



VILLE DE | CITY OF  
WESTMOUNT

# EMPLOYEE GUIDE FOR RETURN TO WORK

## COVID-19

## PREFACE

The health and safety of our employees, their teams and families, and the community as a whole are important to us. The current COVID-19 context is causing everyone concern.

To ensure that activities can resume or continue under the safest and healthiest conditions possible in the context of COVID-19, the *Employee Guide for Return to Work – COVID-19* provides temporary preventive measures recommended by several stakeholders, including the Institut national de la santé publique (INSPQ), CNESST, and several occupational health and safety specialists.

Collaboration and cooperation from everyone during this COVID-19 period are essential to achieving the safest and healthiest working conditions possible.

Health and safety... it's everyone's responsibility!

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*N.B. This document will be regularly updated as recommendations from the Government and the Institut national de santé publique du Québec become available.*

## 1. Occupational health and safety policy during the COVID-19 pandemic

### Objective

The City of Westmount recognizes the importance of preventing the COVID-19 virus and is working on implementing a continuity plan during this pandemic period. We are committed to taking reasonable steps to ensure our employees' health and to reduce the impact of this pandemic on the organization as a whole.

We are committed to introducing the necessary mitigation measures and implementing those indicated by government bodies (INSPQ, CNESST, etc.) and occupational health and safety specialists.

The City is also committed to effectively communicating any instructions to the extent possible that may contribute to COVID-19 prevention.

### Scope

This policy applies to any person provided workplace access by the employer, 24 hours a day, on both weekdays and weekends. This policy thus applies to all City staff, contractors, and suppliers.

### Legal framework

#### **City**

During the pandemic, the City will continue to comply with the legal requirements of the *Act respecting occupational health and safety* (AOHS). In this regard, Section 51 of the AOHS states that every employer must take the necessary measures to protect the health and ensure the safety and physical well-being of his worker. Thus, the employer will implement means to comply with this legal obligation.

#### **Employees**

Therefore, within the legal framework of this policy, employees must take the necessary measures to protect their health, safety, and physical well-being, and ensure they do not endanger the health, safety, and physical well-being of their colleagues, or anyone else in or around the workplace.

### Prevention measures

The City is committed to maintaining, perhaps even increasing the number of measures to reduce the risk of the spread of COVID-19. In addition to strategically placed signage, all employees addressed by this policy must comply with prevention measures. The main measures are:

- Do not report to work if exhibiting any symptoms related to COVID-19;
- Physical distancing (respecting a distance of 2 metres between persons);
- Hand hygiene (washing and sanitizing);
- Respiratory etiquette (coughing/sneezing in paper tissues or your elbow);
- Wear PPE when 2-m distancing is not respected.

### Requirements: Roles and responsibilities

The City has established shared roles and responsibilities. These responsibilities are distributed across all levels of the organization; from the Director General to the employees. The management of each department ensures that everyone performs their responsibilities with rigour. As regards the managers, they must ensure compliance with the following measures:

- Asking about employees' health status;
- Regularly reminding about the prevention and hygiene measures in force;
- Providing the equipment, products, and PPE required to minimize the risk of contagion;
- Ensuring their team complies with hygiene measures;
- Setting up workstations complying with social distancing standards.

Anyone subject to this policy must immediately inform their superior and the Human Resources Department if they are exhibiting symptoms associated with COVID-19.

Collaboration and cooperation from everyone during this period of COVID-19 are essential to achieving the safest and healthiest working conditions possible.

Health and safety... it's everyone's responsibility!

Benoit Hurtubise  
Director General

## 2. Staff exhibiting symptoms suggestive of COVID-19

All employees must report their health status in compliance with the Health Status Reporting Commitment in Section 13. Employees with symptoms suggestive of COVID-19 are advised to not report to work, to follow the recommendations below, and to contact their manager.

Employees who report to the workplace with symptoms related to COVID-19 will be sent home and must call the coronavirus line at the number listed below.

