	<b>Pandemic / Virus Outbreaks Policy</b>		
	Approved by: A.T.	Date: August 21, 2020	Rev: 4

## General

In extreme cases of viral or disease pandemics, the following instructions must be followed. Everyone has a role to play in reducing the spread of disease.

This document has been created in collaboration with the Management Systems Committee (MSC) and Nunacor Management.

### Non-Medical Facial Covering (Masks)

Please note that effective August 24, 2020, wearing a non-medical mask that covers the nose and mouth is mandatory in public indoor settings in Newfoundland and Labrador. While visiting our facilities, we ask that you wear your mask. We may ask you to provide your name and contact information to assist Public Health in the event that contact tracing is required.

### Hazard Assessment

Management and the MSC have conducted a hazard assessment according to the ***Procedure for Hazard Identification and Risk Assessment***. Refer to ***Risks and Opportunities Register***. Hazards have been identified and measures implemented to mitigate the risk to our employees and clients.

### Vulnerable Populations

Employees who may be at greater risk of severe disease are:


- Older adults (60+)
- Pregnant
- Immuno-compromised and/or have chronic diseases (eg: diabetes, respiratory diseases such as asthma, etc.)

It is vitally important that those who have underlying conditions take extra precautions. Employees are encouraged but not required to disclose this health information with their manager to determine a safe-work plan in the event of a pandemic or virus outbreak.

### Symptoms of COVID-19

- Fever (or signs of a fever, including chills, sweats, muscle aches, light-headedness)
- Cough
- Headache
- Sore throat
- Painful swallowing
- Runny nose
- Diarrhea
- Loss of sense of smell or taste
- Unexplained loss of appetite
- Small red or purple spots on your hands and/or feet

A full list of symptoms from Public Health can be found [here](#).

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## Key Definitions

*Social Distancing (AKA Physical Distancing)* – maintaining a distance of 6-feet or more from other people.

*Quarantine* – isolating yourself from other people when you know you *have been exposed* to the virus and you may or may not exhibit symptoms. This means not leaving your house or place of quarantine to meet with other people, go shopping, etc.

*Self-Isolation* – staying home and isolating yourself from others when you exhibit symptoms of infectious disease or when you have been told to do so by Public Health officials (eg: when returning from travel, awaiting confirmation of test results etc.).

*Non-Medical Facial Covering (AKA Mask)* – a cloth covering used to cover both the nose and mouth simultaneously that is not intended for use by medical professionals.

## Communication

An internal committee shall be established in collaboration with NunatuKavut Community Council. All communication related to Nunacor's operations and staffing around the pandemic will come from Nunacor's lead of the internal committee, the CEO or designate.

The Government of Newfoundland and Labrador has implemented a [provincial alert level](#) system and Nunacor and its employees will abide by these regulations. We recognize that these situations are unprecedented, and we appreciate everyone's flexibility and support. We will do our best to ensure that we monitor such situation and provide updates to you on a regular basis. We ask that you please exercise good judgement, practice cleanliness and good hygiene, i.e. proper handwashing techniques, good respiratory containment practices, and where possible, avoid crowds and exercise social distancing. Failure to comply with safety procedures and policies may result in disciplinary action.


## Testing Positive

If you test positive for infectious disease such as COVID-19, or if you have been in contact with someone who tests positive, and you have been at work or in contact with any of your colleagues or clients, notify your manager immediately and provide as many names of people you were in contact with to Public Health for contact tracing and testing. You are required to stay home until fully recovered and must follow the advice of Public Health officials.

## Signage / Posters

Signs relating to physical distancing, proper hand hygiene, respiratory etiquette and disinfecting/cleaning will be posted in the main areas of the offices and/or buildings, common areas including kitchens, breakrooms, bathrooms, shared work vehicles and meeting spaces.

Signage for office, building and/or business closures and/or relocations will be displayed on the front doors of the office, building or business and updates will be posted on Nunacor Social Media accounts and main website(s).

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## Stigma / Misconceptions

According to the [CCOHS](#), stigmatization is common in disease outbreaks and occurs when a risk is associated with specific people, places or things.

