands do GOOD Work

LIST OF CONTROLS FOR HAND PROTECTION:

Barrier Cream, Gloves, Guards, Hazard Assessment, Environment-Friendly Products, Non-Solvent Products, Proper Hand Washing, Retractable Blades, Safe Operating Procedures, Specialized Tools (no blades), Training, Wrist Brace, Ergonomic Tools

Impact to the Workplace

- Affects mental health of the injured
- Devastating effect on family, friends, and co-workers
- Learning to live and work with a physical disability
- Decreased productivity of the injured worker
- Hiring and retraining new employees

Types of Hand Injuries

Carpal Tunnel • Loss of Fingers and Hands • White Finger • Dermatitis • Cuts • Lacerations • Scrapes and Incisions • Burns (Chemical & Welding) • Crush • Amputation • Wrist Injury • Paralysis (Nerve Injury) • Impact/Penetration

Safety Topic-Hand Protection



Safety Topic-Hand Protection

“How do I protect myself and others?”



- **Follow** the work practices and use the equipment and gloves that have been provided.
- **Gloves and safety procedures** won't work if they're not used or followed.
- **Be aware** of the job tasks, equipment and materials that can create a risk for a hand injury or put your skin in contact with a chemical, and know the steps that should be taken to prevent exposures and injuries.
- **Shut it down.** Use the lock out tags on broken machinery. Never start repair work on power tools or machinery without first checking that the power is shut off and machine is locked up. Only authorized personnel may remove a lock out tag.
- **Know** how to handle the tools and equipment you work with. Do not take short cuts and if you do not know **ASK**.
- **Stay** alert! Always watch what your hands are doing. **Rotate** functions and vary tasks.