### Decision Fact Sheet

Post in a public place

#### If you have COVID-19 symptoms

Follow the instructions on this poster to help you take the optimal decision for you and your close friends and family. Always use proper hygienic and preventive measures to avoid contamination.

- Wash your hands frequently
- Cough or sneeze into the crook of your elbow, onto your upper arm or into a paper facial tissue, not your hands
- Keep your environment clean

**Adults & children**  
No fever (less than 38 °C/100.4 °F) but the following symptoms:

- Sore throat
- Sniffles
- Blocked nose
- Cough

**DECISION**  
I probably have a cold and need to rest.

**GENERAL INFORMATION**  
Service Québec  
Coronavirus hotline  
1-877-644-4545 (toll free)

**Adults at risk of severe respiratory symptoms**

- I have a fever higher than 38 °C/100.4 °F.
- I am in an at-risk category for severe respiratory complications (senior or person with chronic cardiac and/or pulmonary problems, immune deficiency or diabetes).

**DECISION**  
I stay at home and call the 1-877-644-4545 coronavirus hotline.  
Between 8 a.m. and 8 p.m.\*

**Deaf or hard-of-hearing persons**  
1-800-361-9596 (toll free)

**Adults**  
I have a fever and/or some of the following symptoms:

- Sudden loss of sense of smell without nasal congestion, with or without loss of taste
- Cough
- Difficulty breathing
- Extreme fatigue

Follow instructions.

**Important phone numbers:**

Your pharmacist:

Your doctor:

Your CLSC:

**I am an elderly person with geriatric symptoms** (loss of autonomy, falling, confusion onset, agitation or sluggishness, loss of appetite, extreme fatigue, etc.).

\* Opening hours are subject to change.

**Adults or children**  
I have a fever higher than 38 °C/100.4 °F and one or more of the following:

- Persistent and/or increasing difficulty in breathing
- Blue lips
- Difficulty moving
- Fever (baby less than three months of age)
- Somnolence, confusion, disorientation, difficulty staying awake
- No urine for 12 hours

**DECISION**  
Go to the emergency room immediately.  
  
If help is needed, call 911.

**Keep informed.**  
The Québec.ca/coronavirus website has up-to-date news.

Québec 

### 3. Conditions for access to the City's buildings

#### a) Employees

Employees will be gradually allowed back to the workplace so that physical distancing measures can be respected. Entry and exit points will be indicated, as well as the route to be followed.

If you wear a mask/face covering to work, please refer to the wearing a mask/face covering section and follow the safety procedures related to wearing, removing, following instructions on, transporting, and maintaining your mask/face covering.

#### b) Visitors

The City of Westmount is going to eventually allow occasional visitors, but initially preference must be given to telephone or computer communication platforms in order to make contact.

#### Resident visits to municipal buildings

When visitors have to be physically present in the City's buildings, they must:

1. Answer the welcoming employee's questions, including:
  - Have you recently developed and are still experiencing one or more of the following symptoms associated with COVID-19: Fever (38°C or 100.4°F and above), onset or worsening cough, shortness of breath/extreme fatigue, sudden loss of smell without nasal congestion, with or without loss of taste, other flu-like or gastroenteritis symptoms)?
  - Have you been in contact with someone who has COVID-19?
  - Have you travelled outside the country in the last 2 weeks?

**If the answer is Yes to one or more of these questions, they cannot be admitted;**

2. Wash their hands before going to the meeting location or reception desk;
3. Respect 2-metre physical distancing at all times;
4. Stay behind plexiglass when visitors arrive at the desk. If more than one person is waiting, they must wait at indicated locations 2 metres apart;
5. Avoid sharing equipment, tools, pens, etc.

#### Exchanging or signing documents with visitors

Whenever possible, keep paper exchange to a minimum (e.g. electronic signature, delivery slips).

