

FREQUENTLY ASKED QUESTIONED

What is coronavirus?

Coronaviruses come from a large family of viruses that are commonly found in people and animals.

Where does coronavirus come from?

The coronavirus virus was first reported in Wuhan, China and has now made it's mark on an international level.

How does coronavirus spread?

Coronavirus spreads by human-to-human contact. When a person comes into close contact with another who is infected the virus can be passed on through droplets from the nose and mouth when a person coughs and sneezes or contacting contaminated objects and surfaces before touching your eyes, mouth and nose.

What symptoms should I be looking for?

Coronavirus is a respiratory illness that targets the eyes, nose and mouth. Basic symptoms to be aware of are fever, sore throat, cough, runny nose and difficulties breathing. Symptoms may arise from 2 to 14 days after exposure to the virus.

What's the best way for companies to control the spread of coronavirus and for all members to protect themselves?

- Washing your hands with warm water and soap for a minimum of 20 seconds.
- Use hand sanitizer.
- Practice proper respiratory hygiene.
- Ensure hands are clean before touching eyes, nose and mouth.
- Disinfect your work environment and living space frequently.
- Avoid social interaction with a person who is sick.
- Self-isolate yourself if you're not feeling well.
- Avoid travelling to infected destinations.
- Stay informed with the latest news and updates on the coronavirus.

What does an employee do if they're experiencing any symptoms of coronavirus?

- Inform their supervisor immediately.
- Self-isolate at home.
- Avoid social interaction.
- Receive medical assistance. Call ahead of time before visiting your doctor.
- Resort to using personal protective equipment such as wearing a new face mask every day.
- Do not return to work until you're clear of all symptoms and feeling better.

How does this affect our work life?

Our work life can be affected by schedules, work location, number of meetings or collaboration, increased distance between employees, possible closures, and other dynamics that can be altered to limit the transmission of the corona virus.

What can employer's do to keep their workplace safe in a pandemic situation?

- Develop and implement an action plan.
- Alter current policies and procedures as needed to maintain a safe work environment.
- Communicate with your team to ensure all team members are familiar with COVID-19, Symptoms, risks, prevention strategies and action plan.
- Ensure a clean and hygienic workplace.
- Encourage hygienic practice in the workplace by providing hand washing stations and hand sanitizer.
- Encourage personal hygiene practices such as cough and sneeze in a tissue or the bend of your elbow.
- Consider working from home and sending employee's home when sick.
- Reduce in person interaction with staff and customers.
- Make personal protective equipment available.

Can an employer order an employee to go to a doctor if an employee is sick?

- Employees should stay home or go home if they have symptoms of coronavirus infection.
- Managers shouldn't hesitate to send employees home who show symptoms of the virus.
- Employees who have had exposure to an infected destination should stay home for 14 days until their symptoms pass.

Do we avoid things like lunch meetings, conferences or mass gatherings?

If you are asked or advised by your employer/manager/supervisor to cancel or postpone meetings or work outside the regular work location, then it is best to follow the requests of your employer.

Should I let my employees take business trips?

An employer must determine if the destination of their employee is identified as an infected location and if the employee is put at risk travelling to their destination before granting and declining travel. An employee has the legal right to refuse unsafe work.

Do I need a coronavirus sick policy?

Sick policy allows you to manage sick absence.

Sick policy strictly clarifies what an employee is entitled to when sick.

Can I participate in social interaction after work with my colleagues?

Stay informed with coronavirus updates to determine if social interaction puts you in risk of contracting the coronavirus.

Can my work close due to the coronavirus?

A risk assessment will need to be completed to determine if the threat of the coronavirus is strong enough to warrant closing a place of work.

What can I do if someone I care for contracts the coronavirus?

- Inform your supervisor immediately.
- Monitor yourself for symptoms.
- Stay home and avoid social interaction if symptoms arise.

Are there antibodies I can take for the COVID-19?

Unlike bacteria, viruses don't respond to antibiotics.

How long does the virus live on surfaces?

Evidence support the life span of COVID-19 isn't clarified. Studies suggests viruses can linger on surfaces anywhere between a few hours to several days.

It's important to properly disinfect surfaces frequently to kill the virus and to prevent it from spreading.

How often should I clean surfaces or disinfect my environment?

It's important to maintain and clean and hygienic work environment and living space by disinfecting objects that may be touched frequently. Items that can't be easily cleaned should be removed.

Do we have a legal obligation to protect workers from infection?

As an employer, you must have the best interests of your employees in mind to prevent current and future exposure to risks to your employees.

Can an employer tell their employee's if a member is infected with coronavirus?

If there is a confirmed case of coronavirus in the workplace the employer should inform the rest of the employees. The employees should be informed due to their possible exposure to the virus.

The employer should identify the coronavirus case and not the infected individual. It should be up to the employee to share that information.

