



# COVID-19 Exposure Control Plan

Exposure to COVID-19 while working on Ace or client facility and maintenance.

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# COVID-19 Exposure Control Plan

## 1 PURPOSE

This COVID-19 Exposure Management Program (the Program) addresses the minimum requirements for protecting people from the harmful effects of COVID-19 exposure in the workplace.

## 2 SCOPE

This COVID-19 ECP Program applies to all Ace Instruments Ltd employees and Subcontractors performing work on Ace property or at client locations.

## 3 RESPONSIBILITIES

**HSE Advisor** will ensure that the requirements for managing COVID-19 exposure are defined, documented and communicated throughout the organization. HSE Advisor will also provide support to Branch Managers to ensure that the requirements of the Program are understood and effectively addressed.

**Leadership** will ensure that the Program is effectively implemented, and that all Ace subcontractors and employees receive Awareness training that is necessary to protect themselves and others from COVID-19 exposure.

**Branch Managers** will ensure the implementation, monitoring and communication of the COVID-19 Awareness Program are communicated to all Ace employees and subcontractors. They will ensure adequate information, instruction and training is provided to all personnel.

**Ace Personnel and subcontractors** are responsible for ensuring that they understand and are able to apply the requirements of the Program to protect them self's and others from the effects of the COVID-19. In addition, they will bring any omissions or concerns about the Program to the attention of their supervisor in a timely manner.

## 4 How COVID-19 Spreads

Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).

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- Through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Can someone spread the virus without being sick?

- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

Spread from contact with contaminated surfaces or objects

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

How easily the virus spreads

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious (spread easily), like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, spreading continually without stopping.

The virus that causes COVID-19 seems to be spreading easily and sustainably in the community (“community spread”) in some affected [geographic areas](#).

**Community spread** means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

## 5 Symptoms

Watch for symptoms

- Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.
- The following symptoms may appear **2-14 days after exposure**.\*
- Fever
- Cough
- Shortness of breath

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- \*This is based on what has been seen previously as the incubation period of MERS-CoV viruses.



- If you develop **emergency warning signs** for COVID-19 get **medical attention immediately**. Emergency warning signs include\*:
  - Difficulty breathing or shortness of breath
  - Persistent pain or pressure in the chest
  - New confusion or inability to arouse
  - Bluish lips or face

- \*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

## 6 Steps to Prevent Illness

Take steps to protect yourself



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- Clean your hands often
- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.



Avoid close contact

- **Avoid close contact** with people who are sick
- Put **distance between yourself and other people** if COVID-19 is spreading in your community. This is especially important for [people who are at higher risk of getting very sick](#).

Take steps to protect others



Stay home if you're sick

- **Stay home** if you are sick, except to get medical care.

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Cover coughs and sneezes

- **Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



Wear a facemask if you are sick

- **If you are sick:** You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room.
- **If you are NOT sick:** You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.

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## Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **To disinfect:**  
Most common EPA-registered household disinfectants will work. Use disinfectants appropriate for the surface.
- **Options include:**
- **Diluting your household bleach.**  
To make a bleach solution, mix:
  - 5 tablespoons (1/3rd cup) bleach per gallon of water  
OR
  - 4 teaspoons bleach per quart of water
- Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- **Alcohol solutions.**  
Ensure solution has at least 70% alcohol.
- **Other common EPA-registered household disinfectants.**  
Products claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

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## 7 What to Do If You Are Sick Steps to help prevent the spread of COVID-19 if you are sick

- **Follow the steps below:** If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.



Stay home except to get medical care

- **Stay home:** People who are mildly ill with COVID-19 are able to isolate at home during their illness. You should restrict activities outside your home, except for getting medical care.
- **Avoid public areas:** Do not go to work, school, or public areas.
- **Avoid public transportation:** Avoid using public transportation, ride-sharing, or taxis.



Separate yourself from other people and animals in your home

- **Stay away from others:** As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.
- **Limit contact with pets & animals:** You should restrict contact with pets and other animals while you are sick with COVID-19, just like you would around other people. Although there have not been reports of pets or other animals becoming



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sick with COVID-19, it is still recommended that people sick with COVID-19 limit contact with animals until more information is known about the virus.

