

# SAISIA

Saskatchewan Association of  
Immigrant Settlement and  
Integration Agencies



Association des agences  
d'établissement et d'intégration  
des immigrants de la Saskatchewan

## **SAISIA COVID-19 Re-Opening Guide** *Saskatchewan Settlement Sector*

**Prepared: August 2021**

## Preamble & Disclosure

Best Practice Information and Guidance within this document (including charts, tables, notes and diagrams) is not intended to be directional in nature but informative. It does not represent legal advice. While reasonable endeavours are taken to ensure that information is accurate and up-to-date as at the date of publication, the Saskatchewan Association of Immigrant Settlement and Integration Agencies (SAISIA) and its contributing authors do not accept liability or responsibility for any loss or damage occasioned to any person acting or refraining from acting on any information contained therein. Specialist legal or other professional advice should be sought before entering (or refraining from entering) into any specific transaction.

The Saskatchewan Association of Immigrant Settlement and Integration Agencies (SAISIA) has created this document to complement existing documents created by WorkSafe Saskatchewan which can be found on their website at <https://www.worksafesask.ca/>.

We suggest modifications of these guidelines be made to ensure each point is relevant to your own organization.

For more information and updates, please visit the following websites regularly:

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus>

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html?topic=tilelink>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

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## Overview of Guidelines

These guidelines are for internal use by the Saskatchewan Settlement Sector and can be shared and used for the purpose of creating best practices within your own organizations.

Where applicable, organizations must also follow any guidance from the provincial health officer that would be applicable and relevant to their organization and the services being offered. Organizations will need to create their own policies regarding a safe work environment during COVID-19 and these guidelines have been created to assist organizations in the creation of their own organizational guidelines.

It is recommended to also review other WorkSafe Saskatchewan created guidelines related to in-person counselling, office space, childcare, day camps and/ or any services that are offered by the organizations for regular updates and new information.

### About COVID-19

The Coronavirus Disease (COVID-19) is a type of virus caused by SARS-CoV-2. COVID-19 emerged in December 2019 in Wuhan, China, which may have originated in an animal and changed (mutated) so it could cause illness in humans.

The World Health Organization declared COVID-19 a pandemic on March 11, 2020. Those who are infected with COVID-19 may have little to no symptoms. Symptoms of COVID-19 are often similar to other illnesses.

Symptoms of human coronaviruses can:

- take up to 14 days to appear after exposure to the virus
- be very mild or more serious
- vary from person to person

Coronaviruses are most commonly spread from an infected person through:

- respiratory droplets when you cough or sneeze
- close personal contact, such as touching or shaking hands
- touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

The best way to prevent the spread of infection is to:

- wash your hands often with soap and water for at least 20 seconds
- avoid touching your eyes, nose or mouth, especially with unwashed hands
- avoid close contact with people who are sick
- cough and sneeze into your sleeve and not your hands
- practice physical distancing at all times
- stay home if you are sick to avoid spreading illness to others; and

- wear a non-medical mask or face covering, made with at least two layers of tightly woven fabric, constructed to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops, to protect the people and surfaces around you.

For more information on coronavirus:

1-833-784-4397

phac.info.aspc@canada.ca

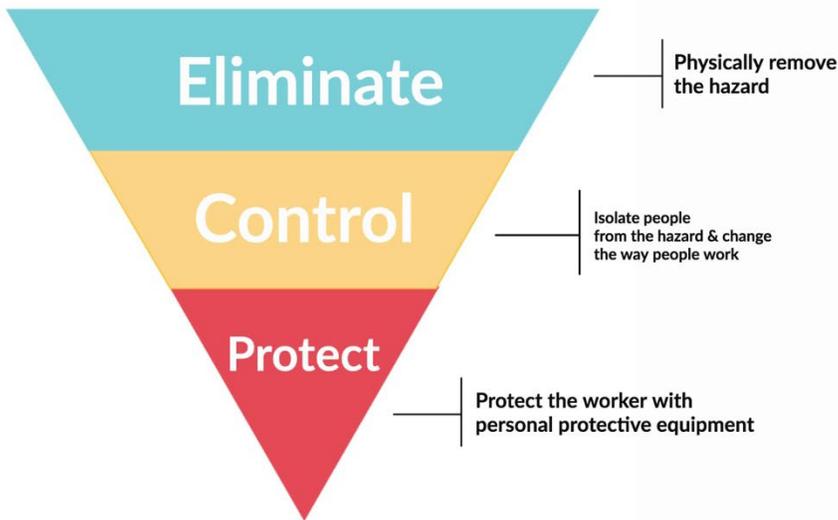
Source: [\*Know the facts about COVID-19 - Canada.ca\*](#)

