

COVID-19 Guidelines, Roles and Responsibilities

Infection awareness and protection when working with other people as specified in some MHI-SOPs during COVID-19 Outbreak

Commitment: The Ministry of Highways and Infrastructure (MHI), are putting additional safety measures to minimize the risks/hazards associate with the potential infection of COVID-19 to employees.

Purpose: To provide guidelines when employees must work together as specified in an SOP (current SOP)
To provide awareness that identifies the risks arising from COVID-19;
To provide information on additional PPE required due to COVID-19;
To provide awareness on COVID-19 pandemic and to put forth guidelines when working in areas that may be potential infectious.

COVID-19 awareness

- Is believed to be spread by respiratory droplets;
- Symptoms are mild to severe respiratory illness with symptoms of fever, cough or shortness of breath;
- Practice good hand hygiene and coughing techniques;
- Routine cleaning/disinfecting of equipment and environment; and,
- Employees showing symptoms of COVID-19 must not be at work.

Additional PPE:

For additional PPE required due to COVID-19 please visit the link below.
<https://www.saskatchewan public-health-issues/2019-novel-coronavirus/public-health-measures/workplaces>

Cotton Face Mask: See the Tool Box Topic “Use of Non-Medical or Homemade masks by MHI Employees “Issued on Friday April 17, 2020 for details at www.mhisafety.ca

Guidelines:

If an employee is required to work with someone or on a crew as per the task SOP:

1. **PLAN** your work day or task accordingly to keep you and your crew as safe as possible and ensure everyone involved is aware of the plan that is developed
2. **Double Check** with everyone that the day’s or task plan is understood and that everyone has all items needed to work as safely as possible
 - Maintain a minimum distance of 2 meters or 6 FT from other people

“Subject to Change based on advice or direction from the Chief Medical Health Officer”

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Note: *Where distancing cannot be maintained, other measures may be needed including adjusting or postponing certain operations, enhanced cleaning/disinfection, ensuring staff are self-monitoring for symptoms, as well as effective hand and respiratory hygiene.*

- Have required PPE accessible;
- Practice good hygiene;
 - Cover your nose and mouth with a disposable tissue or flexed elbow when you cough or sneeze, wash your hands regularly for **20 seconds**, with soap and water or alcohol-based hand rub, don't touch your eyes, nose, or mouth if your hands are not clean;
 - Wipe down items and or areas that are deemed necessary during your work day as required; and,
 - Change gloves and properly dispose of them if you feel they have become contaminated
- At the end of the employee's shift, employee's must disinfect any area that may infect the employee taking over the next shift (follow the Disinfecting of Equipment SOP found on MHI safety)

RESPONSIBILITIES:

Manager Shall:

- Ensure resources are available to purchase appropriate PPE; and,
- Ensure guidelines are followed.

Supervisor Shall:

- Follow Government of Saskatchewan recommendations on PPE;
- Educate Employees on the guidelines; and,
- Advise manager of insufficiencies as identified and correct as needed.

Worker Shall:

- Stay home, if not feeling well.
- Read, review, understand and follow Guidelines; and,
- Report any concerns to their Supervisor.
- Check your co-worker on daily basis, how they are feeling today.
- Check c-worker exhibiting any symptom of COVID-19.
 - If so, immediately contact/report to supervisor and follow the supervisor direction.

Additional Resources:

- Visit Health Canada visit [Canada Government Health](https://www.canada.ca/en/health-canada/services/covid-19/)
- Visit COVID-19 page on www.saskathewacn.ca
- www.mhisafety.ca

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