



# COVID-19 SAFETY PLAN

## Abstract

The policies and procedures outlined in this document constitute the MTS Logistics COVID-19 Safety Plan.

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## The policies and procedures outlined in this document constitute the MTS Logistics COVID-19 Safety Plan.

### PROVINCIAL HEALTH GUIDELINES

The provincial health officer and the BC Centre for Disease Control have issued the following guidance around self-isolation, which must be adhered to:

- Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
- Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms.

Workers who have been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19, should call HealthLink BC at 811 for an assessment and to determine any necessary next steps.

### EMPLOYER RESPONSIBILITIES

It is the responsibility of MTS Logistics to ensure a healthy and safe workplace.

MTS Logistics is required to have a COVID-19 safety plan that assesses the risk of exposure in our workplace and implement measures to keep workers safe.

#### Assess which workers should be at work

The first step is for MTS Logistics to understand what workers should be at work.

- Responsibilities will be prioritized regarding what needs to take place at the workplace to ensure operations continue as close to normal under the circumstances.
- As part of our effort to slow the progression of COVID-19 through social distancing, where practical, MTS Logistics will consider having workers with responsibilities that permit working remotely to do so.
- MTS Logistics will look at scheduling changes to stagger shifts and to create pods of workers who work together to reduce the risk of exposure.

#### Put physical distancing and other preventative measures in place

As the nature of our business require most workers to still come to work to complete their responsibilities, MTS Logistics is taking the following steps to reduce the risk of exposure to COVID-19.

Priority will be placed is take steps to ensure physical distancing is practiced in our workplace, including:

- If practicable, reconfiguring the workplace to maintain appropriate distance between workers.
- Limiting worker participation in in-person gatherings and encouraging practices like teleconferences as an alternative.
- Limiting worker travel.
- Educating workers on health and safety measures to prevent transmission of infectious disease.
- Increase workplace cleaning, provide the necessary supplies, and reinforce personal hygiene messages to workers.



## EMPLOYEE RESPONSIBILITIES

Workers should know and understand their workplace health and safety responsibilities — and those of others. As a worker, you have three key rights:

- the right to know about hazards in the workplace
- the right to participate in health and safety activities in the workplace
- the right to refuse unsafe work.

Below is some information you should know to take to help prevent the spread of COVID-19.

### Know when not to come to work

The provincial health officer and the BC Centre for Disease Control have issued the following guidance around self-isolation. The following workers should not come into the workplace:

- Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
- Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms.

Workers who have been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19, should call HealthLink BC at 811 for an assessment and to determine any necessary next steps.

### Take other preventative measures while at work

If entering the workplace, workers must:

- Comply with all policies and instructions around minimizing exposure to COVID-19.
- Wash their hands frequently, and/or use hand sanitizer.
- Take steps to minimize exposure to COVID-19 while away from work.

### Resolving concerns about unsafe work

Workers in B.C. have the right to refuse work if they believe it presents an undue hazard.

An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” hazard. For COVID-19, an “undue hazard” would be one where a worker’s job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure.

In these circumstances, the worker should report the undue hazard to their supervisor/manager for investigation. If the issue is not resolved it must be reported to the General Manager. MTS Logistics will consider the refusal on a case-by-case basis, depending on the situation.

If the matter is not resolved, the worker and the supervisor/manager or General Manager must contact WorkSafeBC. A prevention officer will then investigate and take steps to find a workable solution.



## ASSESS THE RISKS IN THE WORKPLACE

MTS Logistics has assessed the workplace to identify places where the risk of transmission is introduced. This process involved workers, supervisors, and joint health and safety committees and/or worker representatives. MTS Logistics will continue to assess the workplace to ensure any further risks are identified and managed.

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface before touching the face. To understand the risk at our workplace, we considered the following questions:

### Places people congregate

Where do people congregate, such as break rooms, production lines, or meeting rooms?

### Tasks requiring close proximity

What job tasks or processes require workers to come into close proximity with one another or members of the public?

### Shared equipment and surfaces

What tools, machinery, and equipment do people come into contact within the course of their work? What surfaces are touched often, such as doorknobs, light switches, etc?