When paper documents must be used:

- To hand over and retrieve documents, place them on a clean surface while maintaining a distance of 2 metres between individuals;
- Do not share pens with others, everyone must use their own pen;
- Leave pens out for visitors in case they do not have any to sign papers;
- Clean their pens with a damp cloth and mild soap as needed, when dirty.

When retrieving documents, put them into an envelope, carry them using a document holder, and wash your hands.

### Contractor/consultant visits to municipal sites

In order to allow contractor/consultant visits to the City's buildings/sites, certain conditions must be met beforehand. Staff welcoming contractors/consultants will tell them to:

1. Opt for virtual meetings, when possible;
2. Use digital documents, when possible;
3. Make an appointment and identify themselves before going to the location;
4. Answer the following questions regarding symptoms related to COVID-19:
  - a) Have you been in contact with someone who has COVID-19?
  - b) Have you travelled outside the country in the last 2 weeks?
  - c) Have you recently developed and are still experiencing one or more of the following symptoms:
    - Fever (38°C or 100.4°F and above);
    - Onset or worsening cough;
    - Shortness of breath/extreme fatigue;
    - Sudden loss of smell without nasal congestion, with or without loss of taste;
    - Other flu-like or gastroenteritis symptoms.

**If the answer is Yes to one or more of these questions, they cannot be admitted and the meeting must be postponed to a later date.**

5. Respect 2-metre physical distancing at all times, otherwise wear a procedure mask/face covering or a visor;
6. Wash their hands with soap and warm water or use alcohol-based hand sanitizer as soon as they arrive and before going to the meeting location;
7. Respect hygiene measures (coughing/sneezing in their elbow or a tissue);
8. Avoid sharing equipment, tools, pens, etc.

You are also required to avoid direct contact for greetings, such as handshakes, and to use alternative practices.

Personal protective equipment (PPE, i.e. safety boots, helmets, masks, etc.) must also be worn as required.



## 4. Preventive measures - Visiting residents' homes

### **Before going to a resident's home:**

1. Check for options to conduct the intervention remotely without needing to go to the resident's home, limiting going out and travelling unless absolutely necessary;
2. Organize inspections by limiting to those that pose the least risk to you and stakeholders;
3. For necessary inspections inside buildings, before entering, call the occupants and ask them if:
  - a. Within the last 14 days, one or more occupants of the building has returned from a trip outside the country;
  - b. Any occupant is under investigation/quarantine or has been confirmed with COVID-19;
  - c. Any occupant is exhibiting symptoms related to COVID-19, including: Chills, fever, onset or worsening cough, shortness of breath, extreme fatigue, sudden loss of smell without nasal congestion, with or without loss of taste, and difficulty breathing.
4. If the answer is Yes to any of the previous questions, postpone the home intervention for at least 14 days. Once this time has passed, resume from Step 3 to reassess the possibility of the intervention. If the answers to the previous questions are No and the home intervention is confirmed, continue to the next steps.

### **When visiting a resident's home:**

- a. Maintain a safe distance of 2 metres from occupants throughout the visit and avoid any physical contact;
- b. Wearing gloves is mandatory;
- c. Depending on the case, a suit, procedure mask, eye protection, or visor may be required;
- d. Do not touch your face, especially your eyes, nose, and mouth;
- e. Request that a resident of the premises open doors and turn on lights;
- f. At any time, if residents of the home exhibit any visible symptoms of contagion, leave the premises.

### **Following the inspection:**

- a. When personal protective equipment is used, take it off after leaving the home (in order: gloves, suit, eye protection, and mask) and dispose of it in a resealable bag/bin;
- b. Wash your hands with soap or use alcohol-based hand sanitizer.

### **Failure of protection measures**

If you believe you have been in prolonged contact during a visit with a person who has symptoms consistent with COVID-19, immediately notify your manager so they can assess the situation and determine if isolation is recommended.