- When possible, have another member of your household care for your animals while you are sick. If you are sick with COVID-19, avoid contact with your pet, including petting, snuggling, being kissed or licked, and sharing food. If you must care for your pet or be around animals while you are sick, wash your hands before and after you interact with pets and wear a facemask. See [COVID-19 and Animals](#) for more information.

## Information for Household Members and Caregivers of Someone who is Sick



Call ahead before visiting your doctor

- **Call ahead:** If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.



Wear a facemask if you are sick

- **If you are sick:** You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office.

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- **If you are caring for others:** If the person who is sick is not able to wear a facemask (for example, because it causes trouble breathing), then people who live with the person who is sick should not stay in the same room with them, or they should wear a facemask if they enter a room with the person who is sick.



Cover your coughs and sneezes

- **Cover:** Cover your mouth and nose with a tissue when you cough or sneeze.
- **Dispose:** Throw used tissues in a lined trash can.
- **Wash hands:** Immediately wash your hands with soap and water for at least 20 seconds or, if soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often

- **Wash hands:** Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Hand sanitizer:** If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water:** Soap and water are the best option if hands are visibly dirty.

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- **Avoid touching:** Avoid touching your eyes, nose, and mouth with unwashed hands.

## Handwashing Tips



Avoid sharing personal household items

- **Do not share:** You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home.

**Wash thoroughly after use:** After using these items, they should be washed thoroughly with soap and water.



Clean all “high-touch” surfaces everyday

- **Clean and disinfect:** Practice routine cleaning of high touch surfaces.
- High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables.
- **Disinfect areas with bodily fluids:** Also, clean any surfaces that may have blood, stool, or body fluids on them.
- **Household cleaners:** Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the

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product, such as wearing gloves and making sure you have good ventilation during use of the product.

## Complete disinfection guidance



### Monitor your symptoms

- **Seek medical attention:** Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing).
- **Call your doctor:** Before seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19.
- **Wear a facemask when sick:** Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.
- **Alert health department:** Ask your healthcare provider to call the local health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

### alert icon

- **Call 811 if you have a medical emergency:** If you have a medical emergency and need to call 811, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

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## Discontinuing home isolation

- **Stay at home until instructed to leave:** Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low.
- **Talk to your healthcare provider:** The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and local health departments.

## Footnote

- <sup>1</sup>Fever may be subjective or confirmed
- <sup>2</sup>Close contact is defined as—
  - a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case
  - or*
  - b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)
- If such contact occurs while not wearing recommended personal protective equipment or PPE (e.g., gowns, gloves, NIOSH-certified disposable N95 respirator, eye protection), criteria for PUI consideration are met.
- See CDC's updated [Interim Healthcare Infection Prevention and Control Recommendations for Persons Under Investigation for 2019 Novel Coronavirus](#).
- Data to inform the definition of close contact are limited. Considerations when assessing close contact include the duration of exposure (e.g., longer exposure time likely increases exposure risk) and the clinical symptoms of the person with COVID-19 (e.g., coughing likely increases exposure risk as does exposure to a

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severely ill patient). Special consideration should be given to those exposed in health care settings.

## 8 Stigma and Resilience

### Knowing and sharing Facts can help stop stigma

- [Share facts about COVID-19](#)
- [COVID-19 FAQs](#)

Public health emergencies, such as the outbreak of coronavirus disease 2019 (COVID-19), are stressful times for people and communities. Fear and anxiety about a disease can lead to social ***stigma*** (1) toward people, places, or things. For example, stigma and discrimination can occur when people associate a disease, such as COVID-19, with a population or nationality, even though not everyone in that population or from that region is specifically at risk for the disease. Stigma can also occur after a person has been released from COVID-19 quarantine even though they are not considered a risk for spreading the virus to others.

It is important to remember that people – including those of Asian descent – who do not live in or have not recently been in an area of ongoing spread of the virus that causes COVID-19, or have not been in contact with a person who is a confirmed or suspected case of COVID-19 are not at greater risk of spreading COVID-19 than other Americans. Some groups of people who may be experiencing stigma because of COVID-19 include:

- Persons of Asian descent
- People who have traveled
- Emergency responders or healthcare professionals

Stigma hurts everyone by creating fear or anger towards other people.