Discussion Time: Hand Injury Prevention



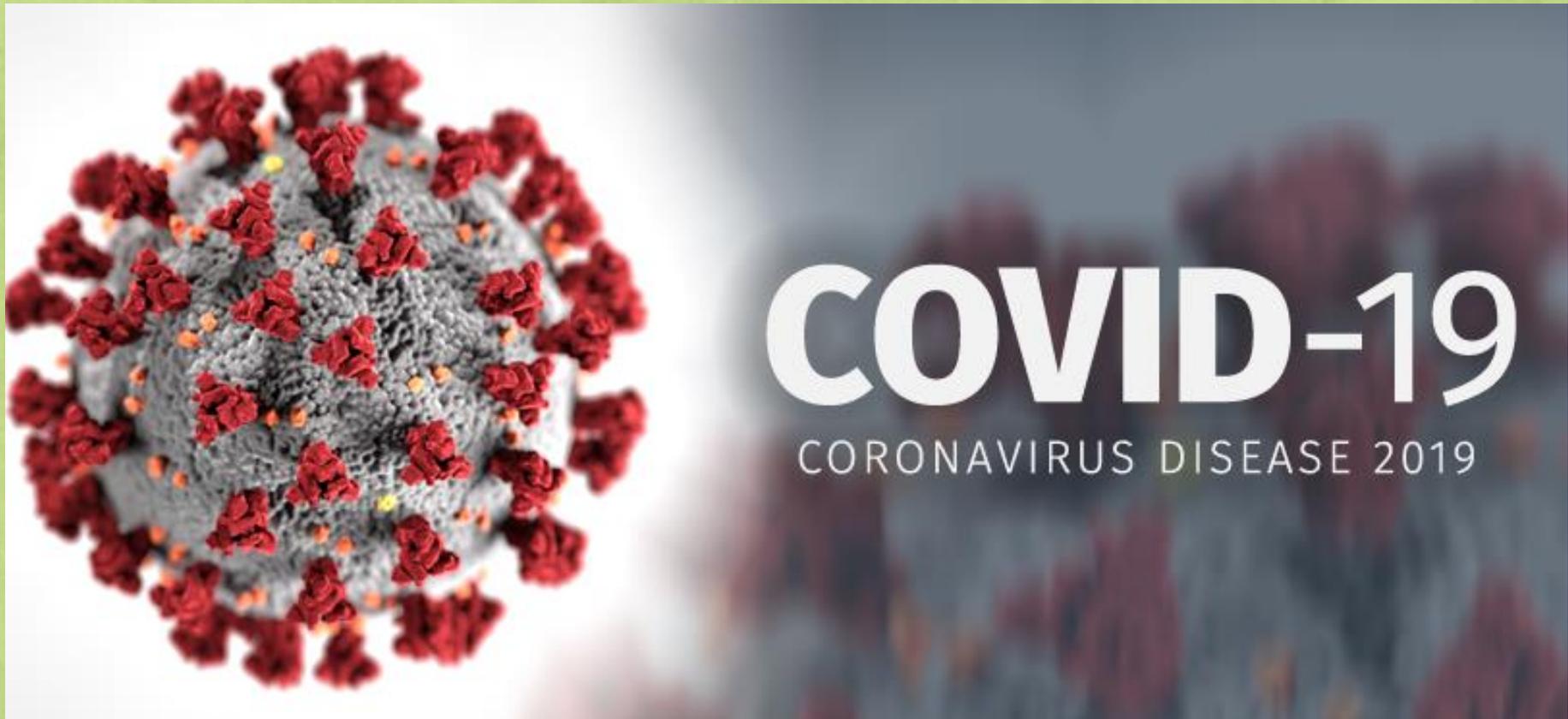
Safety Moment

Story Share: Susan James

Safety Topic Focus-Hand Injury Prevention Discussion Time

1. Without identifying names, what are some hand injuries you have experienced either with yourself or with your staff? What was the cause? How could the injury have been prevented?
2. What are some examples of onsite pinch point hazards?
3. What steps are needed that are not already in place to avoid potential pinch point injuries?

Covid-19 Global Pandemic



Safety Topic-Hand Protection

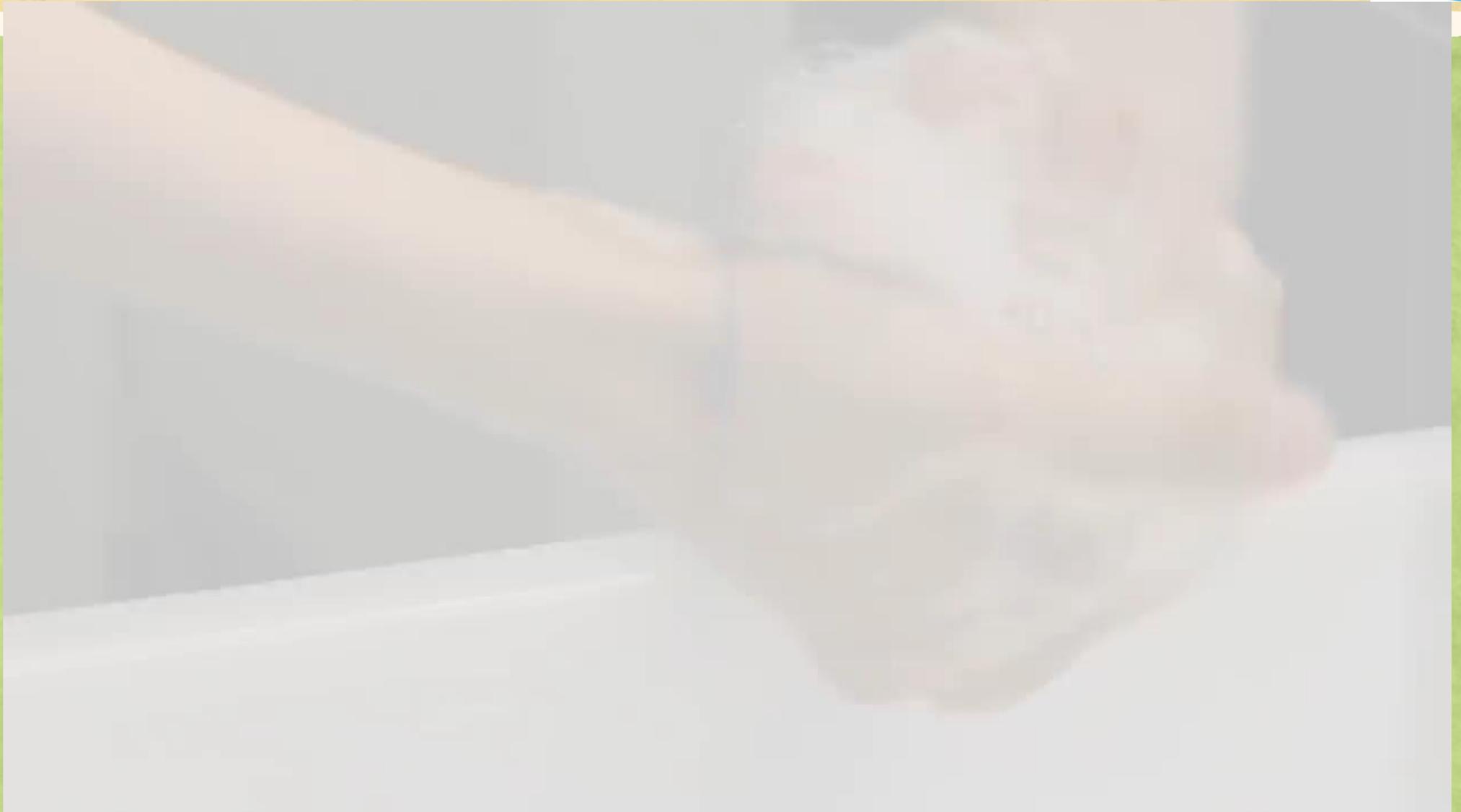
HAND HYGIENE FOR ALL-Advice from Center for Disease Control and Prevention. (CDC)



