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| **Workplaces****26/03/2020** | **Mitigation activities according to level of community transmission and impact of COVID-19****Managing the fear and anxiety among the people associated with your business - your team, suppliers AND your clients** |
| **None to Minimal** | **Minimal to moderate** | **Substantial** |
| What to do when COVID-19 is spreading in the community | Preparation* Know where to find local information on COVID-19 and local trends of COVID-19 cases.
* Know where to find and understand what Government assistance options are available to support your
	+ Industry
	+ team members
* Determine what to do if a team member has close contact with someone suspected to have Covid-19
	+ Determine what close contact means
	+ Proximity AND duration of exposure
		- Face to face – 15 minutes
		- Proximity – 2 hours
	+ Transmission also requires a susceptible host
* Know which of your team are at the greatest risk of an adverse outcome
* Determine what to do if a team member becomes symptomatic
	+ Identification of close contacts
	+ Team member deployment option
* Review, update, or develop workplace plans to include:
	+ Travel Policy
		- Assess essential v non-essential travel
	+ Meeting Policy
		- Assess essential v non-essential meeting scheduled
		- Videoconference capability
		- Teleconferencing capability
	+ Liberal leave and telework policies (workplaces should provide non-punitive sick leave options to allow staff to stay home when ill).
	+ Determine leave policies for people with COVID-19 symptoms
	+ Determine alternate team approaches for work schedules.
 | Preparation* Review essential v non-essential activity
* Review site/business unit closure options
* Review supply lines
* Review leave policy in line with Government assistance options, consider:
	+ Job-sharing arrangements
	+ Leveraging Government support options
 | Preparation* Recovery planning
	+ Prepare for “the second wave”
	+ Hygiene and social distancing measures must remain in place
	+ Risk manage the recovering workers (they may have some immunity but there defences will be weak until they fully recover (depends on severity of their illness
* The new BUA
	+ The team
	+ Marketing
	+ Supply lines
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|  | Actions* **Establish Pandemic response leadership team**
	+ **Pandemic Coordinator**
	+ **Communications Manager**
	+ **Operational Manager**
	+ **Medical Advisor**
* **Establish 2-way communication with all team members**
* Ensure hand hygiene supplies are readily available and develop contingency plan for supply chain interruptions.
* Educate everyone about what close contact means
* Educate everyone of social distancing policy
	+ Greeting policy
	+ Appropriate use of PPE
		- Masks
		- Goggles/face-shields
		- Gloves
		- Gowns/coveralls
* Educate everyone on personal hygiene requirements
	+ Hand hygiene
	+ Respiratory hygiene
* Encourage employees to stay home and notify workplace contact to discuss whether to attend workplace or seek medical advice
* Visibly increase cleaning and disinfection routines
	+ Workstations
	+ Shared resources - especially frequently touched surfaces daily
 | Actions* Direct all feasible staff to telework, particularly individuals at increased risk of severe illness
* Implement flexible leave policies for staff who need to stay home due to school/childcare
* Reinforce social distancing measures:
	+ Increasing physical space between workers at their worksites
	+ Staggering work schedules
	+ Decrease social contacts in the workplace
	+ Reappraise essential v non-essential in-person meetings
* Limit participation in client/supplier gatherings - work related conferences, tradeshows, et
* Prohibit non-essential work travel.
* Implement daily health checks
	+ Observe temperature and respiratory symptom
	+ staff and visitors entering buildings
* **Appoint a contact manager**
 | Actions* Implement extended telework arrangements (when feasible).
* Implement site / business unit closures as required
* Cancel non-essential activities
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