



COVID -19

Organization Prevention Plan

Developed by: Human Resources
April 23,2020

Application:

The health and safety of all TELUS World of Science – Edmonton staff, City of Edmonton Trades/Contractors and others entering TWOSE are top priority.

In response to the current pandemic situation, TWOSE has developed the following COVID-19 Site Prevention Plan in order to reduce the risk of contracting or spreading Coronavirus (COVID-19).

Adherence to safety procedures is necessary as health and safety is our principle concern.

While TELUS World of Science – Edmonton maintains responsibility to ensure a safe and healthy worksite, all staff, City of Edmonton Trades/Contractors are reminded that they also have the individual obligation to protect the health and wellness of themselves and others by following the controls listed within this prevention plan.

Definitions:

COVID-19: Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS- CoV). Coronavirus disease (COVID-19) is an infectious disease caused by a new virus that had not been previously identified in humans.

Self-Quarantine/Self-Isolation: To stay at home and monitor yourself for symptoms, even if mild, for 14 days and avoid contact with other people to help prevent the spread of disease in your home and in your community in the event you become symptomatic.

Social Distancing:

Social distancing is a technique to prevent the spread of COVID-19 by limiting close contact with others. The Public Health Authority recommends keeping a distance of no less than 2 meters (6) feet from each other. All staff and City of Edmonton Trades/Contractors shall observe social distancing.

Organizational Access:

COVID-19 Health Check Form

- The Health Check form will be implemented as part of the organizational pandemic plan and is mandatory for every staff or person wishing to access TWOSE, including staff, contractors, delivery personnel, visitors, clients and anyone else accessing the building.
- If anyone is displaying symptoms that are not attributed to an existing health condition, or is sick, they will not be permitted on site until they have completed the mandatory isolation period.
- Every staff member on site will be required to sign in and out via the daily route
- This does not include leaving site during breaks or lunchtime if the staff member is expected to return to site after the designated break time.

It is the responsibility of Human Resources to maintain an up to date sign-in log to know who is on site, in accordance with the requirements of TWOSE's emergency response plan.

TWOSE shall post signage at each building entrance stating persons must not enter site if they are sick.

Access to the building for visitors or other non-TWOSE and City of Edmonton-based personnel should be avoided, whenever possible.

Hand Washing and Hand Sanitation:

All staff are required to wash or sanitize their hands:

- At the start of their day and before they start work and after their day,
- Before eating, drinking
- After using the toilet facilities,
- After handling any tools or materials that may be contaminated, and
- At the end of the shift before they leave work.

All staff have access to soap/water through existing washroom facilities. Informational signage, describing proper hand washing and hand sanitization techniques shall be posted at hand washing and hand sanitization facilities.

Site Cleaning and Sanitation:

TELUS World of Science – Edmonton will conduct routine daily cleaning of hard non-porous surfaces throughout the building including, but not limited to: administration office, lunchroom, and meeting rooms, first aid rooms, stair railings, stair railings. Surfaces using recommended cleaning spray or wipe. Daily cleaning logs should be implemented to track frequency of cleaning.

Safety Communications and Publications

All safety communications and COVID-19 updates issued by the Human Resources team shall be reviewed. Safety communications shall be on TWOSE Home in and updated as new communications are issued.

Additional communications such as AB Government information bulletins are recommended to be posted in high traffic areas such as administration office and building entrances and TWOSE Home.

Common/Frequently Touched Items

Whenever possible, staff are to use their office supplies such as; staplers, pens and scissors. Shared office supplies must be sanitized between use. Shared use of items such as cell phones, handheld radios, or other communication devices is not allowed.

Staff are to disinfect all touched items after use, before returning them where they are stored.

Ill Workers During Shift:

If a staff member becomes ill while on shift, they must be transported immediately to the first aid room.

The immediate Manager/Director must notify Human Resources if a staff reports, or is showing signs, of illness. Ill staff are to call 811 or take the online self-assessment and report back to TWOSE any recommendations or requirements as a result of the self-assessment.

Anyone who goes home as sick, or is sent home as sick, must follow current AHS guidelines in respect of screening, testing or self-isolation.

If a City of Edmonton Trades/Contractors becomes ill while at the building, they must be told to go home and message their direct Supervisor/Manager.

Enforcement:

As of March 25, Albertans are **legally** required under **public health order** to self-isolate for:

- 14 days if they recently returned from international travel or are a close contact of someone with COVID-19
- 10 days if they have a COVID-19 symptom (cough, fever, shortness of breath, runny nose, or sore throat) that is not related to a pre-existing illness or health conditions.

Staff and Contractors who do not comply with the following procedures will have a documented immediate removal from the building;

- Deliberately breaking the 6ft rule with no practical reason other than undo care
- Deliberately choosing to not adhere to the procedures set forth by TWOSE
- Coming to work to the work site with any COVID known symptoms (Cough, fever, runny nose, sore throat)
- Coming to the work site if knowingly exposed to a case of COVID-19

All staff are expected to report if any known exposures have taken place or if fellow staff or any people at the building have shown symptoms. As well as any breach of the COVID Site Safe work plan.