

## Romex Canada COVID-19 Safety Plan (British Columbia)

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### COVID-19

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#### COVID-19

COVID-19 has been declared a global pandemic and a public health emergency in much of the world. It is a virus that can cause respiratory illness and can lead to hospitalization and death. The effects of COVID-19 are expected to be much more severe than those for seasonal influenza because most people will not have any immunity to the virus. Seniors and people with underlying health issues (including heart disease, Diabetes and lung disease) are at a higher risk of hospitalization and death, but young and healthy people are also at risk. The rollout of vaccinations has made a significant impact to decrease the severity of illness posed by COVID-19 in the latest, fifth wave, Omicron.

#### WHAT IS CORONAVIRUS (COVID-19)?

Corona viruses are a family of viruses transmitted between humans and animals. The COVID-19 virus can cause illness ranging from a very mild, cold-like illness to a severe lung infection. It can cause hospitalization and death. Symptoms can include fever, cough, sore throat, runny nose, sneezing, muscle ache, headache, and/or difficulty breathing (shortness of breath). The World Health Organization (WHO) advises that symptoms may appear in as few as 2 days or as many as 10 to 14 days after a person has been exposed. A person can spread the virus even before symptoms are shown though some people don't show any symptoms at all (asymptomatic).

#### HOW IS COVID-19 TRANSMITTED?

If a person carrying the virus breathes, coughs, sneezes, talks or sings, the infected respiratory droplets are released into the atmosphere. Most of these droplets land on nearby surfaces and/or another person. Another person may then touch contaminated surfaces or objects and then rub their eyes, nose or mouth before washing/sanitizing.

Exposure to COVID-19 can occur by:

- Breathing in infected droplets in the air.
- Close contact with other people (e.g. shaking hands or hugging).
- Touching contaminated surfaces and then touching the face, mouth or food.

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COVID-19 can be transmitted even by people who are not displaying symptoms of the disease. People who may be infected with COVID-19 should not come to work.

### **UPDATE 2022-01-07:**

With vaccine doses the risk of transmission and severe illness is greatly reduced. Recent updates have dictated that a “Close Contact” – someone who has been in close contact with a confirmed or suspected case must self-isolate for 10 days only if they have not received 2 vaccination doses. If they have had COVID-19 in the past 90 days, or if they have 2 or 3 doses of vaccine, they must “self-monitor+ for symptoms but may continue their typical activities.

This includes people who:

- Have symptoms of COVID-19.
- Have travelled internationally (not including the USA) within the previous 14 days.
- Have been exposed to someone with COVID-19 within the past 5 days.

### **BREATHING IN DROPLETS IN THE AIR**

When somebody breathes, coughs, sneezes, talks or sings, droplets are generated which are airborne for at least a short period of time. They do not seem to float in the air but generally fall to the ground within one to two metres. Anybody who is near the individual may risk breathing in these droplets. Social distancing (maintaining 2 metres of distance from other people at all times) will reduce the risk of this transmission occurring. Smaller droplets come out of the mouth and nose at the same time as larger droplets. These smaller droplets are light and can float in the air for a longer time. Because of this, smaller droplets may collect in enclosed spaces unless they are diluted with clean air from the outdoors or from a ventilation system. If many people are sharing a space without enough clean air, it can lead to COVID-19 infections.

### **UPDATE 2022-01-07:**

The aerosolized nature of the newest variants dictate that “Droplets” can hang in the air much longer – Increased ventilation should be implemented in any situation where it’s available.

Example: Anytime there are multiple people in the office or in vehicles, they should be masked at all times, and windows should be open at least a crack with FRESH air coming from the fan system.

### **CLOSE CONTACT**

Close contact refers to physical contact with another person, for example shaking hands or hugging. When people breathe, cough, sneeze, talk or sing, droplets may deposit on their skin or clothing, especially if they cough or sneeze into their hands. People who are carriers of COVID-

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19 may transfer the virus from hands or clothing to other people during close contact. Currently, according to health experts, it is not a virus that enters through the skin.

### **SURFACE CONTACT**

Surfaces can become contaminated when droplets carrying COVID-19 deposit on them, or when the surfaces are touched by a person who is infected. Surface contact involves a person touching a contaminated object such as a table, doorknob, telephone, computer keyboard or tool, and then touching the eyes, nose, or mouth. Surface contact is important to consider because COVID-19 can persist for several days on many surfaces.

