COVID-19 safety plan

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Statement of Purpose
Global Philanthropic Inc. is committed to providing a safe and healthy workplace for all Consultants and our Clients. A combination of measures will be used to reduce the risk of COVID-19 transmission in our workplaces as we resume the "new normal" level of operations. All Consultants must follow the procedures outlined in this plan to prevent or reduce exposure to COVID-19.

It is the responsibility of each Consultant to adhere to the Federal and Provincial mandates imposed in each region, as well as those of our Clients when entering their place of business.

It is acknowledged that Global Philanthropic does not maintain a physical workspace and that all Consultants maintain their own home offices for the purposes of conducting their consulting services.

This is a living document and will be reviewed and revised as needed to ensure our procedures are up to date with the Provincial Ministry of Health guidelines in each region.

Health Hazards of COVID-19
What is COVID-19?
- Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19.
- While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases.

Symptoms:
- The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They include: fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite.

Transmission:

Three primary routes of transmission are considered likely with COVID-19, all of which need to be controlled.

1. Contact transmission (both direct and indirect)
   - Direct contact involves skin-to-skin contact, for example: shaking hands, hugging, helping with personal hygiene, etc.
   - Indirect contact involves a worker touching a contaminated intermediate object such as a table, doorknob, telephone, or computer keyboard, and then touching the eyes, nose, or mouth. Contact transmission is important to consider because COVID-19 viruses may persist for minutes on hands and potentially hours on surfaces.
2. Droplet transmission - Large droplets may be generated when an infected person coughs or sneezes. Droplets travel a short distance (one to two metres) through the air and can be deposited on inanimate surfaces or in the eyes, nose, or mouth of other persons in close proximity.
3. Airborne transmission - Airborne (inhalable) particles can be generated from coughs and sneezes.
   - Coughs and sneezes produce both large droplets and smaller airborne particles. The smaller particles remain suspended in air for longer periods and can be inhaled. The large droplets can also evaporate quickly to form additional inhalable particles. As the distance from the person coughing or sneezing increases, the risk of infection from airborne exposure is reduced; but it can still be a concern in smaller, enclosed areas, especially where there is limited ventilation. As the number of infected people in a room increases, the risk of infection can increase.

Reducing the Risk of COVID-19 Transmission:

To reduce the risk of the COVID-19 spreading through droplets in the air, it is necessary to implement protocols to protect against the identified risks. Different protocols offer different levels of protection. Wherever possible, the protocol that offers the highest level of protection should be used.

- First level protection (elimination)
  - Elimination involves removing the risk of exposure entirely from the workplace. For example, policies and procedures can be implemented to limit the number of people in the workplace at any one time and to keep workers at least 2 metres (6 feet) from co-workers, Clients and others.
- Second level protection (engineering controls)
  - Engineering controls involve making physical changes in the workplace. For example, if you can't always maintain physical distancing, barriers such as plexiglass can be installed to separate people.
- Third level protection (administrative controls)

- o Administrative controls involve altering work practices to minimize the risk of exposure. For example, rules and guidelines may be established such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.
- Fourth level protection (PPE)
  - o If the first three levels of protection aren't enough to control the risks, workers and Clients may use personal protective equipment (PPE) such as masks. PPE should not be used as the only control measure. It should only be used in combination with other measures.

General Safety Protocols
- Hand washing:
  - o Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body — particularly the eyes, nose, and mouth — or to other surfaces that are touched.
  - o Wash your hands immediately before leaving a work area; after handling materials that may be contaminated; before eating or drinking.
- Cough/sneeze etiquette:
  - o Consultants are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes covering your mouth and nose with a sleeve or tissue and turning your head away from others.
- Physical distancing:
  - o Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak.
  - o To appropriately meet social distance requirements, Consultants should keep a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible.
  - o Other physical distancing measures that should also be followed include avoiding crowded places and cancel gatherings (e.g., in-person meetings, conferences); avoiding common greetings, such as handshakes; limiting contact with people at higher risk (e.g. older adults or those in poor health);no sharing of foods or drinks.

What to do if you have COVID-19 symptoms
- If a Consultant develops symptoms of COVID-19 recognized by the Ministry of Health while outside of the home office, they must immediately don a mask, return home, and self isolate.
- If a Consultant presents symptoms of COVID-19 recognized by their province's Self Assessment Tool, the Consultant must immediately contact public health to take a COVID-19 test.

- If a Consultant is tested, they must self-isolate at home until the results of the test are known.
- Some Consultants may be affected by the anxiety and uncertainty created by the COVID-19 outbreak. It's important to remember that mental health is just as important as physical health, and to take measures to support mental well-being.

Policies:

Policies are created to manage potential in-person meetings with Clients and other contractors, including policies around how to address illness that arises.

1. Consultants showing symptoms of COVID-19 are prohibited from in-person meetings and must self-isolate at home.
2. Anyone who has been identified by contact tracing as a close contact of someone with COVID-19 within the last 14 days must:
    o Self-isolate and get tested for COVID-19.
    o Self-isolate for a full 14 days even if their test result comes back negative.
3. Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms. (Note: A pilot project between the Government of Alberta and the Government of Canada launched Monday, November 2, providing a new option for travelers entering Alberta through either the Calgary International Airport or the Coutts Border Crossing).
4. If a Consultant tests positive, then he/she:
    o Is legally required to self-isolate for 10 days from when the symptoms started and until symptoms are gone (whichever is longer).
    o Is legally required to self-isolate for 10 days from the date tested, even if the Consultant does not present any symptoms.
    o Must contact Clients or other Consultants with whom they may have been in contact to notify them of the risk and ensure proper contact tracing.
5. Travel for business should be minimized and should be undertaken only where "essential".
6. If visiting other workplaces in the course of a Consultant's work, the Consultant must:
    o Complete a symptom free confirmation if requested by the Client.
    o Wear a mask and gloves (if required) to be prepared to respect safety rules in that workplace.
    o Drive alone.
    o Limit personal belongings taken into another workplace.
    o Sanitize hands on arrival.
    o Limit the amount of time you spend there.
    o Meet in an open space with good air ventilation.
    o Visit only one location a day.
    o Keep a record of workplaces you visited and who you came into contact with at that workplace.

References:

Government of Canada Public Health Services

Government of Alberta – Alberta's Covid-19 response; public health orders