Source: [\*https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus\*](https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus)

## Selecting Protocols for your Workplace

COVID-19 prevention and risk assessment is important on a regular basis. Organizations are advised to use the protocols that offer the highest level of protection and add additional protocols as required.

### Hierarchy of Controls for COVID-19 Prevention



**COVID-19 controls are important in order to create a safe workplace. Below is a breakdown of the hierarchy as it pertains to aiding in controlling the spread of Covid-19 in the workplace.**

<h1>Eliminate</h1>	<ul style="list-style-type: none"> <li>● Most effective means to prevent exposure, physically removing the “hazard” (in this case - COVID-19)</li> <li>● Reduce number of people in an area and establish occupancy limits</li> <li>● Reschedule work tasks</li> <li>● Do not allow people with symptoms or people who have come in contact with COVID-19 into the workplace</li> <li>● Rearrange workspaces to ensure that workers are at least 2m (6 ft) from co-workers, customers and members of the public</li> </ul>
<h1>Control</h1>	<ul style="list-style-type: none"> <li>● Ensure adequate amounts of clean water and soap, handwashing stations and hand sanitizer dispensers</li> <li>● Install Plexiglass/walls to separate people</li> <li>● Use equipment to eliminate the need for workers to work in close contact (ie. two scissor lifts instead of one, lifting devices to allow one worker instead of two)</li> <li>● Increased air filtration devices (HEPA filters)</li> <li>● Provide alternative exits and entrances for people</li> <li>● Redesign work areas and identify planned walking paths</li> <li>● Develop and set clear expectations by developing policies, procedures and guidelines for your organization</li> <li>● Ensure people know the new rules (policies) for the workplace are designed to eliminate or reduce threats</li> <li>● Educate and provide signage that provides appropriate messaging around numerous locations throughout the workplace</li> <li>● Adjust schedules with staggered break times or shift start time to reduce congestion</li> </ul>
<h1>Protect</h1>	<ul style="list-style-type: none"> <li>● “Hazard” is now potentially the person</li> <li>● PPE should include gloves, protective eyewear, coveralls, respiratory protections of all kinds may be required</li> <li>● Use of a non-medical mask and be aware of its limitation to protect the wearer from respiratory droplets; education on how to use the mask appropriately may be required</li> <li>● This is the last form of defence and should only be used in concert with the above controls</li> </ul>

Inspired by Modern Niagara “Hierarchy of Controls for COVID-19 Prevention”

## **Vulnerabilities of Clients Accessing Settlement and Integration Services**

SAISIA serves newcomers by providing settlement and integration agencies in Saskatchewan with access to professional development and opportunities to network, as well as links to resources they can use to strengthen and enhance their internal procedures, client programs and services. Most of the clients of settlement and integration agencies are new to Canada and/ or the province. Some of these individuals might not be well-versed in Canada's official languages English and French.

The clients might experience some barriers in terms of finances, access to technology, and support network in case of challenges due to COVID-19.

These individuals might not have access to hand sanitizer and non-medical face masks.

The clients who are newcomers often are not well acquainted with Canadian systems, laws, and culture. Some of the newcomers who come on a refugee status or from war torn or countries experiencing political turmoil might be violence or trauma survivors. Some of these individuals might have PTSD or related mental/emotional symptoms/ challenges.

