

Updated COVID-19 Health and Safety Guidelines

Effective: January 3rd 2022

In an effort to limit the spread of COVID-19 within Waterloo Wellington Flight Centre (WWFC) and to ensure the continued health and safety of all employees and clients, WWFC has implemented several cleaning and sanitization stations, daily fogging, a vaccination policy, as well as masking and daily screening requirements.

With the new surge in cases due to the Omicron variant combined with the changes from Public Health on testing and isolation, it is now necessary to have specific and clear guidance for both employees and clients of WWFC.

1. Not Tested

If you are feeling unwell and experiencing any of the following symptoms that are new/worsening or not related to other known causes or conditions:

- Fever or chills
- Cough or barking cough
- Shortness of breath
- Decrease or loss of taste or smell
- Muscle aches or joint pain
- Extreme tiredness
- Sore throat
- Runny or stuffy/congested nose
- Headache
- Nausea, vomiting and/or diarrhea

Stay home for 5 days until your symptoms have cleared for at least 24 hours. The 5 days start from the date symptoms began. **You do not need to get tested.** However, self isolation is recommended for you and your household members (regardless of vaccine status) if anyone in your household is symptomatic. You could be carrying the virus without knowing it and spreading it to people in your community and workplace.

2. Contact with a Positive Case

If you've been exposed to someone with symptoms of COVID-19 or who has received a positive test result but have no symptoms, you do not live with the positive case and are otherwise healthy, self-monitor for symptoms for 10 days after your last exposure. **You do not have to isolate** unless you develop symptoms.

3. Tested Positive

If you tested positive: (either PCR or rapid test), stay home for 5 days. The 5 days start from the date you took the test (if no symptoms) or when your symptoms began (whichever is sooner). Members of your household will also need to stay home during the period of isolation.

If you live with someone who has symptoms of COVID-19 or has tested positive for the virus, **you must isolate** for the same amount of time as the positive case, regardless of your vaccination status.

4. Contact Tracing at WWFC

Public Health will no longer follow up directly with any cases or contacts identified in workplaces or public. Instead, cases will be advised to notify their workplaces and other settings themselves.

WWFC asks that all employees and clients inform us immediately of any illness or contact by completing the exposure form and emailing it to sspry@wwfc.ca.

Once WWFC has been made aware of a case, we will:

- Identify employees and clients who have had high-risk close contact with the case and notify them
- Provide guidance on testing, self-isolating and self-monitoring to the affected person(s)
- Will follow up with each case to ensure a safe return date

We acknowledge that this information can be confusing and rapidly changing at times. We continue to monitor the situation carefully and want to ensure that WWFC remains open and operational while taking the health and safety of all our staff and clients into full consideration.

As this pandemic continues to evolve, we appreciate all our employees and clients' commitment to sharing of information and adherence to safety measures. However, WWFC recognizes that the information shared is confidential and will not be published or shared.

For more information or clarification, please contact Bob Connors, General Manager bconnors@wwfc.ca or Sarah Spry, Associate Manager sspry@wwfc.ca. 519-648-2213