## ASSESS MEASURES TO REDUCE RISK IN THE WORKPLACE

To understand how to best address measures to reduce risk in the workplace, MTS Logistics considered the following solutions:

### Maintaining physical distance

- Reduce overall number of workers at the workplace at one time. This may be done by implementing work-from-home schedules, revising work schedules or rescheduling some work tasks.
- Ensure that the appropriate number of people are in each area of a workplace to prevent workers from coming too close to one another or members of the public. This may be done by posting occupancy limits in washrooms, small workspaces and limiting the number of workers at one time in break locations.
- Maintain a distance of 2 metres (6 feet) between workers and others wherever possible, by revising work schedules, organizing work tasks, and employing the use of dollies or other aids for work tasks that would typically be done by more than one person.
- Creating pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace.
- Implementing measures to ensure workers can maintain a distance of two metres when serving or working with or near members of the public.

### Where physical distance cannot be maintained

- Where distance cannot be maintained, separate people with partitions or plexiglass barriers when possible.
- Where other measures are not sufficient, use of non-medical masks, gloves and in some circumstances face shields.



## Cleaning and hygiene

- Ensure adequate hand-washing facilities on site for all workers and ensure the location is visible and easily accessed. Develop policies around when workers must wash their hands, including upon arriving for work, before and after breaks, after handling cash or other materials, before and after handling common tools and equipment.
- Implement a cleaning protocol for all common areas and surfaces, including washrooms, equipment, tools, common tables, desks, light switches, and door handles. Ensure those engaged in cleaning have adequate training and materials.
- Remove any unnecessary tools or equipment that may elevate the risk of transmission, including items like coffee makers and shared utensils and dishes.

## IDENTIFIED RISKS AND MEASURES FOR WORKERS AND VISITORS

### Illness onset prior to shift

The provincial health officer and the BC Centre for Disease Control have issued the following guidance around self-isolation, which must be adhered to:

- Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
- Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms.

Workers who have been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19, should call HealthLink BC at 811 for an assessment and to determine any necessary next steps.

### Illness onset during shift

If a worker develops symptoms of COVID-19 at work they must immediately report them to their supervisor/manager and self-isolate at home. If the worker is well enough to travel home in their own personal vehicle they may do so. If they travelled to work by public transit and are well enough to go home on their own, then MTS Logistics will arrange for them to go home in a taxi and they must wear a mask to do so.

If they are not well enough to travel home alone but do not require immediate medical attention, their emergency contact will be called. If they require immediate medical attention an ambulance will be called to bring them to the hospital.

### Visitors

MTS Logistics will restrict visitors to the facility by requiring visitors to buzz to gain entry. Visitors are to report to reception for instruction. Whenever possible, MTS Logistics will instruct visitors prior to arrival that they must wear a mask while on the premises and must utilize hand sanitizer at entrance.



## Deliveries

MTS Logistics will restrict the access of delivery drivers to the main reception area and the warehouse only. Third party couriers will not be permitted to access the premises so all shipments must be ready and at the designated pick-up location for reception or the warehouse.

## MTS Drivers

Due to the number of workers and required proximity of those workers while onsite gathering mail, MTS Logistics has identified this space as a high-risk area. To ensure risk is limited, masks are to always be worn by workers while onsite. Common items like pens and notebooks should not be shared.

Due to MTS drivers entering high risk areas for deliveries, it is recommended that they wear a mask while making deliveries and use hand sanitizer frequently. If an office requires the use of a mask to enter, compliance is mandatory.

They may need to adjust practices for delivering the mail to receivers to ensure physical distancing is maintained. Some clients may require drivers to now drop packages at the door to avoid direct contact. As the security of the mail is of the highest importance, it is mandatory that in the event that mail is required to be left at the door, that the driver must visually verify the mail has been picked up or must contact the client by phone to ensure mail has been received.

MTS drivers can adjust practices for proof of delivery so that, where possible, in-person signatures can be avoided and a proxy signature may be recorded by the driver by confirming the receiver's name and recording it on their behalf.

## IDENTIFIED RISKS AND MEASURES FOR COMMON WORK AREAS

MTS Logistics has identified the following risk areas and suggested measures accordingly. Risks and measures will be reassessed regularly and changed as required.

A risk level has been assigned based on size of space, proximity of workers and number of occupants in space at one time.

### Reception

Risk Level: High

Due to the reception area being a point of entry for workers and visitors and it being a multi-worker workspace, MTS Logistics has identified this space as a high-risk area.

To ensure proper separation between workers and visitors a plexiglass barrier is to be installed at the main reception area. As the reception area is a multi-worker environment it will also be required that when more than one worker is present that workers wear masks if they cannot ensure a six-foot separation while working or moving through the area. If a mask limits the ability to efficiently take calls, a face shield may be used by the call-taker.

