



## EMPLOYEE COVID GUIDELINES FOR ESSENTIAL IN-HOME SERVICES

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As we remain committed to protecting all staff, please note the following WEDCO COVID-19 regulations for any in-home services. Please note, tenants are sent this information in advance of any work scheduled.

- All calls will be screened to assess potential exposures and circumstances before worker entry.
- All calls will be screened to ensure they are for emergency work.
- There will be a mandatory list of health/COVID related questions that must be answered by tenant prior to any work being scheduled.
- Disinfectants and sanitizers will be provided to wipe down work area and tools before and after use.
- Masks and gloves must always be worn properly. \*Properly: covering mouth and nose.
- Avoid touching of face until hands have been thoroughly washed and PPE is removed.
- No hand shaking upon greeting. Social distancing (6 ft minimum) should be adhered to upon entry and throughout the visit.
- For contract tracing purposes, the only persons that are allowed in the unit whilst you are in the premises, will be registered lease occupants i.e., no neighbors or other visitors. Should this not be adhered to you are to contact your Manager for guidance.
- Tenants will be informed that they cannot be in the same room as the work is being completed. If tenants do not comply, leave the unsafe work environment, and call Manager for further guidance.
- If possible open windows and doors for fresh air circulation in work area.
- Properly remove and dispose of gloves, masks, and any sanitization wipes used after each use.

We have put these important health and safety measures in place to ensure each employees' safety. However, it is the employee's responsibility to adhere to them.

Kind regards,

**WEDCO Management**