## **Responsibilities of the Saskatchewan Settlement Service Providers During COVID-19**

### **1. Adapting HR Policy and Creating a Prevention Plan**

Adapt HR policies on how staff should access their own health and suitability to work and procedures that they would need to follow if they are feeling ill. Communicate the policies to staff clearly and through different mediums and communication platforms. Where possible get confirmation that staff is aware of the policy and has read it.

Refer to *Appendix-1*. It provides a template and pointers towards thinking and creating a plan and associated policies about preventing COVID-19 in your workplace.

If needed create a checklist along the lines of *Appendix- 2*, 'Remote Workplace Safety Checklist' to ensure health and safety of staff working remotely.

Employers are to provide staff who are working from home with information and checklists on what workers may need to consider for their home office. Also refer to:

<https://www.worksafesask.ca/covid-19/ergonomic-safety-at-home/>

<https://www.worksafesask.ca/covid-19/tips-for-individuals-and-teams-working-remotely/>

Provide mental health support to staff.

Refer to the following sites for further information:

<https://www.canada.ca/en/government/publicservice/covid-19/mental-health-tips.html>

<https://www.worksafesask.ca/managing-your-mental-health-through-covid-19-tools-to-help-you-cope/>

## 2. Assessing the Risk COVID-19

Organizations will need to adapt a system on how staff should assess their own health and suitability to work and procedures to follow if they are experiencing any symptoms related to COVID-19.

The Government of Saskatchewan has various resources available on their website to help individuals and employers manage the implications of working during the pandemic. One such tool is a 'Know Your Risk Checklist'. This tool can be used by organizations to ask their employees to self-assess their risk to COVID-19. Here is the link: [Know Your Risk Checklist'](#)

Staff must complete a screening prior to starting work where they would enter into the workplace location or have in-person interaction with others including clients, colleagues or other stakeholders. The screening is required to ensure that they are healthy and not displaying any COVID-19 symptoms. This health check can be completed via questionnaire, email, phone or text 12-24 hours prior to the appointment. A sample questionnaire is attached as *Appendix- 3*.

If staff display any symptoms, they will not be allowed to enter into any site locations or interact in-person with any clients, colleagues or other stakeholders. Staff must remain at home, inform their employer and work from home as per the organization's HR policy.

## 3. Training on COVID-19

Organizations should provide staff with training on Canadian COVID-19 guidelines and safe return to work guidelines. It is suggested that all organizations take the following free online course offered by WorkSafe Saskatchewan: <https://www.worksafesask.ca/covid-19-work-safe-e-course/>.

For managers at organizations the 'COVID-19 Work Safe Leader designation' is recommended. Organizations might want to consider creating an employer account on the SkillsPass platform to access this training. This platform will allow managers to assign the COVID-19 Work Safe course to workers by sending a simple email link. You will also have access to tracking and viewing completion records of employees. This link has information on how to become [Partners - SkillsPass](#) for this training for managers.

## 4. Providing Information & Updates

Organizations will also need to provide staff with information about sanitization options (handwashing stations, wipes or hand sanitizer) available at the workplace on a regular basis. Organizations need to identify who will be responsible for providing and restocking the sanitization options.

Organizations should clearly communicate illness policy and safety protocols with clients through email, whatsapp, social media or website before entry into the organization in multiple languages. Where possible it is recommended to consider recording a video in multiple languages to educate and inform clients about service delivery changes.

It is critical to ensure that clients are aware that if they are feeling unwell or displaying COVID-19 symptoms that the meeting will be held virtually or that the meeting will be rescheduled without any negative consequences for the client.

Ensure a protocol is in place for any staff coming to work and it is readily available in the office as a poster upon entry. For example, see *Appendix 4*. Organizations should prepare a new interim policy related to managing appointments and daily operations.

