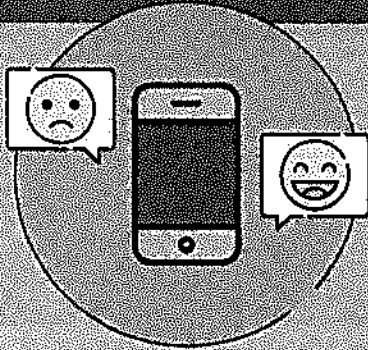




Coping with stress during the 2019-nCoV outbreak

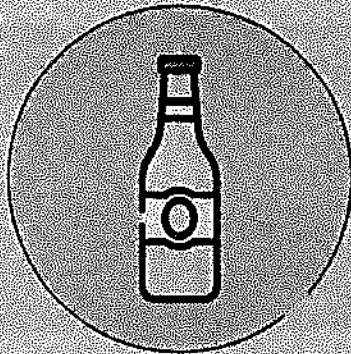
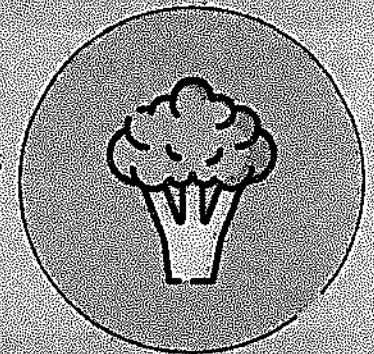
March 25/20



It is normal to feel sad, stressed, confused, scared or angry during a crisis.

Talking to people you trust can help. Contact your friends and family.

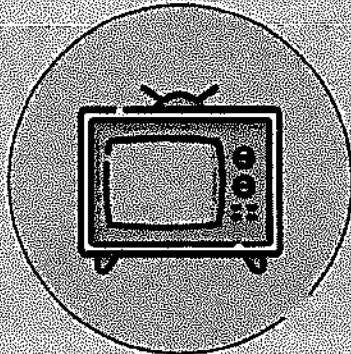
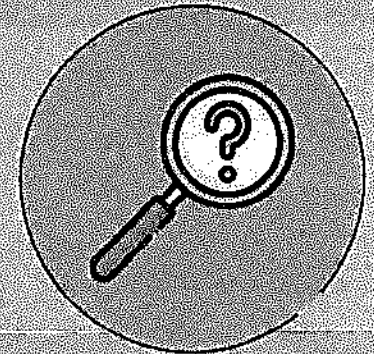
If you must stay at home, maintain a healthy lifestyle - including proper diet, sleep, exercise and social contacts with loved ones at home and by email and phone with other family and friends.



Don't use smoking, alcohol or other drugs to deal with your emotions.

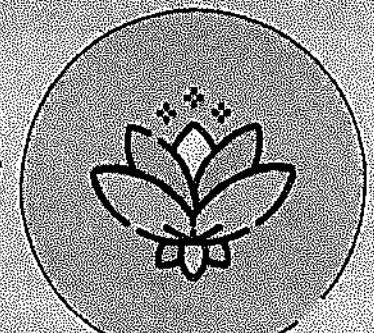
If you feel overwhelmed, talk to a health worker or counsellor. Have a plan, where to go to and how to seek help for physical and mental health needs if required.

Get the facts. Gather information that will help you accurately determine your risk so that you can take reasonable precautions. Find a credible source you can trust such as WHO website or, a local or state public health agency.



Limit worry and agitation by lessening the time you and your family spend watching or listening to media coverage that you perceive as upsetting.

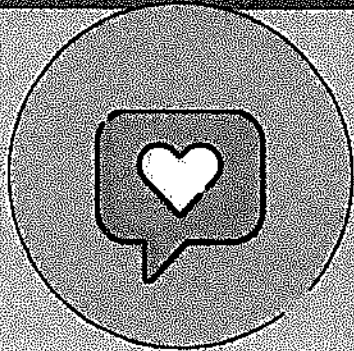
Draw on skills you have used in the past that have helped you to manage previous life's adversities and use those skills to help you manage your emotions during the challenging time of this outbreak.





Helping children cope with stress during the 2019-nCoV outbreak

March 25/20



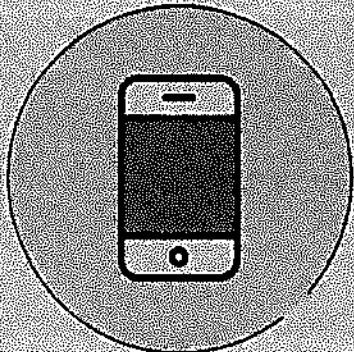
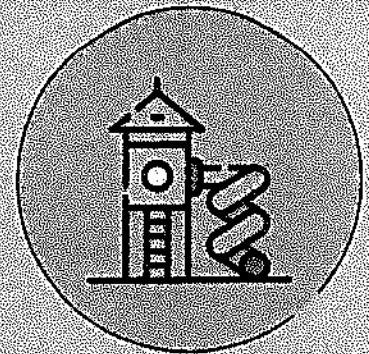
Children may respond to stress in different ways such as being more clingy, anxious, withdrawing, angry or agitated, bedwetting etc.

Respond to your child's reactions in a supportive way, listen to their concerns and give them extra love and attention.

Children need adults' love and attention during difficult times. Give them extra time and attention.

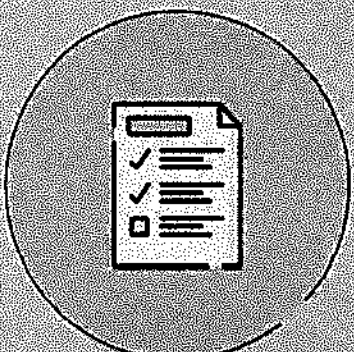
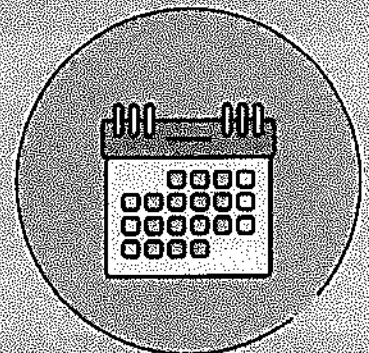
Remember to listen to your children, speak kindly and reassure them.

If possible, make opportunities for the child to play and relax.



Try and keep children close to their parents and family and avoid separating children and their caregivers to the extent possible. If separation occurs (e.g. hospitalization) ensure regular contact (e.g. via phone) and re-assurance.

Keep to regular routines and schedules as much as possible, or help create new ones in a new environment, including school/learning as well as time for safely playing and relaxing.