- You should not feel ashamed if you contract the virus
- Do not spread or fuel rumors
- Use factual information and language to prevent false assumptions and harming another individuals' well-being
- Remember, harassment and workplace violence will not be tolerated. Refer to the **Harassment and Workplace Violence Policy** and the **Harassment Prevention Plan**.

People who may experience stigmatization include:

- People who have recently travelled
- People of Asian descent
- Health care or other essential workers such as truck drivers, etc.

## Nunacor Safety Procedures

### Respiratory Etiquette & Hand Hygiene

Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer (at least 60%+ alcohol) in the absence of soap and water. Correct hand washing and sanitizing instructional diagrams follow.

Hand sanitizers and disinfectants will be placed throughout all Nunacor company locations and increased sanitation of all building public areas, front desk areas, door handles, meeting spaces, etc. will take place.


Practice proper cough and sneeze etiquette. Cover your mouth and nose with your arm when coughing and sneezing and immediately dispose of used tissues in the trash. If your respiratory droplets land on surfaces, disinfect the area.

Non-medical facial mask coverings are required when social distancing cannot be maintained.

### Social Distancing & Self-Isolating

If you are sick or have any of the main symptoms of viruses (fever, cough, shortness of breath, etc), you are required to stay home until fully recovered and without symptoms for a minimum of 48 hours. Self-isolate for 14 days if you have travelled outside of Newfoundland and Labrador (even if you don't have symptoms) and stay isolated for 48 hours or more once your symptoms subside if you are sick.

Avoid going out in public (eg: attending events, restaurants, bars, gyms, etc) or in crowds greater than suggested in the applicable [provincial alert level](#) or more people and avoid contact with people who are sick.

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All staff are to limit face-to-face meetings and avoid business-related large gatherings. When face-to-face meetings are necessary, use the following precautions:

- No handshakes
- Avoid close contact (minimum 6 feet)
- Do not touch your eyes, nose or mouth with unwashed hands
- Practicing reparatory etiquette and hand hygiene
- Wear non-medical face masks when in close proximity (less than 6 feet)
- Disinfect high-touch surfaces before and after use

Be prepared to work from home. When there is a pandemic or virus outbreak in proximity to our facilities, it is possible, if not likely, that employees will be expected to work from home for up to 14 days or longer.

### **Cleaning & Disinfecting**

Frequent cleaning and disinfecting of high-touch areas with disinfectant wipes and cleaning solutions can reduce the spread of disease. High-touch areas include your desk, phones, work surfaces, common tables, shared printers, doorknobs, buttons, light switches, toilet handles, counters, handrails, touch screen surfaces and keypads.


1. Using a clean rag/J-cloth/wipe, remove surface dirt and debris with a cleaning agent, such as soap or detergent, as residue may deactivate disinfectant.
2. Use a clean rag/J-cloth/wipe to apply disinfectant (eg: Clorox wipes or spray, bleach, etc) to the surface and leave it on for the specified contact time as outlined on the product instructions. Use disinfectants with caution as some create hazardous fumes and flammable vapours. Follow product guidelines when creating solutions such as bleach and water. Do not mix soap or other cleaners into the bleach and water solution.
3. Allow the surface to air dry naturally.
4. Dispose of the rag/J-cloth/wipe in the garbage and wash your hands.

[Health Canada](#) has a list of approved disinfectants that do not require SDS but have DIN numbers. The most effective of disinfectants are 62-71% ethanol, 0.5% hydrogen peroxide or 0.1% sodium hypochlorite (bleach). A bleach water solution includes mixing one-part bleach to 50 parts water. For example, 1 teaspoon (5 mL) bleach into 1 cup (250 mL) water.

Disinfectants do expire, usually two years after being manufactured. The date that is on the product is the date of manufacturing, NOT the expiry date. For example, on a bottle of Clorox wipes, "2035XXXX:" is year 2020 and 35<sup>th</sup> day followed by the lot number.

