



CANADIAN
MANUFACTURERS
& EXPORTERS

Guidelines for Healthy and Safe Operations during COVID-19 Pandemic

Christina Marshall CRSP

CME Safety Specialist, Program Manager





Introduction

Christina Marshall CRSP

Safety Specialist, Program Manager

Canadian Manufacturers & Exporters

Agenda

- Health Hazards of COVID-19
- Purpose
- Responsibilities of Workplace Stakeholders
- Right to Refuse
- Risk Identification, Assessment and Control
- General Principles for Preventing the Spread of COVID-19
- Training
- Communication
- Emergency Preparedness and Response
- Psychological Health and Safety
- Conclusion

Health Hazards of COVID-19

INTRODUCTION

SYMPTOMS

- People who have underlying medical conditions, compromised immune symptoms and those over 65 years old have an increased risk of developing severe outcomes, but young and healthy people are also at risk.
- Symptoms may take up to 14 days to appear after exposure to the virus and may include fever, tiredness, dry cough and in some cases, sore throat and shortness of breath.
- Unfortunately, some people may not have symptoms. This means that they may unknowing spread the illness to others.

TRANSMISSION

- Exposure to COVID-19 can occur by:
 - Breathing in droplets in the air that are generated when people cough, sneeze or speak
 - Close contact with other people (e.g. shaking hands or hugging)
 - Touching surfaces that have been contaminated with the virus and then touching the eyes, nose or mouth before washing their hands

Purpose

Employers across Canada are required under occupational health and safety legislation to provide a safe and healthy workplace. Employers need to utilize all measures practicable to minimize worker exposure to COVID-19. Work practices and procedures need to protect not only organizational staff, but also other individuals who may have to enter their facilities.

Responsibilities of Workplace Stakeholders

- Employer – 1) People 2) Business
- Managers – Processes and Procedures
- Supervisor – Front Line is Safe
- Worker – Make Safety a Priority
- OH&S Committee / WH&S Representative – Support and Advise
- Contractor – Same Rules as all Employees
- Visitors – Same Rules as all Employees

Right to Refuse

- Employers have a legal obligation to take reasonable care to protect the health and safety of employees under occupational health and safety legislation. Where an employee has reason to believe that there is a dangerous condition in the workplace, or that their duties present a danger to their health and safety (which is not an inherent or normal condition of their work), the employee may exercise their right to refuse.
- When this happens, employers need to consider the work refusal on a case-by-case basis, depending on the situation. The same principles apply for managing workplace health and safety and work refusals during a pandemic as they do during normal conditions.
- There is a process that has to be followed.

Risk Identification, Assessment and Control

ROUTES OF TRANSMISSION

- Breathing in droplets in the air that are generated when people cough, sneeze or speak
- Close contact with other people (e.g. shaking hands or hugging)
- Touching surfaces that have been contaminated with the virus and then touching the eyes, nose or mouth before washing their hands

RISK FACTORS

- Site access. Site location. Common work areas. Task requiring work in close proximity. Group activities. Shared materials / equipment.

RISK ASSESSMENT

RISK CONTROL / MITIGATION

- Engineering
- Administrative
- Personal Protective Equipment

General Principles for Preventing the Spread of COVID-19

Workplaces should continuously think ahead about the actions that they can take to keep everyone healthy and safe, preventing the spread of COVID-19, including:

- Following the latest advice from federal and provincial public health leaders
- Being prepared in case an employee or a family member become ill
- Practicing physical distancing and proper hygiene
 - Physical distancing – Barriers, Staggering shifts / breaks, Taping off areas / equipment, Stairs / elevators
 - Hand washing – Often, Before leaving work area, having food, drinking, After handling contaminated material / equipment, using the washroom
 - Cough / sneeze etiquette – Into a tissue or bend of arm. Wash hands.
 - Cleaning / disinfecting – Often, high contact areas, determine responsibility, frequency

Training

- The risk of exposure to COVID-19 and the signs and symptoms of the disease.
- Safe work procedures to be followed, including hand washing, physical distancing and cough/sneeze etiquette.
- Location of washing facilities, including dispensing stations for alcohol-based hand sanitizers.
- Safe selection, use and care of respiratory protection and fit testing (where respiratory protection is required)
- How to report an exposure to or symptoms of COVID-19

Very important that workers understand the 'why' - when people understand the why they usually listen and act accordingly

Keep it visual – picture worth 1000 words

Communication

You Cannot Communicate Too Much on Health and Safety for COVID-19

MAINTAIN AN OPEN DIALOG

- Show Your Employees you Care
- Be Clear, Honest and Transparent
- Accurate and Reliable – Consider the Source
- Keep Employees up To Date on Progress and Changes to Operation
- Consider Who, What, Where, How and How Often You Will Communicate
 - Email, text, phone call – posters, signage, resources
 - Meetings – in person (physical distancing) or virtual (call or video)
 - Daily start of shift, weekly overviews

Emergency Preparedness and Response

Preparing what to do if someone in the work environment tests positive for COVID-19

- Individual
- Group of individuals

Resource: <https://cme-mec.ca/wp-content/uploads/2020/04/CME-COVID-19-Resource-Guide-v5-2020.pdf>

Having appropriate response protocols in place

- People: Physical / mental health, increased absenteeism, leave benefits
- Business: Business continuity plan
- Community: Families, public health

Psychological Health and Safety

While employers are responding to safeguard their business operations and protecting the physical health and safety of their employees during this crisis, it's important to consider everyone's psychological health and safety, too.

The Canadian Mental Health Association (CMHA) recommends employers consider the following six tips:

- Have a plan
- Communicate, share and be open
- Empathize
- Reassure as best you can
- Understand
- Recognize this is not 'business as usual' – we'll get through this!

Wellness

In addition to the six tips from the CMHA, here are some wellness points to consider:

- Stay connected – isolation is very isolating!
- Set up daily healthy routines
- Stay active

Mental Health Resource links:

- Government of Canada [website](#)
- Mental Health Commission of Canada [website](#)
- Canadian Mental Health Association [website](#)
- COVID-19 Youth Mental Health Resource [website](#)

What's Next

- Guideline Developed <https://cme-mec.ca/wp-content/uploads/2020/04/Guidelines-for-Healthy-and-Safe-Operations-During-COVID-19-Pandemic-2.pdf>
- COVID-19 Best Practices
 - <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/preventing-covid-19-workplace-employers-employees-essential-service-workers.html>
 - <https://cme-mec.ca/coronavirus-covid-19-resources/>
 - Made Safe Manitoba resources
 - Using disinfectants correctly & steps for high touch areas [link](#)
 - Imported Goods & Packages: COVID-19 Shipment Handling Guidelines [link](#)
 - COVID-19 : Employee Positive Test Results: Protocols and Guidelines [link](#)
 - Social distancing in the manufacturing workplace [link](#)
 - Disinfecting Large Scale [link](#)



THANK YOU FOR YOUR TIME & ATTENTION

Christina Marshall CRSP

Safety Specialist, Program Manager

Christina.Marshall@cme-mec.ca | CME-MEC.CA