

## **Local 628 Covid-19 Safety Plan**

- All Employees to wear masks, eye protection if close interaction if required.
- On site training is cancelled.
- All employees and visitors are subject to screening. Names and dates will be taken and saved.
- No more than two visitors in the lobby at any time. Visitors must be masked and are requested to use hand sanitizer.
- Plexiglass barrier has been placed at the front desk for protection.
- Members are requested to use e-transfer, whenever possible, for payment of counter dues etc.
- All executive, committee and membership meeting shall be virtual until further notice.
- Signage for distancing and exit/entrance are in place.
- To prevent transmission, office staff will sign the out of work list upon the member showing up and requesting to be placed on the list.
- Any one-on-one meetings that may be required shall be held in the meeting hall with face and eye protection mandatory.
- Aptitude tests have been suspended until further notice.

## **Suspected Exposure**

- Any employee that calls in sick or is exhibiting symptoms shall self isolate and follow the recommendations on <http://covid-19.ontario.ca/self-assessment> .
- Any employee that has had close contact with a confirmed Covid-19 case shall self isolate for 14 days. If no symptoms develop during this time they may return to work.
- Any know employees, members, etc., that may have been exposed at the Local shall be informed with the date, time of potential exposure.
- If any employee tests positive or files a WSIB claim for Covid-19, notice in writing, within 4 days, must be given to;
  - Ministry of Labour, Training and Skills Development.
- If a member tests positive or files a WSIB claim for Covid-19 notice in writing, within 4 days, must be given to;
  - Ministry of Labour, Training and Skills Development.
  - Workplace Joint Health and Safety Committee or Health and Safety Representative
  - Local 628
- Members and employees must report any occupationally acquired illness to the WSIB within 3 days of notification of the illness.

## **Future Developments**

- The office of Local 628 will continually monitor the progression of Covid-19 and if required will revert to working alternate ½ day shifts and closing the Hall to all visitors.

## **Health & Well Being**

All employees and members handle the stress of this past year differently. If anyone finds the day-to-day stresses of coping with pandemic issues please reach out to the UA Member Assistance Program. They can assist you or your family members in finding the help needed to better function during these trying times.

Your Member Assistance Program (MAP) provides you with immediate and confidential help for any work, health or life concern. Available anytime and anywhere.

Access your MAP 24/7 by phone, web or mobile app.

1.833.778.2627 (UAMAP)

TTY: 1.877.338.0275

workhealthlife.com (organization - UA Canada National Wellness Program)

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