Provide facts about what has happened, explain what is going on now and give them clear information about how to reduce their risk of being infected by the disease in words that they can understand depending on their age.

This also includes providing information about what could happen in a re-assuring way (e.g. a family member and/or the child may start not feeling well and may have to go to the hospital for some time so doctors can help them feel better).

April 28/2020

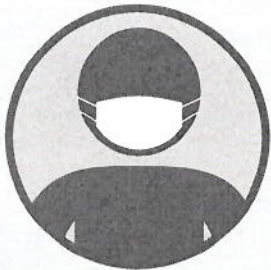


COVID-19

NOVEL CORONAVIRUS



DO NOT ENTER if you have returned from travel outside of Manitoba in the last 14 days.



DO NOT ENTER if you are under direction to self-monitor or self-isolate.



DO NOT ENTER if you are experiencing any of the following cold/flu symptoms:

- Cough
- Fever
- Runny Nose
- Sore Throat
- Weakness
- Headache



Please wash your hands.

Thank you for helping us stop the spread.

manitoba.ca/covid19

Manitoba 

May 2020

SOCIAL DISTANCING 6FT
12"x12", 10"x10", 6"x6" Custom Size
Standard Colors or custom



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DATE: 00/00/2019
DESIGNER: A.WROLSTAD

PROJECT TITLE/LOCATION
SOCIAL DISTANCING
CUSTOMER
SOCIAL DISTANCING

SCALE: 1:30
REVISIONS: Rv0

SHEET NUMBER: A1.0
QT/SO NUMBER: 000000

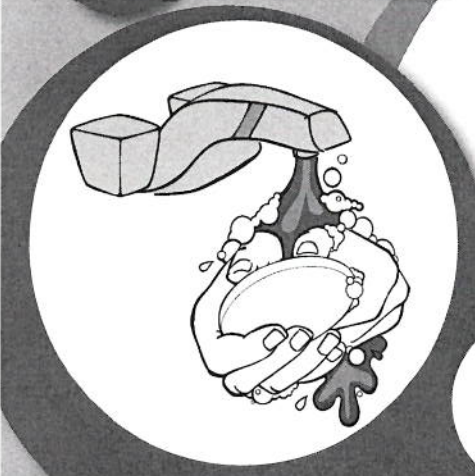
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Note: These signs are designed and quoted based on 120 Volts unless otherwise stated. Alternate power requirements may change the price and/or design of your order

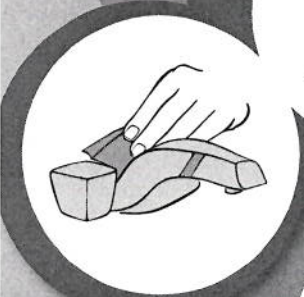
HAND HYGIENE

USING SOAP AND WATER

Use in all situations where soap and water are available

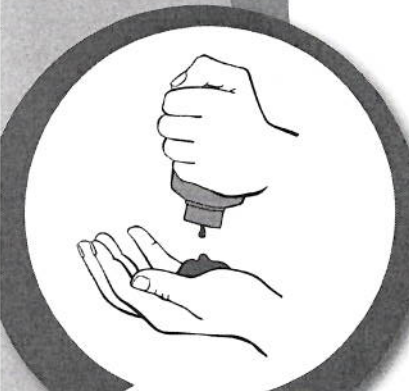


- Rinse hands with warm running water, add soap to palms and rub hands together to create lather
- Thoroughly cover all the surfaces of your hands and fingers (including nails) for 15 to 20 seconds
- Rinse under warm running water
- Dry hands thoroughly with single-use towel or hand dryer
- Turn off the tap with a clean paper towel



USING AN ALCOHOL-BASED HAND RUB

Use when soap and water are NOT available, except if hands are visibly soiled



- Take a small amount of alcohol-based hand rub (about the size of a nickel)
- Rub it on your fingertips, both sides of your hands and between your fingers
- Continue to rub until your hands are dry
- There is no need to rinse or dry

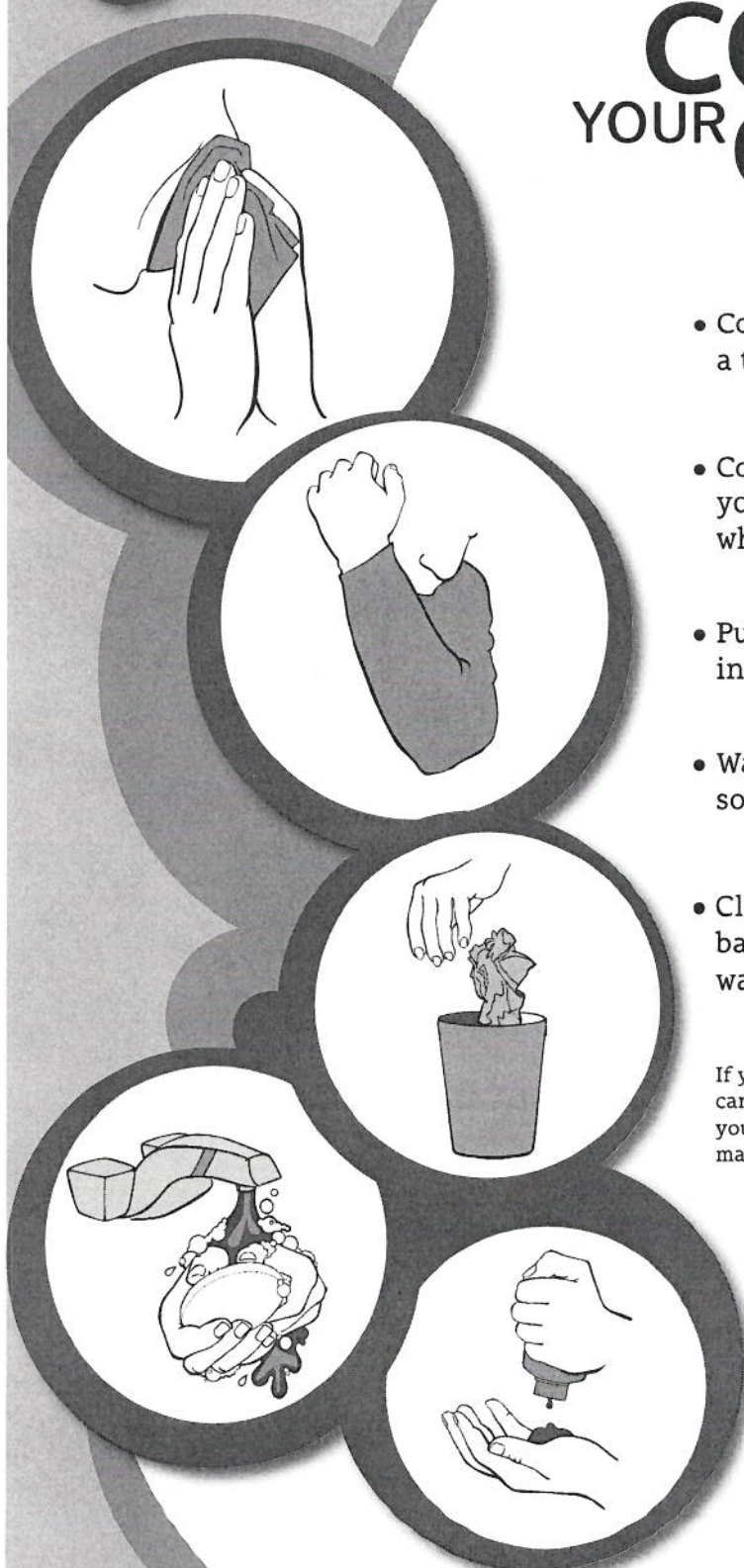
Warning: The product is flammable when wet so ensure your hands are dry before performing another task.