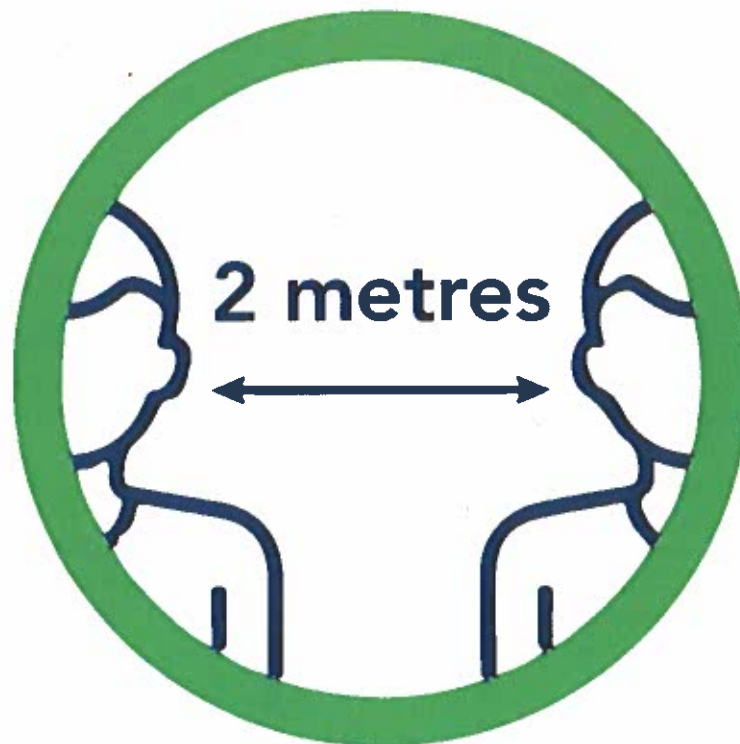
## 5. Physical distancing measures

A minimum distance of 2 metres must be maintained between people at all times at work, to the extent possible. This includes break and meal times.

To respect physical distancing, work has been reorganized for several departments to accommodate the smallest most consistent (unchanging) teams possible, reduce the number of employees on the premises, allow for rotating attendance, and keep meetings requiring gatherings to a minimum.

To comply with distancing measures, you must:

- Stay 2 metres away from others (walking by someone without contact presents a low risk (e.g. on stairs or in hallways);
- Avoid any physical contact (e.g. handshakes, hugs, etc.);
- Avoid in-person meetings and gatherings;
- Avoid sharing supplies and equipment (e.g. tablets, pencils, communication devices, cigarettes, magazines, change or bills, etc.);
- Avoid sharing food;
- Bring a minimum of personal items to the workplace;
- Opt for digital rather than paper documents;
- Limit going out and travelling unless absolutely necessary.



## 6. Hand washing

Wash your hands with warm water and soap for at least 20 seconds or use hand sanitizer with an alcohol concentration of at least 60%, especially:

- Before putting on and taking off a mask/face covering, safety glasses, gloves, visor, or any other personal protective equipment (PPE);
- Before touching your face (eyes, nose, mouth);
- After coughing, sneezing, or blowing your nose;
- Before and after eating;
- After making contact with something frequently touched (toilets, door handles, faucets, counters, banisters).

# Washing hands, simple and effective!



## 7. Respiratory etiquette

Every employee must take the necessary measures to protect their own and their colleague's health and safety, which includes following instructions on respiratory etiquette:

- Cough/sneeze in your elbow;
- Cough/sneeze in a tissue that is immediately disposed of after use;
- Wash your hands as often as possible;
- Avoid bringing your hands to your face.

**PROTECT THE HEALTH OF OTHERS!**

# Respiratory hygiene



1

If you have to sneeze or cough, cover your mouth and nose with a tissue.



2

Dispose of soiled tissues in the trash.



3

If you do not have a tissue, turn your face into your shoulder or the bend of your elbow to sneeze or cough.



4

Wash your hands often. If soap and water are not available, use an antiseptic product.

