



Supply Chain Solutions

SARS-COV-2 Response Plan

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SARS-COV-2 Synopsis

SARS-COV-2 or COVID-19 (known as Coronavirus), is an envelope virus consisting of a lipid bilayer¹. This is one of the easiest viruses to kill with the appropriate disinfectant methods ². Soap and water with a lather time of 20 seconds is sufficient to disrupt its lipid bilayer and remove the viral particles from a surface ³. Hand hygiene is, therefore, one of the most effective methods at preventing the spread of COVID-19 ⁴. SARS-COV-2 (COVID -19) is transmitted through both respiratory droplets and either direct or indirect contact with an infected individual ⁵.

Risk Assessment and Risk Analysis for Warehouse and Office Staff

COVID-19 Transmission Factors



Respiratory Droplets



Direct contact with
contaminated surfaces



Indirect contact with
contaminated surfaces ...

The three modes of transmission of SARS-COV-2 are:

- 1) Through contact with the virus via respiratory droplets from an infected individual. A respiratory droplet is a droplet formed by an infected individual after a sneeze or cough. Such droplets, however, are between 5-10um and cannot project more than 2 meters in distance ¹⁷.
- 2) Direct physical contact with an infected individual
- 3) Indirect contact with the virus by means of contacting a contaminated surface ⁶.

COVID-19 Minimizing All Risks for Warehouse and Office Staff



Hugging or shaking hands



Crowds or gatherings



Sharing food or utensils



Engaging in group activities or sports



Social Distancing



Coughing / Sneezing in your elbow or a tissue



Hand Washing with Soap for 20 sec



Hand Sanitizing Policy



Disinfecting all contact surfaces

COVID-19

Have you traveled outside Canada within the last 14 days?
Have you been in close contact with a confirmed or probable case of COVID-19?

Do you have a fever, or cough, runny nose, sore throat or shortness of breath?

If you answered YES to ANY of the above,

STOP and do not enter this site.



If you answered NO to ALL of the above:
You are free to enter.

Please wash your hands with soap and water or clean your hands with alcohol-based hand rub before and after your visit.

Note: if there are extenuating circumstances and you must gain access to this site, please call the Nurse at _____

Permitting ONLY Healthy Staff and Visitors to Enter

To minimize all potential risks to the employees from SARS-COV-2, the following procedures and policies are in place:

- Proper hand washing techniques with soap for 20 seconds and proper hand sanitization techniques with the use of a minimum alcohol content of 60% are two key steps in minimizing employee risks to the virus from potentially contaminated surfaces ⁷. This step is critical especially before eating and touching of any sensitive areas such the eyes, nose and mouth.
- Sanitization of contact surfaces, especially in high traffic areas, such as those of door knobs, tables, handles, equipment, etc., have also been implemented to minimize an employee's exposure risk to the virus from potentially contaminated surfaces ⁸.
- Other procedures in place to minimize an employee's exposure to the virus includes enforcement of proper coughing and sneezing etiquette (i.e. in the elbow or tissue) and washing of hands thoroughly after by an employee ⁹.
- Removal of communal inanimate items throughout the facility such as pens, cutlery, etc ¹⁰
- Enforcement of entry policies into all facilities by only healthy non-symptomatic individuals is also in effect to maximize the sterility of the work premises.
- Use of additional PPE's such as gloves are available to employees as an extra measure of protection, but are not necessary since employees are practicing proper hand washing and hand sanitizing techniques
- Social distancing is also an enforced policy requiring all staff and visitors on the premises to maintain at least a 2-meter distance from all individuals on that premises

Based on cleaning, sanitization and disinfection policies throughout all facilities, in combination with policies as outlined above, the risk to the employees for contracting COVID-19 on work premises is low¹¹.

Transmission of COVID-19 is acquired either through direct or indirect contact with droplets from an infected individual to eyes, nose or mouth of a person or by touching of contaminated surfaces by a person and the transference of the virus to the eyes, nose or mouth of that person ¹².

Social Distancing



Social distancing is one of the key factors in assisting with the prevention of transmission of the virus through person-to-person contact and respiratory droplet transmission ¹³. Social distancing of at least 2 meters also ensures respiratory droplet particles from an infected individual do not contact the eyes, nose or mouth of any other persons in the near by vicinity. Please maintain a distance of at least 2 meters from all individuals at all times to minimize your risk of exposure.

