Dealing with 2019 Novel Coronavirus (2019-nCoV):
Guide for Working in the Field/News

What should I do if an employee has to be assigned to cover a 2019 Novel Coronavirus (2019-nCoV) story?

In all cases:
- Ensure that a risk assessment has been carried out.
- Inform the employee of personal precautions to be taken (see below).
- Provide the employee with personal protective equipment (see below).

Assignments abroad:
- For an assignment abroad, the employee will be referred to a travel clinic to receive the recommended immunizations and preventive medication.

What does personal protective equipment consist of?
- N-95 protective masks
- Disposable powder-free nitrile gloves

To obtain this equipment, contact your manager.

For instructions on how to put on and take off a respirator, refer to this procedure.

For instructions on how to take off gloves, refer to this procedure.

What must I do if an employee has flu symptoms?
- Ask the employee to go home and stay there to reduce the risk of spreading the infection in the workplace, and contact Disability Management.
- If an employee has flu symptoms and uses a shared workstation, it is recommended to disinfect the work area. Contact local building services.

Personal precautions
- Wash hands often
- Cover nose and mouth with the inside of your elbow when coughing or sneezing
- Do not share objects such as drinking glasses, microphones or telephone handsets unless cleaned before.
- If sharing a workstation, disinfect the equipment with alcohol wipes at the beginning of your shift. Disinfectant products can be ordered from a CBC/Radio-Canada technical store through your immediate supervisor by using regular purchasing procedures.
- If you are in contact with someone who is sick, stay 2 meters away (social distancing) or make sure this person wears a surgical mask.
- If you are experiencing symptoms, avoid crowded public places and public transit. Maintain social distancing and avoid close contact with other people.

Symptoms
Coronavirus symptoms include:
- Runny nose
- Headache
- Cough
- Sore throat
- Fever
- A general feeling of being unwell

What preventive measures should employees be taking if interviewing infected people?

In all cases:
- Keep 2 metres away from someone who might be infected or wear an N-95 mask to be changed each time it is taken off.
- Do NOT enter the home of a person who may be infected.
- Do not touch objects that may have been in contact with a person who is potentially infected.
- Whenever possible:
  - conduct interviews by phone;
  - film the interview at a distance;
  - use a microphone boom.
- Do not give microphones to interviewees and do not allow them to touch production equipment.
- Do not share microphones, stationary phones or cellphones with others.
- Avoid touching your face or mucosa (including the eyes), even if you are wearing gloves.
- Wash your hands frequently.

If an employee has been in close contact with a sick person showing general flu symptoms:
If the employee is symptom-free, ask him/her to show up for work as usual and to take the necessary precautions:
- Wash hands frequently and observe respiratory hygiene/cough etiquette measures.
- Avoid close contact with others.
- Self-monitor the state of his/her health for 14 days.

Disinfecting production equipment:
If you suspect a piece of equipment (a microphone, camera or audio tape recorder) has been contaminated, you can disinfect it by wiping visible surfaces with a towelette or disinfectant (10% chlorine solution such as Presept or Virox). Allow the solution to work for 10 minutes before putting the equipment away.

For disinfecting microphone socks, please refer to this procedure.

Contact
info-2019-nCoV@radio-canada.ca

Reference