

## **Exposure Control Plan: Pandemic COVID-19 virus for Tłı̨chǫ Government Offices**

### Plan Administration:

## Main Contact

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Reviews and Revisions to this document:

[illegible]

## **Exposure Control Plan: COVID-19 virus**

### **SCOPE**

This exposure control plan (ECP) applies to Tłıchq Government staff who could be exposed to the COVID-19 virus while doing their assigned work in the Tłıchq Government offices including: Behchokò Main Office, Behchokò Lands Office, Community Presence Office, Tłıchq Daycare, Gamètì Presence Office, Gamètì Daycare, Wekweètì Presence Office, Whatì Presence Office, Whatì Daycare, Yellowknife Office and Hoti Tsetta Office.

### **STATEMENT OF PURPOSE**

The Tłıchq Government is committed to providing a safe and healthy workplace for all of our staff. A combination of preventative measures will be used to minimize worker exposure to the COVID-19 virus, including the most effective control technologies available. Our work procedures will protect not only our employees, but also other workers and/or the public who enter our facilities. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to the COVID-19 virus.

The purpose of this ECP is to protect employees from harmful exposures to the COVID-19 virus, to reduce the risk of infection in the event of an exposure, and to comply with the NWT Occupational Health and Safety Regulation 88 (2), (3) & (4).

The Tłıchq Government will strive to find ways to control or eliminate exposure to the COVID-19 virus by developing and implementing proper risk controls, establishing safe work practices, raising awareness, and providing education and training for its employees. The Tłıchq Government will follow direction and controls as specified by the Office of the Chief Public Health Officer.

### **ACRONYMS**

CEC – Chiefs Executive Council  
TEO – Tłıchq Executive Officer  
GNWT – Government of the Northwest Territories  
PHAC – Public Health Agency of Canada  
PPE – personal protective equipment  
SWP – safe work practice  
WHO – World Health Authority  
ECP – Exposure Control Plan

## **RESPONSIBILITIES**

### **Senior Management Group:**

- Approve the ECP
- Designate Site Supervisors who will maintain a schedule of employees working in the office to ensure social distancing and cleaning schedules (See Appendix D)
- Ensure that supervisors and employees are educated and trained to an acceptable level of competency.
- Through the CEC or TEO, modify service models and levels, using a risk-based approach, unless otherwise ordered by national, provincial or local health authority.
- Ensure Directors and Supervisors follow the direction of the CEC and/or TEO.

### **Occupational Health & Safety Committee**

- Select, implement and document the appropriate control measures to limit the spread of COVID-19.
- Conduct a periodic review of this plan's effectiveness.
- Make recommendations to the Senior Management Group on changes to the ECP
- Review all other TG ECP's

### **Human Resource Manager:**

- Ensure that the materials (for example, masks, alcohol-based hand rubs, and washing facilities) and other resources (such as worker training materials required to implement and maintain the plan) are readily available where and when they are required. If due to supply chain disruption, the Tł̓ch̓ Government becomes unable to obtain the necessary resources, the Human Resources Manager will advise the Senior Management Group and the appropriate emergency agency. The Sr. Management Group will then re-evaluate this plan.
- Maintain records as necessary.
- Ensure the exposure control plan is reviewed at minimum annually and updated as necessary.
- Ensure that a copy of the exposure control plan is available at each worksite and for each Directors, and Site Supervisor.
- Ensure Directors and Site Supervisors are familiar with the ECP and SWPs
- Support the development of supporting resources (such as FAQs, posters, and SWPs).
- Assist with the risk assessment process and consult on risk controls, as needed.
- Ensure a system for documenting instruction, training and fit testing is in place.

### **Directors:**

- Assess the risk(s) related to the COVID-19 virus for the positions under their management.
- Ensure that awareness and information resources are shared with employees.
- Arrange for and ensure that training in SWPs is provided to the staff in their department.
- Arrange for and ensure that training in PPE and other equipment are provided is provided to the staff in their department
- Ensure employees follow SWPs, use PPE.
- Direct work in a manner that eliminates and if not possible, minimizes the risk to employees.
- If an employee tests positive for COVID-19, notify all other employees of potential exposure.
- Create schedule for employees, in consultation with Site Supervisors, in the workplace to maximize social distancing.