HELP PREVENT THE SPREAD OF INFECTION

COUGH ETIQUETTE

May 21/20

COVER YOUR COUGH



- Cover your mouth and nose with a tissue when you cough or sneeze

OR

- Cover your mouth and nose using your upper sleeve, not your hands, when you cough or sneeze

- Put the used tissue in a waste basket

- Wash your hands with soap and water

OR

- Clean them with an alcohol-based hand rub if soap and water are not available

If you're visiting a hospital or personal care home when you have a cough or cold, you may be asked to put on a surgical mask to protect others from infection.

HELP
PREVENT
THE SPREAD OF
INFECTION

May 21
2020

COVID-19 IS HERE, MANITOBA

It only takes one person to infect many. DON'T BE THAT ONE PERSON.

PROTECT yourself, PROTECT your loved ones and PROTECT your community

SOCIAL DISTANCING (also called Physical Distancing) is the best way to reduce the spread of viruses like COVID-19 during an outbreak. It means changes to our day-to-day lives to minimize close contact with others, whether we know them or not. With patience and cooperation, we can do this, and we need to do it NOW.

DO THIS:



Keep at least 2 arms lengths away

We still need to go out in public for things like essential appointments and shopping. Where possible, spending time outside and utilizing green spaces is also important. In all situations, keep at least **2 metres or 6 feet** from others as much as possible. This only applies if you don't feel sick. If you feel sick, you must stay home.



Stay home as much as possible

Things you can do at home like reading, watching TV, playing games, sitting on your deck, spring cleaning, yard work, and cooking are all good! **Staying home whenever possible makes us all safer right now.**



Shop wisely

There are things we need like groceries, fuel and the like. Where possible, use online shopping and home delivery. Please remember that panic buying is not needed. **Finally remember that if you feel sick, do not go out – you must stay home.**



Use technology to keep in touch

We all need to keep in touch with our friends and loved ones, especially when keeping physical distance. Phone calls, texting, and video chats are all great options.



ALSO REMEMBER:

- Wash your hands for at least 20 seconds and avoid touching your face
- Cough or sneeze into the bend of your arm
- Disinfect frequently-used surfaces often

DON'T DO THIS:



Non-essential gatherings

We all need to avoid things like parties, weddings, birthdays, play-dates, sleepovers for kids and other non-essential visitors to our homes. Also, avoid all non-essential travel.



Physical greetings

Handshakes and hugs are out. We need to get good at non-physical greetings like waving or nodding. Limiting unnecessary touching makes us all safer right now.



Touching surfaces people touch often

Walking or exercising outside is good, but keep your distance from others and avoid things like hand rails, public play structures and public phones whenever possible



Contact with people at higher risk

We all have a responsibility to protect those in our community who are most at risk from COVID-19, which includes the elderly and those with other health conditions. We can use non-physical ways to stay in touch, and where possible we can help these people with getting groceries and other essential errands.

FOR MORE INFO VISIT: covid19manitoba.ca

STAY SAFE, STAY STRONG
WE'RE IN THIS TOGETHER, MANITOBA.



May 21
2020

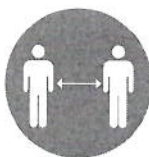
COVID-19 EST ICI, AU MANITOBA

Nous devons tous être responsables et garder nos distances sociales, MAINTENANT.

PROTÉGEZ-vous, PROTÉGEZ vos proches, PROTÉGEZ notre communauté.

LA DISTANCE SOCIALE (également appelée distance physique) est la meilleure façon de ralentir la propagation de virus comme la COVID-19 lors d'une épidémie. Cela signifie des changements dans notre vie de tous les jours pour minimiser les contacts avec les autres, que nous les connaissons ou non. Avec de la patience et de la coopération, nous pouvons le faire et nous devons le faire MAINTENANT.

À FAIRE :



Gardez au moins 2 longueurs de bras de distance

Nous devons encore sortir en public pour des choses comme les rendez-vous essentiels et les achats de première nécessité. Dans la mesure du possible, passer du temps à l'extérieur et utiliser les espaces verts est également important. Dans toutes les situations, gardez **au moins 2 mètres ou 6 pieds de distance** avec les autres autant que possible. Cela ne s'applique que si vous ne vous sentez pas malade. **Si vous vous sentez malade, vous devez rester à la maison.**



Restez à la maison autant que possible

Les choses que vous pouvez faire à la maison comme lire, regarder la télévision, jouer à des jeux, s'asseoir sur votre terrasse, faire le ménage de printemps, le jardin et cuisiner sont toutes bonnes! **Restez à la maison autant que possible contribue à la sécurité de tous et de toutes en ce moment.**



Achetez judicieusement

Il y a des choses dont nous avons besoin comme l'épicerie, le carburant, etc. Dans la mesure du possible, utilisez les achats en ligne et la livraison à domicile. N'oubliez pas que l'achat de panique n'est pas nécessaire. **Enfin, rappelez-vous que si vous vous sentez malade, vous devez rester à la maison.**



Utilisez la technologie pour rester en contact

Nous devons rester en contact avec nos ami(e)s et nos proches, surtout lorsque nous gardons une distance physique. Les appels téléphoniques, les textes et les appels vidéo sont d'excellentes options.

À NE PAS FAIRE :



Rassemblements non essentiels

Nous devons tous éviter les rassemblements comme les fêtes, les mariages, les anniversaires, les rencontres, les soirées pyjama pour les enfants et autres visiteurs non essentiels dans nos maisons. Évitez également tout voyage non essentiel.