Clean and/or disinfect:

- High touch surfaces
- Your workspace and/or office before using it, before you leave or after someone else has touched it
- Communal office equipment/supplies (e.g., tablets, electronic devices, tables, printers, etc) after each use
- Any newly purchased goods or parcels from the mail

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## Work Vehicles

Use of the work vehicle should be limited, and when used, must be cleaned with special attention given to frequently touched surfaces such as the steering wheel, gear shift, door levers, keys, armrests, seatbelts, buttons, windows and radio.

If multiple employees must rideshare in the same vehicle, passengers can be accommodated and must be seated in the rear with one person (or party of same 'bubble') per seat line. A maximum of 2 passengers can be accommodated in small SUVs, 3 for large SUVs, 1 for small cars and pickup trucks. No passengers are permitted in the front passenger seat next to the driver.

It is also recommended that air circulation not be re-circulating but if a passenger is being transported to or from a health care setting and/or is displaying respiratory symptoms, the windows are to be kept open.

Everyone in the vehicle must wear a non-medical facial mask covering and disinfect their hands with hand sanitizer (provided) upon entry.

## Gatherings and Events

Follow [Public Health Guidelines](#) regarding events and gatherings when/if they are permitted.

Before beginning, provide information or a briefing, preferably both orally and in writing, on the disease and the measures that organizers are taking to make the gathering safe for participants. Thank the participants for following the guidelines.

Retain the names and contact details of all participants for at least one month in case any participants become ill after the event. If someone at the meeting or event was isolated as a suspected case, let all participants know this. Advise them to monitor themselves for symptoms for 14 days and to self-isolate.

Remember:


- No handshakes
- Avoid close contact (minimum 6 feet)
- Do not touch your eyes, nose or mouth with unwashed hands
- Encourage and practice respiratory etiquette and proper hand hygiene
- Wear non-medical face masks when in close proximity (less than 6 feet)
- Open doors and windows to allow airflow and circulation when possible

## Other Safety Measures

### *Before You Arrive at Our Facilities*

- Determine if you have any symptoms of COVID-19 or flu like symptoms
- Self-isolate if you have symptoms and contact your manager (if applicable)
- Have your non-medical facial mask covering ready

### *When You Arrive at Our Facilities*

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- Wash and/or sanitize your hands
- Put on your non-medical face mask covering before entering our facility

#### *While at Our Facilities*

- Wear your non-medical facial mask covering
- Wash your hands before and after breaks, after handling cash or other newly purchased materials, before and after handling common tools and equipment when disinfecting the area is not possible
- Limit in-person meetings and maintain social distance
- Practice proper hand hygiene and respiratory etiquette
- Limit the exchange of paper
- Avoid potlucks, buffets, where serving utensils, plates, trays and other objects may be handled by multiple people
- Avoid sharing communal office equipment/supplies (e.g., tablets, electronic devices) and disinfect after each use
- Maintain good ventilation and air flow, open windows and doors when possible

#### *Before you Leave*

- Wipe down your workspace including table or desk, keypad, mouse, doorknob, etc.

#### **Onset of, or Exhibiting Symptoms at Our Facilities**

If you begin to feel ill, notify your manager (if applicable) immediately and avoid contact with anyone in proximity. Isolate yourself and use the [government self-assessment tool](#) and follow directions. Call 811 if instructed. The area(s) in which you have been must be cleaned and disinfected.


If you think one of your coworkers, clients or guests may be ill, communicate your concerns with them or speak with your manager. It may be a good idea to notify others if you suffer from allergies (eg: runny stuffy nose or drippy eyes) so they aren't concerned or worried you may be sick.

#### **Providing First Aid**

In the event of an emergency and first aid must be administered, follow these safety measures:

#### *Injuries*

1. The attendant should assess the situation and wound from a 2-meter distance and seek medical assistance by calling 911 if there is an emergency or if self- or assisted treatment cannot be provided.
2. If the patient can provide self-treatment, the attendant should place the required first aid supplies on a clean surface 2-meters away so the patient can pick them up. The attendant should provide direction to the patient. If the 2-meter distance cannot be maintained, both the attendant and the patient must wear a non-medical facial covering, and the attendant must wear disposable gloves and other appropriate PPE while providing treatment.