#### **Site Supervisors:**

- Maintain a schedule of employees working in the office to ensure social distancing and cleaning schedules can be maintained.
- Assess the risk(s) related to the COVID-19 virus for the positions working at their site.
- Share awareness and information resources with employees at their site.
- Ensure employees at their site have been trained on the selection, care, maintenance and use of any PPE.
- Ensure that employees at their site use appropriate personal protective equipment – for example, masks when required.
- Ensure employees at their site are trained in SWPs.
- Ensure all equipment (hand sanitizer, disinfectant wipes, ect) is available at the worksite.
- Ensure Custodians are completing appropriate cleaning and completing cleaning checklist
- Share information regarding worker concerns with Director.

#### **Workers:**

- Read awareness and information resources, ask questions and follow-up with supervisor to ensure understanding and adherence.
- Take part in training and instruction.
- Review and follow related SWPs.
- Selection, care, maintenance and use any assigned PPE as trained and instructed.
- Rely on information from trusted sources including the Tłıchq Government, the GNWT, PHAC and WHO.

- Understand how exposure can occur and when and how to report exposure incidents.
- Notify their supervisors if someone in their household is diagnosed with COVID-19.
- Contact the local health centre as appropriate and follow the directions of health professionals in the community and/or the Chief Public Health Officer of the NWT.

## **RISK IDENTIFICATION AND ASSESSMENT**

### ***COVID-19 virus***

The COVID-19 virus is transmitted via larger liquid **droplets** when a person coughs or sneezes. The virus can enter through these droplets through the eyes, nose or throat if an employee is in close contact with a person who carries the COVID-19 virus. The virus is not known to be airborne (e.g. transmitted through the particles floating in the air) and it is not something that comes in through the skin. The COVID-19 virus can be spread by touch if a person has used their hands to cover their mouth or nose when they cough or sneeze.

**Droplet Contact:** Some diseases can be transferred by large infected droplets contacting surfaces of the eye, nose, or mouth. For example, large droplets that may be visible to the naked eye are generated when a person sneezes or coughs. These droplets typically spread only one to two metres and are too large to float in the air (i.e. airborne) and quickly fall to the ground. Influenza and SARS are two examples of diseases capable of being transmitted from droplet contact. **Currently, health experts believe that the COVID-19 virus can also be transmitted in this way.**

**Airborne transmission:** This occurs when much smaller evaporated droplets or dust particles containing the microorganism float in the air for long periods of time. Transmission occurs when others breathe the microorganism into their throat or lungs. **Currently, health experts do not agree if the COVID-19 virus can be transmitted through airborne transmission.**

### ***RISK ASSESSMENT***

The following risk assessment table is adapted from WSCC COVID-19 and the Workplace: General Precautions and a Risk Assessment. Using this guideline as a reference, we have determined the risk level to our workers, depending on their potential exposure in the workplace.

See Appendix A for the level of risk and risk controls in place for these workers.

Table 1: Risk assessment for pandemic influenza

	<b>Low Risk</b> Jobs that do not require frequent close contact with the general public.  Workers in this category have minimal occupational contact with the public and other coworkers.	<b>Medium risk</b> Roles and responsibilities that require frequent or close contact (within 2 meters of) people who may be infected. This includes daycare workers	<b>High risk</b> Jobs such as healthcare delivery and clinical support workers who must enter patients' rooms and medical transport workers	<b>Very High risk</b> Jobs such as healthcare workers who have significant exposure to the virus and laboratory personnel who work with COVID-19 specimen.
<b>Non-Medical Masks</b>	<b>Yes</b> - The Chief Public Health Officer of the NWT is recommending people use re-usable cloth or disposable face coverings when in public places.	<b>Yes</b> - The Chief Public Health Officer of the NWT is recommending people use re-usable cloth or disposable face coverings when in public places.	<b>Yes</b> - The Chief Public Health Officer of the NWT is recommending people use re-usable cloth or disposable face coverings when in public places except where and N95 mask is required.	<b>Yes</b> - The Chief Public Health Officer of the NWT is recommending people use re-usable cloth or disposable face coverings when in public places except where and N95 mask is required.
<b>Hand Hygiene</b>	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
<b>Disposable gloves</b>	Not required	Not required, unless handling contaminated objects on a regular basis	<b>Yes</b> , in some cases, such as when working directly with	<b>Yes</b> , in some cases, such as when working directly with

