



COVID-19 Policy

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All Divisions	Canada	March 16 th , 2020	A Davis

These guidelines are based on directives issued by the Canadian and Provincial Governments, and their associated health authorities. Such directives take precedent in the event that these guidelines are incomplete or at odds with the government directives.

1. Business Travel

- All international travel is suspended.
- Domestic travel is restricted to essential travel and approval must be given by relevant Senior Manager.

2. Visitors to Alfa Laval Facilities

- Visitors to all Alfa Laval Facilities in Canada are by appointment only. Before any visitor enters any facility in Canada, the Visitor registration form must be completed and signed.

3. Working Remotely (alternate locations, working from home, etc.)

- Employees are encouraged to work from home with their manager's approval.

4. Physical Distancing, Mass Gatherings

- Physical distancing must always be maintained by all employees and visitors. Maintain a distance of 6 (six) feet / 2 (two) metres between yourself and other people. Avoid mass gatherings.
- Employees should make use of teleconference or videoconference or other media as an alternative to meeting in person.
- Any meeting must respect the demand for physical distancing

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5. Health controls

- If any employee is sick for any reason, before returning to the workplace, they **MUST** contact their manager and discuss.
- If any employee is exhibiting flu-like symptoms or fever, they **MUST NOT** attend the workplace, and should seek medical advice as per local health authority guidelines.
- Any employee who is a confirmed case of COVID-19, must self-isolate for at least 14 days. A medical clearance must be obtained prior to returning to the workplace.
- Any employee who has been in close contact with a confirmed case of COVID-19, **MUST** self-isolate for 14 days after the date of last contact with the confirmed case.
- Any employee who has returned from any overseas destination **MUST** self-isolate for 14 days from the time of arrival back to Canada.
- Any employee who has been in close contact or living with persons showing flu like symptoms, must immediately contact their manager before entering the workplace.
- If any employee is returning from self isolation, before returning to the workplace, they **MUST** contact their manager and discuss.
- All hygiene measures have been elevated to follow the advice of relevant health authorities and we are increasing the frequency of cleaning of high-touch surfaces
- Strict procedures are in place to manage any health concerns at a site level

6. Personal Hygiene Practices

- Take general personal precautions such as frequent hand washing and hand sanitizer use and using appropriate coughing and sneezing technique. Try not to touch your eyes, nose or mouth and isolate yourself if you feel sick.
- Hand washing:
 - Wash your hands often with soap and running water (for at least 20 seconds) and dry with paper towel or hand dryer, especially:
 - After coughing or sneezing
 - Before, during or after preparing food
 - Before and after eating
 - After toilet use
 - When hands are visibly dirty
 - After handling animals or animal waste.

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- Hand sanitizer:
 - If your hands are not visibly dirty, frequently clean them by using alcohol-based hand rub or soap and water.
- Coughing & Sneezing technique:
 - When coughing or sneezing:
 - Cover mouth and nose with tissue.
 - If you don't have a tissue cough or sneeze into your upper sleeve or flexed elbow.
 - Dispose of tissue into closed bin immediately after use.
 - Clean hands with alcohol-based hand run or soap and water after coughing or sneezing.

7. Definitions

COVID-19 (Coronavirus)	<p>Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.</p> <p>Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.</p> <p>The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.</p> <p>The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).</p> <p>At this time, there are no specific vaccines or treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential treatments. WHO will continue to provide updated information as soon as clinical findings become available.</p>
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Symptoms

The COVID-19 virus affects different people in different ways. COVID-19 is a respiratory disease and most infected people will develop mild to moderate symptoms and recover without requiring special treatment. People who have underlying medical conditions and those over 60 years old have a higher risk of developing severe disease and death.

Common symptoms include:

- fever
- tiredness
- dry cough.

Other symptoms include:

- shortness of breath
- aches and pains
- sore throat
- and very few people will report diarrhoea, nausea or a runny nose.
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People with mild symptoms who are otherwise healthy should self-isolate and contact their medical provider or a COVID-19 information line for advice on testing and referral.

People with fever, cough or difficulty breathing should call their doctor and seek medical attention.

Reference: WHO, Centres for Disease Control and Prevention

8. References

World Health Organisation (WHO) – Coronavirus disease (COVID-19) Pandemic
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Government of Canada - Coronavirus disease (COVID-19)
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
<https://www.canada.ca/fr/sante-publique/services/maladies/maladie-coronavirus-covid-19.html>

A list of links to Public Health in Canada can be found at the National Collaborating Centre for Healthy Public Policy pages
<https://www.ncchpp.ca/en/structuralprofile.aspx>