

TLC VICTORIA WEBSITE

The health and safety of our employees, client's employees, and the general public are of the utmost importance to TLC Victoria. These are extremely difficult times for everyone.

With the recent public health order (PHO) announced on November 19, we wanted to provide an update on the steps we are taking to reduce exposure and mitigate the spread of COVID-19. We are closely monitoring updates on COVID-19 and TLC Victoria is following all provincial and federal guidelines. In addition to the government policies, we have made many changes to our internal policies. We are doing our best to reduce the number of touchpoints daily and practice social distancing.

Here are some highlights of the steps we are taking to reduce possible exposure:

- Masks are now mandated within our office for both our staff and workforce. We have supplied masks for those that need them!
- We have limited our office to 3 temporary workers maximum at all times - allowing for social distancing within the office.
- We have implemented temperature checking and verbal covid screenings into our daily routine. Documentation is being kept digitally.
- We have set up hand-sanitizing stations within our office and encourage all individuals to use it upon entry.
- We are cleaning and sanitizing our office every 2 hours, observing the 6' rule as we work, and practicing proper handwashing throughout the day.
- We have installed plexi-glass along the front counter, re-enforcing physical distancing within our office.
- Loaned gear is being sanitized at the end of each day, allowing workers to have fresh / clean gear the next day.
- Those who are able are being pre-dispatched the night before, limiting their interaction with the office to once per day.
- Others have been moved to weekly timesheets, limiting their interactions with the office to twice per week.

- Our shuttle service is back up and running! However, we have limited our vans to 3 people max at all times. Everyone is required to wear a mask within the van. After each trip the vans are sanitized and wiped down.
- We are encouraging our workforce and office staff to observe the 6' rule, inside and out, and to go straight to work and then straight home at all times.
- We are educating our workforce via text messaging, memos, website updates and through our TLC Victoria Facebook page.

In addition, we have update our Illness Guideline / Policy. Please see the attached document for reference.

For more updates on COVID-19 please visit the following:

1. Government of Canada – www.canada.ca
2. BC Centre for Disease Control - <http://covid-19.bccdc.ca/>
3. CBC News – www.cbc.ca

Our top priority is the health and safety of our temporary workers, staff, clients, and community. We will continue to evaluate our policies and procedures daily. For further TLC Victoria updates, please continue to visit our website (www.tlc victoria.ca) and our TLC Victoria Facebook and Instagram pages.

We will continue to provide the best & most safe service possible to our clients, staff, and workers that TLC Victoria is known for.

Thank you and be safe!

Barclay Ellis

President of Trades Labour Corporation Victoria

Illness Guideline & Policy

****MASKS ARE MANDATORY WITHIN OUR OFFICE****

Applicable for all TLC Victoria team members, temporary employees, and visitors. Please stay home if you have any of the following symptoms:

- Fever
- Cough
- Shortness of Breath
- Sore Throat
- Muscle / Joint Pain
- Alteration of Smell / Taste
- Sneezing / Congestion (not related to allergies)
- Gastrointestinal Illness
- Unexplained Fatigue
- Conjunctivitis (Eye Infection / Pink Eye)

If you experience **ANY** of the symptoms listed, **you are not permitted to report for work.**

If you are sick, please follow these guidelines:

- A. Do not come to work or attend any public places
- B. Call 8-1-1, or your family doctor, to arrange a COVID test
- C. If negative, you may return to work after 3 days (72 hours) with **NO COVID-related symptoms.**
 - a. You will need to provide documentation of negative test results
- D. If positive, you may return to work after 10 days with **NO COVID-related symptoms.**
 - a. ***Note:*** *You will need confirmation from a health provider that you are no longer infectious.*

Please note: Every client has their own individual COVID-19 policies, which will take precedent. For example, if client-policy is 14 days off after displaying symptoms, then the worker must follow that procedure.