

	<b>Document Title:</b>	Pandemic Plan	<b>Signature:</b> 
	<b>Reviewed Date:</b>	January 28, 2021	
	<b>Effective Date:</b>	June 17, 2020 Revision November 25, 2020	
	<b>Approved By:</b>	Kevin Fitzsimmons	

## What is a Pandemic

Pandemics are defined as incidents that are transmitted through multiple sources and can spread quickly over a wide area. According to the Centers for Disease Control (CDC), although pandemics occur infrequently, planning and preparing for a pandemic is important to ensure an effective response.

Planning for and responding to a pandemic is complex. Pandemics can affect everyone in a community, therefore, public health officials, health care professionals, researchers and scientists across the world work together to plan and prepare for possible outbreaks. As health professionals prepare, so must businesses to ensure there's a plan in place to combat the effects of a pandemic.

## Pandemic Planning

The goal of the pandemic planning process is to minimize serious illness and mortality, as well as to reduce societal disruption in the population during an influenza pandemic. Effective planning requires a collaborative effort by all health organizations and partners throughout the province. This will provide the public with information on appropriate public health measures, self-care, and treatment to help reduce the negative impacts of the illness. Planning across the health sector will ensure the development of common operational pandemic influenza plans for the greatest protection and care of the population. These plans should be comprehensive, strategic, sustainable and resilient, and allow for trans-jurisdictional integration and coordination.

A Pandemic Flu rarely happens, about 3-4 times a century; usually it is when a dramatic change occurs in a strain of influenza-A virus, other viruses can also cause Pandemic strains. In the majority of people, the immune system has never been exposed to this new virus and therefore most people have no immunity to protect them from becoming infected. Existing vaccines are not effective and a new vaccine may take longer than usual to develop. If the new virus spreads easily from person-to-person, the influenza virus can spread around the world quickly. This causes widespread outbreaks of disease and can lead to significant numbers of hospitalizations and deaths as well as social and economic disruption. This worldwide outbreak is called a pandemic.

The effects of an influenza/virus pandemic are different than a natural disaster. Countries and provinces may not be able to help each other as they do during natural disasters, because a pandemic affects all parts of the world. Infrastructure remains intact but a pandemic can have a longer duration than a natural disaster and absenteeism may be high. Workers will be encouraged to stay home until the contagious period passes.

## Training

All employees will be periodically trained on:

- Awareness of pandemic influenza and viruses including health issues of the pertinent disease to include prevention of illness and initial disease symptoms.
- Potential ways of contracting the virus.
- Control measures to break the chain of infection including hand washing and disinfecting.

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- Awareness of social distancing-keeping a distance of 2 meters or more from someone suspected of having pandemic influenza/virus.
- When it is appropriate to return to work after illness.
- Disease containment plans.

### Prevention and mitigation

The main reasons the influenza virus spreads is coughing or sneezing by a person infected with the virus. The best method to reduce the likelihood of becoming sick is to follow these precautions (supervisors will remind workers to follow these precautions):

- Get your vaccinations, as recommended by the local Health services. All workers are encouraged to be vaccinated annually for the new flu / virus strains.
- Stay home when you're sick or have influenza symptoms. The first symptom is usually a high fever. Get plenty of rest and check with a health care provider as needed. Influenza is usually contagious for 7-12 days once symptoms start. Workers are encouraged to stay at home when ill, when having to care for ill family members, or when caring for children when schools close, without fear of reprisal.
- Antiviral drugs can be given to people shorten the length of illness and reduce flu complications.
- Avoid close contact with people who are sick. If you are sick, keep your distance from others to protect them from getting sick. Staying 1-2 metres away from people will reduce the airborne person to person transmission of influenza.
- Coughing or sneezing should be done into your elbow, upper arm or a tissue which is to be thrown away immediately. Do not cough or sneeze into your hands.
- Wash your hands for a minimum of twenty (20) seconds using soap and water. Washing your hands often will help protect you from getting sick. When soap and water are not available, use alcohol-based disposable hand wipes or gel sanitizers. Hand washing facilities, hand sanitizers, tissues, no touch trash cans, hand soap and disposable towels will be provided by Omineca Fabricating.
- Avoid touching your eyes, nose or mouth. You can become ill by touching a surface contaminated with viruses and then touching your eyes, nose or mouth.
- Practice other good health habits. Get plenty of sleep, be physically active, manage stress, drink plenty of fluids, eat nutritious foods and avoid smoking, which may increase the risk of serious consequences if you do contract the flu.
- Social distancing including increasing the space between employee work areas and decreasing the possibility of contact by limiting large or close contact gatherings will occur. Reduce or avoid face to face meetings, unnecessary travel, public transportation, shaking hands, and restaurants.
- Use household cleaners regularly on all hard surfaces.