### **SYMPTOMS**

Symptoms of COVID-19 are likely to include:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing
- Sore throat
- Loss of appetite
- Runny nose
- Sneezing
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

### **HOW TO INHIBIT THE SPREAD OF VIRUSES**

To inhibit a disease or virus from spreading, take the following steps:

- **Get vaccinated!**
- Emphasize hand hygiene etiquette by all employees at regular meetings.
- Lead by example
- Put up posters about proper hand washing techniques.
- Place informative posters advising people what to do if they get sick.
- Ensure that hand washing stations and alcohol-based hand sanitizers are available for all workers and employees.
- Regularly clean and sanitize all offices and tools, especially shared tools after each use.
- Actively encourage sick employees to stay home.
- Do not permit anyone to enter a worksite if they show symptoms.

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- Stay home if you have travelled internationally (not including the USA) within the past 14 days.
- Stay home if you or a member of your household has exhibited symptoms of COVID-19 in the last 5 days.
- Perform environmental routine cleanings and sanitation.
- Plan to minimize exposure between employees and the public – follow social distancing procedures.
- Avoid touching your eyes, nose and mouth.
- Do not share cups, glasses, dishes, cutlery, food, masks, pens, keyboards, phones, desks or chairs. If a workspace is shared, clean it before and after use.

### **UPDATE 2022-01-07:**

With vaccine doses the risk of transmission and severe illness is greatly reduced. Recent updates have dictated that a “Close Contact” – someone who has been in close contact with a confirmed or suspected case must self-isolate for 10 days only if they have not received 2 vaccination doses.

If they have had COVID-19 in the past 90 days, or if they have 2 or 3 doses of vaccine, they must “self-monitor+ for symptoms but may continue their typical activities.

### **SAFE WORK PRACTICE COVID-19 AND THE CONSTRUCTION INDUSTRY**

According to the BC Center for Disease Control (BCCDC), a new coronavirus is causing an outbreak of respiratory infections. It is vital for all employers to provide information to their employees about how to protect themselves and their family and what to do if they suspect they may feel ill or sick.

## **EXPOSURE CONTROL PLAN FOR COVID-19**

### **STATEMENT OF PURPOSE**

Romex Canada is committed to providing a safe and healthy workplace for all of our staff. A combination of measures will be used to minimize employee exposure to COVID-19, including the most effective control technologies available. Our procedures will help protect not only our employees, but also other people who enter our facilities. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to COVID-19.

### **ROMEX CANADA RESPONSIBILITIES**

Our company will:

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- Ensure that the materials and other resources required to implement and maintain the plan are communicated and available to our employees.
- Provide a safe work environment and adapt to changing conditions and information.
- Provide information regarding control measures and updates to our employees.
- Ensure that all team members have adequate information and instruction to carry out control measures.
- Ensure that employees use appropriate personal protective equipment [see PERSONAL PROTECTIVE EQUIPMENT (PPE)].
- Conduct a periodic review of the plan's effectiveness.
- Ensure that a copy of the exposure control plan is available to team members.
- Provide an online document for contact tracing (Google Forms).

### **RESPONSIBILITIES OF ALL EMPLOYEES**

- Follow established work procedures by ensuring that you are conducting yourself in a COVID-19 safe manner:
  - Use appropriate PPE where applicable. When PPE is not available, curtail work activities to address the shortage.
  - Ensure that social distancing of two metres is maintained.
  - When social distancing is not possible, wear PPE (masks and gloves) and avoid coughing or sneezing.
  - Direct work in a manner that eliminates or minimizes the risk to others.
- Report any unsafe conditions or acts to the COO.
- Report immediately if anyone on a job site or at the office is suspected of having any symptoms of COVID-19 (fever, cough, sore throat, difficulty swallowing, runny nose, sneezing, muscle ache, headache, and/or difficulty breathing - shortness of breath).
- If you have any symptoms of COVID-19 while at work, you must report to the COO and go home immediately.
- Record your presence at a work site or at the office in the on-line Google Forms.

### **RISK IDENTIFICATION AND ASSESSMENT**

Three primary routes of transmission are anticipated for COVID-19, all of which need to be controlled. These include contact, droplet, and airborne transmissions.