Salutations physiques

Nous devons éviter les poignées de main et les étreintes. Nous devons privilégier les salutations non physiques comme faire un signe de la main ou hocher la tête. Limiter les contacts inutiles contribue à la sécurité de tous et de toutes en ce moment.



Toucher les surfaces que les gens touchent souvent

Marcher ou faire de l'exercice à l'extérieur est une bonne chose, mais gardez vos distances avec les autres et évitez autant que possible les rampes, les structures de jeux publics et les téléphones publics.



Contact avec des personnes à plus haut risque de COVID-19

Nous avons tous la responsabilité de protéger les membres de notre communauté les plus exposés à la COVID-19, notamment les personnes âgées et celles souffrant d'autres problèmes de santé. Nous pouvons utiliser des moyens non physiques pour rester en contact et, dans la mesure du possible, nous pouvons aider ces personnes à faire l'épicerie et d'autres achats essentiels.



RAPPELLEZ-VOUS :

- Lavez-vous les mains pendant au moins 20 secondes et évitez de toucher votre visage
- Toussez ou éternuez dans le pli de votre bras
- Désinfectez souvent les surfaces qui sont utilisées fréquemment

Pour plus d'information, visitez : covid19manitoba.ca

RESTEZ EN SÉCURITÉ, RESTEZ FORT.
NOUS TRAVERSONS CELA ENSEMBLE, AU MANITOBA.

Manitoba 

May 21
2020

COVID-19 IS HERE, MANITOBA

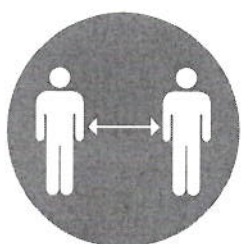
It only takes one person to infect many.
DON'T BE THAT ONE PERSON.

PROTECT yourself, PROTECT your co-workers

COPY ROOMS

To support social distancing measures

Please ensure only ___ person(s) in this room at all times



2 metres or 6 feet from others

DO THIS:

Allow only the designated # of people noted above in this area at a time. Anybody else wanting to use the copier should wait their turn by keeping at least 2 arms length away from the other person.



DON'T DO THIS:

Physical Gatherings:

Avoid gathering around the copy (MFP) area to visit for a long period of time.



REMEMBER:

- Wash your hands or use hand sanitizer before and after using the copier and avoid touching your face at all times.
- Cough or sneeze into the bend of your arm.
- Always disinfect frequently-used surfaces.

FOR MORE INFO VISIT: [covid19manitoba.ca](https://www.covid19manitoba.ca)

STAY SAFE, STAY STRONG
WE'RE IN THIS TOGETHER, MANITOBA.

Manitoba 

May 21
2020

COVID-19 IS HERE, MANITOBA

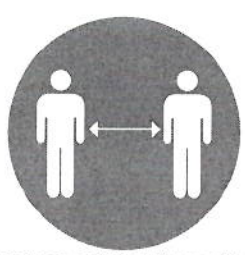
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DON'T BE THAT ONE PERSON.

PROTECT yourself, PROTECT your co-workers

FILE ROOMS

To support social distancing measures

Please ensure only ___ person(s) in this room at all times



2 metres or 6 feet from others

DO THIS:

Allow only the designated # of people noted above in this area at a time. Anyone else wanting to use the file room should wait their turn by keeping at least 2 arms length away from the other person.



DON'T DO THIS:

Physical Gatherings:

Avoid gathering in the file room to visit.



REMEMBER:

- Wash your hands or use hand sanitizer before & after using the file rooms and avoid touching your face at all times.
- Cough or sneeze into the bend of your arm.
- Always disinfect frequently-used surfaces.

FOR MORE INFO VISIT: [covid19manitoba.ca](https://www.covid19manitoba.ca)

STAY SAFE, STAY STRONG
WE'RE IN THIS TOGETHER, MANITOBA.



May 21
2020

COVID-19 IS HERE, MANITOBA

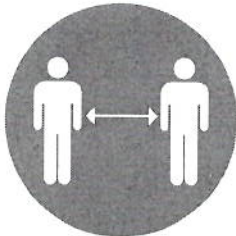
It only takes one person to infect many.
DON'T BE THAT ONE PERSON.

PROTECT yourself, PROTECT your co-workers

KITCHEN AREAS

To support social distancing measures

Please ensure only ___ person(s) in this room at all times



2 metres or 6 feet from others

DO THIS:

Allow only the designated # of people noted above in this area at a time. Anyone else wanting to use the kitchen should wait their turn by keeping at least 2 arms length away from the other person.



DON'T DO THIS:

Physical Gatherings:

Avoid gathering in the kitchen to visit.



REMEMBER:

- Wash your hands or use hand sanitizer before & after using the kitchen and avoid touching your face at all times.
- Cough or sneeze into the bend of your arm.
- Always disinfect frequently-used surfaces.

FOR MORE INFO VISIT: covid19manitoba.ca

STAY SAFE, STAY STRONG
WE'RE IN THIS TOGETHER, MANITOBA.

Manitoba 

May 21
7 2020

COVID-19 IS HERE, MANITOBA

It only takes one person to infect many.

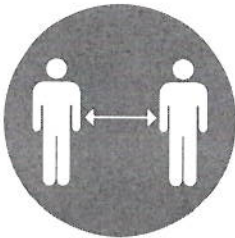
DON'T BE THAT ONE PERSON.

PROTECT yourself, PROTECT your co-workers

BOARDROOMS

To support social distancing measures

Please ensure only ___ people in this room at all times



2 metres or 6 feet from others

DO THIS:

While sitting around a boardroom table, keep at least 2 arms length away from the person next to you. Remove, stack up, or put tape across the chairs that cannot be used based on the number of people allowed in the boardroom.



DON'T DO THIS:

Physical greetings:

Handshakes and hugs are out. We need to practice non-physical greetings such as verbally communicating, waving or nodding. Limiting unnecessary touching makes us all safer right now.



REMEMBER:

- Wash your hands for at least 20 seconds before and after your meeting and avoid touching your face at all times.
- During your meeting, cough or sneeze into the bend of your arm.
- Always disinfect frequently-used surfaces in the boardroom.

FOR MORE INFO VISIT: covid19manitoba.ca

STAY SAFE, STAY STRONG
WE'RE IN THIS TOGETHER, MANITOBA.

