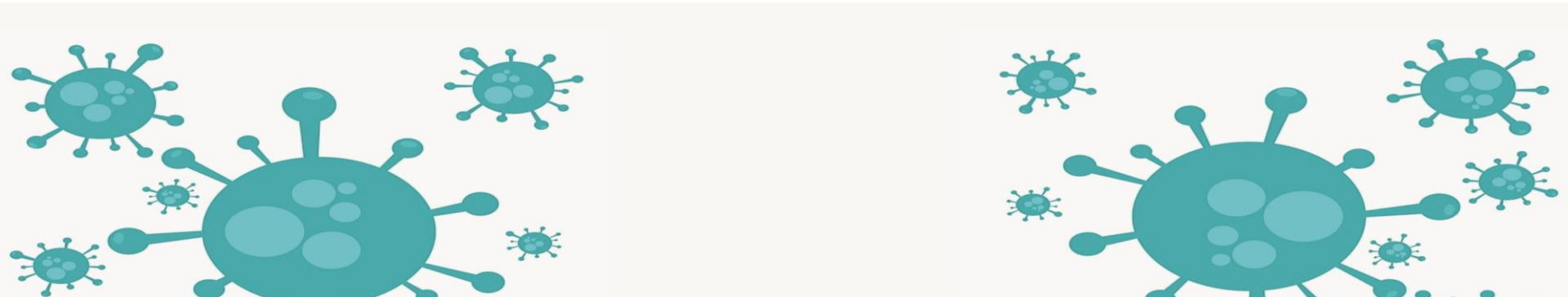


COVID-19 WORKPLACE SAFETY PLAN



More
than **Able**

Easter Seals Nova
Scotia



From our President & CEO



The health and safety of our employees, program participants and visitors to our Centre is of the utmost importance to Easter Seals Nova Scotia.

As we continue to manage through this pandemic and adjust to our “new normal” this Work Plan which addresses many key elements for our workplace will act as a guide and will be updated as new public health information is distributed by the Province of Nova Scotia.

New Leaf Enterprises, as a member of the Directions Council due to their operation of an Adult Vocational Centre have developed specific protocols approved by the Province of Nova Scotia. The Wheelchair Recycling Program has also developed their own set of procedures for their program and specific work areas. Together, these Work Plans re-inforce our commitment to the well-being of our Easter Seals Nova Scotia Team. All approved plans will be placed on our website under a new Co-Vid safe re-opening tab.

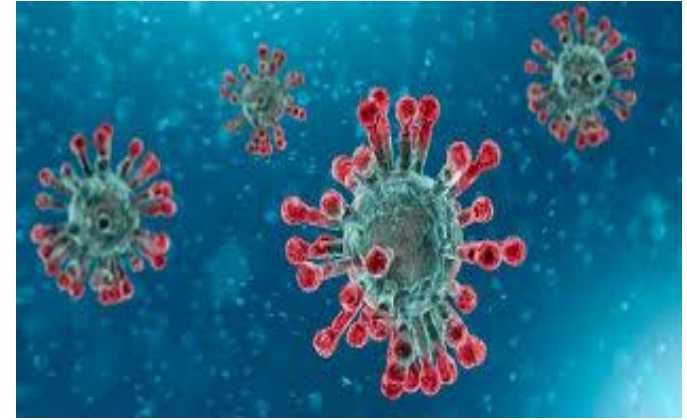
Workplace Hazard

Anything with the potential to endanger the health, safety or well-being of workers

Employers have a duty to protect workers from work place hazards

COVID-19 is a **biological hazard**

Coronaviruses



Coronaviruses are a large family of viruses that are known to cause respiratory illnesses in humans

