



## Coronavirus Disease (COVID-19) in the Workplace

The health of your work force is of the utmost importance. In light of the status of coronavirus (COVID-19) worldwide, we want to take a moment to share some practices you may consider for your organization.

As of today, the Public Health Agency of Canada continues to assess the risk in Canada as low. As a result, many organizations are not changing current business practices including business travel. We suggest preventive measures like reinforcing workplace hygiene guidelines, as well as some preparedness steps like assessing your policies and plans.

The most important thing to do right now is ensure excellent workplace hygiene and we encourage everyone to follow the guidelines of the Public Health Agency of Canada:

- Wash your hands often with soap and water for at least 20 seconds
- Avoid touching your eyes, nose or mouth, especially with unwashed hands
- Cough and sneeze into a tissue or your sleeve (not your hands)
- Stay home if you are ill

For more facts about COVID-19 visit the following link: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/know-facts-about-coronavirus-disease-covid-19.html>

We do recommend you reassess this on a daily basis and stay abreast of travel advisories. It is important to assess your specific situation in terms of working with at risk populations like the elderly or those with pre-existing conditions.

If you have employees who have recently travelled to a country that is considered high risk your business should discuss alternate work arrangements to ensure the safety of the workplace.

The Government of Canada's COVID-19 Travel Advisory site is updated daily with travel health information: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#ath>

Your workplace may also consider preparedness steps such as:

- Review and proactively update your business continuity plan and crisis management protocols.
- Follow any containment measures that are being put into place by local health agencies.
- Have Human Resource or Senior Management review policies relating to disability, sick leave and how will these apply to an infectious-disease outbreak.
- If you regularly interface with the public, posted notices regarding conduct for people who may have traveled to high risk areas and those with active symptoms can be helpful and can reduce concerns.
- Assess future non-essential travel on a case by case basis, considering government travel advisory information.