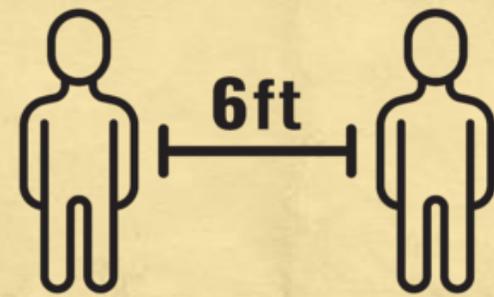
- October 15 was Global Handwashing Day, a global advocacy day dedicated to increasing awareness and understanding about the importance of handwashing with soap as an effective and affordable way to prevent diseases and save lives.
- **Which is better, hand sanitizer or handwashing?** Washing hands with soap and water is the best way to remove all types of germs and chemicals. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- **How do hand sanitizers work differently than handwashing?** Alcohol-based hand sanitizers work by killing germs on your hands, while washing your hands with soap and water removes germs from your hands. Handwashing will remove all types of germs from your hands, but hand sanitizers are not able to kill all types of germs or remove harmful chemicals like pesticides and heavy metals.
- **During the time of covid this is more important then ever.** Do you think you know how to wash your hands? Watch a medical professional wash theirs. See what you miss.

Safety Topic-Hand Protection

HAND HYGIENE FOR ALL (W.H.O)



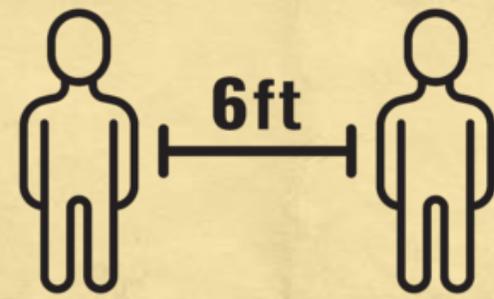
Physical Distancing Reminders



**REDUCE THE SPREAD
OF COVID-19**

PHYSICAL DISTANCING

Physical Distancing Reminders

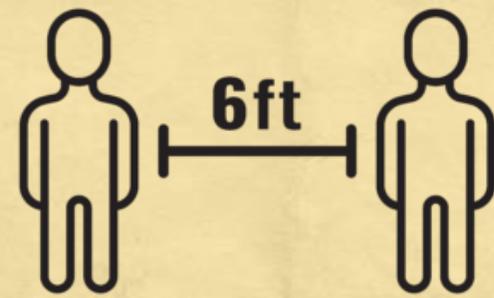


How COVID-19 spreads:

- COVID-19 most commonly spreads from an infected person to another person through the following.
 - **Close contact:** Breathing in someone's respiratory droplets after they cough, sneeze, laugh or sing.
 - **Contaminated surfaces:** Touching something with the virus on it, then touching your mouth, nose or eyes with unwashed hands.
 - **Common greetings:** Handshakes, hugs or kisses.

