

INTENT & SCOPE

As part of our Health & Safety Program, XA Staffing has developed this COVID-19 policy to provide specific information on the guidelines and standards that exist at all XA Staffing offices. We are committed to health and safety and take every reasonable precaution to protect our employees, as well as others who enter onto our worksite, from the risks associated with the transmission of COVID-19.

OUR INITIATIVES

XA Staffing encourages our employees to remain up-to-date with all developments related to COVID-19 by consulting Alberta's guidance: [COVID-19 info for Albertans](#). Guidelines specific to our employees are outlined in Appendix A: COVID-19 Employee Resources and our Appendix B: COVID-19 Daily Screening.

We also ensure that our employees have the most relevant information on the steps being taken in their workplace to reduce the transmission of COVID-19. This includes providing appropriate COVID-19 Training (Appendix C), which emphasizes the role that they play in mitigating the risk of infection, both at work and in their personal lives. Our prevention strategies are outlined in Appendix D: COVID-19 Prevention.

We understand that the added stresses caused by COVID-19 can take a significant toll on our mental health. XA Staffing values the psychological health and safety of our employees and continue to remind them to consult our Mental Health Resource Guide (Appendix E) should they find themselves in need of resources.

XA Staffing has also re-imagined our operational strategies to manage an increase in absenteeism related to COVID-19. This includes the use of a 24-hour dispatch system, additional training for our field-level supervisors, and supplemental hiring. We are also providing job-protected leave for all full-time, part-time, *and* casual employees. This applies to all XA Staffing employees who are required to self-isolate, or to care for a child or dependent adult who is required to isolate. No doctor's note required.

Should an XA Staffing employee come into contact with a potential carrier of COVID-19, we are fully prepared to assist Alberta Health Services with their goals, including providing the following information:

- Up-to-date contact information for all employees (including names, addresses, and phone numbers)
- The role and position of workers
- Who was working onsite during the given time frame
- If a worker worked with anyone else on a given shift

XA Staffing will work with Alberta Health Services in a cooperative manner to ensure that all employees who were potentially exposed to COVID-19 receive the appropriate guidance.

XA Staffing is committed to playing their part in reducing the risk of transmission of COVID-19 and will continue to stay up to date with all regulations applicable to this evolving situation. It is our goal to be an industry leader in all aspects of workplace health and safety, including those related to COVID-19.

Version: V.20

Date: June 10, 2020

Management Signature:

EMPLOYEES WHO ARE EXPERIENCING SYMPTOMS

Employees of XA Staffing who are experiencing *any* of the following symptoms are required to begin isolation at home *immediately*, and according to the standards outlined in [Chief Medical Officer of Health Order 05-2020](#):

- Cough
- Fever
- Shortness of breath
- Runny nose
- Sore throat

Additional training has been provided to all employees on the correct way of notifying either their direct supervisor or our 24-hour dispatcher of their symptoms. All supervisors and dispatchers have also received additional training on their requirement to send anyone who appears symptomatic home immediately. XA Staffing encourages workers with symptoms to complete the [COVID-19 Self Assessment](#) and get tested if indicated.

At the beginning of each shift, employees must complete a COVID-19 Daily Screening (Appendix B). Should they answer “yes” to one or more of the questions asked, they will be required to begin isolation at home immediately, as per above. XA Staffing will assist with securing the affected employee a safe means of reaching home, should it be required.

In the case of an employee who attends the worksite while symptomatic, or develops symptoms while at work, we have educated our employees on the role they must play in mitigating the risk of transmission. This includes cleaning and disinfecting all surfaces and areas that may have been contacted using the “wipe-twice” method – wipe once with a cleaning agent, followed by once with a disinfectant. Under these circumstances, the XA Staffing management team will also ensure that the employee in question has a safe means of transportation for returning home to begin isolation.

The XA Staffing dispatch, supervisor, and management teams are standing by 24-hours a day to ensure that any employees who remain onsite after a possible risk of contamination is identified receive the support they require. This includes addressing any physical or mental health concerns, as well as ensuring that their roles onsite do not become negatively affected by the isolation of the employee in question.