## 5. Limiting Occupancy & Ensuring Physical Distance

Organizations are advised to establish and clearly communicate occupancy limits for shared spaces such as classrooms, office space, lunchrooms and breakrooms or other communal areas. A few ways to do this is as follows:

- Consider removing chairs or tables to ensure occupancy limits are not exceeded
- If possible, provide additional areas for workers to have their breaks, including outside areas if available
- Stagger start and end of shift times as well as break times for workers to prevent crowding when entering and leaving the workplace
- Have staff work remotely where possible
- Hold meetings with staff virtually to minimize contact
- When in-person meetings are necessary, position people at least two meters apart
- Do not shake hands with clients and avoid close greetings like hugs
- Keep an out on the news releases from the Ministry of Health and re-opening plans

Some websites that provide more information on the government's occupancy limits, re-opening plans and guidelines are:

- [Re-Open Saskatchewan Plan | COVID-19 | Government of Saskatchewan](#)
- [Latest Updates | COVID-19 | Government of Saskatchewan](#)
- [News and Media | Government of Saskatchewan | Government of Saskatchewan](#)

## 6. Knowing Guidelines on Leave due to COVID-19

Organizations must refer to Government of Saskatchewan Website section under 'COVID-19' – 'Information for Businesses and Workers' – 'Managing Staffing and Leave' on a regular basis.

Refer to:

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/covid-19-information-for-businesses-and-workers>

As of August 5, 2021, the government has updated the information, a document about 'COVID-19: Questions and answers related to Employment Standards and Occupational Health and Safety', this is provided in *Appendix 5* of this guideline. However, this document might be updated by the government in light of changes in the situation due to COVID-19. Hence, it is important that you remain proactive towards checking the website regularly.

The [Public Health Emergency Leave](#) provision only applies during a public health emergency as declared by the World Health Organization and the chief medical health officer orders that it applies to Saskatchewan. Measures must be taken to reduce or prevent the spread of the disease, or the chief

medical health officer orders that a disease is present in Saskatchewan such that measures must be taken to reduce or prevent the spread of the disease.

Update: As of July 11, 2021, the public health orders have been lifted and the public health emergency leave is no longer available. However, it is important that organizations know about this provision in case public health emergency is declared and applies to Saskatchewan.

## 7. Guidance on Communal Food Preparation and Donations

Some basic do's and don'ts are mentioned below, organizations can expand on this based on their unique requirements and situation at their sites.

Don'ts	Do's
Provide and consume communal food	Provide pre-packaged snacks and boxed lunches
Accept donations items such as: stuffed animals, and anything that might be hard to disinfect and clean	Accept items that can be easily cleaned
Use community water coolers or fountains	Use proper hand hygiene prior to disinfecting donations and after disinfecting
	Provide bottled water
	Limit the number of clients and staff in a food preparation area at any one time
	Consider creating cohorts of clients and staff who work together in the kitchen
	Establish directional arrows on the floor in kitchen settings to control flow of traffic
	Establish a cleaning protocol for communal equipment and kitchen tools
	Use only disposable cups, towels and cutlery in the kitchen. Provide only disposable towels

## 8. Client Services

Refer to the checklists to help staff and clients prepare for various activities while COVID-19 procedures are in effect. These checklists can be modified by each organization to suit specific services offered and/or adapted to suit the site needs as required.

## Checklists for Staff

### Home Delivery

ITEM	DATE	INITIAL
Prepare for contactless delivery to maintain the physical distancing requirement.		
Communicate the process for contactless delivery to client		
Arrange time and place for contactless delivery clearly with client (e.g., staff person leaves packages in a pre-arranged location)		
Hand sanitizer & a mask is easily available to staff involved in the delivery		

### Communal Kitchen Use

ITEM	DATE	INITIAL
Health check completed 12-24 hours prior in-person interaction with others including clients, colleagues or other stakeholder		
There are limited number of clients and staff in a food preparation area at any one time		
There is separation using plexiglass between workspaces in kitchen		
Where possible, create cohorts of clients and staff to work together in the kitchen		
Directional arrows on the floor in kitchen settings to control flow of traffic are available		
Clients and staff have masks and are using a mask when physical distance cannot be maintained		
Physical distance is maintained where possible		
High-contact surface areas are regularly cleaned and disinfected		
Handwashing station or hand sanitizer is easily available		
A cleaning protocol for communal equipment and kitchen tools is adhered to		
Only disposable cups, towels and cutlery are used		

