



## INTRODUCTION

The purpose of this COVID-19 guideline is to provide fisheries processing facilities with resources on COVID-19, and to reduce exposure to the COVID-19 illness. Note that this guidance is just some of the adjustment's organizations can make during a pandemic. Adapt this list by adding your own good practices and policies to meet your organization's specific needs.

For further information on COVID-19, refer to the Public Health Agency of Canada <https://www.canada.ca/coronavirus> & the Government of Nova Scotia - Working during COVID-19 <https://novascotia.ca/coronavirus/working-during-covid-19/>

### EMPLOYERS MUST:

- Do everything reasonably possible under the circumstances to protect the health and safety of workers by providing adequate information, training, sanitation, and personal protective equipment.
- Ensure the health and safety of persons at or near the workplace.
- Ensure that employees are provided with adequate information, instruction, and facilities to safeguard against the virus and how to minimize its spread.
- Ensure safe work procedures are reviewed and determine if they need to be updated as a result of COVID-19.
- Create a policy for what is expected of employees if they get sick, have symptoms, or if an exposure is reported.
- Ensure disciplinary actions are put into place for employees that are not following protocols and policies that have been put into place.
- Provide reminders about COVID-19 prevention, signs, and symptoms.
- Adjust production schedules to reflect any necessary changes and make sure employees are trained to work safely before replacing the duties of others.
- Ensure employees are adequately trained on advised safe work procedures due to COVID-19.
- Ensure contractors, fishermen, truck drivers, etc. follow all protocols that have been set in place while they are at the workplace.
- Have a plan in place in the circumstances that an employee is showing signs of COVID-19.

### EMPLOYEES MUST:

- Take every reasonable precaution in the circumstances to protect the employee's own health and safety and that of persons at or near the workplace
- Practice physical distancing by staying more than 2 metres (6 feet) apart from coworkers.
- Follow all safe work procedures. If it is unsafe to work, they need to let their supervisor know.
- Report any safety concerns to your supervisor.
- If you are showing any symptoms of COVID-19, stay home.
- Let your supervisor know immediately if you have signs and symptoms of COVID-19.
- Follow hand hygiene and cough and sneeze etiquette and avoid touching their face.
- Wash your hands at the start of their shift, beginning of all breaks, after using the washroom, and before leaving the worksite.
- Do not share items such as silverware, dishes, containers, and cigarettes or vaping equipment.
- Do not share cell phones or personal protective equipment such as facemask and gloves.

### COVID-19 FACTS:

- COVID-19 is a respiratory illness that can affect your lungs and airways and is caused by the novel coronavirus.
- COVID-19 is extremely contagious. Consequently, anyone who comes into contact with the virus is at high risk of becoming infected. COVID-19 spreads easily, mostly through person-to-person contact but also by touching surfaces contaminated with the virus.
- The virus can be spread through indirect contact when the respiratory droplets from an infected person lands on surfaces. It can be transmitted when individuals touch those surfaces with their hands and then touch their mouth, nose or possibly their eyes.
- All persons are at risk of contracting COVID-19. People who are infected with COVID-19 may have little or no symptoms as symptoms may take up to 14 days to appear after exposure to COVID-19. Some may remain display no symptoms but can still be contagious.
- Symptoms include but are not limited to: cough, fever and difficulty breathing.



## NOTE:

Information & recommendations for the prevention of COVID-19 change daily. Information provided in this document may change as information updates from government sources. The information provided to the Nova Scotia fishing industry is presented as a recommendation to assist in reducing the risk of transmission.

## PHYSICAL DISTANCING

- Keep a distance of at least 2 metres – 6 feet from others within the workplace.
- Everyone at the workplace must ensure hands are washed frequently, for a minimum of 20 seconds with soap and water.
- Ensure all items used for cleaning are disposed of properly. Place paper towels, tissues, gloves, and cloths into plastic lined garbage bags.
- Increase employee separation when possible, with use of plexi-glass or other barriers.
- Minimize the number of employees in one place.
- Stagger employees breaks and have a cleaning crew clean washroom, tables, chairs, etc. after each round of breaks.
- Employee Safety and HR orientation shall be done electronically when possible. If this is not possible the orientation shall be done verbally to avoid contact with paper.
- Notify employees in advance if there are changes to screening measures and facility entrance policies.
- Ensure washrooms are stocked with soap, paper towels, and plastic lined waste containers.
- Hold meetings in large areas that allow for physical distancing and wear a face mask.
- Send paperwork electronically whenever possible, such as paystubs.
- All business interactions with organizations that work outside the building should be done virtually when possible.

## SANITATION

- A touch point is any surface that can be touched by bare hands by multiple people, multiple times.
- Ensure that any person required to clean has received the proper training plus any required personal protective equipment.
- Train employees on how to use and care for personal protective equipment as prescribed in manufacturers instructions.
- Clean visibly dirty or soiled surfaces with soap and water before disinfecting.
- Wear appropriate personal protective equipment when using cleaning agents.
- Use a dedicated cloth for cleaning, change frequently.
- Create a checklist of all surfaces that must be cleaned.
- Clean all areas, processing areas, offices, cafeterias, change rooms, washrooms, and laundry rooms.
- Determine the frequency of cleaning and disinfection based on your companies needs.
- Sanitation checklists need to be followed during this time; consider having two – one for high risk (frequently touched areas) and another for low risk (areas that are touched less often).
- While cleaning the washroom do not forget to sanitize items such as the soap dispenser, paper towel role, and doorknobs.
- Record when cleaning and disinfection has occurred.
- Disinfect footwear when entering the building, the bottom of boots can carry bacteria into the workplace.
- Hold employee orientations verbally to avoid touching papers.
- Minimize contact during sign-in. Have a designated person sign in for employees.
- Employees can not all change into there work gear at once, stagger shifts and remove shared coat check for footwear or clothing. The employee must store their belonging separately. For example use your own locker or bin.
- Limit any transfer from truck drivers to workers, fishermen to workers, and so on.

## MORE INFORMATION

Make sure your employees are monitoring their health – if they develop symptoms they should take the COVID-19 self-assessment. The Public Health Agency of Canada's self-assessment found here:

<https://www.canada.ca/coronavirus> to determine if they should call 811. Visit

<https://novascotia.ca/coronavirus/working-during-covid-19/> if one of your employees tests positive for COVID-19 to ensure you know the necessary steps to take.

Workplaces are required to take precautions to ensure the health and safety of their employees. For all workplace safety concerns, call the NS Dept. of Labour Safety Branch at 1-800-952-2687.