It is the responsibility of the worker to clean the workstation at the end of their shift (desk, phone, keyboard, mouse and any other shared surfaces). Common items like pens, notebooks, etc should not be shared and should be stored at the end of each shift to reduce risk.





### Sorting Area

Risk Level: High

Due to the number of workers and required proximity of those workers, MTS Logistics has identified this space as a high-risk area.

To ensure risk is limited, masks and gloves are to always be worn by workers. It is recommended that whenever possible the work schedule is adjusted by staggering shifts to reduce the number of staff required to be onsite at one time.

Common items like pens and notebooks should not be shared. It is the responsibility of the worker to clean the workstation at the end of their shift (desk surface & drawers, chair & arm rests, monitor, keyboard, mouse, phone, headset, stapler, tape dispenser, dividers & barriers, door handles, light switches, exterior doorbell controls).

### Call Centre/Data Entry

Risk Level: High

Due to the number of workers and required proximity of those workers, MTS Logistics has identified this space as a high-risk area.

To ensure proper separation between workers barriers are to be installed between workstations. As the call centre is a multi-worker environment it will also be required that when more than one worker is present that workers wear masks if they cannot ensure a six-foot separation while working or moving through the area. If a mask limits the ability to efficiently take calls, a face shield may be used by the call-taker.

Common items like pens and notebooks should not be shared. It is the responsibility of the worker to clean the workstation at the end of their shift (desk surface & drawers, chair & arm rests, monitor, keyboard, mouse, phone, headset, stapler, tape dispenser, dividers & barriers, door handles, light switches, exterior doorbell controls).

### Washroom

Risk Level: High

MTS Logistics restricts the access to all restrooms to one occupant at a time. It is required that all workers using the washroom wash their hands with soap and water prior to returning to work.

Washrooms must be cleaned daily with appropriate disinfectant. Gloves, masks and a face shield must be worn while cleaning.

Signs to be posted regarding proper hand washing practices.

### Lunchroom

Risk Level: Moderate

MTS Logistics restricts the access to the Curragh lunchroom to six occupants and the Waltham lunchroom to one occupant. If the space is already at capacity, workers must wait for someone to leave before using the space. It is required that all workers wash their hands using soap and water immediately upon entering the space and before eating or using any common items (accessing the fridge, coffee machine, microwave, etc).

Workers using the space to eat their meals must do so at least six feet apart from other workers. Workers must also not sit in chairs that prevent a six-foot separation between them and common items that others may need access to. It is recommended that managers evaluate break schedules to allow for efficient use of the space given the restrictions on occupancy levels.

All communal dishes and utensils will be removed from the kitchen space. Workers will be responsible for bringing their own dishes and utensils from home and are not permitted to leave them on the premises.



Common items such as water cooler, coffee machine, toaster, microwave, and fridge will still be made available unless it becomes apparent that use of these items is occurring without proper handwashing prior to use. This risk area is to be constantly monitored to ensure use of this equipment does not increase risk of exposure due to misuse.

### Curragh Print Room

Risk Level: Moderate

This space will be limited to two occupants at a time. Signs will be posted outside all offices directing workers not to enter the space unless it is their assigned work area. Markers will also be placed on the floor to direct workers to stand behind the line outside the door.

Inside this area, workers may work without wearing a mask if they are alone but must wear one if they require another worker to use or enter the space and six feet of separation is not possible.

All workers must sanitize hands prior to using any equipment. Common items like pens and notebooks should not be shared. It is the responsibility of the worker to clean the workstation at the end of their shift (desk surface & drawers, chair & arm rests, monitor, keyboard, mouse, phone, headset, stapler, tape dispenser, dividers & barriers, door handles, light switches, exterior doorbell controls).

### Waltham Copy Room

Risk Level: Moderate

Due to the small area, this space will be limited to one occupant at a time. Signs will be posted outside all offices directing workers not to enter the space unless it is their assigned work area. Markers will also be placed on the floor to direct workers to stand behind the line outside the door.

All workers must sanitize hands prior to using any equipment.

### Distribution Room

Risk Level: Moderate

This space will be limited to three occupants at a time. Signs will be posted outside all offices directing workers not to enter the space unless it is their assigned work area. Markers will also be placed on the floor to direct workers to stand behind the line outside the door.