One of the largest viruses that replicates using RNA

Known to cause respiratory infections ranging from common cold to MERS and SARS

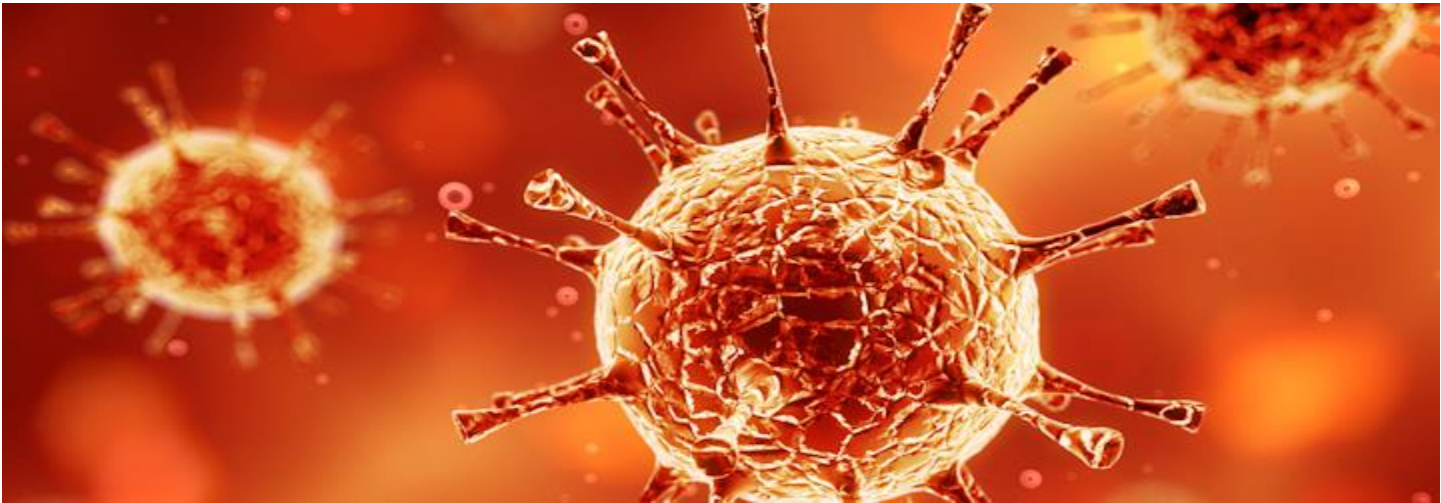
Origin



- Coronaviruses exists in animals but can infect and cause disease in humans (zoonotic)
- Exact origins are unknown but two possibilities:
- Virus jumped from animal to human directly with ability to transmit from human to human
- Virus jumped from animal to human and acquired features necessary to transmit from human to human

What is COVID-19

- COVID-19 is the newest strain of coronavirus, that has not previously been identified in humans



Common routes of transmission

- **Contact**

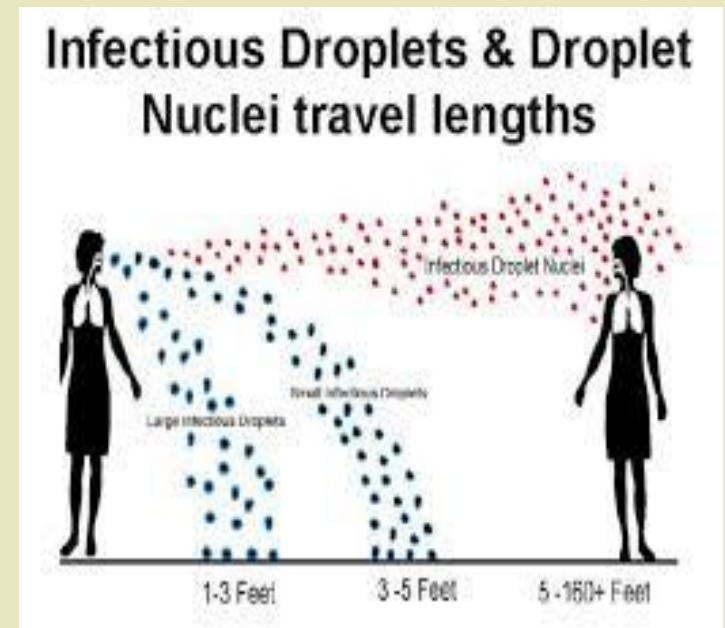
- Occurs through touching something contaminated by the virus
- Infected person may sneeze or cough on a surface, or on hands which then touch a surface
- Others touch the same surface and transfer to mouth, nose or eyes, perpetuating the spread