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3. The attendant must complete a secondary survey and document the findings in the first aid kit. An **Incident Report** form must be completed. WorkplaceNL forms must be completed if the patient seeks medical attention. Refer to **Procedure for Incident Investigation**.
4. The attendant disinfects the first aid kit and applicable items and disposes of any items that are disposable.

### *Performing CPR / Using an AED*

According to the [Canadian Red Cross](#), CPR with breaths is recommended for people who have been trained in CPR. It is at your discretion to perform (or not) mouth-to-mouth breaths based on personal preference. Hands-only CPR can be performed as an alternative until help arrives if you are concerned the person may have infectious disease such as COVID-19.

1. Call 911. If you believe the person may have infectious diseases such as COVID-19, state your concerns to the emergency response telecommunicator so everyone who responds can be aware of the potential for transmission.
2. Only one person should be in contact with the patient. All others to maintain 2-meter distance until an ambulance arrives.
3. If comfortable, perform breath CPR. When performing hands-only CPR, wear a non-medical facial covering and lay a cloth or piece of clothing over the person's mouth and nose, and push hard and fast in the centre of the person's chest until first responders arrive.
4. Use an AED if needed.
5. Allow medics to take over once they arrive.
6. An **Incident Report** form must be completed. WorkplaceNL forms must be completed if the patient seeks medical attention. Refer to **Procedure for Incident Investigation**.

## **Mental Health**

### **Education**


Staff are understandably anxious and seeking to be proactive in the quest for the latest information on the pandemic. We ask that you use your best judgement in determining the validity of information on the internet, look to reputable sites such as:

- [WHO](#)
- [Public Health Agency of Canada](#)
- [Provincial Health Authority](#)

### **Maintaining Mental Health**

If, during this time of extreme stress, you become emotionally overwhelmed or find yourself unable to cope you are encouraged to contact [Bridge-The-Gap](#).

Prevent panicking by being prepared and having enough supplies (for 14 days) such as soap, food, prescriptions, cleaning products, tissues, etc on hand. Enjoy fresh air while maintaining social-distancing and spend quality time with friends and family in your household.

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Other mental health **resources** can be found here:

- [Government of NL](#)
- [Canadian Psychological Association](#)
- [Canadian Mental Health Association](#)

Tips for Parents


- [General Tips](#)
- [Kids Help Phone](#)

### **Important Phone Numbers**

If you are sick with flu-like symptoms that are indicative of the pandemic virus (eg: COVID-19 – fever, body aches, cough, respiratory issues, etc.) or if you believe you have been in contact with someone who may be infected, contact the Public Health Line at 811. Where possible avoid emergency rooms. Only seek medical assistance by calling 911 if you have severe symptoms (chest pain, shortness of breath, drowsiness).

<b>Public Health Line</b>	<b>811</b>
<b>Medical Assistance</b>	<b>911</b>
<b>Employee Assistance Program</b>	<b>1-800-387-4765</b>



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## Business Operations

We continue to monitor the situation concerning COVID-19 and are making regular adjustments to our operational protocols based on the most recent information available. We remain open for business with increased sanitation and protection measures in place to ensure the health and safety of our guests and staff. We continue to follow all advice set out by the Government of NL Chief Medical Officer.

Our most current update can be found [here](#).

## Reservation Information

### Reservations

Reservations can be made by calling or emailing Guest Services [info@royalinnandsuites.ca](mailto:info@royalinnandsuites.ca) or 1.888.440.2456 or by booking online. Payment is required at time of check-in via credit card or account using a purchase order. Upon reservation, guests will be asked questions related to travel and their health to ensure they are COVID compliant.

Whenever possible, guests in group reservations will be placed in clusters of rooms within close proximity to each other.


A complete list of hotel policies, including our cancellation policy, can be found on our [website](#).

### Check-In / Check-Out

Upon check-in, guests are required to wear non-medical facial mask coverings, complete a health questionnaire and provide payment for their stay, and they will receive information related to safety procedures implemented at the hotel.

Extra furniture has been removed in the lobby area to ensure physical distancing can be maintained with staff and other guests. Increased sanitation efforts on high touch points of the lobby area have been implemented.