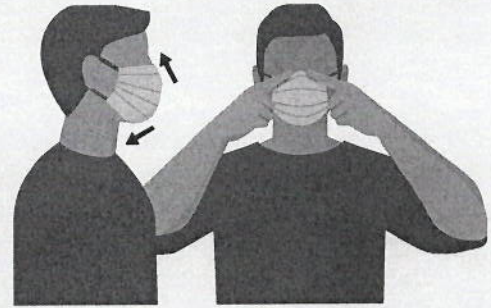


How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

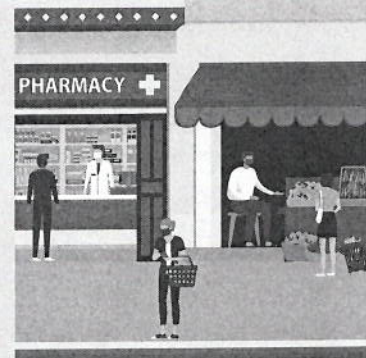


USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS 316488A 05/27/2020

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Aug 26/2020

**Face Masks Must Be Worn
When you are in the Office**



Aug 26/2020

**Face Masks Must be Worn
for
Group Programs and Staff Training**



Sept 11/2020



COVID-19 NOVEL CORONAVIRUS

AUGUST 2020



Are you sick?

Have you been exposed to COVID-19?

If you answer yes to either question, please **DO NOT ENTER**. Go home and call Health Links – Info Santé (204-788-8200 or 1-888-315-9257) or use the online screening tool at <https://sharedhealthmb.ca/covid19/> to see whether you need to isolate or be tested.



Have you travelled in the past 14 days?

You may need to self-isolate. Check <https://manitoba.ca/covid19/travel> for the most up to date requirements for travellers.

manitoba.ca/covid19



COVID-19

NOVEL CORONAVIRUS

Service Practice Tips:

Staff Providing Direct Services to the Public in an Office Setting

The risk of contracting COVID-19 in Manitoba is still low, according to provincial public health experts. The provincial website at www.manitoba.ca/covid19 will continue to have the most up to date information, so please check this site regularly.

The health and safety of public servants is a priority for the Manitoba government. Front-line staff are experienced in implementing health precautions in response to infectious diseases, and will continue to provide essential services while using up-to-date advice from the Chief Provincial Public Health Officer regarding social distancing, handwashing, etc.

The following tips can assist staff to stay healthy and reduce the spread of COVID-19:

Meetings, Appointments and Case Conferences

- Consider whether scheduled case conferences or meetings can be done via teleconference, Skype etc.
- If an in-person meeting is necessary, please use all precautions advised by public health officials, including social distancing, cleansing of spaces, hand washing, etc.

Office Signage and Messaging

- Appropriate signage instructing people who are feeling ill or may have been exposed to or have COVID-19 to not enter should be visible in all entrances to buildings, homes, facilities and centres.
- Ensure appropriate signage with instructions on hand hygiene and cough etiquette is visible throughout buildings, facilities and centres.

Reducing the Spread of Germs

- Ensure that hand sanitizer, kleenex and waste receptacles are available for the public in all office environments and encourage their use.
- Clean your hands often, including if you think you have contaminated them and when they are visibly soiled, with soap and water or hand sanitizer.
- Monitor hand washing and cleaning supplies to ensure all sinks in washrooms and kitchens are well-stocked with soap and single-use towels.
- Avoid touching your eyes, nose or mouth.

- Use a tissue to cover your mouth and nose while coughing and sneezing, or cover your nose and mouth against your sleeve or shoulder. Throw used tissues in a waste basket right away.
- After coughing or sneezing, always clean your hands with soap and water or a hand sanitizer.

Social Distancing

- Increase the distance between desks, workstations, and chairs in waiting rooms, as well as between individuals (e.g., clients, participants and the public), ideally by 2 metres/6 feet unless there is a physical barrier (e.g., cubicle, Plexiglas window).
- Minimize the number of people in waiting rooms. Maintain separation between each person (2 metres). If possible, minimize prolonged close contact with other individuals. Avoid greetings that involve touching, including handshakes and hugs.
- Non-essential appointments should be rescheduled. Appointments should be conducted by telephone, video conferencing, or other available options.

Cleaning office spaces and objects

- Clean and disinfect high-touch surfaces often in all waiting rooms/seating areas, washrooms and kitchens, and on chairs and tables, doorknobs, countertops, electronics, desks and desktops, phones, computers (including keyboards and mouse), elevator buttons, lunch tables, etc.
- Clean and disinfect all surfaces, especially those that are horizontal and frequently touched, at least twice daily and whenever soiled.
- Clean using household or disinfectant cleaning products. If these are not readily available, hard surfaces can be disinfected with a mixture of one-part bleach (5% sodium hypochlorite) and nine parts water, and ensure the diluted solution is in contact with the surface for one minute to disinfect.
- Remove any frequently handled items that are unnecessary (magazines, books, pamphlets, etc.).
- Minimize sharing of common objects. Clean and disinfect common objects (that can tolerate disinfection) before sharing with others. Discard items that cannot be appropriately cleaned and disinfected. Discard single-use disposable items into a no-touch waste receptacle after use.

Any person concerned about their exposure to or risk of having COVID-19 should take the online self-assessment at www.manitoba.ca/covid19 and then call Health Links-Info Santé at 204-788-8200 or toll-free at 1-888-315-9257 before arriving at a testing site.

COVID-19

NOVEL CORONAVIRUS

What happens if there is a COVID-19 laboratory diagnosis in my workplace?

- A public health investigation is automatically triggered when someone receives a laboratory-confirmed positive COVID-19 test result.
- Anyone diagnosed with COVID-19 is advised to self-isolate at home for 14 days from when their symptoms started. Individuals who require medical care are treated in hospital.
- Public Health notifies close contacts of laboratory-confirmed positive COVID-19 cases. Anyone at risk of contracting the virus from a colleague will be notified by Public Health.

How will I be protected in the workplace?

- Workplaces should ensure that all surfaces and commonly touched objects are cleaned and then disinfected at least twice daily, or as needed (i.e., if surfaces/objects are visibly dirty).
- Your workplace should also have an infection prevention and control plan. Measures in the plan can help reduce the spread of communicable diseases, such as COVID-19.
- Workplaces should ensure employees know they must stay home if they are sick. Workplaces are asked to suspend the requirement for medical (sick) notes at this time, to reduce the burden on the health care system and exposure to ill individuals.
- For more information on steps workplaces should be taking, visit www.gov.mb.ca/covid19/infomanitobans/workplaces.html.

How can I reduce my risk of infection from COVID-19?

