

Artistic Skylight is committed to providing a safe and healthy work environment for all its employees. As such, we have introduced protocols to address situations in relation to the Coronavirus/COVID-19.

To try and do our part in preventing this disease to spread, workers who are ill or displaying symptoms of the virus (cold or flu), we ask that they stay home and monitor their well-being.

Prevention starts with:

- No hand shake policy – verbal greetings ONLY
- Avoid contact amongst workers (i.e. high fives/ sharing items)
- Frequent hand washing throughout the day (wash for at least 20 seconds with soap and warm water)
 - o Use hand sanitizer if soap and water are not available
 - o Avoid facial contact with un-washed hands
- Sanitizing high-touch surfaces, such as:
 - o Desks
 - o Phones
 - o Kitchens
 - o Computers
 - o POS machine
 - o Printers
 - o Hand tools
- Cough/sneeze into arm instead of using your hand

Symptoms may include:

- Fever
- Cough
- Difficulty breathing
- Pneumonia in both lungs

How Coronavirus Spreads:

Human coronaviruses cause infections of the nose, throat, and lungs. They are most commonly spread from an infected person through:

- Respiratory droplets generated when you cough or sneeze
- Close, prolonged personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touch your mouth, nose or eyes before washing your hands

Current evidence suggests person-to-person spread is efficient where there is close contact.

We ask that employees educate themselves by visiting www.canada.ca/covid19