Guests are not required to visit Guest Services upon check-out. Guests must **notify Guest Services** that they are **checking out by dialing 0** on their room phone and they must **leave the key in their room** before departing. Keys are disinfected between bookings using Health Canada approved cleaning and disinfecting products that are proven effective against COVID-19, viruses, bacteria and other pathogens.

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If you wish to **extend your stay**, please **dial 0** on your room phone to speak to a Guest Services Agent to see if we can accommodate your request.

### **Travellers from Within Newfoundland & Labrador**

Travel within Newfoundland & Labrador is permitted in [alert level](#) 1, 2, and 3. Public health has provided some [guidelines](#) for travellers.

### **Travellers from Outside of Atlantic Canada**

The province of Newfoundland and Labrador has mandated that as of July 3, 2020, anyone arriving to Newfoundland and Labrador from outside the Atlantic provinces (Nova Scotia, New Brunswick and Prince Edward Island) must self-isolate for 14 days. Individuals are required to travel directly to their place of self-isolation and not permitted to stop anywhere. Because of these requirements, we are unable to provide accommodations to those returning from outside the Atlantic area for the safety and protection of our guests and our staff.

Please click [here](#) for Newfoundland & Labrador travel restriction and exemption information.

### **Travellers Exempt by the Chief Medical Officer of Health**

While we will be accepting out of province guests who have received approval from the Chief Medical Officer, we are implementing the following protocols to ensure the continued health and safety of all guests and staff.

The Royal Inn + Suites will make arrangements for check-in that does not require visiting the Guest Services area. The specific protocol will vary by guest and will be communicated prior to arrival. For check-out, please leave your key in your room. Our Guest Services staff will complete the checkout electronically and will contact you if any further information is required.


A breakfast pack will be delivered to your room prior to arrival to allow you to enjoy breakfast in the comfort of your room.

Additionally, we recommend that guests always adhere to the most recent government recommendations found at [www.gov.nl.ca/covid-19](http://www.gov.nl.ca/covid-19). Of note, it is recommended that guests wear non-medical facemasks at all times while out in public.

### **Guest Visitors**

We ask guests to limit visitors in their hotel room at this time. Only individuals who are a part of your 'bubble' are permitted to visit unless social distance can be maintained. We must all do our part to help flatten the curve.

All visitors must follow hotel policies and procedures and Public Health [guidelines](#) as presented by the Chief Medical Officer of Health.

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## Guest Amenities

### Guest Services

Guest Services Agents are available between the hours of **6 a.m. and 12 a.m (midnight) daily**. We recommend that you contact Guest Services by dialing 0 on your room phone before proceeding to the lobby.

**In case of an emergency afterhours, contact the Hotel Manager at 1.709.899.3205.**

### Breakfast

Following the advice set by the Provincial Chief Medical Officer, we have temporarily discontinued our buffet-style complimentary breakfast and have items available on a grab-and-go basis only from 6am to 10am. Guests are not permitted to sit and eat in the breakfast dining area. All breakfast items are packaged and do not require disposable plates and cutlery.

### Housekeeping

All guest rooms and suites are thoroughly cleaned and disinfected after each check-out including linens, bedding and pillows. Housekeeping staff utilize disinfectants approved by Health Canada as being proven effective against COVID-19, viruses, bacteria and other pathogens. Special attention will be given to high-touch points such as including television remote controls, toilet seats and handles, door and furniture handles, water faucet handles, nightstands, telephones, light switches, temperature control, alarm clocks, luggage racks, etc. The Head Housekeeper does a final inspection in a sample of rooms.

Guests will be able to request additional towels and sheets upon check in if they do not want to avail of housekeeping daily. Housekeeping staff will not enter rooms in which duration of stay is no longer than 1 night. As per hotel policy, guest rooms will be cleaned every fourth day and when guests are not in the room. Housekeeping staff will wear PPE when cleaning the rooms.


Linens, towels and other laundry are washed in accordance with CDC and manufacturer's instructions using the warmest permissible water setting and items are dried completely.