**IF YOU ARE ILL, AVOID VISITING FAMILY AND FRIENDS.**

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Votre  
gouvernement

Québec

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## 8. Preventive measures to be respected in common areas

Extra attention is required in the following locations and situations:

### **a) Meal times (dining room):**

In the event that the room layout prevents compliance with distancing measures, a limited number of employees will be permitted in the dining room. Using your workstation or going outside is preferred during this period.

Ensure to wash your hands before and after meal times, and clean your space once finished.

Due to the risk of transmission, using the following devices is prohibited until further notice:

- Dishes, utensils, glasses, cups, pepper and salt shakers, etc.;
- Coffee maker, kettle;
- Microwave ovens, toasters;
- Refrigerators;
- Kitchen stoves;
- Water dispensers/fountains (unless water is provided without contact). For example:



### **b) Breaks:**

- Ensure social distancing measures are applied during breaks (e.g. prevent gatherings);
- Avoid sharing objects (e.g. cigarettes, pencils, change, or bills).

### **c) Washrooms**

In the event that the room layout prevents compliance with 2-metre distancing, it is likely that only one person at a time will be allowed to access the washroom while the next employee must wait for their turn. Make sure to thoroughly wash your hands.

### **d) Using a photocopier, fax machine, printer**

In the event that the room layout prevents compliance with 2-metre distancing, it is likely that only one person will be allowed access while the next employee must wait for their turn to use the copier, fax machine, or printer.

After using equipment, disinfect the clear plastic film on the control panel of the equipment used with an alcohol swab or disinfectant product.

#### **e) Meetings**

Remote meetings using computer applications are recommended.

If a meeting must be in person, ensure to:

- Limit the number of people in the room to a minimum (social distancing must be respected);
- Use a room large enough to meet social distancing measures (2 metres);
- Wash your hands before and after the meeting;
- Do not share your space during the meeting;
- Clean equipment used during the meeting (telephones, computer keyboards, mice, desks, etc.);
- Avoid bringing any unnecessary equipment.

#### **f) Tight spaces causing bottlenecks (e.g. entrance to a building, very narrow hallway, time clock room, etc.):**

- Avoid lines of people in close proximity in these locations by ensuring signs are respected and distancing is maintained.

#### **g) Using a City of Westmount vehicle (maintenance details in Section 9)**

For company vehicles with 2 employees seated within 2 metres of each other:

- Use consistent teams in the same vehicle to avoid interactions among multiple people;
- Remain in the same place for the entire shift, to the extent possible;
- Avoid sharing supplies and equipment (pencils, communication devices, etc.);
- Regularly clean the dashboard, steering wheel, shifter, door handles, and any other frequently touched area with pre-moistened wipes or disinfectant during the shift.

For vehicles transporting employees from one sector to another:

- Always assign the same employees to the same locations for each journey;
- Arrange space to avoid physical contact between workers and respect, to the extent possible, a 2-metre distance between them;
- Clean vehicles before and after use.

The CNESST recommends reducing vehicle occupancy by 50% and considers using the same 2 employees per vehicle acceptable practice.

## 9. Maintenance of workspaces, equipment, tools, surfaces, and vehicles

To meet disinfection requirements for offices, common areas, and frequently touched surfaces, the City is increasing the frequency of maintenance performed by our janitorial service provider.

Despite this increase in disinfection operations, employees will need to clean workspaces, tools, equipment, frequently touched surfaces, and vehicles to protect their own and their colleagues' health and safety.

### Appropriate protective measures for cleaning

1. Use recommended disinfectants;
2. Wear nitrile gloves;
3. After cleaning, discard gloves and replace with a new pair as needed;
4. Hand washing must be carried out before and after wearing gloves.

### **a) Workspace**

Before every shift, or when changing users, clean using the usual disinfectant:

- Your workspace (offices, reception desk, common and shared areas);
- Frequently touched surfaces will be disinfected by the maintenance team (tables, counters, door handles, telephones, computer accessories, chairs, etc.);
- Equipment, tools used and/or shared.