Stigmatized groups may be subjected to:

- Social avoidance or rejection
- Denials of healthcare, education, housing or employment
- Physical violence.

Stigma affects the emotional or ***mental health*** (2) of stigmatized groups and the communities they live in. Stopping stigma is important to making communities and community members ***resilient*** (3). See [resources on mental health and coping during COVID-19](#).

Everyone can help stop stigma related to COVID-19 by [knowing the facts](#) and sharing them with others in your community.

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Communicators and public health officials can help counter stigma during the COVID-19 response.

- Maintain privacy and confidentiality of those seeking healthcare and those who may be part of any contact investigation.
- Quickly communicate the risk or lack of risk from associations with products, people, and places.
- Raise awareness about COVID-19 without increasing fear.
- Share accurate information about how the virus spreads.
- Speak out against negative behaviors, including negative statements on social media about groups of people, or exclusion of people who pose no risk from regular activities.
- Be cautious about the images that are shared. Make sure they do not reinforce stereotypes.
- Engage with stigmatized groups in person and through media channels including news media and social media.
- Thank healthcare workers and responders. People who have traveled to areas where the COVID-19 outbreak is happening to help have performed a valuable service to everyone by helping make sure this disease does not spread further.
- Share the need for social support for people who have returned from China or are worried about friends or relatives in the affected region.

## Key Terms

1. **Stigma** occurs when people associate a risk with a specific people, place, or thing – like a minority population group – and there is no evidence that the risk is greater in that group than in the general population. Stigmatization is especially common in disease outbreaks.
2. **Resilience** is the ability to withstand and recover from stress.
3. **Mental health** is defined by the World Health Organization as a state of well being in which a person realizes his or her own abilities, can cope with normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community

## 9 Mental Health and Coping During COVID-19

The outbreak of coronavirus disease 2019 (COVID-19) may be stressful for people and communities. Fear and anxiety about a disease can be overwhelming and cause strong emotions in adults and children.

**Everyone reacts differently to stressful situations.** The emotional impact of an emergency on a person can depend on the person's characteristics and experiences, the social and economic circumstances of the person and their community, and the

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availability of local resources. People can become more distressed if they see repeated images or hear repeated reports about the outbreak in the media.

People who may respond more strongly to the stress of a crisis include:

- People who have preexisting mental health conditions including problems with substance use
- Children
- People who are helping with the response to COVID-19, like doctors and other health care providers, or first responders
- **Reactions during an infectious disease outbreak can include:**
  - Fear and worry about your own health status and that of your loved ones who may have been exposed to COVID-19
  - Changes in sleep or eating patterns
  - Difficulty sleeping or concentrating
  - Worsening of chronic health problems
  - Increased use of alcohol, tobacco, or other drugs
  - **People with preexisting mental health conditions should continue with their treatment plans during an emergency and monitor for any new symptoms.**
  - Coping with these feelings and getting help when you need it will help you, your family, and your community recover from a disaster. Connect with family, friends, and others in your community. Take care of yourself and each other and know when and how to seek help.
  - **Call your healthcare provider if stress reactions interfere with your daily activities for several days in a row.**
  - **Things you can do to support yourself:**
    - Avoid excessive exposure to media coverage of COVID-19.
    - Take care of your body. Take deep breaths, stretch or meditate. Try to eat healthy, well-balanced meals, exercise regularly, get plenty of sleep and avoid alcohol and drugs.
    - Make time to unwind and remind yourself that strong feelings will fade. Take breaks from watching, reading, or listening to news stories. It can be upsetting to hear about the crisis and see images repeatedly. Try to do some other activities you enjoy to return to your normal life.
    - Connect with others. Share your concerns and how you are feeling with a friend or family member. Maintain healthy relationships.
    - Maintain a sense of hope and positive thinking.
    - [Share the facts](#) about COVID-19 and the actual risk to others. People who have returned from areas of ongoing spread more than 14 days ago and do not have symptoms of COVID-19 do not put others at risk.
    - **What are quarantine and social distancing?**



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- [Quarantine](#) separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.
- **Social distancing** means remaining out of places where people meet or gather, avoiding local public transportation (e.g., bus, subway, taxi, rideshare), and maintaining distance (approximately 6 feet or 2 meters) from others.
- Sharing accurate information can help calm fears in others and allow you to connect with them.
- Learn more about [taking care of your emotional health](#).

