



CORONAVIRUS



CORPORATE UPDATE & ACTION PLAN





WHAT IS THE **CORONAVIRUS?**

DEFINITION:

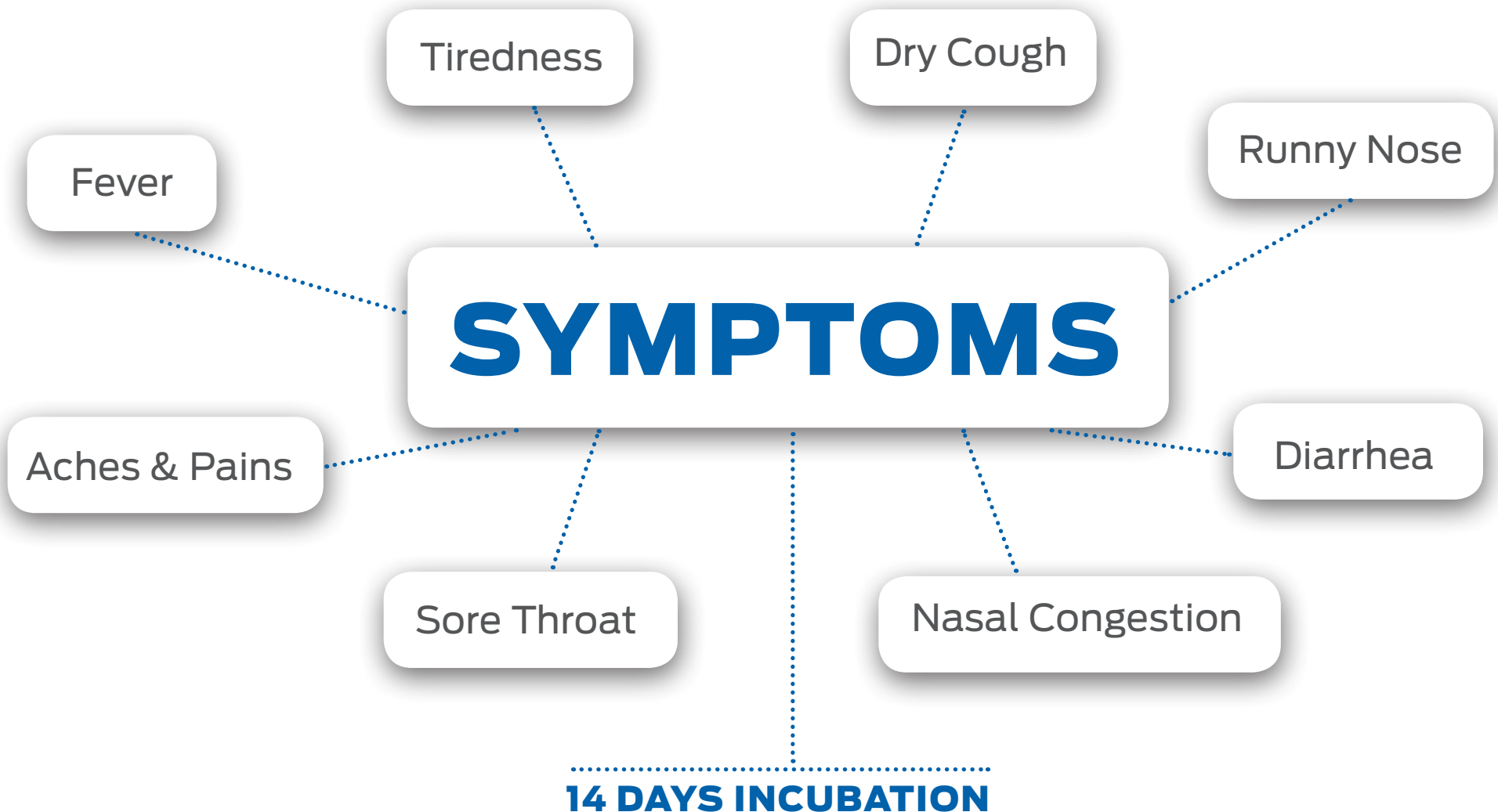
A large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as MERS and SARS.