### **RISK CONTROL**

Collaboration between IPAC (Infection Prevention and Control Canada), OHS (Occupational Health & Safety) and health care building engineers supports the comprehensive evaluation and implementation of measures to reduce the risk of exposure to pathogens (germs).

#### **1. Elimination Controls:**

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Elimination and substitution are considered to be the most effective means in the hierarchy of controls.

Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks or other means. Rearrange work spaces to ensure that workers are at least 2 metres (6 feet) from co-workers, customers, and members of the public.

An occupancy limit that provides at least 5 square metres of unencumbered floor space per person is recommended.

### **2. Engineering Controls:**

Engineering control measures reduce the risk of exposure to a pathogen or infected source hazard by implementing methods of isolation or ventilation. Engineering controls reduce or eliminate exposure by isolating the hazard from the employee and by physically directing actions to reduce the opportunity for human error.

If you can't always maintain physical distancing, install barriers such as Plexiglas to separate people. Provide access to handwash stations or alternative means of disinfecting hands.

**Get Vaccinated.**

### **3. Administrative Controls:**

Administrative controls are measures to reduce the risk of transmission of infections through the implementation of policies, procedures, training and education.

Establish rules and guidelines such as posted occupancy limits for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

### **4. Personal Protective Equipment (PPE):**

Although the use of PPE controls is the most visible in the hierarchy of controls, PPE controls is the last tier in the hierarchy and should not be relied on as a stand-alone primary prevention program.

If the first three levels of protection aren't enough to control the risk, use masks. Ensure masks are selected and cared for appropriately and that workers are using masks correctly.

The company will provide hand sanitizer for each desk and at the office entrance. Each employee will receive masks and disposal bags into which used masks are to be discarded.

## **HAND WASHING**

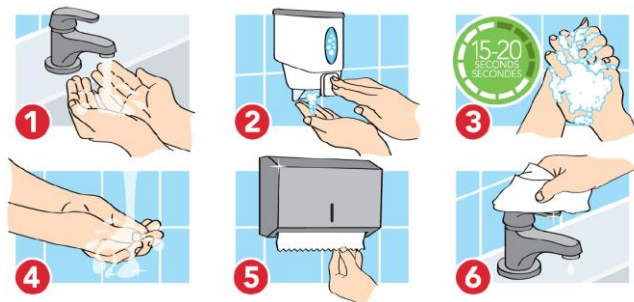
Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose, and mouth – or to other surfaces that are touched.

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Wash your hands immediately:

- Before leaving a work area.
- After handling materials that may be contaminated.
- Before and after eating, drinking, smoking, handling contact lenses, or applying makeup.

Use soap and running water. (The water doesn't have to be hot to do the job.) If water is unavailable, use a waterless hand cleanser or wipe. Follow the manufacturer's instructions on how to use the cleanser.



### COUGH/SNEEZE ETIQUETTE

Our employees and workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimize the transmission of diseases via droplet or airborne routes.

Cough/sneeze etiquette includes the following components:

- Clear direction to employees and workers in control measures, including hand washing.
- Post signs at entry points to instruct everyone about control measures.
- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly, particularly after returning from a job site.

### IF EMPLOYEES OR WORKERS SHOW SYMPTOMS OF COVID-19

(as described above):

If employees or workers are ill with any symptoms of COVID-19, they must stay home and self-isolate for 5 days. If they develop symptoms of COVID-19 while at work, leave the workplace immediately.



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Workers who suspect they may have COVID-19 should use the BC Self-Assessment Tool: <https://covid19.thrive.health> or call 811 for assistance and use a rapid test where they are available for use.

Sometimes people with COVID have a mild illness, but their symptoms may suddenly worsen in a few days. If your symptoms worsen or you become short of breath, call your physician for immediate medical attention. If you are unable to reach your regular care provider, seek care in a COVID-19 Assessment and Treatment Centre, Urgent & Primary Care Centre (UPCC) or a hospital Emergency Department.