Dirty linen is bagged in the guest room to eliminate excess contact while being transported to the laundry facility.

In the event of a presumptive or confirmed case of COVID-19, the affected guest room or suite will be removed from service and quarantined for 24 hours before cleaning. The guest room or suite will not be returned to service until undergoing an enhanced cleaning and disinfecting, utilizing disinfectants approved by Health Canada as being proven effective against COVID-19, viruses, bacteria and other pathogens. Special attention will be given to high-touch points.

### Guest Laundry

The guest laundry room is available for use, however, only one person (or party) may enter at a time. Disinfectant wipes and hand sanitizer are available, and guests are recommended to disinfect the surfaces before and after they leave. Non-medical facial mask coverings must be worn while in the

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laundry room. Housekeeping staff clean the guest laundry room on a daily basis and when noticeably dirty.

### **Shuttle Service**

Our shuttle service is available on demand between 8 am and 5 pm, Monday to Friday. Early mornings, evenings and weekend shuttle service for groups of 3 or more is based on availability. To reserve a pick-up or drop off please contact Guest Services at the front desk or request ride when making your reservation.

It is required that all passengers wear non-medical facial coverings while in the shuttle and that they disinfect their hands with hand sanitizer (provided) upon entry.

The shuttle is cleaned regularly, and frequently touched surfaces are disinfected after each use including the steering wheel, gear shift, door levers, keys, armrests, seatbelts, buttons, windows and radio. Luggage storage and handling is not available at this time. Guests must load and unload their own luggage.

The shuttle driver will remind passengers to practice social distancing and signage will be posted and visible for passengers regarding proper hand hygiene and respiratory etiquette. A maximum of nine (9) passengers can be accommodated and must be seated in the rear of the vehicle with one person (or party) per seat line. No passengers are permitted in the front passenger seat next to the driver.

It is also recommended that air circulation not be re-circulating but if a passenger is being transported to or from a health care setting and/or is displaying respiratory symptoms, the windows are to be kept open.

### **Fire Pit & Courtyard**


Our fire pit and courtyard are available for use by guests as long as social distancing can be maintained. Guests are reminded to follow Public Health guidance as outlined in the [provincial alert level system](#).

### **Fitness Room**

Please note that our on-site fitness room is only available in [provincial alert levels](#) 1 and 2. Only one (1) guest (or party) can occupy the fitness room at any one time. Guests are encouraged to sanitize equipment before and after use with disinfectant materials that are provided. Signage related to disinfecting has been posted. Guests must call Guest Services by dialing 0 on their room phone to request the fitness room key before proceeding to the lobby to pick it up. Guests are required to return the key when finished.

### **Maintenance**

Maintenance protocols are in place to ensure the safety of both the staff and guest(s). Non-urgent in-room maintenance issues will not be dealt with until a room is no longer occupied and has been cleaned. If maintenance must be performed immediately in an occupied room, guests will be asked to leave the room and maintenance staff will enter the room while wearing PPE including non-

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medical facial covering. Social distance will be maintained, and staff will disinfect the work area before leaving the room.

### **Lobby Bathroom**

The lobby bathroom is available for guests to use. Disinfectant wipes are available, and guests are recommended to use them on high-touch points including the doorknob, light switch, faucets, toilet handle, etc. Housekeeping staff clean the lobby bathroom at minimum twice per day and when noticeably dirty.

### **In-Room Guide**

The In-Room Guide and other paper products have been removed from guest rooms and suites until further notice (eg: phone book, in-room guide, magazine, notepads, paper signage, etc.). If you have any questions, **please call Guest Services by dialing 0** on your room phone.

## **Safety Procedures**

It is strongly recommended that guests and employees follow the safety procedures outlined in the **Nunacor Safety Procedures** section of this document.

### **Facial Coverings**

Please note that effective August 24, 2020, wearing a non-medical mask that covers the nose and mouth is mandatory in public indoor settings in Newfoundland and Labrador. While staying at the Royal Inn + Suites we ask that you wear your mask any time you visit the lobby, guest laundry, or while going up or down stairwells.


