**IUOE Local 955 Pandemic Response Guideline**

This guideline has been developed to assist our Organization (ALL Departments) in the event of a pandemic, epidemic, or contagious disease event to protect the health and safety of our staff. Within this guideline is a checklist of factors to be considered as the contagious event progresses, as well as specific responsibilities by management.

As an Organization, we will follow all recommendations and direction from regulatory bodies, such as Alberta Health Services (AHS). Our goal is to be as prepared as possible should an event occur. During a contagious event, there will be significant operational implications, which Management will keep staff informed as the event progresses.

This guideline has been defined by four phases: low risk, low-medium, high, and post pandemic. Within each phase there is a checklist of recommendations to follow.

**Phase 1: Low Risk**

* This phase may include a declaration of a Global Public Health Emergency by the World Health Organization (WHO)
* There may or may not be confirmed cases within Alberta.
* This phase includes planning efforts that focus on preventative measures to stop the spread of illness.

**Phase 1 Checklist**

* Custodial services to begin process of increasing frequency of cleaning high-touch surfaces.
* Any Staff member that is sick with flu-like symptoms to remain home. (self declared)
* All Staff to properly wash hands throughout the day and comply with cough/sneeze etiquette.
* Management will ensure that we will have enough soap and paper towels on site.
* Proper Hand washing procedure posters will be posted in each bathroom.
* Management will ensure continuity plans for staff.
* Business Manager may issue order to IT department to stockpile some computer components as inventory with suppliers may become limited.
* Business Manager may issue order to Management to stockpile some office supplies as inventory with suppliers may become limited.

**Phase 2 Low-Medium Risk**

* Continuation of phase 1 requirements plus additional requirements.
* WHO may declare a Global Pandemic.
* There are confirmed cases in Alberta.

**Phase 2 Checklist**

* Management to consider what essential parts of the business need to continue if staff members become ill.
* Management may advise staff who are exhibiting flu-like systems to remain home until well.
* Communal pens at wickets will be removed, shared papers / magazines in lobbies will be removed. (that **multiple** members/staff may touch) If a member requires a pen, staff are to just give them a pen that they can keep. Staff to limit contact with Members and maintain a one meter rule.
* All Staff to properly wipe down any high touch surfaces after use (examples: lunchroom, copier room, mail room)
* All Staff to not use any individuals workstation. Only their own.
* All Staff to use Disposable cups/ plates/ utensils.
* I.T. to wash hands between working on individuals computers to avoid cross contamination.
* **ALL Staff** to let management know if they are leaving the province.
* Business Manager may issue order that all Business agents, Business Reps, and Management to remain grounded for business travel. (No travel outside of Alberta).
* Business Manager may choose to cancel all Monthly Member meetings.

**Phase 3: High Risk**

* Continuation of phase 1 and 2 requirements plus additional requirements.
* There may be **confirmed** cases within our Organization.
* Illness is widespread in Alberta and governments and health officials are actively working to curtail the spread of the contagious illness.

**Phase 3: Checklist**

* Decrease the frequency of contact among people at work.
* Staff interactions: there must be space between people at work as much as possible, the recommendation is at least one meter at all times.
* All Business agents, Business Reps, and Management including Business Manager to remain grounded.
* Business Manager may issue department lock down, where there will not be any cross department interactions. Staff will be limited to their designated areas. (Separate Rooms where staff may have their lunch will be provided)
* Business Manager may choose to close down individual offices and defer workload to other locations.

**Phase 4: Post – Pandemic**

* WHO will declare an end to the Global Pandemic.
* Influenza activity will have returned to levels normally seen for seasonal influenza.
* Cases may continue to occur.
* It will remain important for people to continue to take prudent steps to protect themselves. Actions to generally reduce risks of influenza infection, such as thorough use of vaccines, hand hygiene and cough/sneeze etiquette, will also reduce the risks from infection.

**Post – Pandemic Checklist**

* Management to meet and determine which phase (1, 2, or 3) to implement.
* Management to communicate with staff as we decrease in phases and begin to return to normal.

**Applicable to All of the Above Phases**

* A physician note is not necessary for any staff member that enters quarantine, the individual will have to contact Health Link at 811 and may not necessarily see a Doctor under certain circumstances. (Example: As hospitals become too full, only people requiring a ventilator will be in a hospital and the rest of the population will need to recover at home)
* All staff must fill out the attached Manulife confirmation of illness form and provide to your immediate supervisor. If the individual is staying home **due to the virus**. (It can be electronically completed and sent.)

**Resources for Staff**

**Centres for Disease Control and Prevention**

<https://www.cdc.gov/>

**Alberta Health Services**

<https://www.albertahealthservices.ca/>

**WHO**

<https://www.who.int/>

**COVID-19 coronavirus info for Albertans**

<https://www.alberta.ca/coronavirus-info-for-albertans.aspx>