			infected patients.	infected patients.
<b>Aprons, gowns, or similar body protection</b>	Not required	Not required	<b>Yes</b> , in some cases, such as when working directly with infected patients.	<b>Yes</b> , in some cases, such as when working directly with infected patients.
<b>Eye protection – goggles or face shield</b>	Not required	Not required	<b>Yes</b> , in some cases, such as when working directly infected patients.	<b>Yes</b> , in some cases, such as when working directly infected patients.
<b>Airway protection – respirators</b>	Not required	Not required	<b>Yes</b> (minimum N95 respirator or equivalent).	<b>Yes</b> (minimum N95 respirator or equivalent).

## ***RISK CONTROL***

The Regulation requires the employer to implement infectious disease controls in the following order of preference:

Controls used to mitigate the risks of exposure include:

- Eliminate the hazard – this removes the task, equipment, chemical or act that is causing the hazard. For example, have Workers work remotely. Elimination of face-to-face contact is the best control possible.
- Substitute – change the work process, person, substance, tool or equipment for a less hazardous one.
- Engineer – design the work site, equipment or process to minimize, eliminate or contain the hazard. For example, can a barrier be installed to protect workers? Physical barriers limit personal human contacts.
- Administrate – Limit the worker's exposure to the hazard through safe work procedures. For example, make sure workers are trained on hand washing, coughing/sneezing etiquette, know the symptoms of COVID-19, allow a reasonable personal distance space to reduce human-to-human transmission, limit exposure to the public, clients or customers and increase cleaning frequencies for shared work surfaces and equipment.
- Personal Protective Equipment – used as a last resort to protect a worker from exposure to a hazard. For example wearing gloves.

## **SAFE WORK PRACTICES**

## Hand Hygiene

Hand washing, proper coughing and sneezing etiquette, and not touching your face are the key to the prevention of transmission and therefore minimize the likelihood 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.

Wash your hands “well” and “often” with soap and water for at least 20 seconds (the time it takes to hum the “Happy Birthday” song twice). If soap and water is not available, use an alcohol-based hand rub to clean your hands.

“Often” includes:

- upon arriving and when leaving work
- after coughing or sneezing
- after bathroom use
- when hands are visibly dirty
- before, during and after you prepare food
- before eating any food (including snacks)

“Well” means:

- wet hands and apply soap
- rub hands together vigorously for at least 20 seconds ensuring the lather covers all areas – palm to palm, back of hands, between fingers, back of fingers, thumbs, fingernails (using palm) and wrists
- rinse hand thoroughly with water
- dry your hands with paper towel (or a hand dryer), use the paper towel to turn off the tap and open the door, dispose of the paper towel

Additionally:

- Avoid touching your eyes, nose or mouth with unwashed hands
- Use utensils: consider using forks, spoons or tooth picks when eating and serving foods (especially snacks or “finger foods”)

*See Appendix B for HANDWASHING and HAND HYGIENE TIPS*

## Cough/Sneeze Etiquette



All staff are expected to follow cough/sneeze etiquettes, which are a combination of preventative measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing to reduce the spread of germs
- Use tissues to contain secretions, and immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards
- Turn your head away from others when coughing or sneezing

### **Use of masks**

Medical masks including surgical, medical procedures face masks and respirators must be kept for health care workers and others providing direct care to COVID-19 patients.

The Chief Public Health Officer of the NWT is recommending people use re-usable cloth or disposable face coverings when in public places.

### **Hygiene and Decontamination Procedure**

Employees have been instructed to wipe down surfaces with disinfecting wipes before they begin and just before they leave their office this means surfaces such as keyboards, mice and desktops around the work area, door handles, light switches in the work area as well as handrails, sink area, door knobs, toilet handle and toilet seat in the bathroom, and sink area, drawer pulls and handles, light switches, countertops, fridge door and handle, and microwave in the kitchen. This kills any virus that may be present. The disinfecting wipes should be thrown into a plastic bag in a special isolated garbage can/waste basket that can easily be tied up and disposed of safely. See Appendix F & G for posters for kitchen and bathroom.

Custodians will clean and disinfect all high-touch surfaces in the workplace (door handles, light switches, stair rails, phones, microwaves, coffee stations, sink handles, water fountains, chair arms, shared workstations or materials, dining tables) when offices are open to the public

Custodians will complete an enhanced cleaning checklist at least once per day or between staff shifts.

