

COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

Business name: HTM Insurance

Date updated: December 23rd

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Work from home where available
- Only absolute essential contact with policyholders in claims situations
- No offsite loss prevention activities
- Limited access from public (screening required when entering our building)
- Keeping up-to-date with Health Guidelines
- Communicating with all staff regularly

How we're screening for COVID-19

- COVID Questionnaire
- Temperature check at entrances

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- Work from home
- Reduced density in the office
- Posted signs in areas showing maximum capacity
- Plexiglass and other barriers
- Location of active workstations

Cleaning

- Three cleanings per week
- Stronger chemical cleaning bi-weekly
- Filters upgraded and replaced more frequently

Other

- Masks required when away from your desk / workarea

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- We will use the COVID questionnaire log to determine anyone exposed in the office
- Those with potential exposure will be requested to self-isolate until the COVID test results are available
- In the event of a negative test response, a minimum 5 days of isolation will be required before returning to the workplace from the potential date of exposure
- In the event of a positive test, self-isolation for 14 days or a negative test and self-isolation for 7 days will be required
- The office will be vacated for 48 hours and cleaners will be asked to do a cleaning with the stronger chemicals
- Employees, not exposed, may be required to attend the office after the cleaning and 48 hour waiting period to complete essential services for the company

We encourage open dialogue regarding potential exposure to COVID. We can't live in a completely risk free environment, so getting COVID can happen to any of us. Let's look out for one another so we can take the appropriate precautions.

How we're managing any new risks caused by the changes made to the way we operate our business

- Management meets regularly
- Input from all employees is welcome
- Information from public health authorities, OMIA and our fellow mutuals is monitored

How we're making sure our plan is working

- Management reviews the outcome
- Monitor customer input (policyholder / broker / service provider)