



## COMMITMENT TO WORKPLACE SAFETY - 2020

**GOAL: To prevent workplace exposures and to decrease the spread and lower the impact of COVID-19**

Following World Health Organization recommendations, these Downsizing Diva policies are in place for our staff and independent Contractors:

**Team Members who are sick must stay home.** Those who have COVID-19 symptoms must stay home and not return to work until they are symptom-free for at least 48 hours.

**Team Members who share a residence with someone exhibiting COVID-19 symptoms,** must continue to self-isolate for 7 days after the patient has recovered, before returning to work.

**Team Members who report to work and then develop symptoms** will be sent home immediately.

**Downsizing Diva will emphasize staying home when sick, respiratory etiquette and hand hygiene by all Team Members.**

**Downsizing Diva will provide liquid soap, alcohol-based disposable wipes and hand sanitizer** in the workplace and encourage Team Members to carry and use these products on the job site.

**Team Members have been instructed to avoid touching their eyes, nose and mouth.**

**Team Members will use soap, disinfectant wipes and sprays.** They will wash their hands regularly and wipe down and disinfect all frequently-touched surfaces in the workplace, including but not limited to supply bags, purses, wagons, tools, dollies, countertops, phones and keyboards, light switches, furniture and doorknobs. Sanitizing wipes will be used when entering and leaving client homes.

**If a Team Member is diagnosed with COVID-19,** we will inform fellow Team Members and others possibly exposed to COVID-19 in the workplace.

**Downsizing Diva will continue to monitor WHO and Health Canada** websites for updates and recommendations to identify possible exposure and health risks to clients and Team Members. Appropriate action will be taken, when necessary.

**Downsizing Diva will prepare for a possible increase in numbers of employees who are absent due to illness.** We will distribute a Daily Reminder to employees outlining safety protocols we have in place in our high-touch, high-harm working environment.

**Downsizing Diva will assess job requests and prioritize accordingly.** We will be prepared to change business practices, if needed, to maintain critical operations.

**Teleconference/online meetings will replace all face-to-face Team Member meetings.**

**Downsizing Diva will cross-train Team Members to perform essential functions** so we can continue to operate even if key staff are absent.

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I fully understand and will comply with the Downsizing Diva Commitment, as outlined above.

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Company

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Name + Signature

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Date