



AQUATIC  
Informatics

ONE WATER.  
PLATFORM.

## COVID-19 Response

### Aquatic Informatics Safety Plan

August 7, 2020

WATER DATA MANAGEMENT SOFTWARE.



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## General Policies

### Policy For Individuals Returning To The Office

***At Aquatic Informatics, we will ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace. Those include:***

1. Anyone who has had symptoms of COVID-19 in the last 14 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
2. Anyone directed by a government organization (i.e. Public Health) to self-isolate.
3. Anyone who has arrived from outside of their home country or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
  - With regards to domestic travel we will continue to monitor and follow the advice of local authorities.

### Covid-19 Vulnerable Populations

While we are all at risk of contracting an illness there are those populations who are at higher risk due to various underlying health, social, or economic factors. These vulnerable populations may be at higher risk for developing more severe illness and/or resulting complications from contracting COVID-19.

***Aquatic Informatics requests that if you or anyone inside your household or extended ‘bubble’ have one of these comorbid conditions or risk factors, that you not come into the office:***

***Based on current information, those at high-risk for severe illness from COVID-19 are:***

1. Adults 65 years of age and older
2. People who live in long-term care facilities or nursing homes

***People of all ages with underlying medical conditions especially if those medical conditions are not well controlled. Such medical conditions include:***

3. Chronic lung disease which includes moderate to severe asthma
4. Heart conditions
5. Hypertension
6. Diabetes
7. Chronic kidney disease and undergoing dialysis
8. Liver disease

***People who are compromised. Many conditions can cause a person to be immunocompromised such as:***

9. Cancer treatment
10. Bone marrow or organ transplants
11. Immune deficiencies
12. HIV or Aids which is not well-controlled
13. Prolonged use of immune weakening medications such as corticosteroids

14. People with severe obesity

***Various social and economic conditions may also create vulnerability for higher risk of contracting COVID-19. Please use your discretion in determining if any of these factors should require that you work from home. These may include:***

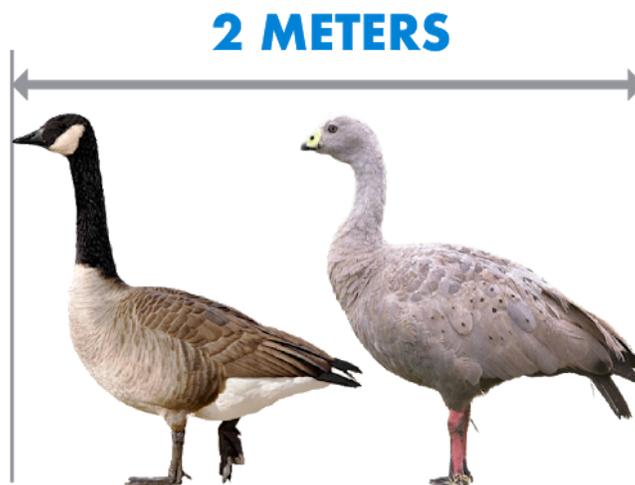
15. Problems with communicating such as difficulty with reading, speaking or comprehension
16. Difficulty in accessing medical care or advice
17. Difficulty in executing preventative measures such as covering coughs and frequent hand washing
18. Needing ongoing support or supervision for maintaining independence
19. Difficulty in accessing public transport
20. Financial difficulties
21. Social and geographic isolation
22. Poor or nonexistent housing conditions

## Physical Distancing And Spatial Safety Policy

A floor plan has been developed which creates a two (2) metre physical distancing between team members wherever possible. This plan requires staggering people at workstations, limiting occupancy in shared spaces and implementing well-defined borders showing 2m distances as required.

Please respect the posted guidelines/posters for meeting room occupancy, and continue to hold larger meetings virtually. If your meeting is larger than the room occupancy, attendees over the limit can dial into the meeting virtually.

If shifts are needed, desks that are unoccupied during Team A's shift will be used during Team B's shift, to prevent desk and equipment sharing.



## Arrival/Departure Policy

1. Use the designated door for entry and designated door for exit (if required)

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2. Use either the sanitization stations or wash your hands upon entry and exit
  3. Prior to starting your day, sanitize your work station. At the end of the day, do the same prior to leaving the office. Further instructions on how to clean your workstation have been provided to all employees.
  4. Follow directional guidelines while traveling around the office

## Visitor Policy

Limiting the number of visitors to the office is a recommendation from WorksafeBC. There is no limit prescribed, but the number of visitors should be restricted so the limit of 50% of the regular in the office is not exceeded.

Please encourage virtual meetings, outdoor meetings or smaller meetings whenever possible to limit the amount of visitors to the Aquatic Informatics office.

Visitors are required to sign-in upon entry and provide their phone number and date of visit for contact-tracing purposes. They are also required to wear masks when in the office.

## In-Office Safety Policies

Physical distancing measures, PPE (in designated areas) and occupancy limits are **mandatory** for those who choose to work in the office. Training for these policies will be provided for all team members and signage will be posted throughout.

## Developing Symptoms At Work, And Self-isolation Policy

Symptoms of COVID-19 can come on unexpectedly. If a team member is feeling ill at work, the following steps will be taken:

1. If you feel sick, or are feeling COVID-like symptoms do not come into the office, stay home. This also applies if someone in your household has symptoms. If you start to develop symptoms at work:
2. Should you feel any COVID-like symptoms, even mildly, report to the Pandemic Response Team and management immediately
3. Sick staff should be asked to wash or sanitize their hands, provided with a mask, and isolated in the designated quarantine zone. The team member will be asked to go straight home and consult a tool such as the [BC COVID-19 Self-Assessment Tool](#)
4. Head home to self isolate and get tested as soon as possible. We will reimburse your Taxi/Uber/Lyft home so that you can get home safely. To find an approved testing center in Vancouver please go [here](#).
5. If the worker is severely ill (e.g., difficulty breathing, chest pain), 911 will be called.
6. Any surfaces that the ill worker has come into contact with will be immediately cleaned and disinfected.

## Additional Information

For a full list of COVID-19-related policies, please contact Aquatic Informatics at 1.877.870.2782 or by email at [info@aquaticinformatics.com](mailto:info@aquaticinformatics.com).