



Coronavirus Prevention & Control Policy

1.0 POLICY STATEMENT

Durham Region Non-Profit Housing Corporation (DRNPHC) 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.

DRNPHC 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 DRNPHC’s 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 DRNPHC’ 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 abased 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:

| Symptoms |
|---|
| <ul style="list-style-type: none">• Fever or chills• Difficulty breathing or shortness of breath• Cough• Sore throat, trouble swallowing• Decrease or loss of smell or taste• Nausea, vomiting, diarrhea, abdominal pain• Extreme tiredness, sore muscles |

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

The criteria for testing for COVID-19 continue to evolve through the pandemic. Testing is available to persons exhibiting symptoms and others at risk of COVID-19, including:

- Persons experiencing one or more of the symptoms identified above;
- Persons who have been in close contact with a confirmed or possible case of COVID-19; and
- Limited testing is available for persons who are asymptomatic but are concerned about possible exposure.

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
- 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/2019novel-coronavirus-infection.html>
- Ontario: <https://www.ontario.ca/page/2019-novel-coronavirus-2019-ncov>
- Durham: <https://www.durham.ca/en/health-and-wellness/novel-coronavirus-update.aspx>

5.0 RESPONSIBILITIES

Health and safety at work is everyone's responsibility. DRNPHC is responsible for making sure that the workplace is safe, and that the workers' health and safety are not put at risk, providing personal protective equipment for workers as their work tasks or environment requires. Workers are responsible for looking after their own health and safety, wearing the appropriate personal protective equipment as their tasks or environment requires, and making sure that they do not put their co-workers at risk.

5.1 POTENTIAL CORONAVIRUS CARRIER IN THE WORKPLACE

DRNPHC 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 and/or travelled within Canada
- Has been in contact with a person who has recently travelled to a High Risk Area and/or travelled within Canada
- Has had close contact with someone who has the Coronavirus
- Is showing Coronavirus-like symptoms

If a worker meets all of the above criteria, DRNPHC will advise the worker to seek immediate medical attention. In such case, the worker is advised to call the appropriate medical practitioner, or public health information centre for information on how to seek testing or treatment. Employees might also connect with the Ministry of Health by taking their posted COVID-19 self-assessment which is available on-line at <https://covid-19.ontario.ca/self-assessment/#q0>

Should you need to self-isolate or have symptoms of COVID19, stay home and do not have any contact with others and contact the Durham Region Health Department at 905-668-2020 or 1-800-841-2729 or **Telehealth Ontario** at 1-866-797-0000.

We ask that you also advise us if you are a DRNPHC tenant, staff or contractor so we can take appropriate safety measures and provide you with any support you may require.

DRNPHC 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/federallabourstandards/leaves.html>
- 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, DRNPHC 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, DRNPHC 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.

5.2.4. Human Rights

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

DRNPHC 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.

DRNPHC 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, DRNPHC may provide the employee with an extended paid or 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. DRNPHC will implement leave entitlements according to employment standards requirements, collective agreement and any other announced programs.
- If the flu-like symptoms do not subside after 5 to 7 days, the employee is advised to seek medical attention. DRNPHC 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, DRNPHC 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:

- Wear a mask
- Maintain physical distancing of 6 feet or 2 metres
- 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.

DRNPHC will take all practical measures to minimize contact, and maximize the physical distance (social distancing), 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 or travel within Canada; 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 DRNPHC. Any such self-reporting will be treated confidentially. The employee may be asked for their consent to allow DRNPHC to advise other employees in the work place. If possible, DRNPHC may consider in these circumstances arranging for the employee to work from home for up to 14 days or until the employee can provide confirmation that they are not infected with Coronavirus.

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

Employees must report to DRNPHC of any plans to travel to a High Risk Area or travel within Canada. Employees are advised to cancel any travel plans at this time. If an employee travels to a High Risk Area or within Canada after this Policy is released, DRNPHC 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 confirmation that they are not infected with Coronavirus.

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

DRNPHC will place hand hygiene stations, when available, in common areas.

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). DRNPHC recommends not wearing jewellery at this time.
- 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 20 seconds. All jewellery will also need to be cleaned similarly.
- 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 WORKPLACE SCREENING

DRNPHC will conduct daily workplace screening in accordance with Direction received from the Province of Ontario.

Workplace screening will include:

- All employees reporting to a DRNPHC worksite or another location conducting DRNPHC business.
- All vendors or contractors working on DRNPHC property
- All tenants who are present in a unit that a staff, contractor or vendor needs to enter.

Workplace screening questions will include confirming the person:

- has no symptoms associated with COVID;
- has not travelled outside of Ontario or Canada; and
- has not been in close contact with a confirmed or probable case of COVID 19.

Should staff not pass the daily screening they are not permitted to work. They must return home, contact their supervisor and determine the need for follow up with their health practitioner or their local public health authority.

Vendors/Contractors who do not pass the screening are to be refused entry to the site and the work reassigned as appropriate.

Where a tenant occupying a unit that staff/contractors/vendors need to enter to perform work has not passed the screening the work will be rescheduled to another time. If the work is an emergency repair, staff are to contact the Property Manager to develop an approach to safely conduct emergency repair.

10.0 WEARING A MASK

Beginning September 29, 2020, all people – including tenants, guests, applicants, staff, contractors and vendors - are required to wear a non-medical mask in common areas of our residential apartment building, such as:

- laundry rooms,
- elevators and stairwells,
- lobbies,
- entry/exit vestibules and common hallways
- Meeting rooms and other common use facilities
- Community centres

Further to the above requirement, Staff, contractors and vendors entering units managed by DRNPHC must wear a face mask while in that unit.

The mask or face covering must cover the nose, mouth and chin.

11.0 REVIEW

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