**Plant Protocols To Mitigate COVID-19**

**Screening Employees’ Health Prior To Entering The Workplace**

**Passive screening (visitor signage)**

YOUR COMPANY NAME HERE as posted at all entrances to the facility signage warning individuals to not enter the facility if experiencing respiratory symptoms, to practice hand hygiene, and to follow proper respiratory etiquette. See Appendix A.

**Active screening**

**Self-Screening**

As per YOUR COMPANY NAME HERE Employee Illness and Injury Policy any person who works in an area where meat products are manufactured, prepared, stored, packaged or labelled or where food animal is slaughtered, and who has a disease or illness, symptoms of a disease or illness, must report the illness to their supervisor.

All employees are to self-monitor for symptoms such as fever, cough, or difficulty breathing (self-monitoring). It is recommended that employees take their temperature each day prior to their shift to ensure that they do not have a fever (over 38 degrees Celsius).

Prior to the start of their shift employees are screened for COVID-19 symptoms which include:

* fever/chills,
* shortness of breath
* cough or barking cough (croup)
* sore throat/ difficulties swallowing
* runny nose/ stuffy nose or nasal congestion
* decrease of loss of smell or taste
* pink eye
* Headache
* digestive issues; nausea, vomiting, diarrhea, stomach pain
* extreme tiredness/ muscle aches
* falling down often

In the event they have any of the symptoms the staff and visitors should actively and prior to arriving at the facility use the Ministry of Health’s online COVID-19 self-assessment tool if they need help determining whether they should seek further care.

**Facility Screener**

YOUR COMPANY NAME HERE has in a place a screener at the main entrance of the plant to conduct active screening of employees and visitors. The company will endeavour to ensure that:

* The location and method of screening will be done in a manner to ensure the privacy of screening participants is secure, including the methods of tracking of screening information and personal information.
* Screening tables are located in an area away from others and away from any high traffic areas;
* There is an appropriate supply of hand sanitizer at the screening table.

The screener has been provided with the necessary PPE/physical barrier in order to ensure their safety while performing their job function. The screener will ask the employee the following:

1. Have you experienced any symptoms such as fever, cough, or difficulty breathing since your last shift?
2. Have you taken your temperature today? If so, what was it?

The screener will remind the employee if they begin to have any symptoms during their shift they are to report them immediately to their supervisor.

**Temperature Checks**

In addition to active screening questions, YOUR COMPANY NAME HERE has implemented temperature checks to monitor for fever (over 38 degrees Celsius) prior to employees entering the building.

Employees will not enter the workplace if they have a fever of 100.4℉ (38 °C) or greater (or reported feelings of feverishness), or if screening results indicate that the worker is suspected of having COVID-19.

* Workers are to self-isolate and contact a healthcare provider and/or local Public Health
* The worker will be provided information on the facility’s return-to-work policies and procedures; and

YOUR COMPANY NAME HERE will activate Employee Illness Response Procedure.

Personnel performing screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious workers entering the facility:

* Make modifications such as physical barriers, dividers or rope and stanchion systems, to maintain at least six feet of distance between screeners and workers being screened.
* If screeners need to be within six feet of workers, provide them with appropriate PPE based on the repeated close contact the screeners have with other workers.
* Such PPE may include gloves, a gown, a face shield, and, at a minimum, a face mask.

**Employee Hygiene**

Employers can do the following to promote good hygiene. Some suggested hygiene practices include:

* Educate employees on good practices such as avoiding touching their faces, including their eyes, noses, and mouths, particularly until after they have thoroughly washed their hands upon completing work and/or removing personal protective equipment (PPE).
* Provide workers access to soap, clean running water, and single use paper towels for handwashing.
* Provide alcohol-based hand sanitizers containing at least 60% alcohol if soap and water are not immediately available and place them in multiple locations to encourage hand hygiene. If possible, choose hand sanitizer stations that are touch-free.
* Consider other workplace programs to promote personal hygiene, such as:
* building additional short breaks into staff schedules to increase how often staff can wash their hands with soap and water or use hand sanitizers with at least 60% alcohol;

Detail here the increased employee hygiene practices at your facility:

**Physical Distancing Measures:**

Employers can do the following to promote social distancing:

* Encourage single-file movement with a six-foot distance between each worker through the facility, where possible.
* Designate workers to monitor and facilitate distancing on processing floor lines.
* Stagger break times or provide temporary break areas and restrooms to avoid groups of workers during breaks.
* Modify the alignment of workstations, including along processing lines, if feasible, so that workers are at least six feet apart in all directions (e.g., side-to-side and when facing one another). Ideally, modify the alignment of workstations so that workers do not face one another.
* Stagger workers’ arrival and departure times to avoid congregations of workers in parking areas, locker rooms, and near time clocks.
* Remove or rearrange chairs and tables, or add partitions to tables, in break rooms and other areas workers may frequent to increase worker separation. Identify alternative areas to accommodate overflow volume such as training and conference rooms, or using outside tents for break and lunch areas.
* Provide visual cues (e.g., floor markings, signs) that you can read from a far distance as a reminder to workers and visitors to maintain social distancing, including on breaks.
* Consider establishing work teams and minimize contact between teams including staggering work times to avoid employees on one team interacting with other teams.

