



KASSEL PAINTING LTD

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To: Our Clients, Friends, Families, Vendors, Partners & Contractors.
Please share freely with everyone you care about.

COVID-19

Supplementary Program

Kassel Painting Ltd has adopted the Health & Safety program below to ensure our employees, clients, vendors and visitors know the precautions to be taken during this time so we all stay safe and healthy conducting our daily activities in life and work. Working together we will successfully progress through this difficult time.

Authored By



Supplementary | COVID-19

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Introduction

We all must take a role in stopping the spread of this disease, including management, contractors, workers and suppliers. By following the COVID-19 supplementary program, you will lower your risk and costs associated with the outbreak.

This information is not intended to provide medical advice. If you have medical questions, consult a health practitioner or your local public health unit.

This is a temporary program while there are COVID-19 cases in the local area.

Roles and Responsibilities

Management

- Must communicate with employees on the status of cases within the organization, or cases which may affect the organization.²
- Actively encourage sick employees to stay home and not come to work until they are free of fever for at least 24 hours without fever reducing or other symptom-altering medicines.²
- Do not require a doctor's note from employees, this will put undue stress on the medical system.²
- If an employee is sick upon arriving to work or become sick during the day or have symptoms send immediately home.²
- Promote limited face to face interactions suggest using webinars, phone calls or emails instead.

Contractors

- Inform their employees to protect their own health and that of all other persons (contractors, employees, visitors).
- Provide employees with the ability to wash their hands with soap, and if not sanitize hands with at least 60% alcohol hand sanitizer
- Actively encourage sick employees to stay home and not come to work until they are free of fever for at least 24 hours without fever reducing or other symptom-altering medicines.²
- Do not require a doctor's note from employees, this will put undue stress on the medical system.²
- If an employee is sick upon arriving to work or become sick during the day or have symptoms send immediately home.²
- Limit face to face interactions use webinars, phone calls or emails.

Workers

- Take reasonable care to protect their own health and that of all other persons (contractors, employees, visitors).

- Stay home from work if you or any of your household show symptoms and inform your management and call a local health care professional or the public health authority in the province.
- Maintain hygiene including frequently washing, or disinfecting hands, maintain social distance and not touching your face, eyes or nose.

Suppliers

- Take reasonable care to protect their own health and that of all other persons (contractors, employees, visitors).
- Maintain hygiene including frequently washing, or disinfecting hands, maintain social distance and not touching your face, eyes or nose.
- Limit face to face interactions use webinars, phone calls or emails.

Definitions

Contact	Face to face, or within 2 meters for longer than 15 minutes.
Coronavirus	Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). ⁴
COVID-19	COVID-19 is the infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019. ⁴
Acute Respiratory Illness Symptoms	Cough, runny nose and shortness of breath
Cleaning	Refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection ¹
Disinfecting	Works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection ¹
Hand Sanitizer	Is a liquid or gel generally used to decrease infectious agents on the hands. To be effective the hand sanitizer must be at least 60% alcohol.

Site Hygiene^{2,3}

- Surfaces (e.g. desks and tables, work stations) and objects (e.g. telephones, keyboards, tools) need to be wiped with disinfectant regularly.
- Where applicable service portable washrooms daily.

- Provide employees with disinfectant wipes to wipe down door knobs, and other frequently used areas, before or after use.
- Provide easy to access garbage bins with plastic lining.
- Promote regular and thorough hand-washing by employees, contractors and suppliers.
- Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled.
- Make sure that staff, contractors and customers have access to places where they can wash their hands with soap and water.
- Promote good respiratory hygiene in the workplace
 - Display posters promoting respiratory hygiene. Combine this with other communication measures such as offering guidance from occupational health and safety officers and during toolbox talks.
 - Ensure that face masks (Ordinary surgical face masks rather than N95 face masks) and / or paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them

Recognizing Symptoms

The best defense against COVID-19 is informing employees that they can stay at home if they feel sick.

If employee(s) have any of the following symptoms:

- Fever
- Coughing
- Shortness of Breath

It may indicate they have COVID-19. Check in with employee(s) with employees who exhibit the following symptoms.

Confirmed Case

In the event of a confirmed case of COVID-19 employees should be notified of the case without revealing names or other identifying details. In addition, **health authorities should be contacted for advice on what the next step should be.**

Any suppliers, contractors, or visitors who may have come in contact with the confirmed case should also be notified.

Disinfecting Site¹

This is for a site that does not house people overnight, employees should be trained prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, and how to properly put on, use and take off PPE, and how to properly dispose of PPE.

Wait

It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.

Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

Personnel Protective Equipment (PPE) and Hand Hygiene

- **Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Gloves and gowns should be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
 - Additional key times to clean hands include:
 - After blowing one's nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After contact with animals or pets
 - Before and after providing routine care for another person who needs assistance (e.g., a child)

How to Clean and Disinfect

Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
 - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
 - [Products with EPA-approved emerging viral pathogens claims](#) are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
 - For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products with the EPA-approved emerging viral pathogens claims (examples at [this link](#)) that are suitable for porous surfaces.

Linens, Clothing, and Other Items That Go in the Laundry

- Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.
- Wash items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people’s items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

References

1. **Coronavirus Disease 2019 (COVID-19) - Environmental Cleaning and Disinfection Recommendations** "Coronavirus Disease 2019 (COVID-19) - Environmental Cleaning And Disinfection Recommendations". 2020. *Centers For Disease Control And Prevention*. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>.
2. **Coronavirus Disease 2019 (COVID-19) - Interim Guidance for Businesses and Employers** "Coronavirus Disease 2019 (COVID-19) - Interim Guidance For Businesses And Employers". 2020. *Centers For Disease Control And Prevention*. https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html.

3. WHO 2020. Who.Int. <https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf>.
4. Coronavirus "Coronavirus". 2020. Who.Int. <https://www.who.int/health-topics/coronavirus>.
5. Q&A on coronaviruses (COVID-19) "Q&A on Coronaviruses (COVID-19)". 2020. Who.Int. <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>.

Appendix

Additional Materials

1. CDC "Avoid the spread of germs" English flyer (<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>)
2. CDC "Avoid the spread of germs" Spanish flyer (<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-sp.pdf>)
3. CDC "What to do if you are sick" English Flyer (<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>)
4. Canada "Self-monitoring, Self-Isolation, and isolation for COVID-19" English Flyer (<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/know-difference-self-monitoring-isolation-covid-19/know-difference-self-monitoring-isolation-covid-19-eng.pdf>)
5. BC "BC COVID-19 Symptom Self-Assessment Tool" <https://covid19.thrive.health/>
6. Alberta Health Services "How to Use Alcohol-based hand rub" <https://www.albertahealthservices.ca/assets/healthinfo/ipc/if-hp-flu-hand-rub-how-to.pdf>
7. Alberta Health Services "How to Hand Wash" <https://www.albertahealthservices.ca/assets/healthinfo/ipc/if-hp-flu-hand-rub-how-to.pdf>

**For More Information on how Kassel Painting Ltd
is conducting business safely during this difficult
time please call 604.618.0821 or email:
peter@kasselpainting.com**

COVID-19 Visitor Assessment

Location: _____

Name: _____

Date/Time: _____

(a) I do not have a fever Yes No

(b) I do not have any symptoms (e.g. coughing or shortness of breath) Yes No

(c) No one in my household is showing symptoms Yes No

(d) No direct contact with someone who has been tested for COVID-19 or has COVID-19 Yes No

(e) I have not travelled to any at risk areas Yes No

This questionnaire has been answered honestly and to the best of my knowledge.

Signature: _____