If you test positive for COVID-19:

- Stay at home.
  - Do not go to work, school or public areas including places of worship, stores, shopping malls and restaurants.
  - Do not use public transportation, taxis or rideshares.
  - If leaving your home for medical care, call ahead and tell the medical facility that you are coming so they can prepare for you.
- Do not have visitors to your home.
  - It is okay for food deliveries to be dropped off outside of your home.
  - Keep away from seniors and people with chronic medical conditions.
- Avoid contact with others with whom you share a home.
  - Stay and sleep in a separate room away from other people in your home as much as possible and use a separate bathroom if you have one.
  - Ensure that shared rooms have a good airflow (open windows).
  - Do not prepare or serve food for others.
- Keep distance!
  - If you are in a room with other people, keep a distance of at least two metres and wear a mask that covers your nose and mouth.
  - Other people in the same room should also wear a mask over their nose & mouth.

### UPDATE 2022-01-07:

With vaccine doses transmission and severe illness is greatly reduced. Recent updates have dictated that a “Close Contact” – someone who has been in close contact with a confirmed or suspected case must self-isolate for 10 days only if they have not received 2 vaccination doses.

If they have had COVID-19 in the past 90 days, or if they have 2 or 3 doses of vaccine, they must “self-monitor+ for symptoms but may continue their typical activities.

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### **RETURNING TO WORK**

If symptomatic employees receive a negative COVID-19 test result and their symptoms have resolved then they may return to work provided they have not otherwise been directed by the regional health authority to self-isolate and if:

- **UPDATE 2021-01-07:** Current isolation mandate has changed - self isolation period has been amended to 5 days for anyone who has had COVID-19 in the past 90 days, or anyone with at least 2 vaccination doses, they may then return to work after symptoms have resolved.
- Anyone unvaccinated or a single dose must self-isolate for 10 days from onset of symptoms/or positive test and may return to work when symptoms have resolved.

Coughing may persist for several weeks, so coughing alone does not require you to isolate. If you are experiencing your usual symptoms of seasonal allergies, you do not need to self-isolate.

### **EMPLOYEE TRAINING**

Our employees will receive training in the following:

- The risk of exposure to COVID-19, and the signs and symptoms of the infectious disease.
- Safe work procedures to be followed, including hand washing, social distancing, cough/sneeze etiquette, and how to use PPE appropriately.
- Location of washing facilities, including dispensing stations for alcohol-based hand rubs.
- How to seek first aid.
- How to report an exposure to, or symptoms of, COVID-19.

### **HEALTH MONITORING**

Our employees will complete daily health screens currently provided daily via Google Forms and promptly report any symptoms of illness including symptoms of COVID-19 to Romex Canada's COO, Ashley Ward at 778-828-1761.

### **SCREENING PROCESS QUESTIONS**

Via the Google Form, employees will provide any businesses and business contacts they were in contact with from the previous day and answer the following questions in a manner that respects their privacy.

Each person will be asked 4 questions:

1. Are you CURRENTLY experiencing any of the following? Fever or chills / Cough / Difficulty breathing / Sore throat / Loss of sense of smell or taste / Headache / Extreme fatigue or tiredness / Diarrhea / Loss of appetite / Nausea or vomiting / Body aches?
2. Have you been in close contact with anyone in the past 5 days who has tested positive for COVID-19?
3. Have you been instructed by the Health Authority to isolate or monitor for symptoms?

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4. With which businesses (work related only) were you in contact, including specific people, on the last business day?

### **WHEN PHYSICAL DISTANCING IS NOT POSSIBLE**

Physical distancing means keeping a distance of 2 metres between workers, and it is mandatory in British Columbia and Ontario. On March 22, 2020, the BC Provincial Health Officer issued Guidance to Construction Sites Operating during COVID-19. The guidance states that, “Where possible, employees should maintain a distance of two metres apart from each other”.

If physical distancing is not possible while performing work tasks, you must control the potential exposure to COVID-19 by doing the following:

Consider whether or not the task is truly essential at this time:

- Can the task be delayed?
- Can it be safely done in another way?
- Can the number of workers involved be reduced?

Suggestions to reduce the risk of COVID-19 when physical distancing is not be maintained: This work should not be completed by those who are at higher risk of complications due to COVID-19. This includes:

- Workers who are over the age of 60.
- Workers with chronic health conditions including diabetes, heart disease and lung disease.
- Workers who are immunocompromised.
- Only workers who are considered to be at a lower risk of transmitting COVID-19 should complete this work.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

All workers who cannot maintain physical distance (2 metres) should use PPE including:

- Disposable N95 mask or similar, or half-face respirator with P95 or P100 filters or reusable/disposable 3-layer masks with close knit outer layers and an inside layer that acts as a filtration layer.
- Don't wear masks below the nose or chin; masks need to cover the nose and mouth.
- Keep your mask clean and dry. If the mask becomes wet, it's less effective at preventing the spread of droplets. Change masks as necessary.
- Don't remove your mask to cough or sneeze.
- Disposable nitrile gloves where applicable.
- Safety glasses where applicable.
- Fit testing must be completed for workers wearing a half mask respirator.
- Workers must be clean-shaven when using respirators/masks.