In the event an employee is suspected to have COVID-19 or has come in contact with an individual who has COVID-19 custodians will clean and disinfect the worksite as per CDC recommendations.

All employees with potential exposure will not be allowed to come to the TG office and will be asked to stay home for a minimum of 14 days. They will not be permitted to return to a TG office without the authorization of the TEO

See Appendix C - ABOUT CORONAVIRUS DISEASE (COVID-19)

## **Additional Safe Work Practices**

Site Supervisors are maintaining a schedule of employees working in the office to ensure social distancing and cleaning schedules can be maintained.

## **EDUCATION and TRAINING**

The Tłıchq Government in response to the COVID-19 virus has established the following means of sharing information across the organization:

- Information for Employees Category on the web-site
- COVID-19 email address
- Memo's from the Tłıchq Executive Officer– sent on a regular basis to all staff
- Awareness, education and training materials

As COVID-19 is a public health matter, information noted above is intended for all staff.

Additionally, the Senior Management Group is working with various departments to create safe work procedures and provide training as needed in collaboration with Directors and Supervisors.

## **HEALTH MONITORING**

Staff concerned that they may have come into contact with someone who may be ill, are to take the following actions:

1. Report the incident to your supervisor.
2. Call the local health center to share information regarding the incident and determine if any action needs to be taken.

If you're feeling stressed or worried, please remember that The Tłıchq Government's NEBS Employee Assistance Program is available for those who feel they need support of counselling services. Contact EFAP confidentially at 1-844-880-9142 (See Appendix E)

The Red Cross also has information about [preparing emotionally for disaster and emergencies](https://www.redcross.ca/how-we-help/emergencies-and-disasters-in-canada/be-ready-emergency-preparedness-and-recovery/preparing-emotionally-for-disasters-and-emergencies). (<https://www.redcross.ca/how-we-help/emergencies-and-disasters-in-canada/be-ready-emergency-preparedness-and-recovery/preparing-emotionally-for-disasters-and-emergencies>)

A COVID-19 Screening Questionnaire will be completed everyday that an employee comes on site. The screening questionnaire will ask questions about symptoms, travel,

and contact with COVID-19 positive individuals. See Appendix H for Screening Questionnaire.

### **RECORD KEEPING**


Records shall be kept as per the Tłıchǫ Government's already established processes.

If a worker is exposed to COVID 19 while at work and becomes ill they need to complete WSCC workers report of injury/illness and an Exposure Incident Form

## APPENDIX A: POSITION RISK CHART ASSESSMENT

POSITION	LEVEL OF RISK	CONTROL PROCEDURES
Office Staff	Low Risk	Regular and effective hand hygiene
Hamper Staff	Medium Risk	Regular and effective hand hygiene. Use of gloves if frequently touching contaminated surfaces.
Daycare Staff	Medium Risk	Regular and effective hand hygiene. Use of gloves if frequently touching contaminated surfaces.

## APPENDIX B: HANDWASHING HAND HYGIENE TIPS AND CLEANING HIGH TOUCH SURFACES POSTERS



**CORONAVIRUS**  
**COVID 19**  
**EXPOSURE REDUCTION**

### HAND WASHING


PREVENT THE SPREAD OF INFECTION

Proper hand hygiene is the #1 way to reduce the risk of infection. It is important to wash hands frequently and properly with soap and water for at least 20 seconds.


+

**Recommendations from the Centers for Disease Control & Prevention**


- ✓ Soap and water is the best & preferred method of performing hand hygiene.
- ✓ Hands should be washed for at least 20 seconds. An easy way to remember this is to sing Happy Birthday twice.
- ✓ If soap and water are not available, an alcohol-based hand sanitizer containing at least 60% alcohol is an acceptable alternative. Enough product should be used to thoroughly wet hands.
- ✓ If using hand sanitizer, hands should be rubbed together until the product has fully dried.




