

Wilde Advisory Group

Covid-19 Relaunch Plan

Our plan for Relaunch adheres to the requirements in the Orders from the Chief Medical Officer of Health. Under these orders, Wilde Advisory Group is required to:

1. implement practices to minimize the risk of transmission of infection among team members, clients and guests
2. provide procedures for rapid response if an attendee develops symptoms of illness
3. ensure that all team members, clients and guests maintain high levels of sanitation and personal hygiene

Team protocols

Minimize the Risk of Transmission:

- Team members are required to comply with daily screening requirements before entering our offices (see Appendix A – attached)
- Team members are required to hand sanitize whenever entering or exiting the building. Sanitization stations are available at both the front and back doors of our offices
- If you are feeling ill or have any Covid symptoms, you are required by Law to stay home and isolate. Any person who is a confirmed case of COVID-19 must be in isolation for a minimum of 10 days from the start of their symptoms, or until symptoms resolve, whichever is longer. Any person returning to Alberta after having travelled internationally, and any person who is a close contact of a person who is confirmed as having COVID-19, must be in quarantine for a minimum 14-day period.
- Team members are required to physical distance at least 2 metres. This applies to all common and meeting areas in the offices.

Rapid Response Plan if an attendee develops symptoms:

Any attendee that tests positive for COVID-19 is legally required to isolate for 10 days, or until symptoms resolve, whichever takes longer. Any team members coming in close contact to a confirmed COVID-19 case in the office is required by law to quarantine for 14 days.

In the event of a confirmed COVID-19 case in the office, we will follow the direction and protocols of Alberta Health Services for disinfection and cleaning.

Should a team member or other office attendee develop any Covid-19 symptoms (see Appendix A) they must immediately take the Alberta Health Services COVID self assessment. This can be found at the link below: <https://myhealth.alberta.ca/journey/covid-19/Pages/COVID-Self-Assessment.aspx>

Maintain high levels of sanitation and personal hygiene

- Team members are required to assess their wellness each day before entering the office. See Appendix A for a self-assessment checklist.
- Team members are required to disinfect their office or work area daily. This includes all high touch/shared surfaces such as:
 - ✓ Doorknobs
 - ✓ Light switches
 - ✓ Phone
 - ✓ Computer
 - ✓ Keyboard and mouse
 - ✓ Desk surface and drawer handles
- The Admin Team will disinfect common areas, reception, lunch room and kitchens daily.
- The Admin Team will disinfect meeting rooms immediately following attendance by a client or guest
- Cleaning and disinfecting products will be provided to all team members
- All team members and office visitors must adhere to the 2 metre distancing requirement. This applies to your workspace or office and any common areas. The common areas include the lunch room, kitchen and other areas where people can congregate. Note a maximum of 6 people at any one time are permitted and only while maintaining a 2 meter distance from others while in the lunch room.
- Masks are required to be worn when meeting with clients where 2 metre distancing is not possible. Clients will also be asked to wear a mask where distancing is not possible. Masks will be provided to Team members and clients.
- Any team member observing a non-compliance with these plans will notify Curtis Palichuk or Colette Miller so corrective action can be taken immediately.

Appendix A – Self screening for symptoms

| 1. | Do you have any of the symptoms outlined below: | YES | NO |
|----|---|-----|----|
| | Fever | | |
| | Cough | | |
| | Shortness of Breath/Difficulty breathing | | |
| | Sore throat | | |
| | Chills | | |
| | Painful swallowing | | |
| | Runny nose/nasal congestion | | |
| | Feeling unwell/fatigued | | |
| | Nausea/vomiting/diarrhea | | |
| | Unexplained loss of appetite | | |
| | Loss of sense of taste or smell | | |
| | Muscle or joint aches | | |
| | Conjunctivitis (Pink-eye) | | |
| 2. | Have you, or anyone in your household, travelled outside of Canada in the last 14 days? | | |
| 3. | Have you or your children attending the program had close unprotected* contact (face-to-face contact within 2 metres/6 feet) with someone who is ill with cough and/or fever? | | |
| 4. | Have you or anyone in your household been in close unprotected contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19? | | |
| | | | |

If you have answered “yes” to any of the above questions do not attend the office. Stay home and use the AHS Online Assessment Tool to determine if testing is recommended