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- Use a plastic disposal bag for disposal of consumables (masks, nitrile gloves, cleaning wipes). Seal the disposal bag and store it with other garbage.
- Dispose of single use masks and Nitrile gloves after use in the disposal bag.
- Sanitize glasses and half mask respirators using disposable wipes. Dispose of disposable wipes in the disposal bag.
- When complete, store reusable PPE and coveralls (if used) in a storage room. Ensure no cross contamination between PPE belonging to different workers.
- If used, do not wear fabric coveralls home. Wash coveralls regularly.
- If fabric coveralls are not used, change clothing before going home. Bring work clothing home in a plastic bag and wash work clothing daily.

### **SANITATION**

- A handwashing or hand sanitizing station is easily accessible at the yard.
- Wash hands thoroughly when gloves are removed and at the end of the task for which less than 2 metres of distance is required.
- Wash hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with bare or gloved hands.
- When a task is completed, ensure the tools that were used are cleaned and disinfected.
- Clean and disinfect all high-touch surfaces in the area.

### **COVID-19 ENHANCED SURFACE CLEANING & DISINFECTION**

#### **HYGIENE PRACTICES**

During the COVID-19 Public Health Emergency, enhanced cleaning and disinfection should be used on worksites and in office spaces to reduce the risk of disease transmission.

In the event that a confirmed case of COVID-19 is present on site, a specialized biohazard remediation cleaning company should be contacted for professional disinfection.

Clean and disinfect all frequently touched surfaces. This includes but is not limited to:

- tabletops
- computer/keyboard/ mouse
- door knobs/handles
- light switches
- bathrooms
- re-usable PPE
- seatbelt buckles
- steering wheels
- control panels/dashboard
- trailer hitches

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- eating areas
- tools
- hoist gates
- stair railings

Cleaning and disinfecting should be done as often as possible and at a minimum at the beginning of the work day, before eating, between crew changes (if applicable), and at the end of the work day.

Avoid sharing tools and pens. Disinfect any shared items before sharing.

### **CLEANING:**

Removes visible soiling (e.g. dust, soil). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from a cleaning cloth.

### **DISINFECTING:**

Disinfecting kills viruses and bacteria. A disinfectant is only applied to objects, never on the human body. All visibly soiled surfaces should be cleaned before disinfection.

Most cleaning can be done using regular housekeeping best practices.

### **WHAT PRODUCTS SHOULD BE USED FOR DISINFECTION:**

- Use household or commercial disinfection products such as “Spray 9” (follow manufacturer’s instructions for disinfection), or a bleach solution (1 part bleach and 9 parts water).
- Do not mix bleach with ammonia or any other cleaning product.

### **DURING CLEANING/DISINFECTION:**

- If the surface is dirty, remove visible dust and debris and clean the surface using detergent or soap prior to disinfection.
- Follow disinfection product manufacturer’s instructions for disinfection.
- Wear nitrile gloves and any other PPE required while working with disinfectant products.

### **WHEN SHOULD YOU GET MEDICAL ADVICE?**

If you have any symptoms, isolate yourself from others as quickly as possible. Immediately call Ashley Ward (778-828-1761) and consult a health care professional or Public Health Authority. Describe your symptoms and travel history if applicable. Protect others from infection by washing your hands often and covering your mouth and nose with your elbow when coughing or sneezing. You must stay home and self-isolate if your health care provider and/or a test has confirmed that you have COVID-19 and follow their instructions.

For more information go to:

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- BC Centre for Disease Control (BCCDC). It has a toll-free phone line for up-to-date information about COVID-19 including travel advice, social distancing recommendations and access to federal and provincial support and services. It is open from 7:30 am to 8:00 pm, 7 days a week. The number is 1-888-268-4319 (1-888-COVID19). Information on COVID-19 guidance in BC is available on the BCCDC:  
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>
- Health Canada website:  
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>