

March 13, 2020

## RMA Response and Recommendations Regarding COVID-19

The RMA values its members, partners, and staff greatly and has cancelled its 2020 Spring Convention and Trade Show as a response to the COVID-19 situation. The RMA wishes to reassure our members that the current risk level in Alberta remains low, and we are taking measures in our operations to reduce the risk of exposure for our organization, membership, and stakeholders. We are working to ensure that our services and ability to respond to your needs will not be adversely affected as this situation evolves. If you are looking for up to date medical information and advisories please follow the [Alberta Health Services coronavirus page](#) for the most current status of the outbreak and what is being done for Albertans.

Protecting your health is a key priority to the RMA. We recommend that you review and follow the recommendations from [Alberta Health Services](#), which include:

- Wash your hands often and well;
- Avoid touching your face, nose, or mouth with unwashed hands;
- Avoid close contact with people who are sick;
- Clean and disinfect surfaces that are frequently touched;
- Stay at home and away from others if you are feeling ill;
- Contact your primary health provider or Health Link 811 if you have questions or concerns about your health; and
- When sick, cover your coughs and sneezes, and then wash your hands.

As an organization, we recommend that you implement a plan to save time and resources. Plans should consider:

- Providing information about COVID-19 to employees, outlining symptoms and criteria to watch for;
- Requiring employees to advise their manager of vacation plans and travel;
- Communicating steps an employee is required to take if they begins to experience symptoms, including self-isolation or quarantine, and the effect the same will have on compensation;
- Reviewing sick leave benefits with employees;
- Increase work area hygiene by cleaning door handles, desks, phones, etc. daily, and providing hand sanitation supplies;
- Limiting in-person meetings and utilizing technology (e.g. video conferencing) where available;

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- Ensuring staff have access and tools needed in the event of removal of work access; and
- Keeping voicemail, website, and / or social media updated regarding changes to your operations.

Of course, this is not an exhaustive list as there are many things for each organization to consider in their plans for the future. Please consider reviewing tips and best practices from any governing bodies you may be subscribed to. You may also wish to review the [WCB site](#) and [Chartered Professionals in Human Resources site](#) for more information.

With respect to claim questions, please contact [RMA Insurance](#) directly, as coverage matters are fact-based and will require individual assessment.