

PO Box 523
Iqaluit, Nunavut
X0A 0H0

87 Adelaide Street
Lindsay, Ontario
K9V 4L4

Workplace Action Plan - Dealing with COVID-19 (CoronaVirus)

ISSUED: March 12, 2020

In order to respond as appropriately as possible and mitigate risk of infection/infection spread, Pinnguaq Association has developed and will enact as appropriate this action plan.

Many precautions and options (such as handwashing facilities, work from home, alternative workstations and generous leave provisions) are already available to employees.

MONITORING

Generally, Pinnguaq Association will monitor Government of Canada advisories and recommendations and implement any required measures.

ONGOING ASSESSMENT

This action plan describes steps that may be taken (individually or in combination) to respond to the current COVID-19 situation.

Overall, this action plan represents an ongoing process of risk management in order to maximize the health and safety of employees and clients.

TAKING ACTION

Enacting this plan may result in canceled programming, postponed trips, re-assignment of work locations, office closures (work from home provisions for all staff) and, in extreme scenarios, mandatory leave for all staff.

ACTION PLAN ELEMENTS

- **Communication:** Pinnguaq will continue to monitor the situation by consulting legitimate organizations such as the World Health Organization and the Government of Canada Health Agency. Related actions include:
 - Providing clear, timely communication to employees;
 - Providing relevant resources/information to employees;
 - Responding in a timely fashion to employee concerns and complaints;
 - HR will be the designated communication coordinator on all COVID-19 related messaging to employees and will communicate information regularly.
 - Information sources for employees to consult:
 - Government of Canada:
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
 - Government of Ontario: <https://www.ontario.ca/page/2019-novel-coronavirus>
 - Government of Nunavut:
<https://www.gov.nu.ca/health/information/covid-19-novel-coronavirus>
 - Health Unit (Lindsay Office):
https://www.hkpr.on.ca/featured_posts/novel-coronavirus/

- **Education and training for staff:** Pinnguaq will provide employees with, at minimum, a baseline of information with respect to coronavirus including common symptoms, ideas for basic hygiene and preventive measures, and steps to take if illness is suspected:
 - Consideration may be given to approving self-quarantine for employees who believe they are/may become sick;
 - Employees who believe you may have COVID-19:
 - Should call ahead to their health care provider, advise them of the situation and get direction on when/how to attend screening.

PO Box 523
Iqaluit, Nunavut
X0A 0H0

87 Adelaide Street
Lindsay, Ontario
K9V 4L4

- Those attending screening will be asked to wear a mask and avoid public transit.
 - Your health care professional will diagnose then confirm with lab testing results.
 - Employees who have travelled to COVID-19 hotspot locations (as designated by Health Canada) must, upon return, call the health unit immediately and self isolate/monitor for 14 days.
- **Minimizing Risk:** To minimize the spread of potential infection, Pinnguaq will implement the following:
 - Actively encourage sick employees to stay home;
 - Directing employees who appear sick or present identified risk factors to work from home or take relevant paid leave;
 - Ask employees to disclose relevant travel activities and possibly require a self-quarantine measure as appropriate;
 - Provide clean hand washing facilities.
 - Offering alcohol-based hand sanitizers when regular facilities are not available (or to people on the road).
 - Clean objects that are touched frequently, such as doorknobs, handles, railings, kettles, etc. more often with regular disinfectants or soap and water;
 - Assignments to address additional cleaning for frequently touched surfaces will be coordinated by HR.
 - Providing boxes of tissues and encouraging their use.
 - Reminding staff to not share cups, glasses, dishes and cutlery. Be sure dishes are washed in soap and water after use.
 - Removing magazines and papers from waiting areas or common rooms
 - Making sure ventilation systems are working properly.
 - Cleaning a person's workstation or other areas where they have been if a person has been suspected or identified with an infection
 - Using social distancing techniques, such as using telephone, video conferencing, or the internet to conduct as much business as possible (including within the same building),

allow employees to work from home, or to work flexible hours to avoid peak public transportation times or crowding the workplace.

- **Limitations and restrictions:** Actions could include consideration of:
 - **Limiting non-essential travel for staff:** as recommended by Health Canada, also consider rescheduling non-essential travel to any of the affected areas until governmental authorities re-evaluate the risk. Employers should also consider implementing a self-imposed quarantine policy for employees coming back from travel to affected areas.
 - **Restricting or limiting public access to the Makerspaces**
 - **Restricting in-person meetings with outside groups;**
 - **Encouraging/requiring online meetings** instead of in-person meetings;

- **Respect Individual Rights:** Pinnguaq ensure that they are complying with all applicable privacy and human rights laws while identifying risks. Pinnguaq will collect information required for business continuity planning in the least privacy-intrusive manner and take care to limit the collection of sensitive health information, obtaining consent where required. Further, subject to health and safety laws, employers should avoid identifying infected employees or those suspected of being infected. However, in the event that an emergency is declared, we may see public safety outweighing any privacy interests.
- **Address Racism:** Pinnguaq will monitor and address any workplace stigma directed toward employees and customers based on race, colour, national or ethnic origin from affected areas.
- **Prepare for Work Refusals:** At Pinnguaq we adhere to occupational health and safety legislation. An employee may, in certain circumstances, refuse to work if they have reason to believe that there is the potential for danger or unsafe working conditions.

PO Box 523
Iqaluit, Nunavut
X0A 0H0

87 Adelaide Street
Lindsay, Ontario
K9V 4L4

- **Accommodate Illness:** Employees who come forward with possible signs of coronavirus or other illness should be permitted to attend medical appointments and, if appropriate, requested to stay at home to recover.
 - In addition to the various leaves of absence available to employees under applicable employment or labour standards legislation, employers should be mindful of their obligation to accommodate employees' disabilities, up to the point of undue hardship, and to make reasonable and appropriate inquiries when employees raise concerns regarding actual or potential illness;
 - Additional paid emergency leave may be considered for employees whose work is not possible to be completed from home and/or who may have expanded their accrued emergency/vacation leave

- **Implement Flexible Work Arrangements:** Employees who are sick and must remain in quarantine will be accommodated through remote work practices.

- **Mandatory office closures** (all affected staff work from home/alternate location)
 - In the case of increased work from home/mandatory work from home measures the organization will rely heavily on the related policy procedures including remote supervision and determination of time-bound deliverables.

- **Suspension of work activities/mandatory leave** for all affected staff.

- **Prepare for minimum staffing levels** and implement measures to fill high priority gaps or suspend certain projects.
 - Consider accommodations for staff with children in the event that schools are closed