### **b) Equipment and tools**

Employees must clean and disinfect shared work tools and equipment before and at the end of each shift.

Using the usual disinfectant is recommended.

### **c) Frequently touched surfaces**

Frequently touched surfaces are disinfected every 4 hours by the janitorial service provider, including: Door handles, light switches, toilets, counters, faucets, handrails, computer accessories, tables, chairs, and any other relevant location or equipment.

Dining rooms (tables, chairs, counters) are cleaned and disinfected after each meal time.

Changing rooms and washrooms are disinfected daily.

#### **d) City vehicles**

When using a City vehicle, clean at least once between shifts with the usual disinfectant provided in the vehicle.

Pay particular attention to the door handles, steering wheel, shifter, buttons (heater, radio, beacon light, window), control knobs, communication equipment (transmitter and receiver), mirror, arm rests, seat belt buckle, and anything else required to operate the vehicle that must be handled.

If you are using:

A disinfectant from a bottle with a spout or large nozzle:

1. Wear nitrile gloves;
2. Apply the product using a microfibre cloth or paper towel outside the vehicle and clean the above-mentioned items;
3. When finished with the microfibre cloth, place it in the laundry bin provided in the garage. When using paper towels, discard the paper and gloves in a bin outside the vehicle.
4. Wash your hands with soap and warm water or an alcohol-based hand sanitizer.

One disinfectant wipe:

1. Wipe the items listed above.
2. Discard the wipe in a bin with a closing lid.
3. Wash your hands, otherwise clean your hands with a new wipe and discard it in a bin.
4. If you are using wipes for an extended period, wear disposable nitrile gloves.

#### **e) Mechanic**

When carrying out maintenance or repair work on a vehicle, mechanics must carry out the previous steps if they have to access the driver's compartment.



## 10. WEARING A MASK OR FACE COVERING

In Quebec and elsewhere, wearing a mask or face covering in public places to reduce the risk of an infected person transmitting COVID-19 to others is recommended by the government, public health experts, the CNESST, and occupational health and safety experts, especially when physical distancing is not possible.

### **Recommendations of the Government of Quebec and the INSPQ regarding wearing a face covering in public places**

*“Wearing a face covering is strongly recommended in public places, especially when physical distancing is not possible. This may occur, for example, at the grocery store or while using public transit. Wearing a face covering in public places must be combined with other protective measures, such as hygiene and physical distancing measures (2 metres).”*

After using a mask and safety glasses, a visor alone is also recommended for safety risks.

### **Types of masks/face coverings**

**Masks** (procedure/surgical masks) are considered personal protective equipment (PPE). They are certified and usually disposable.

### **Procedure/surgical mask**



A **face covering** is frequently handcrafted and currently not considered personal protective equipment (PPE). It is usually reusable and washable, and currently does not meet any certification requirements.

### **Face covering (handcrafted)**



### **How to use a mask/face covering**

1. Wash your hands with warm water and soap or an alcohol-based hand sanitizer for a minimum of 20 seconds.
2. Make sure to place the face covering on your nose and mouth with one hand. Using your other hand, secure it behind your ears with the elastic bands (or string).
3. Adjust it properly on your nose and under your chin.
4. Wash your hands again.

### **Guidelines to be followed when wearing a mask/face covering**

Employees wearing a mask/face covering must:

- Adjust it so that it is properly secured to their face;
- Avoid touching the face covering once in place; If you touch it while wearing it, wash your hands;
- Avoid touching or rubbing your eyes;
- Avoid removing the mask to talk to others;
- Change it as soon as it is wet or dirty;
- Wash hands before and after use;
- Avoid sharing it with others;
- Avoid hanging it from your ears or around your neck;
- Wash after each use (if reusable);
- Continue practising physical distancing and hygiene measures.

