

River City Recruiting & HR

COVID-19 PROTOCOLS AND GUIDELINES



November, 2020

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WHAT IS COVID-19?

Corona viruses (CoV) are a large family of viruses and causes 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).

MOST COMMON SYMPTOMS:

- Fever
- Tiredness
- Dry cough
- Shortness of breath
- Sore throat
- Runny nose

OTHER SYMPTOMS:

- Stuffy nose
- Headaches
- Chills
- Feeling unwell
- Fatigue/exhaustion
- Gastrointestinal symptoms
- Loss of senses



SERIOUS SYMPTOMS: SEEK MEDICAL ATTENTION IMMEDIATELY

- Difficulty breathing
- Pneumonia

HOW IS IT SPREAD?



The virus is believed to be spread mainly from person-to-person:

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

WHO'S AT RISK:

- **ELDERLY PEOPLE**
- People with underlying medical conditions such as high blood pressure, heart problems, diabetes, asthma.



PREVENTING INFECTION

There is currently no vaccine to prevent Covid-19. The best way to prevent illness is by **avoiding exposure** to the virus.

- **Wash your hands** 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 or touching communal surfaces.
- **Use a hand sanitizer** that contains at least 60% alcohol and cover all surfaces of your hands.
- **Wear a mask when in public.**
- **Avoid touching your eyes, nose, and mouth.**
- **Practice physical distancing** to limit the spread of the virus. Limit the number of people you come into close contact with.
- **Keep at least 2 meters** distance from people outside your household or cohort family.
- **Monitor for symptoms:** cough, fever, shortness of breath, runny nose or sore throat.
- Follow **Alberta's mandatory restrictions** on gatherings.

<https://www.alberta.ca/isolation.aspx>

Some people become infected but don't develop any symptoms. If you are asymptomatic, you should still self-isolate as you could still be contagious.

You are legally required to self-isolate for any of the following reasons:

- If you test positive for COVID-19, you must self-isolate for **10 days**
- You have a cough, fever, shortness of breath, runny nose, or sore throat (for adults) or cough, fever, shortness of breath (for children) that is not related to a pre-existing illness or health condition and you have not been tested or are awaiting test results.
- Self-isolate for **14 days** if you have **tested negative** but are showing any of the above symptoms.
- You are a close contact of someone known to have COVID-19.
- You have returned from travel outside Canada within the last 14 days.



SELF-ISOLATION

You DO NOT need to self-isolate if:

- You are awaiting asymptomatic test results
- You have no symptoms of the virus or generally feel well
- You have symptoms related to a pre-existing illness or health condition
- You have tested negative for COVID-19
- You have tested negative for COVID-19 and exhibit symptoms related to a pre-existing illness or health condition

Most people (about 80%) recover without needing special treatment.

Use this self-assessment tool to help determine whether you need to be tested for COVID-19. You can complete this assessment for yourself or on behalf of someone else, if they are not able.

[» Self Assessment](#)

PREVENTION IN THE WORKPLACE

For Employees

- All employees must wear a **face masks** on the floor, when receiving shipments and when in contact with the public.
- Exemptions to not wearing a mask are during bathroom breaks, lunch breaks, smoke breaks and/or when behind the plexiglass at the tills.
- Inform your supervisor if you are unable to attend work due to illness or have been directed to **get tested** for COVID-19 and report results.
- Stay home and **self isolate** for a minimum of 10 days if you have any flu-like symptoms until resolved.
- **Quarantine** for 14 days if you have been in close contact of someone with COVID-19 or if they travelled outside Canada.
- **Wash your hands** frequently and follow appropriate **respiratory hygiene** practices to prevent the spread.
- Keep your work space and communal areas **clean and sanitized**.
- Complete the COVID-19 screening checklist.