Inside this area, workers may work without wearing a mask if they are alone but must wear one if they require another worker to use or enter the space and six feet of separation is not possible.

All workers must sanitize hands prior to using any equipment. Common items like pens and notebooks should not be shared. It is the responsibility of the worker to clean the workstation at the end of their shift (desk surface & drawers, chair & arm rests, monitor, keyboard, mouse, phone, headset, stapler, tape dispenser, dividers & barriers, door handles, light switches, exterior doorbell controls).

### Mailrooms

Risk Level: Moderate

These spaces will be limited to four occupants at a time. Signs will be posted outside directing workers not to enter the space unless it is their assigned work area. Markers will also be placed on the floor to direct workers to stand behind the line outside the door.

All workers must sanitize hands prior to using any equipment. Common items like pens and notebooks should not be shared. It is the responsibility of the worker to clean the workstation at the end of their shift (desk surface & drawers, chair & arm rests, monitor, keyboard, mouse, phone, headset, stapler, tape dispenser, dividers & barriers, door handles, light switches, exterior doorbell controls).



### Fleet Vehicles

Risk Level: Moderate

Only authorized access and use of company vehicles will be permitted.

Driver may use vehicle without wearing a mask if they are alone but must wear one if another worker is a passenger in the vehicle and six feet of separation is not possible.

It is the responsibility of the driver to clean the vehicle before and after use. The following checklist must be followed.

	DRIVER (MANDATORY)																	PASSENGER & REAR (WHEN APPLICABLE)												
	Keys & Fob	Door handles (inside and out)	Door lock buttons	Window lock & controls	Mirrors & mirror controls	Hand rails & grab bars	Seat belts/buckles	Centre console	Arm rest	Visor	Dash	Steering wheel	Gear shift	Turn signal	Stereo controls	Seats	Walls	Windows	Glove compartment	Cargo area	Door handle	Lock button	Window lock & controls	Hand rails & grab bars	Seat belts/buckles	Seats	Walls	Windows		
IN																														
OUT																														

### Shared Offices

Risk Level: Moderate

Signs will be posted outside all offices directing workers not to enter the space unless it is their assigned work area. Markers will also be placed on the floor to direct workers to stand behind the line outside the door.

Inside shared offices, workers may work without wearing a mask if they are alone but must wear one if they require another worker to use or enter the space and six feet of separation is not possible.

All workers must sanitize hands prior to using any equipment. Common items like pens and notebooks should not be shared. It is the responsibility of the worker to clean the workstation at the end of their shift (desk surface & drawers, chair & arm rests, monitor, keyboard, mouse, phone, headset, stapler, tape dispenser, dividers & barriers, door handles, light switches, exterior doorbell controls).

### Private Offices

Risk Level: Low

Signs will be posted outside all offices directing workers not to enter the space unless it is their assigned work area. Markers will also be placed on the floor to direct workers to stand behind the line outside the door.

Inside private offices, the worker may work without wearing a mask if they are alone but must wear one if another worker is required to use or enter the space and six feet of separation is not possible.

It is the responsibility of the worker to regularly clean their workstation and office (desk surface & drawers, chair & arm rests, monitor, keyboard, mouse, phone, headset, stapler, tape dispenser, door handles, light switches).



## IDENTIFIED RISKS AND MEASURES FOR COMMON EQUIPMENT

MTS Logistics has a variety of equipment used by multiple workers. MTS Logistics requires all workers to wash their hands or use hand sanitizer before using the equipment below. All equipment is to be cleaned and disinfected at the end of a shift to help reduce the spread of COVID-19. Below is a list of identified equipment, location it can be found and department responsible for cleaning at end of shift.

Responsible for Cleaning	Location	Equipment
Office	Curragh Office	9002 B&W Printer/Fax/Copier
		5100 Colour Printer/Copier
		3501 Colour Printer/Copier
Reception	Reception	Dot Matrix Printer
		Computer Workstation
		Phone
Distribution	Curragh Print Room	9002 B&W Printer/Copier
		7100 Colour Printer
		Aerocutter
		Small Stack Cutter
		Large Stack Cutter
		Computer Workstation
		Phone
	Curragh Mailroom	Sealer
		Memjet 1
		Memjet 1
		Xante
		PB Inserter
		Computer Workstation
	Distribution Room	DS200 Inserter
		High Speed Folder
Binding Machine		
Curragh Warehouse	Hand carts	
Call Centre & Sorting	Waltham Copy Room	9001 B&W/Copier
Mailroom	Waltham Mailroom	Postage Meter
		Scales
		Computer Workstations
		Phones
Call Centre & Sorting	Call Centre & Waltham Warehouse	Computer Workstations
		Phones
		Hand carts
Office	Curragh Lunchroom	Fridge
		Microwave
		Toaster Oven
		Coffee Maker
		Sink & Counters
Call Centre & Sorting	Waltham Lunchroom	Fridge
		Microwave
		Sink & Counters