Common routes of transmission

- **Droplet**

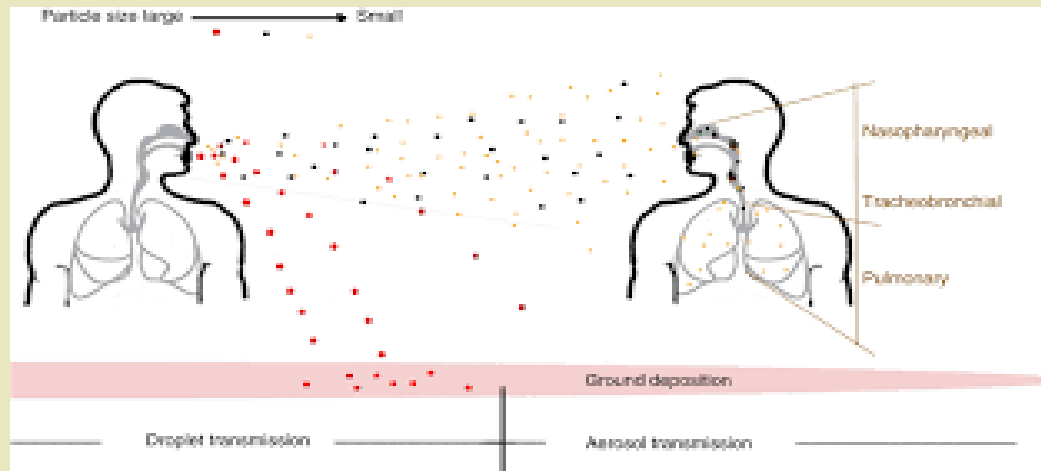
- Infected person coughs or sneezes, launching respiratory droplets, carrying the coronavirus on them into the air
- Droplets are then inhaled or reach the mouth or eyes of another person, infecting them with the virus



Common routes of transmission

- **Airborne**

- Very fine droplets, may be called aerosols, an ultra-fine spray or mist
- Created during some medical procedures (e.g. inserting or removing a breathing tube)



Virus survival on surfaces

- Can survive a long time on workplace surfaces depending on type of surface, location, temperature

HOW LONG IS CORONAVIRUS DETECTABLE ON SURFACES?		
	AIR	3 HOURS 
	COPPER	4 HOURS 
	CARDBOARD	24 HOURS 
	STAINLESS STEEL	2-3 DAYS 
	PLASTIC	3 DAYS 

Incubation and Communicable Period

- Incubation period is time between infection and appearance of symptoms
 - COVID-19 is typically about 5-6 days but can be as long as 14 days
- Communicable period is time during which a person can transmit the virus to another person
 - Currently unknown



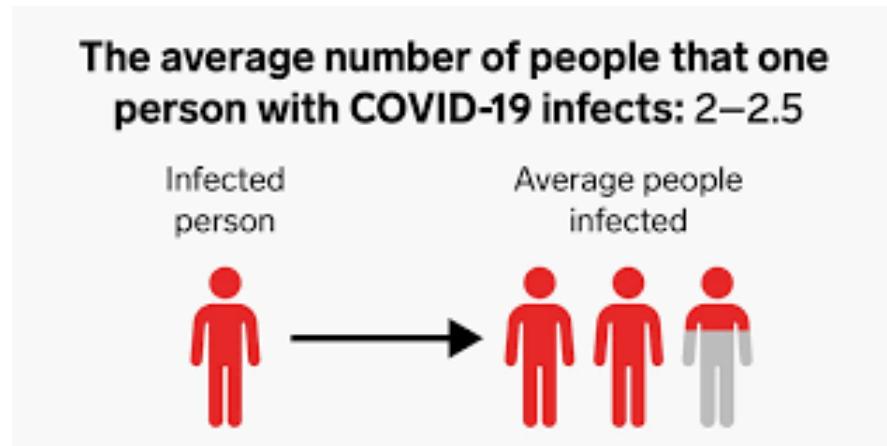
How it infects

- Cells of the body have a specific receptor ACE2
- COVID-19 uses the ACE2 receptor to enter the cell, take control and use the cell to replicate itself
- The virus then spreads to other cells
- As it multiplies the person may start to experience mild symptoms
- Typically the virus would spread to the lungs and may spread to the blood and other vital organs