**The mask/face covering can become contaminated when a person works outdoors or handles the mask. However, it must be removed before entering City buildings and placed in an airtight bag.**

### **How to transport and store the reusable face covering**

Use 2 sealed plastic bags with zip fastening (e.g. resealable freezer or sandwich bags):

1. To transport clean masks from home to the workplace, use a bag identified as “clean masks”;
2. To transport dirty (possibly contaminated) masks from the workplace to home, use a bag identified as “dirty masks”;
3. Clean this bag after use or discard it.

### **How to remove the mask or face covering upon arriving to work**

Employees who wear a face covering outside must, before taking a seat at their desk, and upon entry into the City’s building:

1. Wash your hands;
2. Remove your face covering, making sure to use the elastic bands (or string) without touching the front of the face covering;
3. Fold the outer edges of the face covering over each other and place it in the bag identified as “dirty masks,” as it may have been contaminated;
4. Wash your hands again.

For employees using a procedure mask, it is recommended to dispose of it in a bin (ideally with a plastic bag) as soon as it is wet or crumpled.



At the end of your shift, when you leave, if you decide to wear a face covering, you must:

1. Use a new face covering that you take out from the bag identified as “clean masks” and do not wear the one you had when you arrived (possibly contaminated);
2. Wash your hands;
3. Adjust it well, so that it is properly secured to the face, following the instructions on *How to use a mask/face covering* previously mentioned;
4. Wash your hands again.

#### **Face covering care**

To take care of a fabric face covering, it is recommended to:

- put it directly in the washing machine;
- wash it (alone or with other items) in hot water, then dry it completely.

Whether masks or face coverings are used, physical distancing, hand washing, and respiratory etiquette are essential to prevent the spread of COVID-19.

Below is a link to a video and posters on how to safely put on a mask or face covering.

<https://www.youtube.com/watch?v=F-bWF5KP55w>

# Let's protect ourselves from COVID-19



## Wearing the mask

### For who?

- Any employee who must be physically within less than 2 metres of another person in the course of his or her work.



### How to use a mask?



Put on the mask with the rigid edge facing up.



Wash your hands  
**BEFORE** and **AFTER** use



Change the mask if it is wet, soiled, damaged, or at the end of your shift, or as instructed by your employer.



Mould the rigid edge of the mask onto the nose.



Do not keep the mask around your neck or hanging from one ear. Keep it on your face and avoid touching it. If you touch your mask while wearing it, wash your hands.



Lower the bottom of the mask under the chin.



To remove the mask, grasp only the elastics without touching the front of the mask.

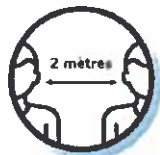


Dispose of it immediately after each use in a closed trash can.

### The mask does not replace



hand washing



physical  
distancing



isolation at home  
if you are sick



## How to use your face covering



1 With one hand, place the face covering over your nose and mouth. Use your other hand to attach it behind your ears with the elastic or string loops.



2 Adjust the face covering to your nose.



3 Now adjust it under your chin



Wash your hands **BEFORE** and **AFTER** use of the covering.



Change your face covering if it becomes moist, soiled or damaged



Do not leave the face covering hanging from your neck or an ear. Keep it on your face and avoid touching it. If you do touch your covering while wearing it, wash your hands thoroughly as soon as possible.



Remove your face covering by the elastic or string loops without touching the front.



Fold the outer parts of the face covering together and place it in a clean bag. You may wash the covering as soon as you get home, along with the rest of the laundry.

## 11. Wearing disposable gloves

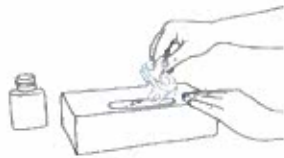
If you are wearing gloves, remember that you should not bring your hands to your face and that wearing gloves is not a substitute for hand washing. So make sure you wash your hands:

- Before putting on gloves;
- Always after removing gloves;
- Hands should never be washed while wearing gloves.