### Client Services at The Clients' Residence

ITEM	DATE	INITIAL
Health check completed 12-24 hours prior to in-person interaction by both the staff and client		
Evaluated if home visitation could be avoided		
Conducting person to person meetings outdoor is possible		
Reminded client about physical distancing and hand hygiene etiquette		
Prior to the visit had a discussion with clients about the space where home visits will take place		
Hand sanitizer is accessible and available readily		

Staff and clients have a non-medical face mask that they can wear during the visit		
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***Accompaniment & Use of Public Transportation***

<b>ITEM</b>	<b>DATE</b>	<b>INITIAL</b>
Health check completed 12-24 hours prior to any appointments		
Sanitize upon arrival/leaving		
Carry and wear a mask		
Organize travel during non-busy times to allow for maximized physical distancing		
Appointment arranged during non-peak periods		
Follow Transit physical distancing markers where possible		
Physical distance is maintained where possible		
Use bus seating when possible		
Take the next bus if the bus is too full		
Leave well in advance to allow extra time to arrive at the appointment		
Walk to the appointment where possible		
Arrange to meet the client at a meeting point close to the appointment where possible		
Where possible try to complete the visit using virtual technology especially to other agencies		
Look into the guidelines about the COVID-19 of the organization/agency where the accompaniment visit will take place prior to the appointment		
Interpreter service visits conducted virtually		

***Housing Search Supports***

<b>ITEM</b>	<b>DATE</b>	<b>INITIAL</b>
Virtual housing search appointments arranged where possible		
Health check completed 12-24 hours prior to any appointments		
Sanitize upon arrival/leaving the housing unit		
Masks easily available to be worn at all times		
Avoid touching common surfaces such as light switches or doors with your hands; sanitize your hands if you touch those surfaces and let the client do the same in case they touch anything in the unit		
To minimize cross-contamination avoid showing multiple properties in a single day		
No handshakes or close greetings		

**Group Workshops/Youth Programming Classes, And Field Trips or Other Group Activities**

ITEM	DATE	INITIAL
Health check completed 12-24 hours prior to any appointments		
Students/youth reminded to avoid handshakes or hugs		
Avoid group singing or cheering		
Conduct group activities like classes/ workshops etc. outside when practical and weather permitting		
Inform students/ youth about outside classes and to carry appropriate clothing		
Remind everyone to carry their own pens/ stationery and that no sharing will be permitted		
Form smaller groups that stay together for the duration of the class or workshop or field trip		
Organize room configurations to ensure 2 meter distance		
Provide non-medical face masks for students in case distance cannot be maintained		
Sanitize upon arrival/leaving, after breaks or workshops, and when touching surfaces or devices		
Disinfect and clean shared computers and/ or other devices especially frequently touched surfaces such as keyboard and mouse and desk		
Maintain number of participants and post information inside the rooms or activity areas		
In case face masks are hindering language learning then consider using face shield so that client can see their mouth		
Ask participants to disinfect their desks and armchair surfaces prior to using it and after use with agency provided disinfectant wipes		
Restrict traffic in and out of the room during classes/ group sessions etc.		
Students consume food or drinks inside the room		
Students are not allowed to use the communal kitchen while COVID-19 procedures are in effect		
Encourage students to carry their own beverages, as no tea or coffee will be available during COVID-19		
Enter and exit the building before and after the class/ group activity as efficiently and quickly as possible		
Organize more individual activities that encourage space between staff and participants		
Develop policies around when students wash their hands; provide handwashing stations or hand sanitizer		
To avoid crowding stagger the start and end of class/ activity times		
When on field trips ensure that high touch areas of the bus are cleaned and disinfected at the start and after drop-offs		
When on field trips, ensure that 2 meter distance is maintained on the bus or masks are used		
Organize virtual field trips where possible		
Opt for field trips that take place outdoors when weather permits		
Organize smaller groups for field trips and group activities in general		