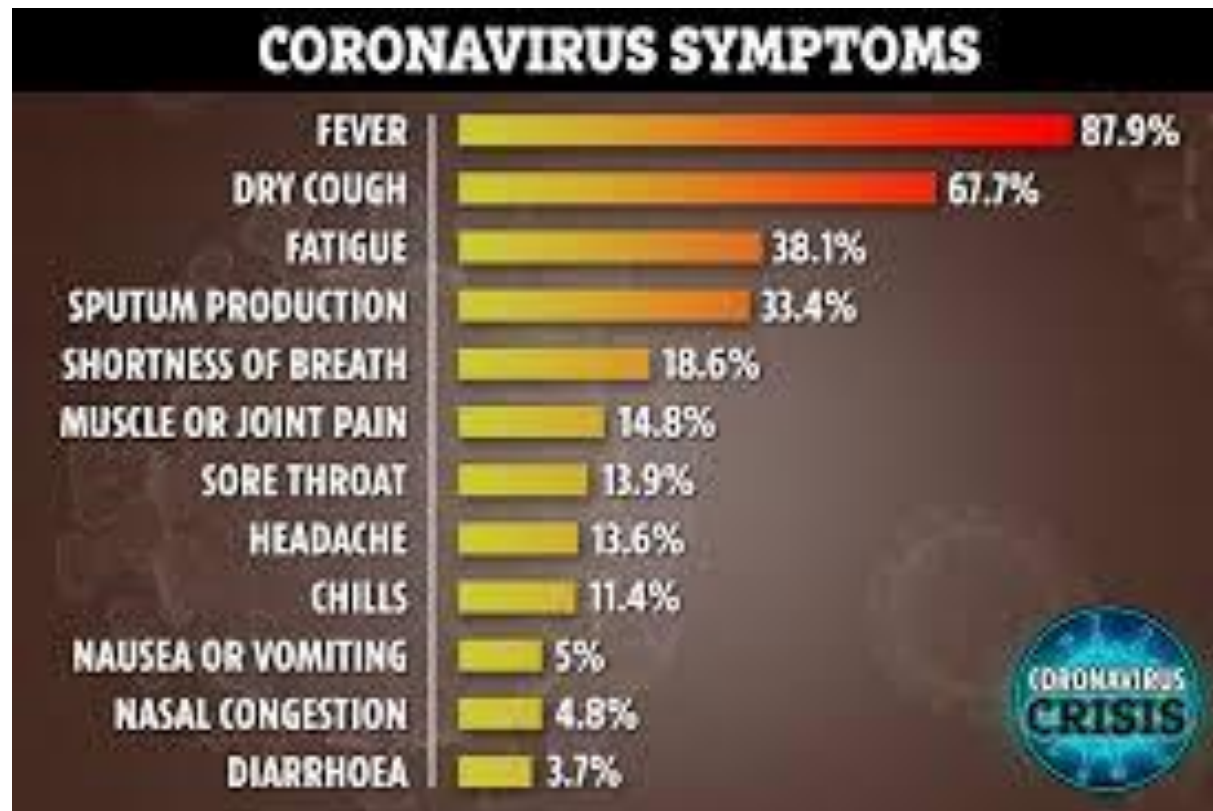


Ability to spread

- COVID-19 has the characteristics that allow it to spread quickly and widely
- The ability to spread is known as the reproductive value, R_0
- The R_0 describes the average number of people an infected person can expect to pass the virus onto
- COVID-19 R -value is between 2 and 2.5



COVID -19 Symptoms



Testing

- Only a laboratory test can confirm a diagnosis
- Open to all residents in Nova Scotia
- If you have symptoms visit www.nshealth/coronavirus.ca for the self assessment tool.
- Call 811 to speak with a health care professional who will access your symptoms.
- Do not come to work if you have any symptoms including cold or flu
- Contact your direct manager

