

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](#).

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](#).

<h4>Personal precautions</h4> <ul style="list-style-type: none"> ● 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. 	<h4>Symptoms</h4> <p>Coronavirus symptoms include:</p> <ul style="list-style-type: none"> ● runny nose ● headache ● cough ● sore throat ● fever ● a general feeling of being unwell 	<h4>Contact</h4> <p>info-2019-nCoV@radio-canada.ca</p> <h4>Reference</h4> <p>https://www.canada.ca/en/public-health/services/diseases/coronavirus.html</p>
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