

## Response to COVID-19 - Employees

Unity Electric holds employee safety and health as our highest priority. We will make every effort to continue to operate as usual as long as government regulations allow us, and it is safe to do so. In order to mitigate risk to our employees and customers, all of us need to undertake certain measures.

- Any employee suffering from symptoms of COVID-19 will be required to return home and contact Alberta Health Services via 811 to determine their diagnoses and follow recommendations. At minimum, the employee will be required to self-isolate until symptoms subside or no less than 14 days. Symptoms include:
  - Cough
  - Shortness of breath
  - Difficulty breathing
- We will work with you in applying for EI benefits if a quarantine is required
- Implement end-of-day disinfecting of all
  - counter tops, desks & tables
  - doorknobs
  - water-cooler
  - coffee maker
  - handles
  - trucks
  - other high-touch surfaces
- Employees are expected to follow government recommendations including:
  - No attendance of large public gatherings
  - No travel outside of the province
  - Practice social distancing as much as possible
- In order to reduce possible transmission of any virus:
  - Wash hands with soap and water often for a minimum of 20 seconds
    - Always after using the washroom or before eating
  - Refrain from touching your face at any time
  - Keep distance of 1 – 2m from other workers as much as possible
  - Wear gloves as much as possible while at worksites
  - Do not use your mouth to hold items like your pen or screws
  - Try to bring food from home rather than purchasing at local restaurants
  - Use hand sanitizer after visiting any site or business
- Use in-stock material as much as possible to avoid having to receive new orders
- Report any concerns with customers, contractors or sub contractors, etc to management such as:
  - You think they're exhibiting symptoms
  - They're intolerant of your safety measures to protect yourself
- If you feel unsafe at any worksite, you have the option to refuse work. Please immediately bring your concerns to your supervisor and we will work to determine if there is a way to mitigate your risk.

**\*\*These measures may be changed or updated as the situation evolves. We will notify you as soon as possible of any changes\*\***

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