

Downsizing Diva Health + Safety Protocol



GOAL: *To prevent workplace exposure and decrease the spread of COVID-19*

Downsizing Diva will continue to monitor WHO and Health Canada websites for updates and recommendations to identify possible exposure and health risks to clients, staff and independent contractors and will take appropriate action, when necessary.

These Downsizing Diva policies are in place for ALL Diva staff, suppliers and service providers:

BEFORE THE JOB:

Teleconference/online meetings have replaced all face-to-face Team meetings.

Downsizing Diva will cross-train staff to perform essential functions so we can continue to operate even if a key Team Member is absent.

Team Members who are sick must stay home. Those exhibiting COVID-19 symptoms must not return to work until they are symptom-free for at least 5 days and have negative test results.

Team Members who share a residence with someone exhibiting COVID-19 symptoms, must self-isolate for 14 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.

If a Team Member is diagnosed with COVID-19, fellow Team Members and others possibly exposed to COVID-19 in the workplace will be informed. Appropriate action will be taken.

ON THE JOB:

Downsizing Diva will assess job requests and prioritize accordingly.

Downsizing Diva will provide necessary PPE – face masks, face shields and disposable gloves. On the job, respiratory etiquette, hand hygiene and appropriate PPE are mandated. All staff are required to wear this PPE before entering and while at the job site. Team Members have been instructed to avoid touching eyes, nose and mouth.

Team Members will use disinfectant soap, wipes and sprays. They will wash their hands regularly and disinfect all frequently-used surfaces in the workplace. Sanitizing wipes will be used when entering and leaving client homes.

Team Members will practice social distancing – remaining 6' apart - at all times.

AGREEMENT

All Downsizing Diva team members, suppliers and service providers have read, acknowledged and comply with the Diva Commitment to Workplace Health and Safety.