**01.** Wet hands under running water.




**02.** Apply soap and rub palms together to ensure complete coverage.




**03.** Spread the lather over the back of the hands.




**04.** Make sure the soap gets in between the fingers.




**05.** Grip the fingers on each hand.




**06.** Pay particular attention to the thumbs.



**07.** Press fingertips into the palm of each hand.




**08.** Dry thoroughly with a clean towel.



**Tł̨chq Ndek'áoww**  
**Tł̨chq Government**

# PUBLIC NOTICE



**COVID-19**  
protection

## *Information for Employees*

### **Hand hygiene tips: To ensure your health and safety**

Did you know the precautions for COVID-19 (CORONAVIRUS) are the same as the flu?

Use utensils: consider using forks, spoons or tooth picks when eating and serving foods (especially snacks or 'finger foods')

Don't touch: avoid touching your face with unwashed hands – this include your eyes, nose and mouth.

#### **Wash your hands often:**

- Upon arriving and when leaving work
- Before eating any food (including snacks)
- Before, during and after you prepare food
- After coughing and sneezing
- After washroom use
- When hands are visibly dirty



#### **Wash your hands well:**

- Wet hands and apply soap
- Rub hands together vigorously for at least 20 seconds ensuring the lather covers all areas, palm to palm, back of hands, between fingers, back of fingers, thumbs, fingernails (using palm), and wrists.
- Rise hand thoroughly with water
- Dry your hands with paper towel (or a hand dryer), use the paper towel to turn off the tap and open the door, dispose of the paper towel.



#### **Can't wash your hands? Use alcohol-based hand sanitizer.**

Want more information? Refer to the World Health Organization, the Public Health Agency of Canada, GNWT Health & Social Services, and the Office of the Chief Public Health Officer of the NWT.



## High Touch Cleaning Checklist

High touch items are among the most pathogen heavy surfaces in your facility. Routine cleaning and disinfecting of these items along with frequent hand washing are critical to breaking the chain of infection and creating clean, safe, and healthy environments.



- ☐ CHAIR HANDLES & BACKS
- ☐ COFFEE MACHINES & POTS
- ☐ COUNTER TOPS
- ☐ DESKTOPS
- ☐ DOOR GLASS
- ☐ DOOR HANDLES & EDGES
- ☐ ELEVATOR BUTTONS & DOORS
- ☐ EMPLOYEE CELL PHONES
- ☐ KIOSK BUTTONS
- ☐ KEYBOARDS & MICE
- ☐ LIGHT SWITCHES
- ☐ MAILBOXES
- ☐ MICROWAVES
- ☐ PAPER TOWEL DISPENSERS

- ☐ PHONES
- ☐ PODIUMS
- ☐ PRINTER/FAX MACHINES
- ☐ REFRIGERATOR HANDLES & DOORS
- ☐ SINK FAUCETS & HANDLES
- ☐ STAIR RAILS
- ☐ STAPLERS & STAPLE REMOVERS
- ☐ TABLETOPS
- ☐ TAPE DISPENSERS
- ☐ TIME CLOCKS
- ☐ TOASTER OVENS
- ☐ TRASH RECEPTACLES
- ☐ VENDING MACHINES
- ☐ WATER FOUNTAINS

### DON'T OVERLOOK THESE COMMON GATHERING PLACES.

- |  |  |
|--|--|
| <input type="checkbox"/> BREAK ROOM AREAS (APPLIANCES, SINKS, CHAIRS & TABLES)       | <input type="checkbox"/> CONFERENCE ROOM TABLES & CHAIRS |
| <input type="checkbox"/> RESTROOMS (RESTROOM FLUSH HANDLES, TOILET PAPER DISPENSERS) | <input type="checkbox"/> OPEN SHARED WORKSPACES          |



## APPENDIX C: ABOUT CORONAVIRUS DISEASE (COVID-19)

# ABOUT CORONAVIRUS DISEASE (COVID-19)

### WHAT IT IS

**COVID-19 is an illness caused by a coronavirus.**

Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

### SYMPTOMS

Symptoms may be very mild or more serious. They may take up to 14 days to appear after exposure to the virus.



FEVER



COUGH



DIFFICULTY BREATHING

### HOW IT IS SPREAD

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.

### PREVENTION

The best way to prevent the spread of infections 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



- ▶ when coughing or sneezing:
  - cover your mouth and nose with your arm or tissues to reduce the spread of germs



- immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards



- ▶ clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs.