- Good hand hygiene provides significant protection from viral respiratory illnesses, such as COVID-19.
- Wash your hands regularly with soap and warm water for at least 15 seconds.
- Make sure to dry your hands thoroughly.
- You can also use an alcohol-based hand cleanser if your hands are not visibly dirty.

It is especially important to clean your hands:

- after coughing or sneezing
- when caring for a sick person
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty

Cover your mouth and nose with a tissue when coughing or sneezing, or cough or sneeze into your sleeve.

Throw used tissues in the garbage and immediately wash your hands, or use an alcohol-based hand cleanser.

Social distancing measures to reduce your risk of infection:

- Minimize prolonged (more than 10 minutes), close (less than two meters/ six feet) contact between your co-workers and other individuals in public.
- Where possible, meet with colleagues online or via telephone instead of in person.
- Avoid greetings that involve touching, such as handshakes.
- Avoid travel, crowded places and events, especially if you are at higher risk (e.g., seniors and those with underlying medical conditions).
- Disinfect frequently used surfaces in your workspace.
- Follow public health advice related to self-monitoring and self-isolation if you have been exposed to COVID-19 through travel or contact with someone infected with COVID-19.

COVID-19

NOVEL CORONAVIRUS

Service Practice Tips:

Staff Providing Direct Services to the Public in an Office Setting

The risk of contracting COVID-19 in Manitoba is still low, according to provincial public health experts. The provincial website at www.manitoba.ca/covid19 will continue to have the most up to date information, so please check this site regularly.

The health and safety of public servants is a priority for the Manitoba government. Front-line staff are experienced in implementing health precautions in response to infectious diseases, and will continue to provide essential services while using up-to-date advice from the Chief Provincial Public Health Officer regarding social distancing, handwashing, etc.

The following tips can assist staff to stay healthy and reduce the spread of COVID-19:

Meetings, Appointments and Case Conferences

- Consider whether scheduled case conferences or meetings can be done via teleconference, Skype etc.
- If an in-person meeting is necessary, please use all precautions advised by public health officials, including social distancing, cleansing of spaces, hand washing, etc.

Office Signage and Messaging

- Appropriate signage instructing people who are feeling ill or may have been exposed to or have COVID-19 to not enter should be visible in all entrances to buildings, homes, facilities and centres.
- Ensure appropriate signage with instructions on hand hygiene and cough etiquette is visible throughout buildings, facilities and centres.

Reducing the Spread of Germs

- Ensure that hand sanitizer, kleenex and waste receptacles are available for the public in all office environments and encourage their use.
- Clean your hands often, including if you think you have contaminated them and when they are visibly soiled, with soap and water or hand sanitizer.
- Monitor hand washing and cleaning supplies to ensure all sinks in washrooms and kitchens are well-stocked with soap and single-use towels.
- Avoid touching your eyes, nose or mouth.

- Use a tissue to cover your mouth and nose while coughing and sneezing, or cover your nose and mouth against your sleeve or shoulder. Throw used tissues in a waste basket right away.
- After coughing or sneezing, always clean your hands with soap and water or a hand sanitizer.

Social Distancing

- Increase the distance between desks, workstations, and chairs in waiting rooms, as well as between individuals (e.g., clients, participants and the public), ideally by 2 metres/6 feet unless there is a physical barrier (e.g., cubicle, Plexiglas window).
- Minimize the number of people in waiting rooms. Maintain separation between each person (2 metres). If possible, minimize prolonged close contact with other individuals. Avoid greetings that involve touching, including handshakes and hugs.
- Non-essential appointments should be rescheduled. Appointments should be conducted by telephone, video conferencing, or other available options.

Cleaning office spaces and objects

- Clean and disinfect high-touch surfaces often in all waiting rooms/seating areas, washrooms and kitchens, and on chairs and tables, doorknobs, countertops, electronics, desks and desktops, phones, computers (including keyboards and mouse), elevator buttons, lunch tables, etc.
- Clean and disinfect all surfaces, especially those that are horizontal and frequently touched, at least twice daily and whenever soiled.
- Clean using household or disinfectant cleaning products. If these are not readily available, hard surfaces can be disinfected with a mixture of one-part bleach (5% sodium hypochlorite) and nine parts water, and ensure the diluted solution is in contact with the surface for one minute to disinfect.
- Remove any frequently handled items that are unnecessary (magazines, books, pamphlets, etc.).
- Minimize sharing of common objects. Clean and disinfect common objects (that can tolerate disinfection) before sharing with others. Discard items that cannot be appropriately cleaned and disinfected. Discard single-use disposable items into a no-touch waste receptacle after use.

Any person concerned about their exposure to or risk of having COVID-19 should take the online self-assessment at www.manitoba.ca/covid19 and then call Health Links-Info Santé at 204-788-8200 or toll-free at 1-888-315-9257 before arriving at a testing site.

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May 21 2020

SAFE WORK PROCEDURE
CLEANING OF NON-POROUS HARD SURFACES



Department: Accommodations Services	Written By: Operational Staff	Approved By: Divisional Safety and Risk Officer: Director of Operations:	Date Created: March 25, 2020	Date of Last Revision: N/A
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Hazards Present:	Personal Protective Equipment Disposable gloves Eye Protection Safety Footwear – if applicable See SDS for any additional PPE	Additional Training Requirements: WHMIS 2015
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Safe Work Procedure:

- Review applicable Job Hazard Analysis (JHA), Safe Work Procedures (SWP) and Safety Data Sheets (SDS).
- Inspect required PPE and put it on.
- Remove all debris or items that cannot make contact with cleaning solution.
- Follow manufacturers disinfecting recommendations for dilutions and use.
- Ensure product remains wet and in contact with surface as per manufacturers recommendations.
- Disinfect, wipe or spray all non-porous surface, and wipe clean.
- Change cloths or rags when moving room to room.
- Key touch points to focus on are: tables, arm rests, chairs (on hard surfaces only), desks, toilets, sinks, faucets, large appliance handles, small appliance handles and touch points, door knobs, light switches, push bars, railings, chains on window coverings, elevator buttons, telephones, and buzzers.
- Inspect work area
- Bag and dispose of all wipes, garbage and disposable gloves.
- Wash hands and wrists thoroughly with soap and water.

Note: This is for daily cleaning, not cleaning of a known contaminated area. Please refer to pertinent procedure should area have known contaminants.