Detail here the physical distancing measures at your facility:

**When Minimum Physical Distancing Is Not Possible**

When physical distancing is not possible, employers should consider modifications to the workplace including:

* installing physical barriers like Plexiglas or curtains between individuals
* Place handwashing stations or hand sanitizers with at least 60% alcohol in multiple locations to encourage hand hygiene. If possible, choose hand sanitizer stations that are touch-free.
* The use of  [non-medical masks](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/instructions-sew-no-sew-cloth-face-covering.html) or face coverings (constructed to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops) can be encouraged.

Detail here the modifications to the workplace where physical distancing is not possible:

**Increased Sanitation And Disinfection Practices**

Mitigation measures should also focus on **increased sanitation and disinfection practices**. Some suggested practices are:

* For tool-intensive operations, employers should ensure tools are regularly cleaned and disinfected, including at least as often as workers change workstations or move to a new set of tools.
* Establish protocols and provide supplies to increase the frequency of sanitization in work and common spaces. Disinfect frequently touched surfaces in workspaces and break rooms (e.g., microwave or refrigerator handles or vending machine touchpads) at least once per shift, if possible. Frequently clean push bars and handles on any doors that do not open automatically and handrails on stairs or along walkways. If physical barriers are being used, then these should be cleaned frequently.
* Workers who perform cleaning and disinfection tasks may require additional PPE and other controls to protect them from chemical hazards posed by disinfectants.  In taking action to prevent the spread of COVID-19, employers should not diminish the level of protection provided to workers performing cleaning and disinfection activities in manufacturing workplaces.

Detail here the increased sanitation and disinfection practices at your facility:

**If Covid-19 Symptoms Develop At Work**

Employees who appear to have symptoms (e.g., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day will be immediately be separated from others at the workplace and sent home.

Personnel that help sick employees will be appropriately protected from exposure. When personnel need to be within six feet of a sick colleague, appropriate PPE may include gloves, a gown, a face shield and, at a minimum, a face mask.

If YOUR COMPANY NAME HERE is made aware of a COVID-19 positive employee, local public health may seek our assistance in conducting required contact tracing. YOUR COMPANY NAME HERE will work with local public health officials to facilitate the identification of other exposed and potentially exposed individuals, such as coworkers in a plant.

If a worker becomes or reports being sick, YOUR COMPANY NAME HERE will disinfect the workstation used and any tools handled by the sick worker.

YOUR COMPANY NAME HERE will work with local public health officials to facilitate the identification of other exposed and potentially exposed individuals, such as coworkers in a plant.

**Employee Illness Response Procedure – COVID-19 Specific**

As per YOUR COMPANY NAME HERE Employee Illness and Injury Policy -

**REPORTING ILLNESS**
Any person who works in an area where meat products are manufactured, prepared, stored, packaged or labelled or where food animal is slaughtered, and who has a disease or illness, symptoms of a disease or illness, **must report the illness to their supervisor.**

**POSTIVE TEST IN FACILITY**
Specifically to address COVID-19 our company has implemented the following procedure when notification has been received that an employee has tested positive for COVID-19:

1. If an employee tests positive for COVID-19, it is expected that either a local public health unit or the employee must notify the company. Any employee confirmed to test positive for 2019-nCoV (symptomatic or asymptomatic) must comply with public health’s instructions. The employee will not be permitted to return to work for at least 14 days and until deemed healthy (all clear) by public health.
2. When receiving information of a COVID-19 positive employee, YOUR COMPANY NAME HERE shall notify local public health authorities of the positive employee (if the original notification was received from the employee) and request their assistance in determining the risks to their other employees and the risk to OMAFRA/CFIA employees who also work at the establishment.
3. Should the local public health authority not be able to provide assistance in the determination of risks to other employees, we will seek the support of other expert advice to develop and implement the appropriate remediation plans, including ensuring appropriate action to be taken with individuals potentially exposed to the COVID-19 positive employee.
4. YOUR COMPANY NAME HERE will follow public health’s recommendations relating to the site’s response.
5. YOUR COMPANY NAME HERE shall notify OMAFRA/CFIA immediately upon receipt of information of:
	1. a public health request for COVID-19 testing of a plant employee.
	2. a COVID-19 positive employee.
6. Information provided should include all pertinent details such as:
	1. The date of confirmed diagnosis (if applicable).
	2. The date of onset of symptoms and if the employee was at the establishment.
	3. The locations at the establishment where the employee delivered their functions, were likely present (lunch room, etc.) or travelled through (specific corridors, stairways, etc.).
	4. Any other information relevant to identifying individuals who may have had contact with the positive employee.

As part of the company’s investigation, a company representative will contact the employee and conduct a brief interview to determine potential contacts and locations in the plant where they have been present – see Appendix A.