EMPLOYEES WHO HAVE TRAVELED OUT OF THE COUNTRY

XA Staffing policies are in line with Chief Medical Officer of Health Order 05-2020, which requires individuals who have returned from travel outside of Canada to be in isolation for a minimum of 14 days. It is a requirement for all employees to notify XA Staffing should this apply to them.

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As part of XA Staffing's Health & Safety Program, all employees must complete the COVID-19 Daily Screening at the beginning of their shift, immediately upon arrival.

1. Do you have any of the below symptoms?
 - a. Fever (greater than 38.0C)
 - b. Cough
 - c. Shortness of breath / Difficulty breathing
 - d. Sore throat
 - e. Runny nose
2. Have you, or anyone in your household travelled outside of Canada in the last 14 days?
3. Have you, or anyone in your household been in contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?
4. Are you currently being investigated as a suspect case of COVID-19?
5. Have you tested positive for COVID-19 within the last 10 days?

If you answer YES to any of the above questions, you must begin isolation at home immediately.

Should you require assistance with getting home safely, please contact your onsite supervisor or the XA Staffing 24-hour dispatch line at 403-700-2514.

XA Staffing has developed and implemented operational standards to address the following topics:

- *Physical Distance Management*, including:
 - Support distancing by:
 - Assisting with the maintenance of 2m between people
 - Restricting the number of individuals in both indoor and outdoor spaces to within the guidelines set out in [Chief Medical Officer of Health Order 07-2020](#)
 - Assisting with the direction of traffic flow
 - The use of physical barriers and increased separation between workstations
 - The elimination and / or restructuring of any non-essential gatherings (namely, virtual meetings)
 - Limiting the number of people in shared spaces
 - *Hand Hygiene & Respiratory Etiquette*, including:
 - Promoting frequent and proper hand hygiene through the use of regular verbal and print reminders
 - Facilitating frequent and proper hand hygiene by ensuring the required resources are readily available and easily accessible
 - Encouraging appropriate respiratory etiquette, such as coughing / sneezing into a bent elbow, and disposing of any used tissues immediately, into a lined garbage bin
- *Cleaning and disinfecting*, including:
 - Utilizing the “wipe-twice” method for all frequently touched surfaces and areas – wipe once with a cleaning agent, followed by once with a disinfectant
 - Removing all communal items that cannot be cleaned easily from the offices of XA Staffing

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XA Staffing believes in working with their clients to ensure that anyone who enters their venue is protected from the risks of COVID-19 transmission. This includes our employees, their employees, and of course, the public.

At the beginning of each shift, XA Staffing employees conduct a field-level hazard assessment. In doing so, the employees are required to either eliminate or control the risk of COVID-19 transmission. While eliminating the risk is often not possible, we have identified a number of methods that have proven effective at controlling the risk, and have applied them through the use of the Hierarchy of Controls as follows:

- *Isolate the hazard (Engineering Control)*, including:
 - The use of barriers or partitions between employees
 - Removing seating from communal areas to enforce physical distancing
 - Restricting general access to areas and venues to increase the space between individuals at any given time
- *Adapt behaviour (Administrative Control)*, including:
 - The implementation of training programs specific to physical distancing
 - Limiting hours of operation
 - Enforcing work-from-home policies, where appropriate
 - Educating employees and providing proper resources for effective hand hygiene and respiratory etiquette
 - Developing appropriate employee-to-patron ratios
 - Increasing the frequency of cleaning & disinfecting, particularly in high-trafficked areas
- *Provide physical protection (Personal Protective Equipment Control)*, including:
 - Enforcing the proper use of gloves, face masks, face shields, eye protection, and gowns where appropriate (when physical distancing or barriers cannot be maintained). XA Staffing will provide and enforce the use of PPE that is appropriate to the hazard.
 - Following manufacturer guidelines for the proper usage, storage, and maintenance of all PPE
 - Ensuring a proper fit for all PPE
 - Ensuring all PPE is discarded between patrons and into a lined garbage can, which is emptied regularly

These methods of hazard control will be used in conjunction with one another to provide the safest environment possible for XA Staffing employees, as well as all others in attendance.

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XA Staffing has developed specific protocols related to the operations of its offices while COVID-19 is a concern. This guidance applies to anyone who physically enters the offices of XA Staffing, including all contractors who share the office space.