### **Testing Positive**

If you test positive for infectious disease such as COVID-19, or if you have been in contact with someone who tests positive, and you have stayed or worked at the Royal Inn + Suites within the last 14 days, notify Public Health of your stay and provide as many names of people you were in contact with for contact tracing and testing. You are required to quarantine until fully recovered and must follow the advice of Public Health officials.

## **Guest Questionnaire (Check-In)**

To ensure we're protecting the health and safety of our guests and employees, while also following the latest Government regulations, can you:

1. Confirm that you haven't arrived in the Province from outside Canada (if so must self isolate for 14 days after arrival)
2. Confirm that you haven't arrived in the Province from outside Atlantic Canada (if so must self isolate for 14 days after arrival)
3. Confirm that, to the best of your knowledge, you don't have any of the following symptoms: fever, dry cough, shortness of breath or other [symptoms](#) of COVID-19.

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4. Confirm that, to the best of your knowledge, within the last 14 days you have not been in contact with anyone who has been diagnosed with COVID-19.

Please note the following exemptions to the self isolation clauses, as outlined by the Province:

*Under the Exemption Order noted above, what workers are exempted from the requirement to self-isolate for 14 days?*

- Asymptomatic workers (i.e., with no flu-like symptoms) while travelling to and from the province for work in the trade, transportation, mining, hydroelectric and oil and gas sectors arriving from another province or territory in Canada including the following:
- Truck and transport drivers;
- Military/Commercial plane and helicopter crew;
- Marine vessel crew (e.g., fishing, navy, freight, supply, coast guard, Marine Atlantic);
- Offshore oil workers;
- Mining workers;
- Hydro-electric workers; and
- Contractors travelling to the province to perform maintenance on critical infrastructure.

For greater certainty, workers travelling to and from the province to offshore oil installations off the coast of Newfoundland and Labrador are considered to not have left the province by travelling to the offshore. These workers are exempt from the requirement to self-isolate for 14 days as long as they are asymptomatic.


## Employees

### Communication

If you have any concerns, reach out to the Royal Inn + Suites lead of the internal committee, to your manager or to a member of the Occupational Health and Safety Committee. It is your right to refuse unsafe work. Know how to exercise your right by referring to the **Legislation, Regulations and Acts Policy**.

### Common Areas & Staff Room

- Non-medical facial mask coverings must be worn in common areas and in the staff room (except when eating)
- Maximum of 4 people in staff room at a time while maintaining social distancing
- Take staggered breaks as per Staff Memo
- Maintain a minimum 6-feet distance apart
- Clean and disinfect any areas or items you have touched before leaving
- Increased cleaning of the staff kitchen
- When washing your hands in the staff kitchen, only use paper towel to dry your hands, do not use cloth towels
- Magazines and papers in common areas must be removed

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### **Personal Protective Equipment (PPE)**

Employees will have access to a supply of PPE including gloves, aprons, etc. Each employee has been provided with a non-medical facial mask covering. PPE will be stored in the supply room. Use hand sanitizer or wash your hands before handling. Proper handling posters are posted.

