

April 28, 2020

Below are some ideas gathered for responding to the Covid Virus situation at home or your work place. It is recommended to refer to the Canadian Government website for ongoing information related to the virus in order to get the latest updates.

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/preventing-covid-19-workplace-employers-employees-essential-service-workers.html>

1. Covid Responses

Always use PPE including masks, face shields, gloves, aprons, sanitizer. Remember that these should not replace frequent hand washing as PPE can get contaminated quickly. Enforce the PPE even in locker rooms.

Instead of offering a hand shake, use an elbow bump or a simple wave.

Use alcohol (70%) sanitizer wipes to clean your desk, work station, cell phone or any other electronics that can withstand cleaning. Develop a standard frequency and ensure everyone follows this.

Set up an Emergency Response Team with weekly meetings to perform a risk assessment for your workplace that can help you decide what procedures you should implement for Covid control. Contact us at Corpex if you would like help to perform this risk assessment. If you are comfortable doing this yourself, a good reference is provided here:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html>

Take temperature checks before anyone enters (includes employees, vendors, customers).

Screen anyone entering with list of 2-5 questions (includes employees, vendors, customers) such as: Have you come in contact with anyone who has Covid in the past 14 days? Do you have any symptoms (coughing, sneezing, fever). Have you been out of the country in past 3 weeks?

Use the Microsoft app **Yammer** to allow employees to do daily screening check-ins on their phones rather than using a person to handle the questionnaire.

Hire students or an outside company to continually wipe down common areas (lunch tables, locker doors, door handles, toilets, etc) or equipment stations.

Put up Lexan or pexiglass table toppers to separate people eating on each side of lunch tables.

Have Lexan or pexiglass barriers between lunch tables, individual lockers and equipment on production lines.

Stagger shift start/stop and break schedules, locker room protocols so only certain number at once.

Reconfigure meeting rooms, lunch tables, etc to allow 6 feet distance.

Ensure sanitizer at all doorways to and from meeting rooms, lunch rooms, locker rooms, plant and office entry points. Enforce everyone to use as they enter or leave.

Paint traffic patterns in hallways, lunch rooms, locker rooms to keep 6 feet distances.

Ban any travel even between company owned facilities.

Discourage public transit. Offer a controlled means for travel to work if employees do not drive.

2. Strategic Considerations

Have sales do zoom calls with customers to check in and provide Virtual quotes.

If service industry, can use tablets to have technician or sales see the site (ie in case of construction, installations, even minor repairs) rather than personal visits.

Take on line orders or provide customers with order page. Get personal with customers.

Collaborate where possible, even with competitors for pick up, deliveries, ideas, sharing work, etc.

Think of starting or increasing home delivery of products. Perhaps use laid off employees to make local deliveries as a way to keep them employed but also offer new business opportunities.

Create an agency with laid off employees and offer them out to other companies or help for applicable charities.

Setup of task for to talk about strategic opening of the company again – what will normal look like in the future?

Consider how the new use of the Virtual tools can be optimized for future use and company savings such as reducing travel.

Senior leaders forgo bonus or take pay cuts

Reduce company match to RRSP for the short term.

Check government website to find out what financial assistance if available.

3. Taking Care of Your People

Daily/weekly update in form of newsletter or personal letters to employees (ideally handed to them but can also email).

Weekly check in with any laid off employees to keep them engaged for rehire.

Weekly Leadership call that anyone laid off or still working can call into to keep them updated.

Rather than hourly pay increase which may not be sustainable, give employees weekly \$100 gift cards if they work over 40 hours.

Give frequent gifts like T-shirts with slogans (example: We feed Canadians) to motivate, company product give away, gift cards, order and send food baskets to employees homes or have delivered.

Open a local Pop Up store to sell company products ensuring social distancing takes place.

Give employees online access to purchase company products.

Rather than lay off, use accrued vacations or enter work sharing program.

Relax any sick leave policies to encourage people to stay home when sick.

Focus on how to get money to laid off employees due to wait times. Examples include: Pay anyone off sick for at least two weeks so no delay due to wait time for EI., Top off any EI to 75%.

Provide social media updates on how people can stay safe and healthy during COVID.