Controlling COVID-19

- Virtual meetings with stakeholders
- Physical distancing
- Cleaning and disinfecting
- Self-isolation
- Sick days
- Procedures should a worker become unwell



Procedures

- **STAGE 1 – Immediate Response**

- Employee or a family member are sick with Co-Vid related symptoms, stay home and notify supervisor
- Employee becomes sick during the day, immediately separated and sent home
- No return to the work place until cleared of all symptoms or negative test result for Co-Vid 19

- **STAGE 2 – Notification that employee or close contact has Co-Vid 19**

- Inform
- Self monitor and testing
- No return to work until home isolation criteria of 14 days is met

Cleaning vs Disinfecting

- **Cleaning**
 - Removes dirt and impurities from surfaces but does not kill germs (COVID-19)
 - Soap and water
- **Disinfecting**
 - Kills germs on surfaces with the use of chemicals
 - Does not clean dirty surfaces
 - Registered disinfectant
- Frequently touched surfaces should be cleaned and disinfected at least twice per day for single person use and after each use for multiple users



Hand Hygiene

- Wash your hands properly and frequently
- Use soap and water for at least 20 seconds
- Where soap and water are not available use hand sanitizer with at least 60% alcohol



Visitors to Easter Seals Nova Scotia

- If at all possible meet virtually. If this is not an option:
- All visitors must use the main entrance
- Wearing of masks is strongly recommended.
- Guests are to be met in the lobby by a staff member and ensure the guest reads the criteria for entering the Centre.
- Guests must use hand sanitizer before entering the main building.
- If not possible to ensure social distancing in your office, please use the boardroom. Wipe surfaces before and after using boardroom space.
- There will be no tours to other areas of the Centre at this time.

Personal Workspace Sanitization

- Cleaning and sanitization products will be provided to staff by Easter Seals Nova Scotia.
- Doorknobs, desk tops and high touch surfaces should be cleaned at minimum twice per day.
- Your electronics and phone which should be treated by spraying a microfiber cloth with alcohol based electronic safe cleaner which will be provided to each employee.
- Do not saturate electronics and let them dry before use.

Each of Our Responsibility

- Do not come into the workplace when unwell or showing symptoms of CO-VID 19
- If you are a close contact of someone who has been diagnosed with CO-VID 19, follow Public Health instructions and stay isolated until given the all clear from a health professional.
- Follow the Public Health Directives issued by the Province of Nova Scotia.
- Follow the social distancing and handwashing protocols and keep your work area sanitized.
- Limit your visiting to other offices and use common sense in both your own well being and that of others.

Some Reminders

COVID-19 RULES



WASH YOUR HANDS OFTEN FOR AT LEAST 20 SECONDS!

IF SOAP AND WATER ARE UNAVAILABLE, USE HAND SANITIZER OR 70% RUBBING ALCOHOL



HAPPY BIRTHDAY TO YOU
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KEEP 2 METRES OF PHYSICAL DISTANCE FROM OTHERS AT ALL TIMES!



IMMEDIATELY REPORT CHANGES TO YOUR HEALTH OR IF YOU THINK YOU'VE BEEN EXPOSED TO COVID-19

SYMPTOMS INCLUDE:

- FEVER
- COUGH
- DIFFICULTY BREATHING
- PNEUMONIA



FOLLOW CLEANING PROTOCOLS IN YOUR WORK AREA, EATING AREAS AND COMMON AREAS



Easter Seals™
Nova Scotia
More than Able

COUGHING & SNEEZING ETIQUETTE



TURN YOUR HEAD AWAY FROM OTHERS AND USE A TISSUE TO COVER YOUR NOSE AND MOUTH



DISPOSE OF YOUR TISSUE IN THE GARBAGE



NO TISSUES? USE YOUR SLEEVES, NOT YOUR HANDS



CLEAN YOUR HANDS AFTER DISCARDING TISSUE. USE SOAP & WATER OR ALCOHOL FOR AT LEAST 20 SECONDS