**Childcare, Childminding, And Parent/Child Groups Housing Search Supports**

<b>ITEM</b>	<b>DATE</b>	<b>INITIAL</b>
Health check completed 12-24 hours prior		
Create cohorts of workers who work together & do not interact with other cohorts (Helps reduce transmission)		
Provide additional time for the staff to complete the disinfection of shared equipment (toys)		
General cleaning & disinfection should occur at least once a day		
Clean & disinfect frequently touched surfaces before and after a new cohort arrives		
Follow the childcare maximum capacity limits		
Children wash their hands prior to entering the Childminding Center		
Store all belongings (jackets, strollers, bags, etc.) in the designated areas outside of the Center		
Children change outside shoes to inside shoes; outside shoes are left outside the Center		
Maintain social distance between children, teachers and other staff		
Traffic in and out of the Center is restricted/limited to children, parents and staff (Other staff permitted in special circumstances)		
Parents feed children inside the Center		
Parents & children will be encouraged to enter and exit the building before and after accessing childminding		
Hand sanitizer is available, and staff will help sanitize children's hands constantly		

**Client Outreach Activities**

<b>ITEM</b>	<b>DATE</b>	<b>INITIAL</b>
Health check completed 12-24 hours prior		
Staff are knowledgeable about the COVID-19 guidelines of the organization/location where the activity will take place		
Remind participants of physical distancing & hand hygiene before, during and after the activity		
During the planning phase, discuss with staff & potential partners the space where the activities will take place		
Ensure physical distancing is adhered to during the activity; when possible, and weather permitting, conduct activities outdoors		
Provide hand sanitizer and face masks if needed		

**Welcoming Newcomers**

<b>ITEM</b>	<b>DATE</b>	<b>INITIAL</b>
Health check completed 12-24 hours prior		

Staff wears full PPE (masks, face shields, gloves and gowns) when welcoming newcomers at the airport who need to quarantine		
Counters have plexiglass/similar material installed		
Signage is placed on floor to ensure physical distancing		
Use transport buses when possible to transport newcomers to hotels for quarantine; do not use public transit; staff must wear full PPE during transport		
All services will be provided remotely once clients have arrived at the hotel for their 14-day quarantine		

## Checklist for Clients

ITEM	DATE	INITIAL
Health check completed 12-24 hours prior to any appointments		
Arrive at the scheduled time and where to wait for appointment		
Carry and be ready to wear a mask		
Come alone if possible		
Sanitize upon arrival/leaving		
Be mentally prepared that the site might require a temperature check		
Maintain social distancing		
You may be asked for Vaccination status		
Bring and use your own pen		
Bring your water bottle or use disposable water cups if you use the water cooler		
Stay home and reschedule the appointment if you feel sick		
Enter and exit the building before and after the appointment as efficiently and quickly as possible.		

## Sources:

*Content in this guideline document is based on the guide from WorkSafe BC*

<https://www.worksafebc.com/en/resources/health-safety/books-guides/communicable-disease-prevention-guide-employers?lang=en>

*Resources that can be recommend to clients or staff to understand best practice procedures during COVID-19:*

[COVID-19 resources for parents and children - Canada.ca](#)

[COVID-19: Guidelines for Businesses & Community Organizations – City of Toronto](#)

## **Appendix 1 – COVID-19 Prevention Planning Template**

The following template may be useful for employers to document and communicate their COVID-19 prevention plan, practices, and policies. Employers use this as they deem suitable and adapt it according to their unique situation.

### **Step 1: Evaluating the risk**

Preventing COVID-19 involves being proactive and taking regular measures to evaluate and reduce the risk of transmission in the workplace.

Document your process for monitoring and reviewing communicable disease-related information issued by your regional medical health officer or the provincial health officer. This should include the person responsible for reviewing and monitoring information as well as the process and/or frequency for the information review.

### **Step 2a: Implement measures, practices, and policies to reduce the risks**

Implementing policies to support employees who may have symptoms of COVID-19 to avoid being in the workplace in the event they are sick.