## FURTHER MEASURES TO REDUCE RISK IN THE WORKPLACE

### Education and Training

As there have been significant changes to policies due to COVID-19, it is required that the MTS COVID-19 Safety Plan be distributed to all workers. It is the worker's responsibility to read the safety plan and immediately ask their supervisor/manager if they have any questions or concerns.

Training and guidance will be provided to all workers to ensure that all policies and procedures in the safety plan are followed. The health and safety of all workers is of the outmost importance to MTS Logistics. Therefore, it will strictly enforce these policies and infractions will be handled in accordance with our progressive discipline policy.

Supervisors/Managers are to be instructed on monitoring workers and the workplace to ensure policies and procedures are being followed and to report infractions, concerns or additional identified risks to the GM.

### Social Distancing

MTS requires that workers remain two metres (6 feet) apart whenever possible to reduce the risk of exposure to COVID-19. When it is not possible to maintain this distance, workers must wear a mask.

MTS Logistics has posted signs and occupancy restrictions to certain spaces. Workers must adhere to these posted signs and occupancy restrictions.

MTS Logistics also requires workers to follow the guidance of the provincial health officer and the BC Centre for Disease Control regarding social distancing guidelines at work and at home.

### Daily Self-Monitoring

MTS Logistics requires all workers to self-monitor for symptoms daily prior to arrival to work. If a worker has any COVID-19 symptoms (fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache) they must stay home, self-isolated and contact HealthLink BC at 811 for an assessment and to determine any necessary next steps.

### Hand Washing and Sneeze/Cough Etiquette

COVID-19 is transmitted by liquid droplets when a person coughs, sneezes or spits. Touching surfaces contaminated with droplets containing COVID-19 and then touching your face particularly your eyes, nose or mouth can make you sick. MTS requires workers to wash their hands regularly to reduce the spread of the virus.

#### When to wash your hands

- **Before** starting your shift
- **Before** touching your eyes, nose, mouth, or face
- **After** you have been in a public space or touched a shared surface frequently touched by other people like doors, switches, equipment, etc.
- **After** using the toilet
- **After** blowing your nose, coughing, or sneezing
- **Before** and **after** preparing food
- **Before** eating food
- **Before** smoking
- **Before** and **after** caring for someone who is sick
- **After** touching waste or garbage
- **After** handling shared objects
- **After** finishing your shift

**How to wash your hands**

1. **Wet** your hands with running water
2. **Apply** soap
3. **Lather and scrub** your hands with soap, covering all surfaces including the palm and backs of your hands, between your fingers, and under your nails for at least 20 seconds.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel.
6. **Use** a towel to turn off the tap

**How to sneeze or cough**

1. Cover your mouth and nose with a tissue when you cough or sneeze.
2. Throw used tissues in the trash.
3. If you don't have a tissue, cough or sneeze into your elbow, not your hands.

**Important: Please do not share food, drinks, or utensils.**

**WASH YOUR HANDS.**



**Report concerns regarding unsafe work**

Workers have the right to refuse work if they believe it presents an undue hazard. An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” hazard. For COVID-19, an “undue hazard” would be one where a worker’s job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure.

The health and safety of all workers is the utmost importance for MTS Logistics. MTS Logistics requires all workers to report any unsafe work or concerns they may have to their supervisor/manager. If the matter is not resolved it must be reported to the general Manager. If the matter is still not resolved, the worker, supervisor/manager or general manager must [contact WorkSafeBC](#). Once that occurs, a prevention officer will consult with workplace parties to determine whether there is an undue hazard and issue orders if necessary.

Workers with questions or concerns about workplace exposure to the COVID-19 virus can call WorkSafeBC’s Prevention Information Line at 604.276.3100 in the Lower Mainland (toll-free within B.C. at 1.888.621.SAFE). You’ll be able to speak to a prevention officer to get answers to your questions, and if required, a prevention officer will be assigned to assess the health and safety risk at the workplace.