FOR EMPLOYERS

PREVENTION IN THE WORKPLACE

For Employers

- Encourage remote work when and if possible.
- Brief your staff, customers and clients and any persons your organization has contact with if there is a positive case.
- Promote good respiratory hygiene, frequent hand washing and use of hand sanitizers.
- Ensure face masks, hand sanitizers and other cleaning products are available for your staff and the workplace is well equipped to prevent infection.
- Clean high touch surfaces frequently (desks, tables, counters, light switches, doorknobs, telephones, keyboards, faucets, handles etc).
- Implement clearly outlined policies, Hazard Assessments and protocols in the event a staff member becomes infected and/or an outbreak occurs.
- Communicate information and updates as per government guidelines.
- Be available to your staff, answer any questions and concerns they may have and maintain confidentiality of medical information.

Mental Health During the Pandemic

The pandemic is a time of uncertainty for us all, and feelings of anxiety, stress or overwhelm are all normal feelings. It is important to be self-aware and acknowledge how you are being impacted by these times and to take care of yourself. Maintaining physical, mental and spiritual wellness is critical in these times.

Reach out for support and help from your friends and family (while being responsible and maintaining physical distancing when needed) workplace or HR. Here are some available resources for emotional support and counseling services:

- [AHS Mental Health Helpline](#)
 - 1-877-303-2642
- [Family Violence Information Line](#)
 - 780-310-1818
- [World Health Organization](#)
 - <https://www.who.int>
- [My Mental Health Edmonton & Area](#)
 - <https://www.mymentalhealth.ca/edmonton-area/>

RESOURCES

Resources

For more additional information and resources on COVID-19 and how to seek government support and funding, visit:



**Government
of Canada**

www.canada.ca



COVID-19 info for Albertans

Actions to protect Albertans and prevent the spread of novel...

alberta.ca

River City Recruiting & HR

E: info@rivercityhr.ca

T: 780-246-3600

www.rivercityhr.ca



MANAGING COVID-19 TESTING			
SYMPTOMS	COVID-19 TEST RESULTS	HOW TO MANAGE INDIVIDUAL	HOW TO MANAGE CLOSE CONTACTS
SYMPTOMATIC	POSITIVE	Isolate for minimum 10 days or until symptoms resolve	Quarantine for 14 days from date of exposure
	NEGATIVE	Stay home until symptoms resolve OR Quarantine for 14 days if exposed to a confirmed case	N/A
ASYMPTOMATIC	POSITIVE	Isolate for a minimum of 10 days from test date	Quarantine for 14 days from date of exposure
	NEGATIVE	Isolation NOT required UNLESS in close contact with a confirmed case, then quarantine for 14 days	N/A

Checklist

APPENDIX B

COVID-19 Screening Checklist		
1. Do you have any new onset or worsening of any of the following symptoms*:	Circle one	
Fever***	YES	NO
Cough***	YES	NO
Shortness of Breath/Difficulty Breathing***	YES	NO
Runny Nose***	YES	NO
Sore Throat***	YES	NO
Chills	YES	NO
Painful swallowing	YES	NO
Runny Nose/Nasal Congestion	YES	NO
Feeling Unwell	YES	NO
Fatigued	YES	NO
Headache	YES	NO
Muscle/Joint aches	YES	NO
Nausea, Vomiting or Diarrhea or other gastrointestinal issues	YES	NO
Loss of appetite	YES	NO
Conjunctivitis or pink eye	YES	NO
2. Have you travelled outside of Canada in the last 14 days?	YES	NO
3. In the past 14 days, were you notified that you are connected to an outbreak OR that you are a close contact of a confirmed case of COVID-19?	YES	NO
*If you have answered YES to any of the above questions, DO NOT come into the work place and stay home.		
***Individuals with fever, cough, shortness of breath, runny nose or sore throat are required to self-isolate for 10 days unless they go for testing and results are negative and symptoms have resolved. Refer to the AHS Online Assessment Tool to determine if you require testing and for more information.		



Click here for FAQ's