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>

Physical Distancing Reminders



Risks of getting COVID-19

The risk of getting COVID-19 is evolving daily and varies between and within communities. Overall, the risk to Canadians remains high. This doesn't mean that all Canadians will get the disease. It means that there's already a significant impact on our health care system.

To stay healthy and to protect ourselves and others, we must be mindful of the ever-present risk of exposure to the virus. Some settings and situations increase the risk, such as being in:

- **closed spaces** with poor ventilation
- **crowded places** where a large number of people gather
- **close contact** where you can't keep 2 metres apart from others

WHAT IS A CLOSE CONTACT?

COVID-19 is spread through close contact with an infected person. Halton Region Public Health uses contact tracing to help slow and control the spread of COVID-19. This involves identifying the close contacts of a person who has or may have COVID-19 as they may be at higher risk of becoming infected with COVID-19. Learn more about who is considered a close contact below.

CLOSE CONTACT



Was within 2 metres of you for more than 15 minutes

Lives in your household or provides care to you

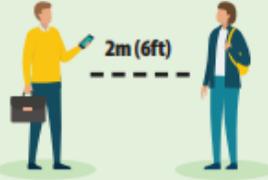


Has had close physical contact with you, such as shaking hands

Someone you coughed, sneezed or spit on while talking



NOT CLOSE CONTACT



You maintained a proper physical distance of at least 2 metres

Lives in your neighbourhood or apartment building



Was briefly in the same room as you

Passed by you on a sidewalk or trail



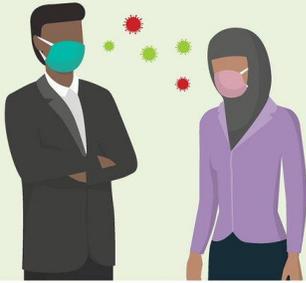
Close Contact Defined

HOW DOES COVID-19 SPREAD?

WHO IS A CLOSE CONTACT AT WORK?

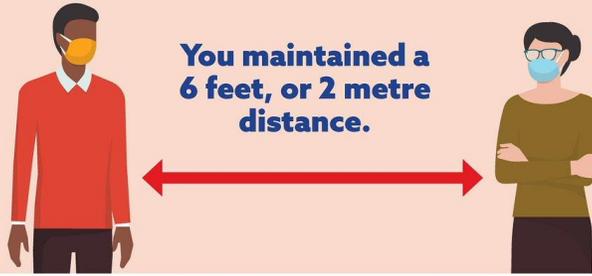
CLOSE CONTACT

You were within 6 feet, or 2 metres distance for more than 15 minutes, even if you were both wearing a mask.



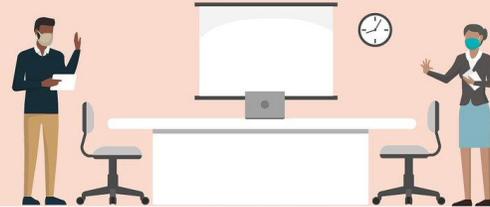
NOT CLOSE CONTACT

You maintained a 6 feet, or 2 metre distance.

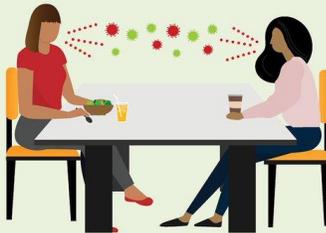


You had close physical contact with a person, such as shaking hands.

You attended the same meeting but did not have any direct contact.



You went for lunch breaks or socialized with a person.



You passed by a person quickly in a hall or other common area.