For parents:

- Children react, in part, on what they see from the adults around them. When parents and caregivers deal with the COVID-19 calmly and confidently, they can provide the best support for their children. Parents can be more reassuring to others around them, especially children, if they are better prepared.
- **Not all children respond to stress in the same way. Some common changes to watch for in children:**
  - Excessive crying and irritation
  - Returning to behaviors they have outgrown (e.g., toileting accidents or bedwetting)
  - Excessive worry or sadness
  - Unhealthy eating or sleeping habits
  - Irritability and “acting out” behaviors
  - Poor school performance or avoiding school
  - Difficulty with attention and concentration
  - Avoidance of activities enjoyed in the past
  - Unexplained headaches or body pain
  - Use of alcohol, tobacco, or other drugs
  - **There are many things you can do to support your child:**
    - Take time to talk with your child about the COVID-19 outbreak. Answer questions and [share facts](#) about COVID-19 in a way that your child can understand.
    - Reassure your child that they are safe. Let them know it is ok if they feel upset. Share with them how you deal with your own stress so that they can learn how to cope from you.
    - Limit your child’s exposure to media coverage of the event. Children may misinterpret what they hear and can be frightened about something they do not understand.
    - Help your child to have a sense of structure. Once it is safe to return to school or child care, help them return to their regular activity.
    - Be a role model; take breaks, get plenty of sleep, exercise, and eat well. Connect with your friends and family members and rely on your social support system.
    - Learn more about [helping children cope](#).

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For responders:

- Responding to COVID-19 can take an emotional toll on you. There are things you can do to reduce secondary traumatic stress (STS) reactions:
- Acknowledge that STS can impact anyone helping families after a traumatic event.
- Learn the symptoms including physical (fatigue, illness) and mental (fear, withdrawal, guilt).
- Allow time for you and your family to recover from responding to the outbreak.
- Create a menu of personal self-care activities that you enjoy, such as spending time with friends and family, exercising, or reading a book.
- Take a break from media coverage of COVID-19.
- Ask for help if you feel overwhelmed or concerned that COVID-19 is affecting your ability to care for your family and patients as you did before the outbreak.
- **For people who have been released from quarantine:**
- Being separated from others if a health care provider thinks you may have been exposed to COVID-19 can be stressful, even if you do not get sick. Some typical reactions after being released from COVID-19 quarantine can include:
  - Mixed emotions, including relief after quarantine
  - Fear and worry about your own health status and that of your loved ones who may have been exposed to COVID-19
  - Stress from the experience of monitoring yourself, or being monitored by others for signs and symptoms of COVID-19
  - Sadness, anger, or frustration because friends or loved ones have unfounded fears of contracting the disease from contact with you, even though you have been determined not to be contagious
  - Guilt about not being able to perform normal work or parenting duties during quarantine
  - Other emotional or mental health changes
  - Children may also feel upset or have other strong emotions if they, or someone they know, has been released from quarantine. [You can help your child cope.](#)
  - Learn more [tips for taking care of yourself](#) during emergency response.



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## Safework BC COVID-19 and the workplace

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As information about COVID-19 develops, WorkSafe BC continues to monitor the progression of the virus and refer to the guidance of public health officials.

- WorkSafe BC is advising employers and workers to follow the recommended personal hygiene practices like frequent hand washing, avoiding touching your face, and avoiding direct contact with others.
- We have summarized the recommendations for some key workplace issues related to COVID-19.

