



Lakeland Industry and Community Association

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COVID-19 BUSINESS PROTOCOL

The COVID-19 Business Protocol is a proactive, formal plan that helps staff safely return to suitable work and continue to limit the spread of the COVID-19 virus.

Effective February 9, 2022, the LICA office will continue to remain open to the public while adhering to the following protocols:

BUSINESS CONDUCT

- 1) Employees have the option to work remotely, when physical presence is not required, or work out of the office.
- 2) Employees and external visitors must adhere to AHS physical distancing and face mask requirements while in the office.
- 3) The front door shall have signage stating that LICA is open. Additional signage related to COVID-19 protocols will be in place at the front doors and at every handwashing station.
- 4) A plastic splash-guard barrier will remain in place at the front desk to serve as protection to our admin staff.
- 5) A designated sanitization station will be in place at the front door for all visitors and staff to stop and sanitize prior to entering the building.
 - a) Disposable face masks will be available at the front desk for those who do not have a mask upon entry of the building.
 - b) Office entrance/exit door handles and any surface contacted will be sanitized after public member exits the building.
- 6) In-person meetings will be permitted, as long as the above-mentioned guidelines are adhered to. LICA will also adhere to AHS indoor gathering restrictions, should any be imposed.
- 7) In efforts to minimize cross-contact:
 - a) doors are to remain open in storage rooms, board room, and kitchen,
 - b) staff are to use hand sanitizer prior to the use of high touch surfaces (i.e., printer, door knobs cabinet handles, light switches, etc.),
 - c) staff should practice good hygiene when possible, this includes
 - i) washing your hands regularly for at least 20 seconds, avoiding touching your face, coughing or sneezing into your elbow or sleeve, disposing of tissues appropriately.

- 8) The last staff member in the office should sanitize all surface areas prior to leaving the office, including the office doors upon exiting.

IN THE EVENT OF AN ILLNESS

LICA strongly encourages staff to stay home when feeling ill for the safety of the person infected and other staff members. LICA commits to supporting its staff by allowing the opportunity to work from home and enacting section 3.9.1.1 of the *Leaves of Absence and Sick Leave Policy* when necessary as response to the COVID-19 pandemic. Should an employee require additional sick leave beyond their accrued time, they may be granted extended paid leave upon the discretion of the Board of Directors. These requests will require a doctor's note.

- 1) In alignment with Public Health Recommendations:
 - a) Employees are legally required to adhere to the public health isolation requirements set forth by the Alberta Government (<https://www.alberta.ca/coronavirus-info-for-albertans.aspx>). A doctor's note is not required upon the completion of these requirements.
 - b) Should an employee contract any of the above-mentioned six core symptoms, they are not permitted to enter the office until the mandatory self-isolation requirements are met. The employee is expected to work from home, if able, and will be paid during self-quarantine regardless of workload.
 - i) Should a doctor's note be provided confirming that symptoms are related to a pre-existing illness or health condition, the employee may return to work immediately.
 - ii) Should the employee receive a negative COVID-19 result, they shall return to work upon resolution of symptoms.
 - c) If an employee contracts the following [secondary symptoms](#), they are not permitted to enter the office until the symptoms resolve. The employee is expected to work from home if physically able; however if unable to work employees may utilize their accrued sick pay. Select secondary symptoms include: Stuffy nose, painful swallowing, chills, headache, muscle aches, nausea, vomiting, diarrhea, conjunctivitis, and feeling unwell.
 - d) If an employee was exposed to a confirmed COVID-19 case, they are encouraged to quarantine for a minimum of 5 days and monitor for core symptoms. The employee is expected to work from home, if able, and will be paid during self-quarantine regardless of workload.
 - e) If an employee starts experiencing symptoms while at work, they must isolate themselves from others immediately, notify the Executive Director, and go home as soon as possible.
 - i) Employee must notify the Executive Director of all areas they have been in contact within the office to ensure that surface areas get disinfected.
 - ii) Executive Director will notify staff to remain at their stations until a thorough disinfection occurs.

Note: This protocol is subject to change upon further developments in the COVID-19 pandemic and release of Government recommendations and updates. Any public health measures instated by the Government of Alberta will be adhered to above the requirements outlined within this

policy. You may find information disclosed within this protocol on the Alberta Health Services [website](#).