

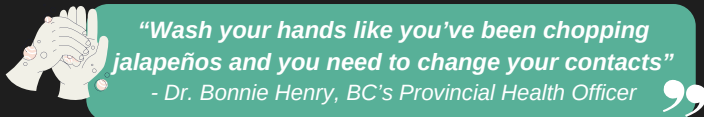
# COVID-19 PROTOCOLS AND GUIDELINES

For the health and safety of our staff and tenants.

**Physical Distancing** is one of the most important measures to reduce the impact and spread of COVID-19.

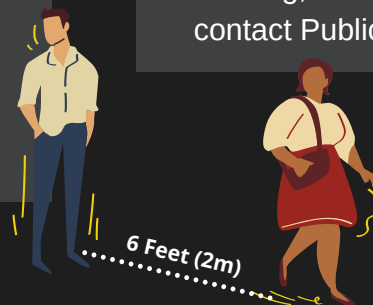
## PRACTICE GOOD HYGIENE

- Wash your hands often with soap and water for at least 20 seconds
- If soap and water are not available, use a hand sanitizer with at least 60 % alcohol
- Avoid touching your mouth, eyes, nose, and ears. Cough or sneeze into your arm
- Avoid others who are unwell, and stay home if you are sick
- Wash your hands, or use sanitizer after touching surfaces



## PHYSICAL DISTANCING

- Stay at least 6 feet (2 meters) from each other
- If you must be within 6 feet (2 m) from any other persons, don a mask. Undamaged masks can be reused by the same user
- Do not congregate in work rooms, kitchens, copier rooms or other areas where people socialize
- Avoid in-person meetings. Use online conferencing, e-mail or the phone, even when people are in the same building
- Unavoidable, in-person meetings should be short, in a large meeting room. Sit at least 6 feet from each other; avoid shaking hands



## KNOW THE SYMPTOMS

Any of the following:



Fever > 37.7°C



New onset or worsening cough



Shortness of breath or difficulty breathing

OR

2 or more of the following:



Sore throat/difficulty swallowing



Nasal congestion



Decrease/loss of sense of smell



Diarrhea or vomiting



Abdominal pain

## FOLLOW PROPER PROCEDURES

- If you have travelled outside of Canada within the past 14 days self-isolate for 14 days and avoid contact with other workers. Please do not come into the Loomex building
- If you have been in close contact with a confirmed positive case within the last 14 days, you must follow Public Health guidelines. Close contact includes living with or caring for a person
- If you experience symptoms, report to your Public Health Unit. Seek medical attention including COVID-19 testing, if indicated. If you develop symptoms while in the Loomex building, don a mask immediately and contact Public Health for further instructions