**At home measures**

MTS requires all workers to follow the guidance of the provincial health officer and the BC Centre for Disease Control while not at work. To reduce the risk in the workplace, it is imperative that workers follow these guidelines while not at work. Not doing so puts the entire workplace at risk.

# What is Social Distancing?

Social distancing means avoiding close contact with others to prevent the spread of COVID-19 and can include:



Avoiding non-essential trips in the community



Limiting, postponing, or cancelling gatherings



Working from home, where possible



Conducting meetings virtually



Keeping kids away from group settings



Avoiding visits to long-term care homes and other care settings

# #HealthyatHome

Try these activities while practicing social distancing at home:

**Talk to Family & Friends**



Call a friend or video chat with loved ones.

**Get Outside**



Go for a walk, jog or ride a bike. Find ways to enjoy the sunshine.

**Exercise**



Maintain healthy habits. Try a new exercise at home.

**Enjoy Hobbies**



Revisit an old hobby or learn something new.

**Spread Kindness**



Find creative ways to spread joy. Check on your neighbors.

**Stay informed**



Rely on credible sources



## PROTECTING MENTAL HEALTH

MTS recognizes that workers in the workplace may also be affected by the anxiety and uncertainty created by the COVID-19 outbreak and that mental health is just as important as physical health. MTS Logistics supports mental well-being and strongly encourage all workers to seek medical assistance if you are suffering from stress, anxiety or depression. Here are some resources that can assist with maintaining mental health in the workplace during this time.

- **COVID-19 Psychological First Aid Service: Information and Signup** (British Columbia Psychological Association) – Free virtual counselling provided by registered psychologists.  
<https://www.psychologists.bc.ca/covid-19-resources>
- **COVID-19: Staying Well In Uncertain Times** (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak.  
<https://cmha.bc.ca/covid-19/>
- **Managing COVID-19 Stress, Anxiety and Depression** (Ministry of Mental Health and Addictions) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times.  
[https://www2.gov.bc.ca/assets/gov/health-safety/covid19\\_stressmanagement\\_5\\_accessible.pdf](https://www2.gov.bc.ca/assets/gov/health-safety/covid19_stressmanagement_5_accessible.pdf)
- **Mental Health and Psychosocial Considerations During COVID-19 Outbreak** (World Health Organization) – These mental health considerations were developed by the WHO’s Department of Mental Health and Substance Use as messages targeting different groups to support for mental and psychosocial well-being during COVID-19 outbreak.  
<https://www.who.int/docs/default-source/coronaviruse/mental-health-considerations.pdf>
- **Mental Health and COVID-10** (Conference Board of Canada) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation.  
[https://www.conferenceboard.ca/\(X\(1\)S\(knowwgc2p4kdx5wuh3ttgt\)\)/insights/covid-19?AspxAutoDetectCookieSupport=1](https://www.conferenceboard.ca/(X(1)S(knowwgc2p4kdx5wuh3ttgt))/insights/covid-19?AspxAutoDetectCookieSupport=1)
- **Taking Care of Your Mental Health (COVID-19)** (Public Health Agency of Canada) – Tips and resources for taking care of your mental health during the COVID-19 outbreak.  
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/mental-health.html>

<b>Have a routine</b>	<b>Take deep breaths</b>	<b>Call a loved one</b>	<b>Have fun</b>	<b>Open windows</b>	<b>Help others</b>
					
Structure your day and keep good habits	Breathing exercises can ease stress	Lean on each other for support	Play online with friends or start a hobby	Sunlight can improve your mood	Get essential supplies for a neighbour





## MORE INFORMATION

- WorkSafeBC's publication Preventing exposure to COVID-19 in the workplace: A guide for Employers provides general information for Employers around assessing and controlling the risk.  
<https://www.worksafebc.com/en/resources/about-us/guides/preventing-exposure-to-covid-19-in-the-workplace?lang=en>
- For the latest guidance, visit the British Columbia Centre for Disease Control website for health information and to see the latest news from the government of British Columbia.  
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>
- The BC COVID-19 Self-assessment tool can be used to determine whether additional care and treatment is required.  
<https://bc.thrive.health/>
- The provincial health officer has issued orders, notices, and guidance to employers from various industries. Review this site frequently to ensure you are apprised of any changes that apply to your workplace.  
<https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>



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