### Housekeeping

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While influenza viruses may live up to two days on a hard surface, regular cleaning with household cleaners and products will inactivate them. Surfaces that are frequently touched with hands should be cleaned often-preferably daily using disposable gloves. Household cleaners should be left for 30 seconds before being wiped off.

- Workstations and equipment should be cleaned with regular household cleaners when individuals are changing work stations, and at least daily.
- Clean all areas that are likely to have frequent hand contact (like doorknobs, faucets, handrails) periodically and when visibly soiled.
- Thoroughly wash cups, dishes, and cutlery with soap and hot water after individuals use.
- Garbage should be emptied daily.
- Ensure air filtration and air conditioning systems have been cleaned and able to properly filter.
- Discourage workers from sharing phones, desks, offices or other work tools and equipment, as possible

### Social Distancing

This means making changes in your everyday routines in order to minimize close contact with others, including:

- Avoiding crowded places and gatherings
- Avoiding common greetings, such as handshakes
- Limiting contact with people at higher risk (e.g. Older adults and those in poor health)
- Keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible

### Company Specific Plan

Omineca has set out procedures for the main shop work site which include:

- No one is to enter the building if they show any signs Covid-19 or anyone that is required to self isolate
- **Employees are required to fill out symptom checklist prior to entering work facilities. Supervisors must collect.**
- All deliveries are to be made to the shipping sea can outside of the shipping office and no personnel are to enter the shipping office without masks\*
- Reception area visitors or customers must remain behind the plexiglass shield at all times, if payment is needed to be made the AR person will place the pin pad on the desk and will stand back to maintain 6 feet distance during the transaction. Pin pad and desk will be sanitized after the transaction.
- Masks\* must be worn in reception common area if reception employees are not seated at desks and/or if more than 3 individuals are in area \*if social distancing is not feasible masks must be worn even if only 2-3 people

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- The back office has a capacity of 4 personnel seated at desks, if not seated or if there are more than 4 occupants mask\* are required
- Shop foreman office has a capacity of 2 seated at desks, if not seated or if there are more than 2 occupants masks\* are mandatory
- James' office has an occupancy of 1, if there is more than 1 occupant masks\* are mandatory
- If any office desks/computers are shared spaces then they must be sanitized after each use
- Customers and suppliers may enter the office and shop areas of Omineca given that they and the personnel accompanying them are wearing masks\*
- The shop area allows room for employees to work at a safe distance without masks. If personnel must enter another's work space masks\* must be worn
- The lunch room area has been restricted to only allowing 4 employees at a time and after they are finished the tables, chairs, microwave and fridge are sanitized.
- Masks\* must be worn in vehicles carrying more than 1 person
- If an employee is showing signs of Covid-19 they will not be allowed to return to work until they have isolated for 14 days and show no symptoms or are tested and the results come back negative.
- All employees will label their PPE (gloves, glasses etc.) with their initials to ensure to one else mistaken items as their own.
- Omineca encourages the use of hand sanitizer and provides it at every door
- All field workers must follow the COVID plans of the field sites they are working at. If the field site does not require a "daily health check" form to be filled out the employee must complete an Omineca form.

**\* Face shields may be worn in place of masks.**

**\*\*Employees will be given 2 warnings for not following our company plan, after that they will be sent home with no pay.**