**APPENDIX A - Employee Interview for Confirmed Positive Employee**

Name of Employee: Date:

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| **Question** | **Answer** |
| 1. What approximate date did you start feeling ill and/or started showing/feeling symptoms?
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| 1. What date were you tested for COVID-19?
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| 1. Have you contacted your local public health unit for instructions on quarantine or testing for coronavirus?
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| 1. Where is your workstation (or multiple locations if rotating jobs) located or where was your meeting or visit?
 |  |
| 1. Besides your workstation, is there any other location in the plant where you spent more than 10 minutes? (e.g., cafeteria, locker room, storage areas)
 |  |
| 1. What personal protective equipment (e.g., face masks, N95 respirators) do you wear and where is it worn (e.g., production areas)?
 |  |
| 1. Who, if anyone, did you have close contact with (within 6’ or 2m) at work or at this site?
 |  |
| 1. How do you arrive to work or to this site (drive, transit/metro, bus, other)?
 |  |
| 1. Is there anything else we should be made aware of?
 |  |

\*\*\* Ask the employee to describe their normal movement through the workplace and draw it out on a map of the facility to identify all areas of potential contact.

*Note - All information must be recorded and stored in a secure system to protect the interviewee’s privacy.*

**VISITOR / CONTRACTOR POLICY - COVID 19**

**NOTICE - IF YOU HAVE TRAVELLED OUTSIDE OF CANDA IN THE LAST 14 DAYS OR HAVE SYMPTOMS OF COVID-19 YOU ARE NOT TO ENTER THE FACILTY**

**In accordance to our company’s policy during a government declared pandemic, there are to be no external visitors are permitted at our sites or offices, except for essential services required to run the business.**

**Examples of essential services include pest control, laundry services, services for legislative compliance, temporary agency workers.**

**CHECKING IN:**

For essential services, limit visitors/contractors/agency workers to essential, time-sensitive visits only (e.g., equipment repairs), as well as require all visitors/contractors/agency workers be overseen by a responsible contact and limit access to essential areas required for the visitor/contractor/agency worker to be on-site.

Prior to arrival at the site, all visitors/contractors/agency workers will be screened based on health concerns or recent travel using our company COVID-19 Screening Tool.

Visitors / contractors are required to report to the main office immediately upon arrival prior to entering the plant. All visitors will wear a white coat, gloves, face mask where available, hair net and a beard net if required. Anyone who does not have appropriate footwear (sandals, high heels) will not be permitted to the plant for safety reasons.

All visitors / contractors must be accompanied by plant personnel, unless otherwise authorized. Upon departure, all visitors must return or dispose of all borrowed protective equipment.

Visitors / contractors must wash their hands upon entering the plant. Visitors are not to touch any product for any reason. If a visitor is given permission to handle product, they may do so after washing their hands and putting on disposable gloves. If the product contains an allergen or it is required to work with more than one species, the visitor shall be made aware of the proper sanitary practices (ie. changing personal protective equipment, cleaning/sanitizing of surfaces, etc) to minimize potential cross contamination.

All contractors are required to comply with Health & Safety Requirements. Contractors will be accountable for the health and safety and actions of all employees under their supervision.

**ILLNESS REPORTING:**

If a visitor/contractor tests positive for COVID-19, it is expected that either a local public health unit or the visitor/contractor will notify YOUR COMPANY NAME HERE immediately.

**Visitor / Contractor Log Book**

All visitors / contractors must sign in and out and include the following:

* Date
* Visitor Name
* Company Name
* ON SITE Contact Person
* Purpose of Visit
* Time In
* Time Out
* Initial verification of Travel and Notification Statement
* Contact Person Initials

**COVID-19 Screening TOOL for VISITORS/CONTRACTORS/AGENCY WORKERS**

* 1. Visitors/Contractors/Agency workers must complete YOUR COMPANY NAME HERE COVID-19Screening prior to arrival at the facility. The following questions must be answered either electronically or by phone:
1. Have you, someone living in your household, someone with you have been in close or frequent contact with, or someone you are caring for been diagnosed with COVID-19 (coronavirus 2019) or had any contact with a confirmed case of COVID-19?
2. In the last 14 days, have you or someone living in your household, or someone with you have been in close or frequent contact with, or someone you are caring for returned from international travel?
3. Do you currently have, or have you had, within the last 24 hours, any cold or flu symptoms with a fever greater than 38.0°C or 100.4°F or acute respiratory distress (e.g., shortness of breath and coughing)?
	1. If they are allowed to visit following the screening and their visit is deemed to be essential to run the business, the visitors/contractors/agency workers must provide:
4. Name;
5. Point of contact; and
6. Estimated arrival or appointment time for all visitors/contractors/agency workers at least 24 hours in advance of the visit, except for emergency repairs.

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| **VISITOR / CONTRACTOR LOG BOOK** |
| **Date MM/DD/YYYY** | **Visitor Name** | **Company Name** | **ON SITE Contact Person** | **Purpose of Visit** | **Time In** | **Time Out** | **I have not travelled outside of Canada in the last 14 days and if I am tested positive for COVID-19 will inform immediately**  | **Contact Person Initials** |
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