## Circumstances where workers should not be at work

- In general, workers who are ill should remain at home and contact their local health care provider.
- If a worker falls into one of the categories below, employers need to instruct workers to follow the advice from the [BC Centre for Disease Control](#) (BC CDC) and public health authorities to ensure the worker does not come into work and risk infecting others.
- **If you have COVID-19**
- The BC CDC advises that if you are sick with COVID-19, you need to stay home. Contact your local health care provider to get advice or call Health Link BC at 811 to speak to a nurse. The BC CDC also provides [guidance on self-isolation](#).
- **If you have travelled internationally**
- The [Public Health Agency of Canada](#) advises that if you have travelled to Hubei Province, China, Iran, or Italy, you are asked to self-isolate for 14 days after the day you left the area. If you are returning from an affected area, stay home and limit contact with others for a total of 14 days. Monitor yourself daily for symptoms like fever, cough or difficulty breathing for these 14 days. If you develop symptoms, call HealthLink BC at 811 at any time or speak with your health care provider to discuss any need for testing and follow up.
- If you have travelled outside Canada, monitor yourself and your family closely for symptoms like fever, cough, and difficulty breathing for a total of 14 days from your return. If any symptoms arise, limit contact with others and call HealthLink BC at 811 at any time or speak with your health care provider.
- **If you have been in contact with a person infected with COVID-19**
- If you have had close contact with an infected person you are at high risk of exposure. The [Public Health Agency of Canada](#) recommends that in these circumstances, you voluntarily home quarantine (self-isolation), with mandatory quarantine depending on circumstances, and practice hand hygiene, respiratory etiquette, cleaning, and self-monitoring.

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## Right to refuse work

- Workers in B.C. have the right to refuse work if they believe it presents an undue hazard. In those circumstances, employers need to consider the refusal on a case-by-case basis, depending on the situation. For more information, see Occupational Health and Safety [Guideline G3.12](#).

## Workplace protections

- **Respiratory protection**
- Respirators are currently only required for certain tasks.
- The BC CDC advises that surgical/procedure masks should be used by sick people to prevent transmission to other people. A mask will help keep a person's droplets in.
- They also advise that it may be less effective to wear a mask in the community when a person is not sick themselves. Masks may give a person a false sense of security and are likely to increase the number of times a person will touch their own face (e.g., to adjust the mask).
- Health care workers wear surgical masks, eye protection, and gowns in order to protect themselves and patients. During health care procedures in which aerosol sprays may be generated (for example, when giving certain inhaled medications), health care workers must wear specialized masks (e.g., N95s).
- **Additional recommendations for employers**
- Prepare a business continuity plan, as well as a contingency plan, to use if the progression of the virus impacts your workplace.
- Consider limiting worker participation in large social gatherings (e.g., conferences, meetings) and travel that involves spending time in large groups of people (e.g., air travel) where practicable. Refer to guidance from the [Public Health Agency of Canada](#) on large gatherings.
- Consider whether workers can work remotely (e.g., work at home).
- Increase workplace cleaning, provide the necessary supplies, and reinforce personal hygiene messages to workers.

## Compensation

- **Employer sick leave policies**
- Every employer should have a policy around sick leave and compensation if a worker cannot work due to COVID-19 concerns. Employer policies need to abide by the *Employment Standards Act*, which sets standards for payment, compensation, and working conditions in most workplaces.
- **Employment insurance**
- For workers who qualify for employment insurance and have to undergo quarantine due to COVID-19 concerns, the federal government recently

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announced it would waive the one-week waiting period to receive benefits so the worker would receive benefits for an entire 14-day quarantine.

- **Workers' compensation**
- WorkSafeBC compensation is only available for a work-related injury or illness and is not provided for workers who choose to withdraw from work for preventative reasons.
- If you are worker who is submitting a claim for a COVID-19 virus infection contracted through a work-related exposure, please see [How workers report a workplace injury or disease](#).
- If you are an employer who is reporting that one of your workers has contracted the virus through a work-related exposure, please see [How employers report a workplace injury or disease](#).

## Related links:

- [Public Health Agency of Canada: Coronavirus disease \(COVID-19\) Information sheet - Travellers returning to Canada](#)
- [World Health Organization: Getting your workplace ready for COVID-19](#)

## 16 Records to be kept

- The employer must keep records of any training provided to employees,
- Be kept as long as the worker is employed by the employer,
- Be kept confidential and not released to anyone without the written permission of the worker, or as otherwise required by law,
- Any incident investigation that accrue while performing job tasks.

## 17 Annual review

- This ECP will be reviewed at least annually and updated as necessary by the employer, in
- consultation with the joint health and safety committee.