### << FARM NAME >> PANDEMIC FLU AND OTHER INFECTIOUS DISEASE POLICY

1. PURPOSE

The purpose of this Policy is to protect workers health and well-being during a flu or other infectious illness pandemic while ensuring << FARM NAME >> has ability to maintain essential operations and continue providing essential services.

### 2. DEFINITION

Pandemic means an outbreak of the flu or similar illness. A pandemic can pose a serious threat to public health and our economy and potentially cost millions of dollars in productivity losses resulting from absenteeism, payouts of sick leave or workers' compensation, lost sales, disrupt transportation and communication services, and interfere with delivery of necessary goods and services.

### 3. ESSENTIAL TASKS/WORKERS

Our farm has identified essential tasks and workers whose jobs are important to its continued operation in emergencies and expects only essential workers to be available for work during a pandemic. Our farm acknowledges there is a possibility even essential workers or a large percentage of workers can become sick and not able to work or reach the farm because of conditions beyond their own control. The farm has made back-up arrangements to ensure essential tasks are completed if essential workers are unable to perform their duties.

### 4. PUBLIC ACCESS RESTRICTONS

During a pandemic, local, provincial, or federal authorities might stop or limit access to and use of public services and public transportation; close or prevent access to buildings or public highways; isolate or quarantine buildings' occupants; and prevent inter- or intraprovince delivery of goods and services. Our farm cannot predict and has no control over such authorities' actions and acknowledges our legal duty to comply with outside authorities' orders but we are prepared to continue essential operations on the farm if possible.

### 5. INFECTION-CONTROL

Our farm will take steps to stop the spread of infection on farm and recommends measures workers can take to protect themselves off farm and encourages all workers to discuss their specific needs with a family physician or other appropriate health or wellness professional.

On the farm, hand washing facilities, antiseptic hand cleansers/towelettes and other hygiene items such as disposable gloves are available for all workers.

Workers must limit physical contact with each other through physical distancing and avoiding large groups or crowds.

Hard and soft surfaces must be cleaned and disinfected according to their use. The more frequent the use, the more frequent the cleaning and disinfecting is required. All shared tools, vehicles, machinery, and equipment must be disinfected between users.

6. Sick Workers

Any worker with flu symptoms, contracts the flu, or has been exposed to anyone infected is expected to stay home and seek medical attention as necessary and appropriate. The farm expects such workers to notify their supervisor as soon as possible. Infected workers may require isolation and/or quarantine.

7. Vaccinations

Our farm may require all essential workers to maintain up-to-date vaccinations. We require essential workers to provide certification that they have obtained the necessary inoculations.

Our farm is also entitled under our province’s pandemic and emergency health preparedness laws to receive from health care providers medical information related to employment-related health care services, such as inoculations, provided to workers at the farm’s request and expense when such information is needed to process insurance claims Our farm maintains the confidentiality of all such worker medical information in accordance with applicable personal and medical privacy laws.

### 8. MANDATORY WORKER TRAINING

All workers are required to attend initial or refresher training annually to become informed about what to do when a flu outbreak occurs. Training will cover topics such as flu shots, symptoms and health effects of the flu, treatment, resources, contacts, procedures for reporting exposure, proper use of provided personal-protection equipment; proper hygiene on the farm and at home, and communications.

Training may include a safety meeting developed to test workers' understanding of emergency response procedures. The farm owner is responsible for recording and maintaining documentation on every worker's participation in required training. The plan will be reviewed and tested annually to ensure its validity. Any deficiencies found in the plan will be corrected immediately.

### 9. PPE

Our farm maintains adequate supplies of recommended personal-protection equipment, such as masks, eye protection, gloves, hand wash stations, and hand sanitizer, which the farm may require workers to use. All workers will be trained on the proper use of personal-protection equipment and dialogue between supervisors and workers is encouraged.

### 10. MAINTENANCE ON THE FARM

Equipment and machinery are regularly inspected for the need of maintenance, repair, or replacement to maintain the farm in top condition. Our farm approves the installation or use wherever possible of improved equipment, machinery, or cleaning methods to guard against the spread of infection on the farm and off the farm such as in fields.

### 11. WORKER LEAVE & PAY

In the event of a pandemic, the farm allows nonessential workers immediate administrative leave. Workers may qualify for employment insurance benefits while absent from work due to a pandemic illness. The farm will monitor emergency conditions daily to determine how long administrative leave must continue and, following consultation with outside authorities, advises workers when to expect to return to work.

### 12. FAMILY & MEDICAL LEAVE

Medical leave is available to any workers who fall sick with the flu or must be absent from work to care for an infected family member, in accordance with the applicable employment standards laws of Nova Scotia. Workers in need of leave must let their supervisor know as soon as possible.

### 13. BUSINESS TRAVEL

All reasonable efforts will be made to eliminate the need for travel by taking advantage of technology. Generally during a pandemic, travel is immediately suspended and limited to a select group of essential workers who have obtained travel authorizations. Essential workers who contract the pandemic virus while traveling anywhere on the farm’s behalf may be eligible for workers' compensation benefits.

14. EMERGENCY CONTACT INFORMATION

Workers must notify the owner of the farm changes in emergency-contact information within two weeks of a change. Workers who have children or care for elderly relatives, should identify individuals they can depend on if the workers themselves become sick at work and must be isolated. The farm owner will verify workers emergency contact information twice a year. The farm is required to maintain an up-to-date emergency-contact list on farm and off site.

### 15. SPECIAL NEEDS AND ACCOMMODATIONS

Workers are required by law to notify the farm owner about medical conditions that could be compromised because of a pandemic.

We urge such workers to let their supervisor know in order to prepare any special medical expertise you might require if you become severely sick on the job. The farm will maintain the confidentiality of any information provided, making it available solely on a need-to-know basis and only when needed by emergency responders.

### 16. COMMUNICATIONS

**Outside Authorities:** Our farm may partner with local, provincial, and federal emergency-response and health agencies to ensure legal compliance with emergency-response protocols to which the farm is subject and to coordinate efforts to maintain health and safety on and off the farm.

**Action Escalation:** The farm has developed a system under which essential workers can be directed to take specific actions at a specific time based on a series of alerts.

**Other Media Channels:** In an emergency, we may need to consult with outside authorities to help notify workers as quickly as possible. Our farm communicates with workers via cell phone and dedicated landlines.

**Customers & Suppliers:** The farm is responsible for contacting the customers, contractors and suppliers in the event of an outbreak impacts farm operations and ability to provide services. The farm will inform suppliers of projected dates of when business operations will resume and this will be based on imposed provincial restrictions and circumstances of the outbreak. The farm owner will maintain at minimum weekly communications with customers and suppliers as necessary during the outbreak.

### 17. PANDEMIC FLU RESOURCES LIST

Our farm maintains a list of the names, telephone numbers, and e-mail addresses of key contacts who are available to answer worker questions. When updated, a new copy of the list is mailed to each workers home.

### 18. SUPPORT SERVICES

The Farm Family Support Center remains available to the extent practicable and reasonable during a pandemic including assistance for you and your family members, psychological and emotional support during a pandemic, including assistance and support following the death of an infected family member.

### 19. BUSINESS CONTINUITY PLAN

Our farm regularly reviews and shares this plan (and any updates to the plan) with all essential workers on the farm, suppliers, contractors, and where necessary provincial authorities.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*The safety information in this policy is to be used in conjunction with all applicable Federal and Provincial Legislation.