# HOW TO WASH YOUR HANDS

Protect Yourself and Others Against Infections



Wet Hands



Apply Soap



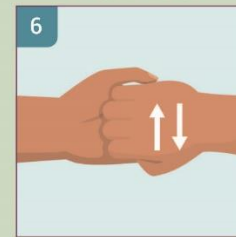
Rub Hands  
Palm to Palm



Lather the Backs  
of Your Hands



Scrub Between  
Your Fingers



Rub the Backs of  
Fingers on Opposing Palms



Clean Thumbs



Wash Fingernails  
and Fingertips



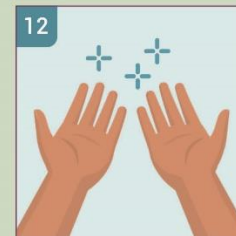
Rinse Hands



Dry with a Single  
Use Towel



Use Towel to  
Turn off Faucet



Your Hands  
are Clean

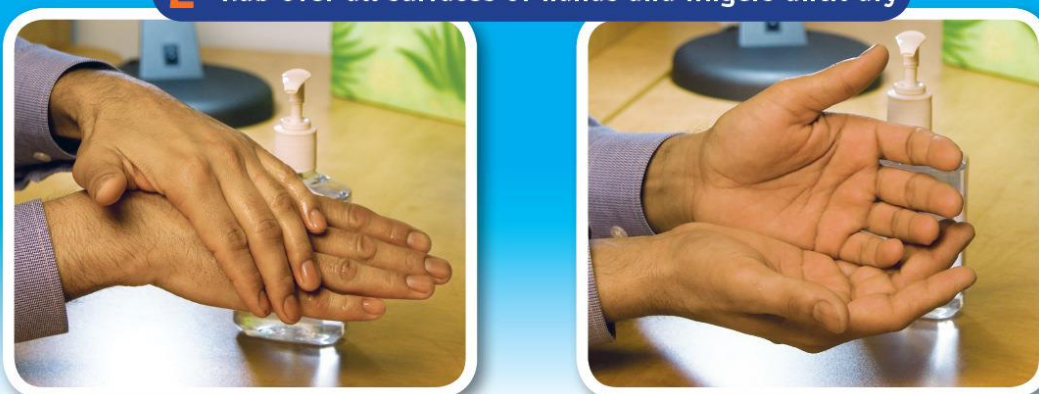


REMEMBER TO  
**WASH**  
YOUR HANDS

Newfoundland  
Labrador



# How To Use a Hand Sanitizer



# Prevent the Spread of Infections



**Cough or sneeze into your elbow or a tissue.**

**Throw away used tissues immediately.**



**Wash your hands frequently with soap and water for at least 20 seconds, especially after being in public, blowing your nose, coughing or sneezing.**



**Don't touch your eyes, nose or mouth.**



**Clean and disinfect frequently touched surfaces,**

**especially when someone is sick.**



**Avoid close contact, such as shaking hands.**


**Find a way to greet that doesn't involve touching.**



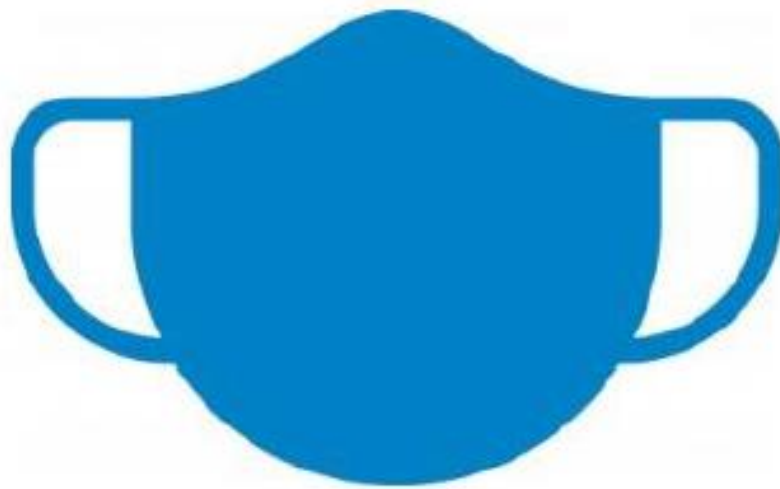
**Keep at least 2 metres from others, whenever possible.**



**Stay home if you are sick.**

	Pandemic / Virus Outbreaks Policy		
	Approved by: A.T.	Date: August 21, 2020	Rev: 4

# MANDATORY MASK



Facial mask coverings are required in this area for people aged 5 and over beginning on August 24, 2020.

# HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

## Do's →



Clean your hands before touching the mask



Inspect the mask for damage or if dirty



Adjust the mask to your face without leaving gaps on the sides



Cover your mouth, nose, and chin



Avoid touching the mask



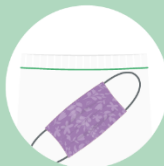
Clean your hands before removing the mask



Remove the mask by the straps behind the ears or head



Pull the mask away from your face



Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it



Remove the mask by the straps when taking it out of the bag



Wash the mask in soap or detergent, preferably with hot water, at least once a day



Clean your hands after removing the mask

**A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.**