

COVID-19 Update and Vision Mechanical Protocol

Rather than causing undue alarm or concern, the goal of the policy is to ensure that we are being proactive and taking precautionary steps to protect our workplace.

We all have a duty to limit the spread of the virus to the best of our collective ability. Accordingly, we ask that you take the time to read the following and follow its guidance.

What is Coronavirus/COVID-19?

COVID-19 is a virus in the coronavirus family. Coronaviruses in this family are responsible for illnesses that range from the common cold to more serious illnesses such as Severe Acute Respiratory Syndrome (SARS-CoV) and Middle Eastern Respiratory Syndrome (MERS-CoV). COVID-19 is a new virus and so health officials are still learning about its impact and severity. At this time, it appears to cause an illness similar to the flu with the most common signs of infection being fever, cough and shortness of breath. In severe cases patients can develop pneumonia, severe respiratory distress, kidney failure and death.

How is COVID-19 Spread?

It appears that COVID-19 is more contagious than the typical influenza virus. The virus is transmitted primarily through respiratory droplets. Those that are experiencing symptoms are more likely to spread the illness than those that have the illness but do not have symptoms. There is ongoing research to determine if there are other possible modes of transmission such as fecal or air.

The estimated incubation period (time from initial exposure to onset of symptoms) is between 1-14 days but is about five days on average. Symptoms can persist for longer than three weeks, although the duration of illness will be highly variable.

Prevention – Be Serious and Aware

To help protect you and your family against all respiratory illnesses, including flu and COVID-19, we ask to:

- [Wash your hands often and well](#)
- Avoid touching your face, nose, or mouth with unwashed hands
- Avoid close contact with people who are sick
- Clean and disinfect surfaces that are frequently touched
- Stay at home and away from others if you are feeling ill
- [When sick, cover your cough and sneezes and then wash your hands](#)
- Stay hydrated.

Hand Hygiene

Vision Mechanical will supply employees with Hypo-Guard Hand Sanitizing Disinfectant, a non-toxic, all natural Hypochlorus Acid, in spray bottles. Procedure for the use of disinfectant

1. Hypo-Guard is naturally made and kills 99.9% of all germs and bacteria.
2. Spray on hands to use as sanitizer – do not dry off, let air dry
3. Spray on hard surfaces such as steering wheel, door handles, tools, etc. to disinfect surface. Do not wipe, let air dry
4. Use like you would Lysol

Procedure for the Use of Soap and Water:

1. Roll up long sleeves and push up any wrist accessories
2. Wet hands with warm water and apply enough soap to ensure all hand surfaces, including palms, areas between fingers, back of hands, fingers, fingertips, thumb, and under the ring if one is worn, are lathered thoroughly
3. Vigorously rub soap over palms and backs of each hand, interlocking and interfacing fingers to ensure fingers and thumbs are rubbed to remove visible soil and/or organic material, for 15 to 30 seconds
4. Thoroughly rinse hands in a downward position under warm running water
5. Pat hands dry with disposable towel
6. Use a disposable towel to turn off manual faucets and to open door
7. Discard the towel

Site Safety

Items will be available immediately in office/shop

1. Grab disposable latex gloves from office and use on work sites
2. Toss gloves after use – do not re-use!
3. Wear disposable dust masks on site to protect yourself and client, as required
4. Disinfect all surfaces that you've come in contact with before moving to a different work area, or before leaving site.
5. Disinfect cell phone and iPad after touching.
6. Disinfect iPad and have client disinfect credit card before proceeding with payment. Client can also call in credit card to the office at the end of their service.
7. Tell your supervisor if you are experiencing or have come into contact with someone demonstrating the following symptoms: Cough, Fever, Difficulty Breathing, Sore Throat
8. Drink plenty of water, take Vitamin C and Zinc

What to do if you think you have COVID-19 or have come into contact with someone with COVID-19

Because the early symptoms of COVID-19 are similar to other respiratory illnesses, if you have any of the common symptoms (fever, cough and shortness of breath) you should contact your doctor's office and arrange to have a consultation. Any employees experiencing any of the above criteria are asked to contact their site supervisor or HR.

If you have travelled to any of the locations addressed below or other locations with travel advisories, or you are fairly certain you have been in proximity with someone that may have COVID-19, please follow the below outlined quarantine steps, or other quarantine recommendations as published on the below referenced websites.

If you are required to or advised to undergo travel or proximity related quarantine, please contact the office at 250-470-9552 to discuss options during the 14-day protocol.

Travel Advisory

Any employee(s) who have travelled to China, Singapore, Hong Kong, Iran, South Korea, Italy, including airport transits **are not permitted** to work until they have successfully completed a 14 day quarantine upon return to Canada. Travelers to high risk areas as identified above must be symptom free for a period of 14 days before returning to site. For further information on high-risk travel locations please consult: Government of Canada COVID-19 Travel Advice at

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html>.

If any employee is travelling out of country, please ensure to provide details of planned travel to supervisory staff and applicable HR personnel. Please ensure diligence and thought in following through with international travel, checking recent data on destinations and ensuring follow through on appropriate protocols upon return.

Further Information and Reference Pages to be Checked Regularly

- Government of Canada: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- British Columbia: [http://www.bccdc.ca/health-info/diseases-conditions/coronavirus-\(novel\)](http://www.bccdc.ca/health-info/diseases-conditions/coronavirus-(novel))
- World Health Organization: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Vision Mechanical remains committed to the health and safety of its employees and to the clients we serve. Be aware of updates and the progression relating to COVID-19. If you have any questions on this topic, please do not hesitate to contact our office. As always, work smart and work safe.