

COVID-19 Minimum Mandatory Protocols

These protocols are intended to provide general information about COVID-19, procedures, information about building entry, illness reporting and other measures which each Contractor shall undertake, in order to protect the health and safety of our employees, the visitors and other contractors.

Remember: Do not come to work if you are sick

Liability of the Contractor

Without limiting the liability of the Museum to any measures mentioned in these Protocols or to any other terms of any contract with the Contractor, the Contractor agrees to comply with all applicable health and safety laws and regulations, including the Occupational Health and Safety provisions and the advice, instructions and directives of public health officials, including matters regarding physical distancing (as applicable), cleaning, and/or disinfecting.

Each Contractor shall implement all the necessary measures in respect to COVID-19, including the implementation of any new updated measures and updating their Health and Safety Policies, Protocols and/or Manuals, as appropriate, to ensure compliance with the latest requirements and updates as required under any applicable and associated laws, regulations and public health directives.

General Information

Stay informed by visiting Coronavirus disease (COVID-19) public health web sites and follow the public health advice.

canada.ca/coronavirus <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>

Gatineau <https://ciyss-ouataouais.gouv.qc.ca/covid-19/>

Ottawa <https://www.ottawapublichealth.ca/en/public-health-topics/novel-coronavirus.aspx>

Stay Home When Experiencing Symptoms

Contractors shall have a protocol that is compliant with the latest directives of Public Health and compliant or more rigid than the actions noted below:

- Contractors shall ensure that their employees do not have symptoms prior to returning to or accessing the work site and they should be monitoring themselves daily. **If employees have symptoms, they will not be permitted on the work site and must contact Public Health and advise their manager.**
- If you have a cough, fever, sore throat, difficulty breathing or any other new or worsening symptoms, **stay home and do not go to work.**
 - **Full list of COVID-19 symptoms available at** <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html#s>
- **If your employees are on the work site and feel ill**
 - They must isolate themselves, contact their immediate supervisor to inform them of the onset of the illness, who must inform the Museum's Contract and Project Authorities and

provide the name(s) of the employee(s), the area of work, dates and hours worked and any additional relevant information. They must then immediately leave the workplace and isolate themselves at home or seek immediate medical attention. Anyone with symptoms should call the COVID-19 line at 1-877-644-4545 (Quebec) or 1-866-797-0000 (Ontario), and follow public health instructions.

- The work area will be closed, and a cleaning protocol shall be implemented to have this area thoroughly cleaned and disinfected.

Maintain Good Preventative Practices

COVID-19 **spreads** primarily from **person to person**. This can happen when viral respiratory droplets expelled by an infected person enter the mouth, nose, or eyes of nearby persons. Viral respiratory droplets are transmitted through coughing and sneezing or when talking, laughing, sharing food, or shaking hands.

- **Physical distancing** is recommended as much as possible
- **Wash your hands often** with soap and water and for a minimum of 20 seconds in these situations:
 - Anytime you move from one area to another
 - Before and after eating.
 - After handling something that is frequently touched.
 - After using and disposing of gloves or masks
 - After sneezing, coughing or touching your face
- Use good cough and sneeze **etiquette**; if you use a tissue, remember to dispose of it as soon as possible and wash your hands afterwards.
- If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid close contact with people who are sick.
- Use alternative forms of greeting someone other than shaking hands.
- Focus on **virtual meetings** and use of digital documents
- **Clean and disinfect** surfaces regularly with disinfectant products such as wipes e.g. workstation, keyboards, supplies
- **Clean shared equipment and workstations prior and after use.** Contractors shall maintain any required cleaning supplies.

N.B.: Contractors shall maintain any required cleaning supplies for their employees.

Mask and Face Coverings

The wearing of a non-medical mask is required when Contractor's employees are working within less than one (1) meter of Museum's staff.

Hand Sanitizer

- Hand sanitizer dispensers are located at key areas throughout the buildings.
- When using alcohol-based hand sanitizers, be sure to allow for the sanitizer gel to dry/evaporate before touching any surface or resuming work activity.
- Stay away from any potential ignition source while sanitizer is still wet.

Loading Docks Please note that loading docks at both Museums will be restricted to the employees working in these areas. Loading docks and their adjacent doors should not be used as entry points.