



Coronavirus (COVID-19)

Keeping our Workplace Safe:

Quality Concrete understands that we are facing an unprecedented challenge; like you, we are deeply concerned and want to do what we can to keep our families safe and healthy.

We are actively monitoring the situation and assessing risks; we will continue to ensure we are up to date with the appropriate sources for the most accurate information; as we work together to stay informed on the current situation we will be taking every reasonable precaution to ensure a high level of safety to all our employees, customers and visitors.

What is Coronavirus (COVID-19):

Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases. Coronavirus disease (COVID-19) is a new strain that was discovered in 2019 and has not been previously identified in humans, it is zoonotic, meaning it is transmitted between animals and people.

The most common route people have caught the novel virus is through close contact (which is defined as anything 6 feet away or less) from those infected by means of respiratory droplets generated by coughing and sneezing, close contact and shaking hands, touching something the virus was on and transferring by touching your eyes, nose or mouth. When infected, the demographics most at risk of severe illness are older adults and individuals with serious chronic medical conditions like heart disease, diabetes, and lung disease, according to the CDC.

Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death. *Note: Symptoms may take up to 14 days to appear after exposure to the virus.*

Standard recommendations to prevent infection spread include regular hand washing, covering mouth and nose when coughing and sneezing. Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.

What can we do for Preventative measures & Control?

To ensure all Quality Concrete employees are aware of, and use routine infection control precautions to help prevent the transmission of the Coronavirus (COVID-19)

- All unnecessary travel should be restricted.
- Help keep hand washing facilities clean and supplies replenished.
- Cleaning objects that are touched frequently, such as doorknobs, handrails etc.
- Don't share items such as utensils, bottles, glasses.
- Practice social distancing and keep a personal space of 2 meters (6ft).
- Practice good hygiene and wash hands regularly with soap and water; hand sanitizer where needed.
- Avoid touching your face, eyes, nose.
- Cough and/or sneeze into elbow or tissue.

Quality Concrete Employee Guidelines:

It is important for all of us to monitor this rapidly evolving situation; the following guidelines have been set out for all our employees, customers and visitors.

- Any personal travel outside of Canada, or exposure to, requires a 14-day self-isolation period before returning to work; all travel will be reviewed and discussed individually.
- Any personal travel booked after March 13th should be rescheduled; if unable to do so, the 14-day isolation will begin the day of your return for 14 consecutive days off with no compensation other than the use of your own sick/ personal days allotted for the year if applicable.
- Any employee not feeling well; showing symptoms such as, coughing, sneezing, shortness of breath or fever, are to stay home and consult 811 and consult a physician before returning to work.
- If any symptoms should arise while at work, contact your Supervisor, leave work and consult a physician.
- Limit your contact with others and keep a 2-meter (6ft) distance and use social distancing techniques, such as using electronic devices to communicate
- Avoid gathering in groups, keep meetings to as few people as possible and avoid shaking hands.
- Clean surface areas frequently, wash your hands regularly for at least 20 seconds and practice good personal hygiene.

It is every employee's responsibility to help to minimize risk and look out for their own safety and the safety of others. Quality Concrete asks that you take into consideration your Family, friends and coworkers by following the preventative measures and guidelines set out to help us in exposure control.

What do I do if I have tested positive or have come into contact with COVID-19?

If you have been in close contact with someone who has been presumed to be infected- meaning waiting on test results; you will be unable to return to work for approximately 3 days after initial contact, even if you show no symptoms. It will then be reassess based on results or if any symptoms arise.

If you have been in close contact with someone who has been confirmed- meaning positive test results; you will be unable to return to work for approximately 14 days after initial contact, even if you show no symptoms. It will then be reassess based on results or if any symptoms arise

If you have a presumed or confirmed case of COVID-19 you will need to remain at home until determined that you have fully recovered.

As of this date the one week waiting period for employment insurance has been waived to help you with the recovery time you require and the financial strain this may cause you and your Family; Quality Concrete will work with you on an individual basis to help to ensure required sick time is available and find the opportunity for you to work adequate hours in the coming months to help compensate for time lost.

Visitor Guidelines:

Quality Concrete will be limiting the number of visitors accessing our facilities for this time; if any visitors have traveled outside of Canada or have been in close contact with someone who has, or have shown any symptoms, they will be unable to access our facilities.

We ask that visitors to any Quality Concrete facility observe the guidelines similar to the ones we have set out for our employees so that we may limit the risk of exposure.

Where can I go to seek additional up to date information?

<https://novascotia.ca/coronavirus/>

https://811.novascotia.ca/health_topics/covid-19-when-to-call-811/

<http://www.sgmit.ca/>

Quality Concrete understands that this is a challenging time for all. Safety is our priority and we are taking sensible steps to help protect our valued employees, customers and visitors. We will continue to monitor new developments, follow Provincial guidelines and ensure they are communicated to all so that we are fully informed and may quickly adapt to any required changes as this unfolds.

Thank you everyone for your support.

Jennifer Allen, HSP CSS

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