

# COVID – 19

## Workplace Precautions



PCCA is deemed an essential service by the Government of Ontario since our company supplies drug ingredients to pharmacies across Canada. PCCA has implemented the following measures in accordance with government requirements:

### 1. **Travel Restrictions: All non-essential travel outside of Canada is restricted as per Federal)**

#### Government Travel Advisory

- a. Travel for work (by plane or car) is currently banned for all team members inside or outside of Canada.
- b. Team members who travel for work are working from home.
- c. To protect PCCA members and their patients, in-person visits to member pharmacies have been suspended at this time.
- d. Please notify your team leader of any personal travel outside of Ontario.
- e. Persons **returning to Canada from outside of the country must self isolate for 14 days** upon their return as per the Quarantine Act. These individuals are not be permitted in the PCCA building until isolation has been completed.

### 2. **Employees who are ill are not permitted in the workplace**

- a. If team members have symptoms they should stay home, and immediately notify your Team Leader and Human Resources via the Messaging queue, [HRgroup@pccarx.com](mailto:HRgroup@pccarx.com) or call Micheal Jones (mobile 713-430-6850).
- b. Team members should contact Public Health for advice on what they should do
- c. Team members should not be allowed to return to work until cleared for work by health authorities

### 3. **Exposure to COVID-19** – If you, a member of your household or anyone you've come into contact with has tested positive for COVID-19, stay home and **immediately** notify your Team Leader and Human Resources via the Messaging queue, [HRgroup@pccarx.com](mailto:HRgroup@pccarx.com) or call Micheal Jones (mobile 713-430-6850).

- a. If you've had direct exposure to COVID-19 and develop symptoms, stay home from work and follow the Guidance of the Ontario Ministry of Health to contact your primary healthcare provider or Telehealth Ontario 866-797-0000.
  - i. If testing is required, notify Human Resources and keep them updated on the results.
  - ii. You may return to work with **medical confirmation** that you are free from COVID-19
- b. If you've had direct exposure and have no symptoms, you are required to self-quarantine for two weeks.

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- c. Employees who have had close contact with individuals who reported exposure will be notified, removed from the workplace and advised to self-isolate for 14 days as per recommendations from Public Health.
- d. Any employee who are required to miss work due to COVID-19, you will be allowed to take any applicable leave or to use vacation, PTO in accordance with company policy.

The Federal Government has announced new and expanded measures and benefit programs for COVID-19. Please review our Employee Resources page for additional information on available benefits.

#### 4. Privacy

- a. The identity of employees who are ill or are confirmed case(s) will be protected to the extent possible
- b. PCCA may contact public health authorities for direction on identifying and reporting contact the infected team member had with co-workers
- c. If COVID-19 infection(s) originated within the workplace, PCCA may notify WSIB as required

PCCA has also implemented the following preventative measures to maintain a safe and healthy work environment:

1. **Physical Distancing:** (Stay 2 Meters/6.5 feet apart from each other) – To help us protect our health and safety, practice “Physical distancing” at PCCA:
  - Use Zoom or other online conferencing measures, if possible, when meeting with 3 or more team members. Face-to-face meetings are not recommended. If this is not possible, find a meeting area where participants can be 6 feet apart from one another.
  - Postpone or use Zoom/other online conferencing measures when possible for outside vendor meetings. We are trying to minimize the number of outsiders coming into our building.
  - Maintain social distancing of 6 feet apart in the Kitchen and any other group gathering areas within the building (i.e. Shipping Workstations, etc.).
2. **Regular Handwashing:** recommend every 30-60 minutes
  - a. Wash your hands with soap regularly for a minimum of 20 seconds.
  - b. Use available hand sanitizers (automated dispenser or bottled) after touching door handles, key pads, etc.

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3. **Temperature Checking: PCCA Canada** will be requiring mandatory temperature testing on the basis that the safety of the workplace and the safety of the public are priorities over the individual privacy rights of employees.
  - Results of employees' tests will be kept in the strictest of confidence; they should not be shared with other employees, except on a "need to know" basis. Employees with whom the information has been shared because they "need to know" are prohibited from disclosing it for unauthorized purposes. Medical records and notes related to COVID-19 will not be kept in an employee's personnel file, but in a locked and separate confidential file.
4. **Facility Cleaning – Additional Measures**
  - Daily Professional cleaning services
    - Frequency increased to daily cleaning of high traffic areas (i.e. bathrooms, lunchroom and all doorways)
    - Cleaning service has changed their procedure so that disinfecting happens AFTER surfaces are cleaned. Due to this change team members may notice surfaces may not appear as "shiny" and toilet seats will be left down.
  - Team members have been provided with disinfectant supplies and are encouraged to clean the workstations regularly.
    - Required at the beginning and end of each shift
    - Recommended every 2 Hours
5. **Work Remote Options (if applicable)**
  - Team members who can fulfill their job requirements from home have been set up to do so
6. **PCCA Events –**
  - In accordance with Ontario's ban on gatherings larger than 5 individuals, PCCA has cancelled or postponed:
    - All internal events until April 30
    - All Member/Customer Events until May 31
      - NAPRA: Journey to Compliance (April 2) – POSTPONED. We are currently working to secure a new date.
      - Autoimmune and Adrenal Support Symposium (April 3-4) – POSTPONED. We are currently working to secure a new date
      - Aseptic Training (Apr 29-May 1) – RE-SCHEDULED for October 21-23
7. **PCCA Products - Team Member Purchasing Suspended**
  - Due to a depletion of products needed by customers/members for patient use, we are temporarily suspending the ability of team members to purchase chemicals and devices directly from PCCA at this time.

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- This is being done until our inventory of certain products (including alcohol, gloves and facemasks) levels out.
- NOTE: PCCA bases and ProWellness will still be available to purchase as normal.
- If there is something specific you need, please email your need and the product part number to Amanda Cassel ([acassel@pccarx.com](mailto:acassel@pccarx.com))