A person who works within close proximity to you.

A person who works the same shift as you but in a different area.



What is a close contact at work?

Exposure assessment (excluding school cohorts and health care providers)

Interaction	Physical Distancing ¹	Venue	Personal Protective Equipment	Recommendation
Longer than 15 minutes ²	Yes	Outdoor/indoor	Regardless of PPE worn by the case and contact, if physical distancing of at least 6 feet or 2 metres was maintained, the exposure would be considered low risk.	Self-monitor ³ (low risk)
Longer than 15 minutes	No	Open/outdoor	The case or the contact properly wore a medical mask (covering mouth and nose, wire moulded around nose). The case wore a non-medical mask or no mask. The contact wore BOTH a medical mask and eye protection AND the contact properly removed their PPE and discarded/disinfected it appropriately. ⁴	Self-monitor (low risk)
			The case wore a non-medical mask or no mask and the contact did NOT wear both a medical mask and eye protection.	Self-isolate ⁵ (high risk)
		Confined/ indoor	The case and/or the contact ONLY wore a mask (medical or non-medical) or no mask at all.	Self-isolate (high risk)
			The case did not wear a mask. The contact wore both a medical mask and eye protection.	Self-isolate (high risk)
			The case wore a medical mask. The contact wore BOTH a medical mask and eye protection.	Self-monitor (low risk)
Direct exposure to body fluids regardless of duration ⁶ , e.g. being coughed or sneezed on	No	Outdoor or indoor	Exposure risk for direct exposure to body fluids is high risk regardless of what PPE was worn by the case and/or contact.	Self-isolate (high risk)

COVID-19 Info-Line

905-688-8248 press 7 Toll-free: 1-888-505-6074 niagararegion.ca/COVID19

Created December 2020. Updated January 2021, version 2.

- ¹ Physical distancing is considered a minimum of 6 feet or 2 metres.
- ² The exposure is cumulative i.e. a single exposure of 15 min or more or multiple short interactions adding up to 15 min or more.
- ³ Persons who are self-monitoring can resume activities as usual while closely observing themselves for symptoms of covid, including very mild symptoms.
- ⁴ Review with staff how they wore and handled their PPE. Masks are to be stored appropriately when not being worn (i.e. in plastic container with lid) or discarded after becoming soiled, damp, or damaged (fabric masks are to be laundered). Re-useable eye protection is to be properly cleaned and disinfected after each use. It is important that staff perform hand hygiene after they have touched or handled their mask and/or eye protection. If PPE is not properly handled it increases the exposure risk for staff.
- ⁵ Persons who are self-isolating are to stay home and indoors for 14 days. They are not to attend work, school, or any other public places.
- ⁶ This includes sharing drinks, cigarettes or vapes.

COVID-19 Info-Line

905-688-8248 press 7 Toll-free: 1-888-505-6074 niagararegion.ca/COVID19

Created December 2020. Updated January 2021, version 2.

What is contact tracing?

Contact tracing, notification, and follow up is a process that is used to identify, educate and monitor individuals who have had close contact with someone who is infected with a virus. These individuals are at a higher risk of becoming infected and sharing the virus with others. Contact tracing can help individuals who have been in contact with a case of COVID-19 understand their risk and limit further spread of the virus.

- As this pandemic continues, it will be more essential than ever to be able to answer, if you contracted covid-19 what would your last 14 days of close contact activity look like?
- **Best Practice to start NOW (if you haven't already)**
 - Purchase a note book or use a note taking app on your phone. At the end of every day, write down who you were in close contact with under the definition.
 - Note if both parties are wearing medical masks AND eye protection it will most likely NOT be considered a close contact by Public Health.

All About Masks....