Document your policies and supporting practices here.

## Step 2b: Hygiene Maintenance

Provide hand-hygiene facilities and masks and/ or other supplies. Use policies and signage to remind staff to wash their hands and to cover coughs and sneezes.

Document your policies and supporting practices here.

## Step 2c: Cleaning

Ensure a clean environment through routine cleaning processes that are appropriate for your clients and services.

Document your policies and supporting practices here, including the answers to the following questions.

- What is the cleaning schedule at your workplace?
- Who is responsible for cleaning?
- Do cleaners have appropriate supplies and training to do their job effectively and safely?

## Step 2d: Ventilation

Ensure building ventilation is adequate and ventilation systems are functioning properly and maintained. For employers without ventilation or without direct control of their building's ventilation system, they may take other measures to improve air circulation, including opening windows.

Document any additional measures in place at your workplace here.

## Step 2e: Additional Measures

During the pandemic follow the guidance of the provincial health officer about information on risk and reducing risk.

Document any additional measures in place at your workplace here.

### Step 3: Communication Protocol

Ensure all employees and clients receive information about the measure, policies, and practices for managing and preventing COVID-19.

Document your answer to these questions here.

- How are measures, practices, and policies communicated at the workplace?
- How are supervisors informed of measures, practices, and policies, and kept abreast of changes as they are made?
- Identify any workplace signage used to communicate measures.

### Step 4: Monitoring and updating the plan as required

Regularly evaluate and update the plan to reflect changing risks levels and to follow provincial government guidelines.

Document your answer to these questions here.

- How are joint health and safety committees or worker representatives involved in the ongoing evaluation of measures, practices, and policies at their workplace?
- What is the mechanism at your workplace for workers to escalate health and safety concerns?
- What is the process in place at your workplace to monitor whether measures, policies, and practices are being followed?

Source: This document is based on WorkSafe BC, June 2021, 'Communicable disease prevention: A guide for employers.

## Appendix 2 – Remote Workplace Safety Checklist

### REMOTE WORKPLACE SAFETY CHECKLIST

The remote workspace should, to the extent possible, provide the same level of health, safety and security that an employee would receive at a regular work office. Employees working in a remote workspace are responsible for assessing that worksite for existing or potential problems and for taking corrective steps, in consultation with Health and Safety where appropriate.

In order to prevent the development of unsafe or unhealthy working conditions, employees are advised to review the following information and complete the checklist.

#### Accident/Injury Reporting

Employees working remotely must report any injuries that occur in the course of their employment. The employee agrees that a representative may visit their remote workspace to investigate an injury or accident report if necessary and agrees to facilitate such a visit as soon as reasonably possible after the injury or accident.

#### Ergonomics

Employees are to ensure their workspace is correctly setup to optimize proper ergonomics. Please see the Ergonomic Reminders and Guidelines document for more information. This includes managing the workday to ensure proper breaks are taken minimize potential for musculoskeletal injury.

#### Checklist

ITEM	INITIALS
Smoke detector is located in proximity of work area and is fully functioning with battery changed every six months	
Fully functioning carbon monoxide detector is in place – batteries changes every six months	
Adequate surge protection is utilized with all electronic equipment as Appropriate	
Outlets are not overloaded	
Power bars are used and in place of extension cords where possible. If extension cords are use, they are CSA approved and grounded by three prongs	
Electrical cords are in good condition and working properly	
Electrical cords are neatly secured, out of the way, and anchored where possible. They pose no tripping hazard.	
Minimal clutter around all electrical equipment (for ventilation Purposes)	
Lighting is working properly and appropriate bulb wattage is used	

Furniture is free from sharp edges	
Area is free from slip, trip and fall hazards (no loose tiles, carpet etc.)	
Where stairs connect to workspace – handrails are in place	
Appropriate resources are in place to enable me to connect remotely if needed and maintain the security measures provided by our IT and/or specific administrative area	

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Signature above acknowledges employees confirms the information above is accurate and conditions will be maintained in this manner for the duration of the remote work.

