

Staying Safe during COVID-19

Quick Facts & Reminders

November 16, 2020

Wear A Mask, Control the Spread!

Over the past few weeks there has been a rise in the number of COVID-19 cases in our communities. In response to this increase, there are new measures and recommendations put in place to slow the spread of the virus. The purpose of this document is to help explain and reinforce new and existing measures that affect our employees. The most current information about COVID-19 can be found in the [Employee Guide](#) on [onecity](#) or [edmonton.ca](#)



Mask Requirements for Employees:

- Employees are required to wear a face covering if they are in a public area and there is no physical barrier such as plexiglass available to add another layer of protection. Employees working behind a plexiglass barrier (such as a scalehouse or cash desk) may choose not to wear a face covering as long as they are maintaining physical distancing from other employees.
- Employees may choose not to wear a face covering if outside and are physically distancing from others.
- Employees working in an indoor/outdoor facility (such as an Eco Station) are required to wear a mask while inside the facility, but may choose not to wear a mask if they are able to maintain physical distancing from other employees and members of the public while working in the outdoor part of the facility.
- Employees will need to mask when arriving at their work location, using the elevator and stair wells, accessing shared spaces such as washrooms and lunchrooms, and while riding in personal or city vehicles with others.

Mask Recommendations:

- Alberta Health and Health Canada now recommend **non-medical masks, homemade and purchased cloth face coverings** be made of **three layers** with one of the layers being of filtering materials.
- Employees at the City of Edmonton are permitted to continue to wear two-layer masks, however, a three-layer mask is strongly encouraged. Single-layered face coverings such as bandanas and scarves are no longer permitted in the workplace where masks are required as a COVID-19 safety measure.

Here's a [FAQ](#) and a [Face Mask Quick Reference Guide](#) to help answer many of these questions. Please reach out to your supervisor for more details.

Complete the Pre-Shift Screening Checklist - Daily

What is a COVID-19 Pre-Shift Screening Checklist (PSC)?

It is important to reduce the risk of someone coming to work that may have COVID-19. The self screening checklist is a quick and convenient way for you to screen for any symptoms of COVID-19 **prior to your shift.**

Who needs to complete pre-shift checklists ?

All employees working at City of Edmonton sites are required to complete a pre-shift screening prior to starting their shift. For example, prior to leaving to work from home, an employee would complete the pre-shift screening checklist and determine if they are fit for work.

Where can I find the COVID-19 Pre-Shift Screening Checklist?

The COVID-19 Pre-Shift Screening Checklist can be found on [onecity](#) and in our [Employee Guide](#).

The checklist is available in both:

- [Printable Form](#) (8.5 x 11)
- [Electronic Form](#) (can be completed through a desktop, tablet, or smartphone)

Updates on Contract Tracing

As of November 5, Alberta Health Services will only notify close contacts of cases of COVID-19 for health care workers, minors, and those who live or work within areas with shared amenities such as cooking, dining, laundry and washrooms.

If you have been notified that you have tested positive for COVID-19, Alberta Health Services requires you to notify your own close contacts of exposure. More information on the new [Contract Tracing Notification Process](#) and close contacts can be found on the [AHS website](#).

The City of Edmonton will continue to conduct an internal contact tracing process for employees. If an employee tests positive for COVID-19, close contacts at work will be notified, but the individual is responsible for notifying any others in their personal and social network.

Reminders about Public Health Measures

Remember that COVID-19 controls don't start or end when you are at the workplace. There are measures we can put in place in our personal lives, similar to measures that have been put in place at work.

Targeted Public Health Measures (November 13 - 27)

On November 12, the Government of Alberta announced a new set of targeted, time-limited public health measures to limit the spread of the virus. In Edmonton, these new measures include:

Community Specific mandatory measures:

- Ban on indoor group fitness classes and team sport activities
- Ban on indoor group performance activities including singing, dancing and theatre

Mandatory measures:

- Restaurants, bars, lounges and pubs must stop liquor sales by 10pm and close by 11pm
- 15-person limit on social and family gatherings - indoors and outdoors - where people are mixing and mingling.
- 50-person limit on indoor and outdoor wedding ceremonies and funeral services.

Voluntary measures:

- No social gatherings inside your home or outside of your community. Instead, socialize outdoors or in structured settings, like restaurants or other businesses that are subject to legal limits and take steps to prevent transmission.
- Limit of 3 cohorts: your core household, your school, and one other sport or social cohort. Young children who attend child care can be part of 4 cohorts.
- Wear a mask in all indoor work settings, except when alone in a workspace or an appropriate barrier is in place.
- Employers in office settings should implement measures to reduce the number of employees in the workplace at one time.
- Faith-based gatherings limited to 1/3 capacity at one time.

For detailed information on these targeted public health measures, visit [COVID-19 info for Albertans](#).