WHAT IS **COVID-19?**

DEFINITION:

The infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019.





A man with long brown hair and a beard, wearing a light blue shirt and a dark tie, is shown in profile, coughing. A cloud of small white particles, representing virus droplets, is visible in the air in front of him. The background is dark.

THE SPREAD OF THE VIRUS IS UP TO **YOU**

VIRUSES DON'T SPREAD THEMSELVES,
PEOPLE SPREAD IT.

M-O[®]
FREIGHT WORKS[®]



WHAT CAN A WORKPLACE DO?

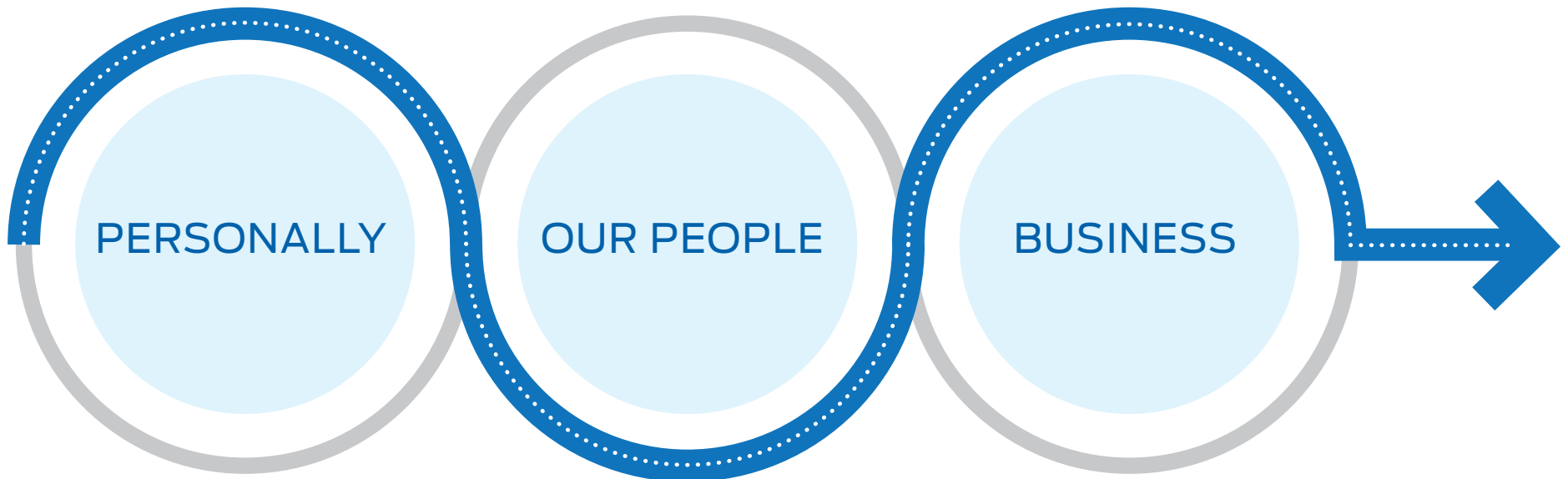
Workplaces should have a policy in place that outlines their requirements when people may be sick or absent to care for others. This policy should indicate how to notify the workplace, and if there is a requirement for a doctor's note and when.

Monitor the situation by visiting the organizations listed on The Resources page.