Screening & Response Plan, including:

- Posting signs throughout the building reminding individuals that anyone with symptoms of COVID-19, or who has travelled internationally or been in close contact with a case of COVID in the past 14 days must not enter
- Having all offices attendees complete a COVID-19 Daily Screening (Appendix B) immediately upon entering
- Extending all response measures found in Appendix A and Appendix D to anyone who enters into the offices of XA Staffing
- Maintain lists of the names and contact information of any who enters, with their permission, in order to assist AHS with all necessary investigations

Physical Distance Management, including:

- Assisting with the maintenance of 2m between people
- Restricting the number of individuals in both indoor and outdoor spaces to within the guidelines set out in [Chief Medical Officer of Health Order 07-2020](#)
- Assisting with the direction of traffic flow
- The use of physical barriers and increased separation between workstations
- The elimination and / or restructuring of any non-essential gatherings (ie. virtual)
- Limiting the number of people in shared spaces
- Asking all visitors to use masks or barriers to maintain physical distancing
- Posting signage to reinforce distancing, hand hygiene and respiratory etiquette

Hand Hygiene & Respiratory Etiquette, including:

- Promoting frequent and proper hand hygiene through the use of regular reminders
- Facilitating frequent and proper hand hygiene by ensuring the required resources are readily available and easily accessible
- Encouraging appropriate respiratory etiquette, such as coughing / sneezing into a bent elbow, and disposing of any used tissues immediately, into a lined garbage bin

Cleaning and Disinfecting, including:

- Ensuring frequent cleaning and disinfecting of communal objects (eg. copiers, kitchen, washrooms, door handles)
- Implementing cleaning checklists and schedules for all areas of operations
- Utilizing the “wipe-twice” method for all frequently touched surfaces and areas – wipe once with a cleaning agent, followed by once with a disinfectant
- Providing disposable towels and spray cleaners or disposable wipes
- Removing all communal items that cannot be cleaned easily

Heating, Ventilation and Air Conditioning (HVAC), including:

- Increasing the total airflow supply to occupied spaces
- Rebalancing the HVAC system

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Mental health issues affect millions of Canadians on a regular basis. XA Staffing is committed to providing resources for employees who wish to seek professional guidance to maintain or improve their mental wellness.

MENTAL HEALTH RESOURCES

If you are experiencing an **urgent mental health issue**, please call 9-1-1 immediately.

Alberta Health Services – COVID-19 Resources

https://www.albertahealthservices.ca/amh/Page16759.aspx?utm_source=google&utm_medium=sem&utm_campaign=Covid19&utm_term=MentalHealth&utm_content=v3&gclid=Cj0KCQjww_f2BRC-ARIsAP3zarF2p7HkmMybmCz4jcWjlcVnb0QtWTcpulWkA_bx8M-o-6y3EoCRc_QaAt3NEALw_wcB

The above link contains information on a number of resources that may be specifically helpful in managing stresses related to COVID-19 and the challenges it can cause.

RESOURCES IN CALGARY

Canadian Mental Health Association Edmonton

<https://edmonton.cmha.ca/programs-services/>
24 Hour Crisis Line: 780-482-HELP (4357)

The Canadian Mental Health Association provides recovery-focused programs and services for people of all ages and their families.

City of Edmonton Counselling Services

https://www.edmonton.ca/programs_services/for_family_individuals/counselling-services.aspx
780-496-4777

- Free Counselling for citizens of Edmonton
- Talk to someone about life stresses and concerns
- Discuss relationship issues
- Safely talk about partner violence
- Work on solutions
- Learn about personal and community safety

RESOURCES IN EDMONTON

Canadian Mental Health Association Edmonton

<https://edmonton.cmha.ca/programs-services/>
24 Hour Crisis Line: 780-482-HELP (4357)

The Canadian Mental Health Association provides recovery-focused programs and services for people of all ages and their families.

(continued)

APPENDIX F: MENTAL HEALTH RESOURCE GUIDE

City of Edmonton Counselling Services

https://www.edmonton.ca/programs_services/for_family_individuals/counselling-services.aspx
780-496-4777

- Free Counselling for citizens of Edmonton
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