Guidance Documents/Standards/Applicable Legislation/MR217/06: <ul style="list-style-type: none"> • Workplace Safety and Health Act W210 • Occupational Safety, Health, and Risk Management Safety Policy Manual #204 • Canada Health Guidelines • Manitoba Health / Shared Health Guidelines • Manufacturers Recommendations • SDS 	<i>This Safe Work Procedure is to be used in conjunction with the completed Job Hazard Analysis.</i> <i>This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years.</i>	<i><u>This task may only be performed by trained personnel.</u></i> <i><u>If there is an emergency situation, or an equipment failure, stop the task and follow lock out procedure and notify supervisor</u></i>
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COVID-19

Use of Cloth Face Masks*

**Cloth face masks are defined as non-medical masks. Canada's Chief Public Health Officer and Head of the Public Health Agency of Canada (PHAC) Dr. Theresa Tam has advised Canadians to "wear a face mask to help cut down the spread of the novel coronavirus when you are in situations where you can't always maintain proper physical distance from others".*

*Wearing a non-medical (cloth) mask does not replace physical distancing or hand washing but it can be another way to protect others around you, even if you have no symptoms. Strict hand cleaning (washing or sanitizer), social and physical distancing, and staying home when sick (or whenever possible) are the **best** ways to slow the spread of the virus.*

When to wear a cloth mask

- When staying two meters (six feet) away from others is not possible

When to remove your mask:

- For breaks
- Prior to – and during - eating a meal
- Remember to use social and physical distancing when not wearing a mask (stay 2 metres/6 feet from others)

When to change and/or wash your mask:

- At the end of your shift
- When it is visibly soiled
- When it becomes damp (sweat, humidity from breathing)
- When you have touched the front of your mask
- If the mask comes in direct contact with a client
- When you have been directly exposed to respiratory droplets (someone has coughed or sneezed into your face).

CARING FOR YOUR CLOTH MASK - WASH BEFORE USE AND AFTER EVERY USE

- Wash masks on a hot cycle in a washing machine and dry completely
- Do not share your mask with anyone
- Make sure the mask is clean and dry before wearing
- Remove and wash mask if it becomes damp or dirty

- put it into the washing machine or a bag that can be emptied into the washing machine and then disposed of
- cloth masks can be washed with other items using a hot cycle, and then dried thoroughly
- Avoid touching your face and the mask while it is being worn

Step	Putting on your mask	
1.	Perform strict hand hygiene	Use either alcohol based hand rub (ABHR) or liquid soap and water
2.	Place mask over your nose and mouth and secure to your head or ears with its ties or ear loops <ul style="list-style-type: none"> ○ Make sure nose and mouth are fully covered ○ The mask should fit snugly to the cheeks and there should not be any gaps ○ Clean your hands when done and continue to clean hands often while wearing the mask 	
Step	Removal during breaks	
2.	Perform strict hand hygiene	Use either alcohol based hand rub (ABHR) or liquid soap and water
3.	Remove eye/face shields if using	Clean, disinfect and store as per <u>guidelines</u>
4.	Remove mask by using the ear loops or ties at the back of the ears/head	If mask has ties - untie at base of the neck first and then at the back of the head, remove mask using the top set of ties
5.	Immediately place mask in washing machine or into a bag that can be emptied directly into washing machine and then discarded	Wash and thoroughly dry mask before reusing
6.	Put on a new, clean cloth mask when you return from your break.	
<i>Move slowly and thoughtfully - never touch the front of the mask</i>		
7.	Perform strict hand hygiene	Use either ABHR or liquid soap and water

EnviroNize[®] ANK-Neutral Anolyte
(91/155/EWG)

Purpose: A Broad Spectrum Anti-Viral and Sporicidal Disinfectant for use on hard non-porous surfaces. Prepared by means of diaphragmatic electrolysis from aqueous 2 ~ 3 % sodium chloride (table salt) solution.

Section 1: Product and company identification

Technical name: ANK-Neutral Anolyte or Anolyte

Trade names:

- EnviroNize[®] Anolyte - Multi-Use Disinfectant 500
- EnviroNize[®] Anolyte - Day Care Disinfectant 500
- EnviroNize[®] Anolyte - Health Care Disinfectant 500
- EnviroNize[®] Anolyte - Dental Care Disinfectant 500
- EnviroNize[®] Anolyte - Sports Care Disinfectant 500
- EnviroNize[®] Anolyte - Pet Care Disinfectant 500
- EnviroNize[®] Anolyte - Veterinary Disinfectant 500
- EnviroNize[®] Anolyte - Horticultural Disinfectant 500



NON TOXIC - ALL NATURAL

WHMIS Classification: This product is not controlled under the WHMIS Controlled Products Regulations (CPR)

Date Prepared: January 1, 2020

Manufacturer/Supplier:

PJ Holdings Corp.
11-1673 Richmond Street PMB 110, London, ON, Canada N6G 2N3
Tel: 519.472.1441
Fax: 519.657.8622
e-mail: info@environize.ca



Section 2: Composition and information on the ingredients

ANK-Neutral EnviroNize[®] Anolyte contains active chlorine compounds such as HClO and ClO⁻ (Cl_{ac} in mg/l) in the range of 0,001-0,1%. The average/standard amount of active chlorine is ~0,05%. The solution contains no compounds as per the regulations for toxic compounds (67/548/EWG).

Active substances	CAS-No	EINICS-No	Wt/vol %	Symbols
Sodium Chloride	7647-14-5	231-598-3	0.025%	NaCl
Hypochlorous acid	7790-92-3	232-232-5	0.050%	HClO
Water	7732-18-5	231-791-2	99.925%	H ₂ O

Section 3: Hazards identification

The solution is classified as non-dangerous accordingly (88/279/EWG)

Main Hazards:

ANK-Neutral EnviroNize[®] Anolyte in its strongest wet solution form (Cl_{ac} >500mg/l) may cause non harmful mild irritation to the eyes, sensitive skin and throat. Where the solution is stored in bottles one should not try to smell or inhale the evaporations.

Health effects Eyes:

ANK-Neutral EnviroNize[®] Anolyte in its strongest wet solution form may cause non harmful mild irritation to the eyes.

Health effects Skin:

ANK-Neutral EnviroNize® Anolyte in its strongest wet solution form may cause non harmful slight irritation to sensitive skin or open wounds.

Health effects Ingestion:

Swallowing of the solution in its strongest form may cause non harmful mild irritation to the throat and digestive tract.

Health effects Inhalation:

During generation of **ANK-Neutral EnviroNize® Anolyte**, particularly its strong wet solution form, unless there is adequate ventilation there may be a buildup of fumes which may cause slight or very mild dizziness and nausea.