Face Covering and Mask
to Minimise Droplet Dispersion
& Aerosolisation

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Preventing COVID-19

- In an effort to prevent the spread of COVID-19 within communities and across the country, all Canadians are advised to:
 - avoid closed spaces, crowded places, and close contact
 - stay home and away from others if you feel sick
 - Keep indoor gatherings to less than 10 and outdoor gatherings to no more than 25.
 - Try not to mix households (Single persons can choose one household to meet with)
 - avoid gathering in large groups
 - limit contact with people at higher risk, such as older adults and those with underlying medical conditions or weakened immune systems
 - go outside to exercise
 - keep a distance of at least 2 arms lengths (approximately 2 metres) from others
 - household contacts (people you live with) don't need to distance from each other unless they're sick or have travelled in the last 14 days
- And wear your mask when physical distancing can not be met or when gathering!

Oh no, I'm Sick Now What? Cold or Flu?

Global
NEWS



COVID 2019 Screening Form

- The screening information must continue to be documented on the appropriate COVID-19 Active Screening Form for all:
 1. Staff
 2. Contractors
 3. Essential Management or Maintenance Approved Visitors
- Anyone who answers YES to any of the questions should not come on site OR be allowed into the building.
- Immediately contact Allison or Gina for further assistance.

COVID 2019 Screening Form

- When answering the screening form it is very important to read each question very carefully.
- If you do not understand a question, then ask.
- Do not answer NO if an answer is YES.
- Anyone self isolating due to symptoms should communicate with either Allison or Gina.
- Anyone who is self isolating because of symptoms OR a positive test can not return without prior approval from Allison or Gina first.

Remember:

- ✓ All information provided by the employee will be kept confidential with (HR & Management) only, unless advised to begin notification by Public Health Authorities.
- ✓ **Note:** even if there is a positive case, ONLY those identified as close contacts by public health will be notified.
- ✓ It is important to carefully balance the right to privacy with the right to know.
- ✓ Notes will only be requested in the event of a positive case.

Not feeling so good, now what?

- Be very clear with your staff what the procedures are if they start to get sick while at work. Outline it on day one and repeat. This includes:
 1. Immediately return to their vehicle, avoiding contact with others and surfaces while exiting the workplace. (if they do not have a vehicle check to see where they should go at that location).
 2. When inside their vehicle and before leaving the location, call & speak and speak to the manager on duty or another leader to notify them of their symptoms and discuss whether they can return home safely or assistance is needed.

Not feeling so good, now what?

Once Home

- 1) Call Public Health or your Family Doctor
- 2) Keep HR informed.
- 3) Do not return to work until symptom free and approved by public health to do so.
- 4) ALL Employees recovered from symptoms MUST notify supervisor prior to returning.

Be prepared with a “**plan of action**” in case you need to quickly quarantine for 2 weeks or there is another shut down. This “plan of action” should include the following supplies or plans for a minimum of 2 weeks :

- **Savings account** for loss of earnings or to cover until government benefits are processed (anticipate delays in government benefits!)
- **Food supply** for two weeks.
- **Prepare for possible illness.** Consider members of the household who may have an increased risk for severe illness. Choose a room in your house that can be used to separate sick household members from others. Obtain needed “sick supplies” and put them in that room.
- **Child and Pet Care:** Have a back up plan in case you need to go the hospital or are unable to care for those who depend on you.
- **Hospital Go Bag:** Be prepared for an unexpected trip to the ER or hospital by having a bag ready with items you would want while you are there. Alternatively making a packing list so you or a family member can gather these items quickly.

Be Prepared.....



Financial Well Being:

- Creating budget-housing, savings, groceries, entertainment
- Curb online shopping
- Identify financial stressors
- Research Financial Planners
- Set up auto bill paying
- Declutter and set aside donation or sale items.

Physical Well Being:

Recognizing the needs for physical activity, diet, sleep and nutrition during Covid-19



Mental Well Being:

The impact stress will have on you from Covid-19 will depend on your external supports and internal resources

Common signs & Symptoms of stress will be seen with:

- Impact on Body
- Impact on Mood
- Impact on Behaviours

Let us help



Access your Employee and Family Assistance Program (EFAP)
24/7 by phone, web or mobile app.