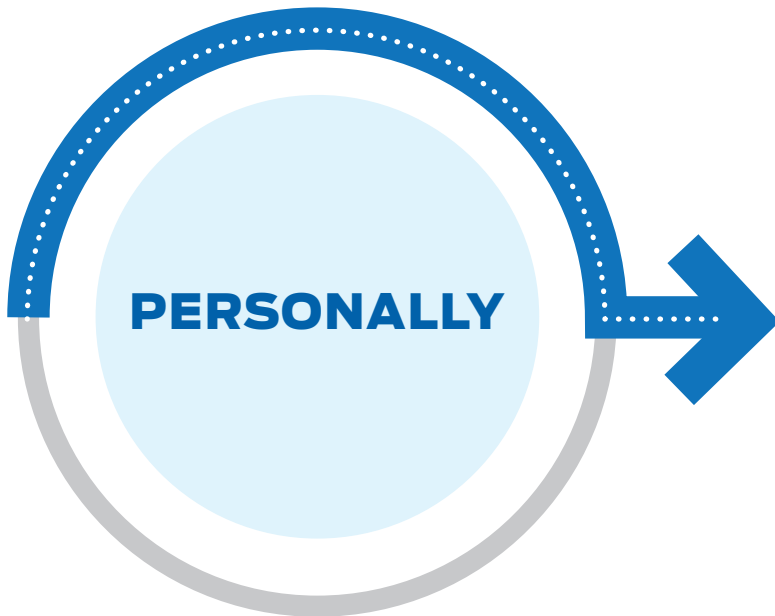
Workplaces can help by having an infection control plan which may include details such as:

- Providing clean hand washing facilities.
- Offering alcohol-based hand sanitizers when regular facilities are not available (or to people on the road).
- Cleaning objects that are touched frequently, such as doorknobs, handles, railings, kettles, etc. more often with regular disinfectants or soap and water
- Providing boxes of tissues and encourage their use.
- Reminding staff to not share cups, glasses, dishes and cutlery. Be sure dishes are washed in soap and water after use.
- Removing magazines and papers from waiting areas or common rooms (such as tea rooms and kitchens).
- Making sure ventilation systems are working properly.
- Cleaning a person's workstation or other areas where they have been if a person has been suspected or identified with an infection
- Using social distancing techniques, such as using telephone, video conferencing, or the internet to conduct as much business as possible (including within the same building), allow employees to work from home, or to work flexible hours to avoid peak public transportation times or crowding the workplace.

PREPAREDNESS



WHAT DO WE DO?

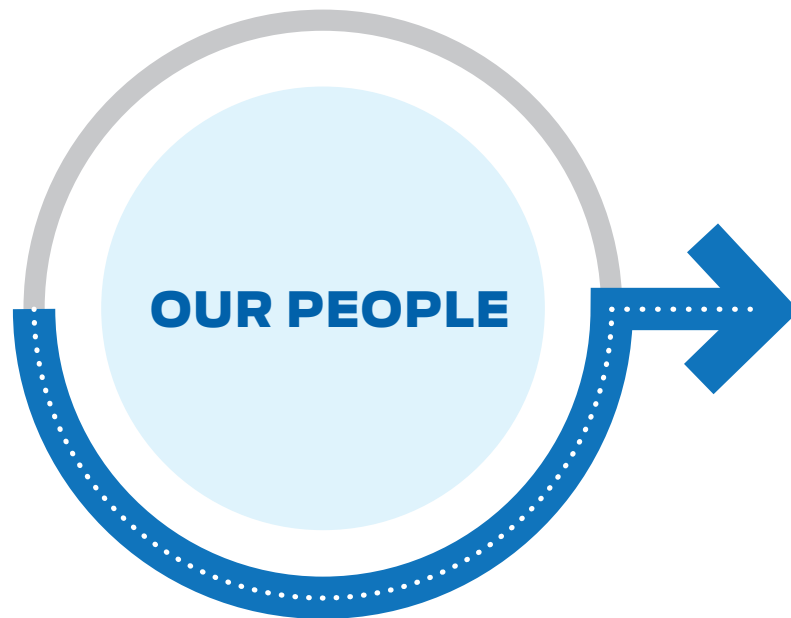


- Extra supplies at home (non-perishable food, water, etc.)
- Medicine / prescriptions
- Other necessities (IE: supplies for pets, batteries)
- Minimize unnecessary travel
 - there are global travel restrictions
- Maintain your health
 - Exercise & proper diet