How to put on and take off gloves:

When the hand hygiene indication occurs before a contact requiring glove use, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water.

### I. HOW TO DON GLOVES:



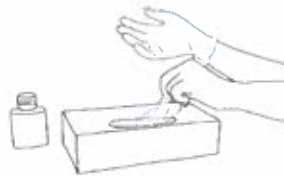
1. Take out a glove from its original box



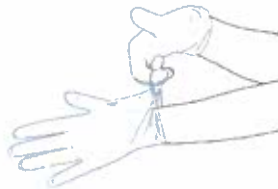
2. Touch only a restricted surface of the glove corresponding to the wrist (at the top edge of the cuff)



3. Don the first glove



4. Take the second glove with the bare hand and touch only a restricted surface of glove corresponding to the wrist



5. To avoid touching the skin of the forearm with the gloved hand, turn the external surface of the glove to be donned on the folded fingers of the gloved hand, thus permitting to glove the second hand

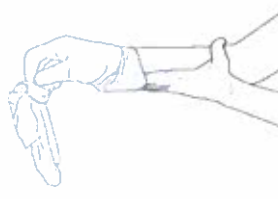


6. Once gloved, hands should not touch anything else that is not defined by indications and conditions for glove use

### II. HOW TO REMOVE GLOVES:



1. Pinch one glove at the wrist level to remove it, without touching the skin of the forearm, and peel away from the hand, thus allowing the glove to turn inside out



2. Hold the removed glove in the gloved hand and slide the fingers of the ungloved hand inside between the glove and the wrist. Remove the second glove by rolling it down the hand and fold into the first glove



3. Discard the removed gloves

4. Then, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water

## 12. Mental health - Support for colleagues

COVID-19 affects us all and it is normal to be concerned about the effects of this pandemic. Below are some tips to help you manage your well-being and protect your mental health:

- Find information from trusted sources: Québec.ca – Coronavirus;
- Stay informed, but follow COVID-19 news coverage in moderation;
- Take care of your body, exercise, eat healthy meals, and sleep well;
- Stay connected with family and friends (Skype, FaceTime, Zoom, phone, etc.);
- Call your EAP 1-800-387-4765;
- Offer support to those in need and who are going through difficult situations, show empathy;

In times of crisis, such as that of COVID-19, colleagues must demonstrate kindness to one another. Help a colleague by:

- Offering support;
- Calling to get news or to have a chat (e.g. schedule virtual breaks as a team);
- Listening and providing comfort;
- Supporting a colleague in their search for help (e.g. EAP, helpline, health professionals);
- Helping to accomplish tasks;
- Recognizing successes.

### 13. Health Status Reporting Commitment – COVID-19

Employee Name: \_\_\_\_\_

**Before arriving to the workplace, you are required to ask yourself these questions every day and every shift. In addition, if any of the symptoms below develop during a shift, you are required to immediately notify your immediate supervisor or any other City Manager.**

#### *Questions to ask yourself*

1. Have you been in contact with someone who has COVID-19?
2. Have you travelled outside the country in the last 2 weeks?
3. Have you recently developed and are still experiencing one or more of the following symptoms:
  - Fever (38°C or 100.4°F and above);
  - Onset or worsening cough;
  - Shortness of breath/extreme fatigue;
  - Sudden loss of smell without nasal congestion, with or without loss of taste;
  - Other flu-like or gastroenteritis symptoms.

You agree to notify your immediate superior or other City managers as soon as you have answered Yes to any of these questions and sub-questions, and you agree not to report to the workplace. You also agree to disclose any positive result for COVID-19 as soon as you receive such a result.

#### *Commitment*

I hereby confirm that I have received the *Employee Guide for Return to Work – COVID-19*. I acknowledge that I am responsible for reading and complying with the provisions of this guide, as the guide contains important information related to returning to work during the COVID-19 pandemic.

I agree to comply with the safety instructions requested by the City of Westmount.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_