



COVID-19

Return to Work Policy

Introduction

Brooklin Consulting has an obligation under workplace health and safety legislation to provide its employees with a safe work environment to the extent reasonably possible. At this time, this would involve following public health advice from the Public Health Agency of Canada (PHAC) and our local health authority. This currently includes reminding employees of common personal prevention and preparedness measures for viruses such as COVID-19 and other contagious illnesses.

Potential and existing clients must provide a safe work environment and have a COVID-19 Safety Program that protects Brooklin employees. Brooklin's executive team will decide if the client's Safety Program is adequate to protect Brooklin's employees.

At client site:

1. All Brooklin Employees should be free of COVID-19 symptoms. We understand that being free of COVID-19 symptoms does not mean we may not be carriers of the virus.
 - a. Employers generally cannot force employees to undergo testing, and COVID-19 testing is not available on demand. If an employee can be tested regularly that may be the ideal situation. However we do not know how testing availability and protocols will evolve by the time we return to work.
 - b. Our employees must disclose if they have or live with someone who has COVID-19 symptoms. Employees will be expected to inform Brooklin of symptoms through a confidential process, self isolate at home, follow the advice of the relevant public health agencies (federal, provincial, municipal) on recovery and treatment and keep Brooklin updated.
 - c. If Brooklin suspects an employee potentially has COVID-19, we will ask the employee to leave work and request that the employee contact the relevant public health agency and follow their directions on whether testing is appropriate.
 - d. Brooklin will encourage and track vaccination for employees, when a vaccine is available.
2. Daily Monitoring and Recording
 - a. Monitor for symptoms: cough, fever, shortness of breath, runny nose, or sore throat.
 - b. Daily recording of temperatures (am, noon, pm).
 - i. Taking employees' temperatures may be permitted if there is a *bona fide* reason, such as a demonstrated outbreak of COVID-19 in the workplace or in the community immediately surrounding the workplace, or depending on the nature of the industry (for example - food production).
 - c. Employees will document daily contacts on client site for ease of tracing in the event it is required.
3. Personal Protective Equipment (PPE)

Droplet and Contact protection will be worn as required. The minimal PPE requirements set forth by the client Safety Program are expected to be supplied by our clients and any additional PPE equipment internally recommended or required in an abundance of caution will be supplied by Brooklin. PPE may include but not limited to:

 - a. Surgical/procedure mask
 - b. Isolation gown
 - c. Gloves
 - d. Eye protection (goggles or face shield)
4. Practice good hygiene.

Wash hands often for at least 20 seconds, cover coughs and sneezes, and avoid touching face.

5. Implement “On client site” cleaning and disinfecting policy:
 - a. High touch surfaces cleaned daily in all Brooklin workstations.
 - b. Use commercial disinfectants. If they can withstand the use of liquids for disinfection, high-touch electronic devices (e.g., keyboards, tablets, smartboards) will be disinfected with 70% alcohol (e.g. alcohol prep wipes) ensuring the solution makes contact with the surface for 1 minute for disinfection.
6. Practice physical distancing.
7. If sick, don’t go to work:
 - a. Self-isolation for the legally required 14 days will be reinforced if any employee has any symptoms that are not related to a pre-existing illness or medical condition.
8. Work areas should be separated if there is not enough room for physical distancing.
 - a. If separate work areas are not available: we will limit the number of workers in our centralized workstation at a time to reduce proximity to each other.
9. If a client doesn’t have Microsoft Teams, Brooklin will commit to the client’s communication platform:
 - a. Meetings should be done virtually where possible.
 - b. When videoconferencing or teleconferencing is not possible, meetings will be held in well-ventilated spaces.
10. All Brooklin Consulting employees will receive client pandemic preparedness and response plan training as well as any other Health and Safety training prior to project commencement:
 - a. Client must have a pandemic preparation and response plan.
 - b. Brooklin will adhere to client policy and procedures and client must be able to accommodate Brooklin’s safety requirements to an acceptable standard.

Off Client Site: Home or Hotel

1. Overnight business travel:

Our employees will only stay in hotels /establishments that have a published COVID-19 policy, have been vetted by Brooklin management and have been approved by the employees who will be travelling overnight.

Examples:

<https://www.sandmanhotels.com/about/message-about-covid-19>,
<https://www.eventhotels.com/en/travel-information-covid-19/>
2. Brooklin employees will self-isolate during time off client site.
3. Practice Physical distancing.
4. No car sharing
5. Consultants need to stay healthy outside of the client site. Each Brooklin employee understands their responsibilities which can include but are not limited to:
 - a. Hand washing: Wash hands often with soap and warm water for at least 20 seconds, or using alcohol based hand sanitizer, especially after coughing or sneezing.
 - b. Cough/sneeze etiquette: Cough and sneeze into arm or tissue.
 - c. Stay home when sick: Contingency plans need to be in place.
 - d. Keep clean: Keep hands away from face and mouth.
 - e. Stay healthy: Stay healthy by eating healthy foods, keeping physically active, getting enough sleep.
 - f. Employees will document daily contacts for ease of tracing in the event it is required.