**Supervisor Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**H&S Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix 3 – Sample Questionnaire

As part of the ongoing effort to mitigate the risk of infection from the coronavirus (COVID-19), we are deploying new protocol aimed at protecting employees and clients.

Please respond to each of the questions (1-4) below.

1. Have you travelled to overseas in the past 14 days
  - Yes
  - No
  
2. Have you travelled out of the province in the last 14 days
  - Yes
  - No
  
3. Have you been in close contact with a person known to be infected with COVID-19?
  - Yes
  - No
  
4. Are you experiencing any of the following symptoms related to COVID-19:
  - Runny Nose
  - Sore Throat
  - Cough
  - Fever
  - Difficulty Breathing
  
5. If you sought any medical attention based on the symptoms checked above, have you been advised by a medical practitioner to self-isolate?
  - Yes
  - No

If yes, how long are you to self-isolate? \_\_\_\_\_

---

NAME (please print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

## Appendix 4 – Office Protocol Image



# PROTOCOL FOR OFFICES ACTIONS AGAINST COVID-19



**PLEASE WEAR A MASK.  
WE PROVIDE THEM FOR FREE AT THE ENTRANCE.**



**IF YOU ARE SICK OR HAVE A FEVER, PLEASE DO NOT ENTER.  
OUR STAFF MIGHT TAKE YOUR TEMPERATURE BEFORE  
ENTERING.**



**WASH YOUR HANDS WITH SANITIZER GEL BEFORE ENTERING.**



**KEEP YOUR DISTANCE FROM OTHERS: 6 FEET MINIMUM.**



**MAXIMUM 5 PEOPLE PER MEETING ROOM.  
LEAVE 1 EMPTY CHAIR BETWEEN PARTICIPANTS.**



**ONLY 1 PERSON PER ELEVATOR TRAVEL.  
PLEASE USE THE STAIRS IF POSSIBLE.**

**THANK YOU FOR FOLLOWING COVID PROTOCOL; IT IS VITAL TO MAINTAIN GOOD HYGIENE & SANITIZE  
REGULARLY. ALL OUR STAFF WORK WITH A MASK AND WE HAVE APPLIED A STRICT HYGIENE PROTOCOL.**

## **Appendix 5 – Vaccination, Layoff, and Employer Requirements**

### **Can my employer require me to get the COVID-19 vaccination?**

Many workplaces are requiring employees to be vaccinated, and to show proof of vaccination, in order to continue working. In some cases, this is due to density of persons in the workplace, and, in others, it is based on the type of work being performed. It is within the purview of employers to require vaccination, with some exceptions. If you can show a medical reason for not getting vaccinated, or another valid reason under the *Saskatchewan Human Rights Code 2018*, then you can continue to work without getting vaccinated (although your employer might then require regular testing).

### **Can an employer terminate an employee if the employee chooses not to receive the vaccine?**

Generally speaking, an employer is required to tie a condition of employment to a legitimate workplace concern. As set out above, the nature of the business, or the density of people in a workplace, might lead an employer to require vaccination. For example, universities have recently announced that vaccines will be mandatory for in-person attendance (although they are also offering regular testing services for people who are not vaccinated). There are other businesses, such as fitness centers and yoga studios, which are requiring full vaccination before clients can attend.

For termination, an employer can terminate for failure or refusal to get the vaccine, but the vaccine requirement would need to be tied to a legitimate interest in the workplace, and the employer could be subject to a complaint under the *Saskatchewan Human Rights Code, 2018*, if there are medical, or potentially religious, reasons for not getting the vaccine.

### **Can an employer terminate me without notice for not getting vaccinated?**

Employers may only terminate employees with 13 weeks of employment with notice as set out in the *Saskatchewan Employment Act*. Employers can only terminate without notice where they have just cause.

Whether failure to get vaccinated is just cause or not, depends on a number of factors, such as the employment contract, the nature of the work itself, and any employee medical conditions requiring accommodation. Employers are encouraged to seek legal advice in these cases.