1.800.387.4765 TTY: 1.877.338.0275
workhealthlife.com

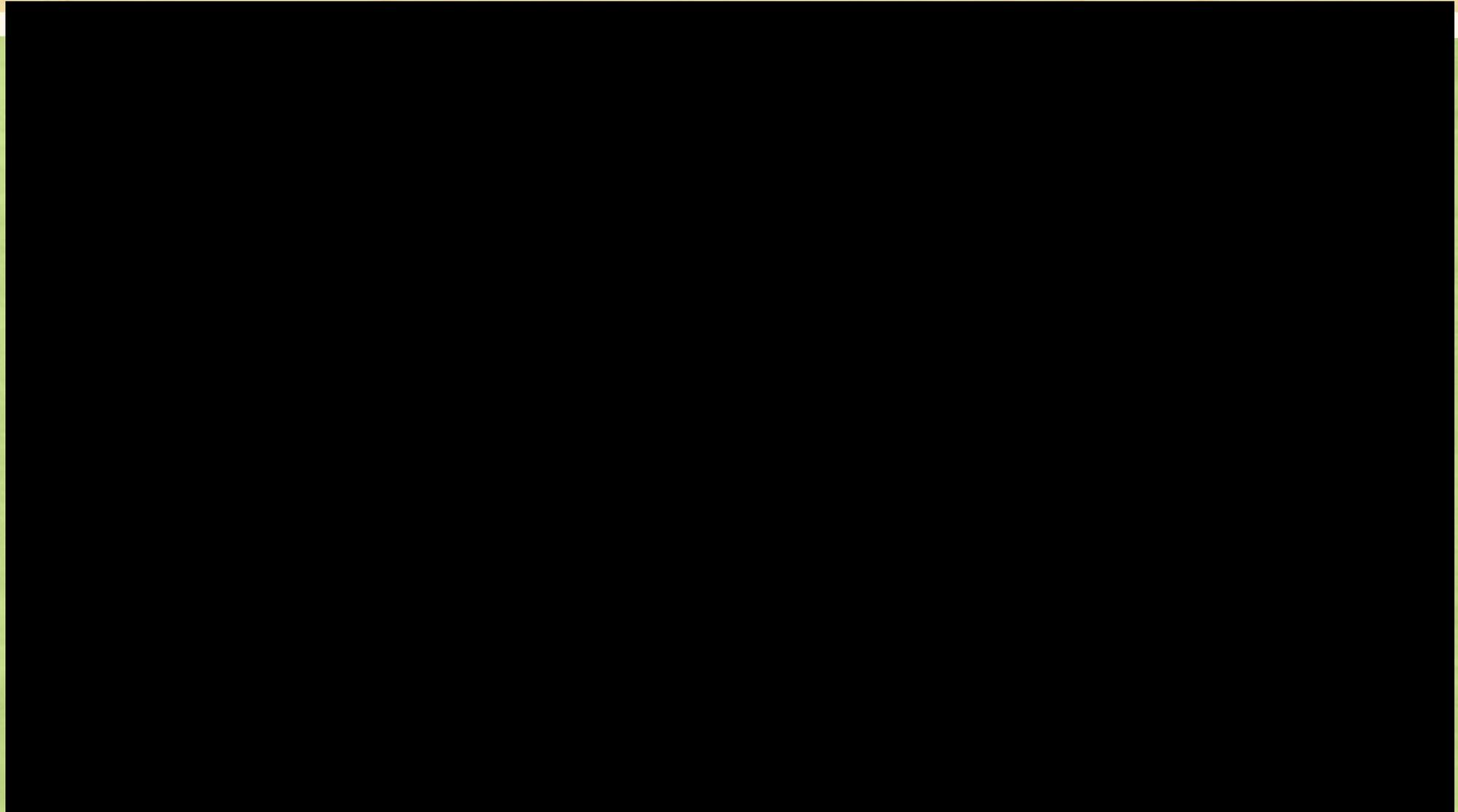


Download My EAP app now at your device app store or scan the QR code.

Recommended Apps to Download-Canada Life Group Net



Recommended Apps to Download --Red Cross First Aid







Thank you
FOR WORKING SAFELY



KEEP CALM and
REMEMBER
HEALTH AND SAFETY
IN THE
WORKPLACE

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