- ▶ stay home if you are sick to avoid spreading illness to others

### IF YOU HAVE SYMPTOMS

If you have SYMPTOMS of COVID-19 — fever, cough, or difficulty breathing:



- ▶ stay home to avoid spreading it to others
  - if you live with others, stay in a separate room or keep a 2-metre distance



- ▶ call ahead before you visit a health care professional or call your local public health authority
  - tell them your symptoms and follow their instructions



- ▶ if you need immediate medical attention, call 911 and tell them your symptoms.

## FOR MORE INFORMATION ON CORONAVIRUS:

☎ 1-833-784-4397

@ [canada.ca/coronavirus](https://canada.ca/coronavirus)

✉ [phac.info.aspc@canada.ca](mailto:phac.info.aspc@canada.ca)



Public Health  
Agence de la santé  
publique du Canada

Canada



## APPENDIX D: SITE SUPERVISORS

OFFICE	SITE SUPERVISOR	CONTACT INFORMATION
Behchokò Main Office	Sherri Knapton-Pain	
Behchokò Lands Office	Skye Ekendia	392-6381 ext. 1365 445-4132
Behchokò Community Presence Office	Janita Etsemba	
Tłıchq̓ Daycare	Louise Richardson	
Gamètì Presence Office	Pamela Quitte	
Gamètì Daycare		
Wekweètì Presence Office	Adeline Football	
Whatì Presence Office	Shirley Dokum	
Whatì Daycare		
Yellowknife Office	Cecilia Chocolate	
Hoti Tsetta	Marissa Gon	



**To:** Northern Employee Benefits Services Employer Members  
**From:** Northern Employee Benefits Services  
**Date:** October 26, 2018  
**Subject:** HERE 4 YOU @ Work—NEBS Counselling Support

The HERE 4 YOU @ Work-NEBS program is available to any NEBS Employee Members that would like counselling support related to:

- Employee Members can receive support by a dedicated professional over the phone and online. This service is available 24 hours a day, 7 days a week.

Employee Members just need to call 1 (844) 880-9142 (TTY 1 (877) 338-0275) and identify themselves as a HERE 4 YOU @ Work-NEBS Member. All communication with HERE 4 YOU @ Work-NEBS is completely confidential.

Thank you,

**Shawn Maley**  
**Chief Executive Officer**  
**Northern Employee Benefits Services**

18

# BATHROOM USE



## PUBLIC NOTICE



**Help prevent any potential spread of COVID-19 and other illnesses.**

BEFORE and AFTER using the facilities consider wiping down high touch areas such as:

- Handrails
- Sink area
- Door knobs
- Light switches
- Toilet handle
- Toilet seat
- Paper Towel Dispenser

## APPENDIX G: POSTER FOR KITCHEN CLEANING

# KITCHEN USE



*Information  
for Employees*



**Help prevent any potential spread of COVID-19 and other illnesses.**

After using the kitchen consider wiping down high touch areas such as:

- Sink area and faucets
- Drawer pulls and handles
- Light switches
- Countertops
- Fridge Door and handle
- Microwave

## APPENDIX H: SELF ASSESSMENT QUESTIONNAIRE FOR STAFF

\*\*This form is also available on-line

Name:\_\_\_\_\_

Position:\_\_\_\_\_

Office:\_\_\_\_\_

1. Do you have any of the following symptoms; severe difficulty breathing (e.g., struggling for each breath, speaking in single words), chest pain, confusion, extreme drowsiness or loss of consciousness, shortness of breath at rest or difficulty breathing when lying down?
2. Do you have a new onset of any of the following symptoms: fever/chills, cough, sore throat/hoarse voice, shortness of breath, loss of taste or smell, vomiting, or diarrhea?
3. Do you have a new onset of 2 or more of any of the following symptoms: runny nose, muscle aches, fatigue, conjunctivitis (pink eye), headache, skin rash of unknown cause or nausea or loss of appetite?
4. Is anyone in your household feeling unwell?
5. Have you been in contact in the last 14 days with someone that is confirmed to have COVID-19?
6. Have you had laboratory exposure while working directly with specimens known to contain COVID-19?
7. Have you been in a setting in the last 14 days that has been identified by public health as a risk for acquiring COVID-19, such as on a flight, in a workplace with a cluster of cases, or at an event?
8. Have you travelled outside the NWT in the last 14 days?
9. If you have no symptoms and have answered no to all the questions above you may attend your Tłıchq Government workplace