

# Sheet Metal Workers' & Roofers' Local 30

## Coronavirus (COVID-19) Policy

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### **Policy Statement:**

Sheet Metal Workers' & Roofers' Local 30 is committed to taking every reasonable precaution for the protection of its employees, its members and the general public in relation to the coronavirus (COVID-19).

### **Application:**

This policy applies to all employees and members of Sheet Metal Workers' & Roofers' Local 30, as well as all members of the general public, while they are on Local 30 premises.

### **Information:**

COVID-19 causes infections to the nose, throat and lungs. COVID-19 is most commonly spread from an infected person through:

- respiratory droplets generated when you cough or sneeze
- close, prolonged personal contact, such as touching or shaking hands
- touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

Symptoms of COVID-19 include the following:

- fever
- cough
- breathing difficulty (in some cases)
- pneumonia in both lungs

It may take up to 14 days for symptoms to appear after exposure to COVID-19. If you are concerned about your symptoms and you have travelled to a region where severe coronaviruses are known to occur, you should consult your health care provider as soon as possible. If you become ill due to COVID-19 you should isolate yourself within your home as quickly as possible and call your health care provider or a public health authority.

### **Precautions:**

Employees and all visitors to Local 30's premises are encouraged to:

- use the hand sanitizer provided at the main entrance to the premises
- wash your hands often with soap and warm water for at least 20 seconds

- avoid touching your eyes, nose or mouth with unwashed hands
- cover your mouth and nose with your arm or tissues when coughing or sneezing to reduce the spread of germs
- immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards
- stay home if you are sick

Updated March 3, 2020

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### **Addendum #2**

This addendum to the Sheet Metal Workers' & Roofers' Local 30 Coronavirus (COVID-19) Policy is applicable from August 7, 2020, forward and until further notice. This addendum replaces the first addendum which was most recently updated on May 4, 2020. All aspects of the original Policy continue to apply with the following amendments:

The Local 30 office will be open to members and the public effective August 7, 2020.

The Business Manager will notify employees about who is expected to work from the office and who should work remotely. Staff who are not assigned to work in the office should contact the office prior to entering the premises, ensure that they observe the practices outlined below, and limit their time within the office to essential job tasks.

Employees shall complete a screening questionnaire at the beginning of each work day that they attend at the office and immediately e-mail it to the Business Manager.

A self-screening poster shall be posted at the main entrance to the Local 30 office. Other posters will be placed within the office to remind employees, members and visitors to the office about best practices for limiting the spread of the coronavirus.

Members and other visitors to the local union office shall enter the building only through the front door. The inner door shall not be opened to any visitor unless that visitor is observed to have read the posted policies and is wearing a mask or face covering in the manner required by the Mask and Face Covering Policy. Any member or visitor claiming an exemption to wearing a mask or face covering shall state the basis for claiming the exemption (but shall not be required to provide proof) before being permitted entry into the office.

Visitors to the office who are exempt from wearing a mask or face covering shall not be permitted outside the main lobby area. All conversations with such visitors shall take place with plexiglass between the visitor and employees.

Employees shall enter the office through the employee entrance at the east side of the building unless an employee will be working in the Training Centre, in which case that employee shall enter through the main entrance to the Training Centre.

Floor markers shall be used to ensure physical distancing of at least 6 feet while members are in the lobby area. No member visiting the office will be permitted to enter the main office area beyond the lobby unless escorted by an employee.

The following practices shall be observed within the office:

- physical distancing of at least 6 feet shall be maintained
- all commonly used surfaces shall be regularly disinfected
- regular hand washing before and after transferring paperwork
- where possible technology shall be used for communication
- where possible no sharing of telephones, keyboards and workstations
- physical distancing required when interacting with people doing deliveries to the office

If you are sick then go home and call your public health authority.

Any unsafe conditions must be reported to the Business Manager as soon as possible.

Updated July 30, 2020