REMEMBER

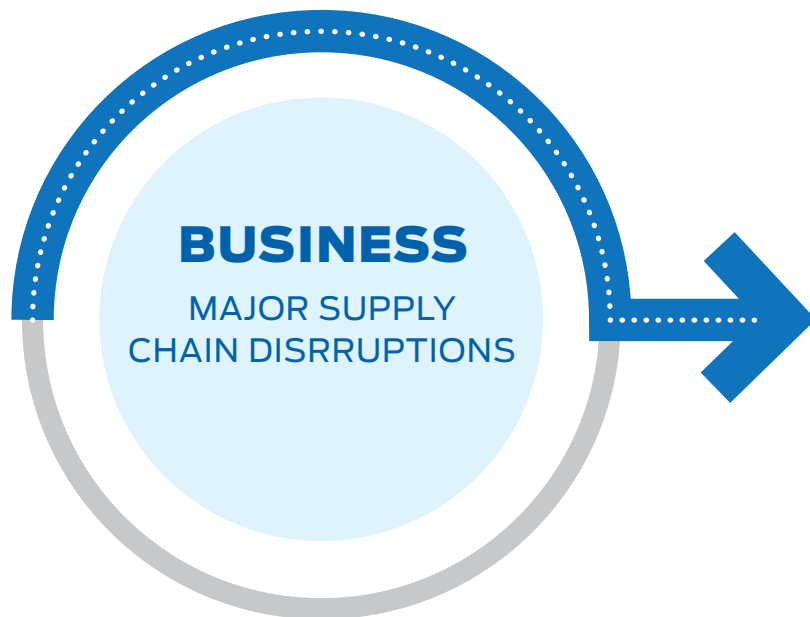
If sick - stay home (seek healthcare attention)

WHAT WE WILL DO?



- Awareness training
- Educate proper hygiene best practices
- Enhance Sanitation / Facility Cleaning Program
- Provide Disinfectant wipes to clean frequently touched surfaces
- Cross Train / Succession planning so no one person is indispensable
- Consideration of Voluntary Absenteeism Program

WHAT WE WILL DO?



BUSINESS:

- Assemble “Pandemic Action Team” comprised of Sr. Leadership, H.R., Health & Safety team member(s) and a Health Services professional
- Identify and plan ways to encourage Social Distancing
- PRIORITIZE ESSENTIAL SERVICE CUSTOMERS
 - (FOOD / PHARMACEUTICAL / TEMPERATURE CONTROLLED)
- Identify Key Suppliers & ensure continuation of services

PERSONNEL:

- Identify alternate working arrangements
- Prepare for ability of Teleconferencing (or increased frequency)
- Work from home

DISASTER RECOVERY PLAN



ACTION PLAN



BUSINESS UNIT ACTION PLAN

LEVEL 1 “THREAT OF PANDEMIC”

PREPARATION OF A FORMAL ACTION PLAN

- Assemble Pandemic Preparedness Team
- Assess the risks
- Set Priorities
- Protect People
- Protect Processes

LEVEL 2 “CONFIRMATION ANNOUNCEMENT OF PANDEMIC FROM WORLD HEALTH ORGANIZATION” (We have now progressed to LEVEL 2 in Canada)

IMPLEMENTATION OF ACTION PLAN

LEVEL 3 “STATE OF EMERGENCY”

ESSENTIAL SERVICES ONLY

- Provide service to Critical Service Customers Only
- Food
- Pharmaceutical
- Temperature Control / Perishable Products



RESOURCES

WORLD HEALTH ORGANIZATION (WHO)

<http://www.who.int/emergencies/diseases/novel-coronavirus-2019>

CENTRE FOR DISEASE CONTROL

<http://www.cdc.gov/coronavirus/2019-nCoV/summary.html>

CANADA HEALTH SERVICES

<http://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

GREEN SHIELD CANADA

https://support.greenshield.ca/SupportCentre/Home/Home/DocumentsByTopic/region_coronavirus





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