Additional Sources of Contamination

- Any external source may be treated as a potential source of contamination
- Asymptomatic COVID-19 employee entering work premises

Policies and Procedures to Minimize Risk from Additional Sources

- Employees must wash hands using “Proper Hand Washing Techniques “with soap for at least 20 seconds as a decontamination protocol prior to eating and touching of sensitive areas such as their nose, mouth and eyes, which are the entry points of the virus from physical contact surfaces ¹⁴.
- Employees must also sanitize their hands frequently and before eating and touching their nose, mouth and eyes as a decontamination protocol ¹⁵.
- Employees must use proper coughing and sneezing techniques to prevent the transmission of the virus through projection of respiratory droplets ¹⁶.
- Employees must also practice social distancing as described above to prevent transmission of the virus through droplet and contact means. A respiratory droplet will not project more than 2 meters.
- Employees and visitors must not enter facility if experiencing flu-like symptoms.
- Sanitization and disinfection protocols of contact surfaces throughout the facility also ensures contact surfaces maintain sterility.
- Above practices ensure risk is minimized from contracting the virus either through contact or droplet route from any and all potential sources including both external and internal to the facility.

Disinfection of Potentially Contaminated Areas Post COVID-19 Confirmed Case
Of an Employee on Work Premises

A strategic plan to disinfect an office space and warehouse after detection of an employee with a positive COVID-19 result on a workplace premises would be as follows:

The employee will:

- 1) Notify employer of a confirmed positive COVID-19 test result or
- 2) Public Health will inform employer of an employee with a positive COVID-19 test result

The employer will:

- 1) Speak with the effected employee to identify who he/she may have been in close proximity with (less than 2m) for a period of ten minutes or longer. Attempt to ascertain whether any other activity the employee the employee was engaged in may have put fellow employees at risk (. i.e. using communal articles like vending machines without washing hands first.
- 2) Any employees identified in step one will be sent home and asked to self-quarantine for a minimum of 14 days.
- 3) Disinfect and sanitize a work premises through either contracting of a local cleaning services provider or through other sources such as an in house sanitation team
- 4) Disinfection of all contact surfaces must be conducted using disinfectant solutions as indicated by Health Canada for effective eradication of the virus. Use only disinfectants that have a Drug Identification Number (DIN) ⁷.
- 5) Disinfection of a warehouse facility and contact surfaces such as those of equipment must be conducted using ONLY permitted disinfectants by internal SQF policy, such as Chlorine at 200 ppm minimum. All chlorine residue must be removed from equipment after disinfection using potable water from contact surfaces of equipment. Note: Contact surfaces include steering-wheel of a fork-lift, door knobs, etc.
- 6) Employees that have had greater than 2-meter contact distance or less than 2-meter contact distance and less than 10-minute contact time with the confirmed individual, will be allowed to return to work.

Disinfection of Potentially Contaminated Areas Post COVID-19 Suspect Case
Of an Employee on Work Premises

The employee will:

- 1) Notify the employer.

The employer will:

- 1) Notify the employee to self isolate and contact local Public Health for advise
- 2) Notify employees and staff of the situation
- 3) Disinfect and sanitize work premises or a specific affected area.
- 4) Employees that have had greater than 2-meter contact distance or less than 2-meter contact distance and less than 10-minute contact time with the suspected individual, will be allowed to return to work. Employees that have had less than 2-meter contact distance with the suspected individual for greater than 10 minutes may be given the instruction to self-isolate.

Note: Disinfection of all contact surfaces on all equipment should be conducted by using ONLY permitted disinfectants by internal SQF policy, such as Chlorine at 200 ppm minimum, inside the warehouse facility. All chlorine residue must be removed from equipment after disinfection using potable water from contact surfaces of equipment. Note: Contact surfaces include steering-wheel, of a fork-lift, door knobs, etc. Please consult the plant supervisors before a sanitization or disinfection step inside the warehouse facility for further assistance.

A suspected or confirmed individual is anyone who ¹⁹.

Suspect case

A. A patient with acute respiratory illness (fever and at least one sign/symptom of respiratory disease, e.g., cough, shortness of breath), AND a history of travel to or residence in a location reporting community transmission of COVID-19 disease during the 14 days prior to symptom onset.

OR

B. A patient with any acute respiratory illness AND having been in contact with a confirmed or probable COVID-19 case (see definition of contact) in the last 14 days prior to symptom onset;

OR

C. A patient with severe acute respiratory illness (fever and at least one sign/symptom of respiratory disease, e.g., cough, shortness of breath; AND requiring hospitalization) AND in the absence of an alternative diagnosis that fully explains the clinical presentation.

Probable case

A. A suspect case for whom testing for the COVID-19 virus is inconclusive. a. Inconclusive being the result of the test reported by the laboratory.

OR

B. A suspect case for whom testing could not be performed for any reason.

Confirmed case

A person with laboratory confirmation of COVID-19 infection, irrespective of clinical signs and symptoms.

Definition of contact

A contact is a person who experienced any one of the following exposures during the 2 days before and the 14 days after the onset of symptoms of a probable or confirmed case:

1. Face-to-face contact with a probable or confirmed case within 1 meter and for more than 15 minutes;
2. Direct physical contact with a probable or confirmed case;
3. Direct care for a patient with probable or confirmed COVID-19 disease without using proper personal protective equipment¹; OR
4. Other situations as indicated by local risk assessments.

References:

1. 2.

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