



Occupational Health & Safety Program

COVID -19 PANDEMIC RESPONSE PROCEDURE

At Unifab Industries, we are monitoring the situation very closely and taking precautionary measures in a combined effort with all employees to ensure the health and safety of everyone, including employees, family and the public.

Coronavirus ((COVID-19) is a worldwide illness that causes respiratory infections with varying degrees of severity in symptoms. **Symptoms include:**

- **Fever**
- **Dry Cough**
- **Difficulty Breathing**
- **Sore Throat**

Since the virus is highly contagious and there is currently no vaccine available, we are asking you to stay home if you are showing any of the symptoms or may potentially be infected, or have been in contact with someone who has or may have the virus. The incubation period for COVID 19 is up to 14 days after the initial exposure

Please call 811 (BC Health Link <https://www.healthlinkbc.ca/>) to discuss your symptoms. Depending on your symptoms you may be asked to Self-Isolate for 14 days. We at Unifab are requiring you to follow the advice of a medical professional and/or that of the BC Health Link hotline. Please remember that the Hospitals are working to full capacity and are asking individuals to only visit the ER if it is an emergency. This is to protect you from potential exposure.

If you are required to self-isolate please contact Unifab immediately by email tammi@unifab.ca or calling Tammi - 250-666-0599, Randy 250-686-9673 or Brandon 250-666-0275. We will ensure that you have the paperwork needed (**temporary layoff**) so that you can apply for immediate benefits from EI as they have waived the waiting period for COVID 19 health issues.

How CoronaVirus (COVID-19) is transmitted:

- Respiratory droplets spread when a person coughs or sneezes
- Close personal contact such as touching or shaking hands
- Touching an object or surface that has the virus on it, then touching your mouth, nose or eyes before washing your hands.

Unifab is asking all employees to cooperate in taking the steps necessary to reduce the risk of infection.

- Wash your hands often with soap and water for at least 20 seconds.
- If a sink is not available, use an alcohol-based hand sanitizer so long as they are not visibly soiled.
- Do not touch your face, eyes, nose or mouth with unwashed hands
- Cough or sneeze into your elbow or a clean tissue. Dispose of the soiled tissue immediately in a plastic lined garbage pail and wash your hands.
- Regularly clean and disinfect frequently touched surfaces. Ex:, door knobs, hand rail, phones..etc
- Do not share food, drinks, utensils etc.



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- Avoid crowded places
- Maintain physical distancing by keeping at least a 2-meter distance between yourself and others
- Avoid shaking hands
- Stay home and self isolate for 14 days if you have been exposed or potentially exposed to the COVID 19 virus or if you have traveled outside of the country.

In addition to personal measures taken, Unifab is taking precautionary measures to protect everyone by:

- Supplying an industrial grade disinfectant in all area that are heavily frequented by employees
 - Including: lunchroom, washrooms, tool crib, offices.
- Additional cleaning will be done for the frequented areas by the cleaning staff.
- Hand sanitizer has been distributed throughout the building.
- The office, shop and yard are closed to all outside visitors until further notice.
- Delivery personal are directed to the designated areas and not allowed to “wander” elsewhere.
- Welding screens are to be used in all areas where physical distancing is difficult.

Although there are no specific treatments yet for COVID 19. Many of the symptoms can be managed with home treatments such as getting plenty of rest, drinking plenty of fluids, use of a humidifier or a hot shower. Most people who contract the virus will recover on their own with minimal or no complications. However, if you have certain underlying conditions, for example, heart disease, diabetes, lung disease (COPD, asthma etc), contact 811 and monitor your condition closely as this can lead to severe complications or even death.

Self-Monitoring – Self-monitoring is monitoring for symptoms such as fever, cough and difficulty breathing. During this time, monitor your own health and the health of your loved ones and close contacts that are older or chronically ill.

Individuals who are self-monitoring are allowed to attend to work, school and participate in regular activities.

Self-Isolation – Self-isolation means staying home and limiting your contact with others for 14 days. This helps to lower the chance of spreading the disease. During this 14-day incubation period, there is a chance that you can spread the virus even if you do not show any symptoms. This is why people at risk of having been exposed are being asked to self-isolate.

To help protect yourself and others, you should

- Stay home if you feel unwell
- Avoid those who have chronic conditions, compromised immune systems and older adults
- Avoid having visitors in your home. Outside visits while maintaining physical distancing is a safer option.
- Wash your hands often with soap and water for 20 seconds
- Cover your mouth and nose with your arm when you cough and sneeze,
- Clean frequently touched surfaces often
- The CDC now recommends wearing a cloth mask to help prevent the spread of the virus, especially in areas of significant community-based transmission where physical distancing may be difficult to control
- Avoid “mass gatherings” of more than 50 people.