# INTRODUCTION

The Canadian Diamond Drilling Association has always been committed to promoting safety and standards in the Diamond Drilling Industry. The Canadian Diamond Drilling Association is committed to assisting our members in developing COVID-19 safety plans and policies to ensure each workplace is following the COVID-10 guidelines put in place by their local governments and authorities. Everyone must do their part to keep each other, our workplaces, our families and our communities safe.

Please use this document as a guide to assist you in developing and or enhancing your COVID-19 Safety Plan. Please ensure that your plan reflects your particular location as well as ensure to inform your team that the plan and/or policy you develop is subject to change as the state of the pandemic continues to develop and evolve in your particular region. Ensure your team knows to make safe decisions not only at your workplace but in their personal life as well.

**Your Workplace COVID-19 Safety Plan Should Include the following Definitions, Explanations and Recommendations:**

**PLEASE NOTE:** COVID-19 is an evolving situation, and we will continue to modify this document as local, governments and authorities change restrictions.

# SYMPTOMS AND PREVENTION

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**SYMPTOMS**

**The most common symptoms of COVID-19 include:**

* fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius or higher)
* chills
* cough that's new or worsening (continuous, more than usual)
* barking cough, making a whistling noise when breathing (croup)
* shortness of breath (out of breath, unable to breathe deeply)
* sore throat
* difficulty swallowing
* runny, stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)
* lost sense of taste or smell
* pink eye (conjunctivitis)
* headache that’s unusual or long lasting
* digestive issues (nausea/vomiting, diarrhea, stomach pain)
* muscle aches
* extreme tiredness that is unusual (fatigue, lack of energy)
* falling down often
* for young children and infants: sluggishness or lack of appetite

**NOTICE: Stay home and contact your healthcare provider for guidance on next steps if you are sick or experience any symptoms. Be sure to inform your immediate supervisor if you are being tested for COVID-19 as soon as possible.**

**PREVENTION**

**PHYSICAL DISTANCE:** Employees must keep a distance of at lease 2 metres from others, as much as possible. Masks are a mandatory requirement if you cannot maintain physical distance. Some workplaces may choose to make masks mandatory at all times on their job site.

**SELF-MONITORING**

You need to self-monitor if you have no symptoms but may have been exposed to COVID-19 in the last 14 days, are in close contact with elderly people or medically vulnerable people, or have been instructed to self-monitor by your public health authority.

Self-monitoring means to:

* Monitor yourself for 14 days for symptoms of COVID-19 (See list above)
* Avoid crowded places and increase your personal space from others whenever possible

**NOTICE: If you develop symptoms, self-isolate immediately and contact your public health authority as soon as possible.**

**SELF ISOLATION:**

If you or a member of your household have a symptom(s) of COVID-19 or think you might have such a symptom(s), **DO NOT** attend work. It is critical that if you have at least one symptom of COVID-19 (see list above), you must stay home to avoid spreading illness to others and contact your local health authority. Self-isolating means staying home until the regional public health authority says you are no longer at risk of spreading the virus; and avoiding contact with others. Monitor your symptoms, if your symptoms worsen, immediately contact your healthcare provider or public health authority, and follow their instructions.

**If you have symptoms, please do the following:**

1. Immediately isolating yourself to prevent any possible spread of COVID-19.
2. Contact your local public health authority and follow their advice.
3. Notify your direct supervisor by phone and provide updates as soon as possible.
4. Remain away from work and public spaces until you have been advised to return by your public health authority, normally after a minimum of 14 days.

**NOTICE: You need to self-isolate if you, have symptoms associated with COVID-19, have been diagnosed with COVID-19, are waiting for laboratory test results after being tested for COVID-19; or if you have been advised to self-isolate by your regional public health authority.**

**PERSONAL PROTECTIVE EQUIPMENT**

The following personal protective equipment should be available to your employees:

* Gloves should be provided for employees who are in direct contact with a potential contaminated object or environment.
* Hands must be washed before putting on gloves and immediately after removing gloves (see handwashing procedures below).
* While wearing gloves, employees must refrain from touching their face. Gloves should be frequently removed and disposed to limit contact transfer.
* Heavy-duty gloves should be provided to all cleaning staff.
* Masks should be available for transportation in work vehicles or when physical distance cannot be maintained. Some workplaces may choose to make masks mandatory at all times on their site, please choose which recommendation best suits your region and workplace based on your region’s public health authorities’ recommendations.

**HANDWASHING PROCEDURES**

The following handwashing procedures have been recommended by Government of Canada to reduce the spread of COVID-19:

Step 1: Wet hands with warm water.

Step 2: Apply soap.

Step 3: Wash hands for at least 20 seconds (including your palms, back of each hand, between fingers, thumbs and under nails).

Step 4: Rinse well.

Step 5: Dry hands well with paper towel.

Step 6: Turn off tap using paper towel.

**WORKPLACE CLEANING:**

All worksites and offices should be equipped with cleaner and sanitization materials. Employees must also be provided with the required personal protection equipment for particular cleaning and sanitization so that employees can disinfect their space once/day and after external visitors. These items may include but are not limited to masks, gloves, cleaning supplies, and hand sanitizer. You should provide your employees with information on recommended cleaning procedures for office spaces, vehicles and other sites.

**WORK-RELATED TRAVEL**

All non-essential travel should be postponed at your workplace until further notice. The number of passengers in a work vehicle should be limited and masks must be worn if more than 1 passenger is in a vehicle for essential workplace travel.

**DEVELOPING SYMPTOMS AT WORK:**

If an employee develops symptoms while at work or when they return home after day of work they must be instructed to do the following:

* Isolate themselves from others immediately
* Contact their manager by phone
* Notify their manager where they worked that day or in the days prior and disclose any interactions with fellow staff, suppliers, or others; and
* Disclose any equipment they used, items they handled, or surfaces they touched.

If the employee provided their own transportation to work, they should go home immediately and start self-isolating. In the event that the employee is at the worksite without personal transportation, your company should have an emergency contact or inform the employee they must contact their local public health authority or non-emergency services to ensure that they are safety returned home.

**PLEASE NOTE:** All Company Employees must regularly update their managers on the advice of the public health authority. They must notify their managers if they are being tested for COVID-19 so the appropriate steps can be taken in the workplace. Employees must not return to work until their public health authority advises it is safe to do so.

# SUPPLIERS, CONTRACTORS AND OTHER VISITORS

Signs should be posted on all entrances to limit entry into the workplace buildings for the public, suppliers, and contractors. All Contractors and Suppliers must go through a short orientation on the workplace guidelines for COVID-19 with their internal contact. Employees are responsible for their essential visitors who are admitted to the building and must clean their workspace and any common surfaces they have touched during their visit.

# QUESTIONS

List Management People within your workplace employees can contact regarding any information or questions they have regarding your COVID-19 Safety Plan.

**PLEASE NOTE: EACH COMPANY SHOULD HAVE SEPARATE VISITOR, EMPLOYEE AND SUPERVISOR SPECIFIC POLICIES. THESE STANDARDS PROVIDE GENERAL RECOMMENDATIONS FOR THE WORKPLACE, THEY SHOULD BE CATERED TO DEVELOP SAFETY STANDARDS SPECIFIC TO YOUR SITES NEEDS AND YOUR PUBLIC HEALTH AUTORITIES’ RECOMMENDATIONS .**