Section 4: First aid Measures

Eye contact:

Only and if irritation occurs flush with cool fresh water

Skin Contact:

Only and if irritation occurs wash the skin wash with soap and warm water

Ingestion:

Drink cool fresh water to flush through and dilute

Inhalation:

Remove at once to fresh air if dizziness and nausea persist seek medical attention

Section 5: Fire Fighting Measures

There are no special requirements for **ANK-Neutral EnviroNize® Anolyte**. It is not flammable

Section 6: Accidental Release Measures

Personal precautions:

None.

Environmental precautions:

The solution is biodegradable and has a limited activation period so there are no potential risks to the environment.

Spillage:

Wipe up with disposable towels there are no special disposal instructions.

Section 7: Handling and Storage

Handling:

In the area where the solution is being produced there must be good ventilation. Preferably local exhaust ventilation. For those with very sensitive skin it may be advisable to wear gloves.

Storage:

Store in a cool dry ventilated area in sealed plastic containers and ensure the solution is correctly labeled

Section 8: Personal Protection and Exposure Control

Engineering control procedures:

Where the solution is being generated on site some engineering solutions should be implemented to prevent the buildup of fumes particularly where production facility has inadequate ventilation.

Mechanical fume extraction may be advised in this situation.

Documented process, safety controls and personnel protection where necessary, gloves, mask etc.

Respiratory Protection:

Where there is a high risk to fumes build up due to inadequate ventilation in a processing area a respirator should be worn.

Hand protection:

Where service personnel have sensitive skin, the strongest wet solution may cause mild irritation and therefore protective gloves should be worn.

Eye and facial protection: There are no requirements. Recommend splash goggles be worn when using

Body protection:

Normal industrial work wears to avoid exposed skin when handling neat strong solution.

Section 9: Chemical and Physical Properties

Physical state:	Liquid
Color and Appearance:	Clear, transparent liquid (like water)
Odour:	Chlorine odor depending on strength of the solution
Solubility in water:	Completely soluble
PH-values:	7, 5-8, 5
Melting-point:	0°C.
Boiling-point:	100°C.
Fire-focus:	N/A
Flammability:	None
Explosive:	N/A
Density:	app. 1,000 kg.m ³
Steam-pressure:	app. 2,330 Pa

Section 10: Stability and Reactivity**Stability:**

Stable under all normal storage conditions.

Materials to avoid:

The solution does not react with other materials

Hazardous decomposition products:

None

Section 11: Toxicological Information**Acute toxicity:**

Not toxic

Irritant-Eyes:

Although none has been reported data for related material suggests this could produce non-harmful mild conjunctivitis eye irritation on direct wet solution contact with eyes. **Important to Note** that no conjunctivitis eye irritation has ever been noted and/or recorded as a result of **ANK-Neutral EnviroNize® Anolyte** solution which has been dried from a previously disinfectant surface and transferred to the eye by touch or by air movement

Irritant-Skin:

Although none has been reported data for related material suggests this may cause mild skin irritation on direct wet solution contact with skin. **Important to Note** that no skin irritation has ever been noted and/or recorded as a result of **ANK-Neutral EnviroNize® Anolyte** solution which has been dried from a previously disinfectant surface and transferred to the skin by touch or by air movement

Reproductive and developmental:

None known

Skin contact:

The possibility of should be considered

Chronic toxicity/Carcinogens:

None

Human Data:

Although none has been reported data for related material Inhalation may cause non harmful slight respiratory irritation

Section 12: Environmental Information

Eco toxicity:

Destroys bacteria, viruses, spores and algae

Degradability and Persistence:

Fully Biodegradable

Bio-accumulation: None

Mobility: None

Section 13: Disposal Procedures

There are no special disposal procedures.

Section 14: Transport procedures

Not classified as hazardous for transport

Section 15: Regulatory Information

TSCA No.: All active ingredients in this product are listed on the EPA TSCA Inventory List

CERCLA/SARA: This product has been reviewed according to the EPA "Hazard Categories" under Section 311 and 312 of SARA. It does not fall into any listed category and poses no risk of immediate Acute) health hazard, delayed (chronic) health hazard, or sudden release of pressure and is not reactive (29CFR 1910.1200)

OSHA Hazard Communication Standard: This product is not a "Hazardous Chemical" as defined by the OSHA Hazard Communication Standard 29 CFR 1910.1200

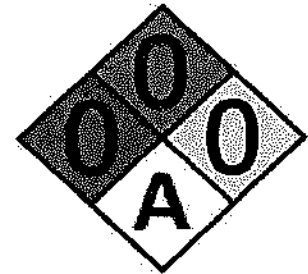
Health Canada: DIN # 02410605

WHMIS Classification: This product is not controlled under the WHMIS Controlled Products Regulations (CPR)

Section 16: Other Information

ANK-Neutral EnviroNize® Anolyte is not a chemical but is a solution made from all natural ingredients which is non-toxic and non-hazardous therefore not subject to WHMIS Controlled Products Regulations (CPR). **ANK-Neutral EnviroNize® Anolyte Electrolyzed Water** is made by passing an electric current through a solution of water and a small amount of salt (approx. 0.02~ 0.03 %) in a process known as electrolysis. **ANK-Neutral EnviroNize® Anolyte** is composed of NaOCl generated in the water electrochemically. The active ingredient Hypochlorous acid is an approved substance by EPA, FDA and Health Canada for disinfection of hard non-porous surfaces. On food contact surfaces it is to be used at 200 ppm or less Therefore the information presented within this Safety Data Sheet was written based upon our general knowledge and it is intended to describe the product for the purpose of health and safety requirements only.

NFPA Rating	
NFPA health hazard	0 - None
NFPA fire hazard	0 - None
NFPA reactivity	0 - Normally stable
NFPA Specific Hazard	0 - None



HMIS Rating	
Health	0 - None
Flammability	0 - None
Physical	0 - None
Personal Protection	A - Splash goggles

For Contact information call 519 472-1441 or visit the website www.environmentize.ca

Data provided in this safety data sheet must be accessible to everyone whose work is connected with the chemical material, preparation. Data correspondence is our possessed knowledge and is meant to describe chemical material, aspects of occupational safety and health, environment protection.

Information of safety data sheet will be replenished when new data on effects of chemical material, preparation on health and environment, on preventive measures to reduce hazards or totally avoid them originates.

The information and recommendations contained herein are to the best of PJ Holdings Corps knowledge and belief, accurate and reliable as of the date issued. PJ Holdings Corp. does not warrant or guarantee their accuracy or reliability, and PJ Holdings Corp. shall not be liable for any loss or damage arising out of the use thereof. The information and recommendations are offered for the user's consideration and examination, and it is the user's responsibility to satisfy itself that they are suitable and complete for their particular use.