

Destination Toronto
COVID-19 Health & Safety Procedures
DRAFT August 2022

Destination Toronto will provide a COVID-19 Safe environment for all employees working in our office and for all work-related events and activities.

All employees are required to comply with our [COVID-19 Vaccination policy](#).

COVID-19 Health & Safety Procedures for Work:

All employees must also adhere to the following COVID-19 Health & Safety Procedures:

- Provide proof of COVID-19 vaccination to HR.
- Schedule their workspace in the office through the HIVE App prior to entering the office
- Complete the mandatory pre-screening questionnaire on the HIVE App prior to working in the office.
- Do not under any circumstances attend work at HQ or if you have answered YES to any of the questions.
- Do not under any circumstances attend work at the office or meeting if you are feeling unwell.

COVID-19 Health & Safety procedures will be displayed throughout our office:

- Face Coverings: it is optional to wear a face cover when attending work in HQ. Should a colleague or guest choose to wear a mask it is important to be respectful.
- Face coverings when attending a meeting remotely are optional for the employee to wear; unless there is a request or local public health guideline that requires face coverings. When attending a meeting in a remote location employees should follow all local public health guidelines.
- Practice Good Hygiene:
 - Wash your hands; there will be hand sanitizing stations all throughout the office.
 - Cough or sneeze in your elbow.
 - Avoid touching your face

Cleaning work surfaces: Our office and work surfaces will be cleaned regularly to maintain safety. For additional protection, we recommend that each staff member disinfect the work surface upon arrival. Disinfecting cleaning products will be available throughout the office to clean their work surfaces.

If an employee is diagnosed with COVID -19 through a PCR or rapid test:

- Self-isolate as advised by your regional public health authority.
- Access to the office, and attendance at any work related events, is not permitted for a minimum of 5 days after first testing positive.
- Employees are permitted to return to the office, or attend a work related event after 5 days, provided that symptoms have cleared and a mask is worn at all times until day 10 after first testing positive.
- While not required, we ask that you notify Human Resources.
- If the employee is unable to work due to COVID-19, schedule a sick day in ADP.
- If you acquired COVID-19 through workplace exposure and need to seek healthcare, please let HR know.
- Human Resources may notify any other contacts of the employee that they may have come into contact with a positive case of COVID-19, ensuring confidentiality as much as possible.

Developing Symptoms at Work:

If you develop even mild symptoms while at work:

- Separate yourself from others.
- Contact your manager by phone, text, e-mail or chat to say you are off ill.
- Disclose any equipment you used, items you handled, or surfaces you touched.
- Return home and follow recommendations of the local public health authority for isolation and testing. Do not return to work until your public health authority advises it is safe to do so.

Work-Related Travel

For work-related travel, please follow the below guidelines:

- Review the government of Canada's travel advice, advisories, and restrictions before you travel;
- Confirm requirements for your destination around testing and quarantine, acceptable vaccinations, and proof of immunization, as countries and provinces have different restrictions around vaccination coverage and isolation requirements;
- Follow recommended public health measures during travel and when you arrive at your destination.

Destination Toronto will continue to follow all applicable Health & Safety Guidelines as set out by the Province of Ontario and the City of Toronto. The guidelines are subject to change from time to time throughout the COVID-19 pandemic.

Last Updated: August 2022