

COVID-19 Safety Plan – Updated August 1st, 2021

The Health and Safety of all staff and the people they come in contact with is very important. Safety measures have been implemented because of the COVID-19 virus. Until further notice, the below procedures will be in effect to safeguard all staff. All staff are to read through the following Safety Plan and if they have any questions, speak to their Supervisor.

1. The Risks have been Assessed:

- The Safety Committee and Supervisors/Managers have accessed the risks within the workplaces.
- The higher risk areas are: Common areas and surfaces within the office and shop, shared company vehicles, and retail and commercial job sites.

2. A unique set of Protocols has been established to reduce the risks in the workplaces which include:

a. Daily Health Checks for Office and Shop Staff (Includes subcontractors entering the building):

- Staff members are to perform a daily self-health check before entering the workplace (see the list of symptoms on the WCB document listed by the sign off sheet) and sign off on the form that is provided at the side entrance of the Shop. Supervisors will monitor this procedure.
- If the staff member has no COVID symptoms, they may enter the workplace.
- If COVID symptoms exist, the staff member is not to enter the workplace, but return home and use the COVID-19 Self-Assessment Tool for their province for further instructions on how to proceed. (See links at end of this document.)
- If a staff member starts experiencing any of the following symptoms at work; Fever, cough, sneezing, sore throat, trouble breathing, or body aches, they are to report it to their supervisor immediately and go home. The supervisor is to notify the HR manager so it can be documented in their HR file.

b. Daily Health Checks for External Sales and Site Staff:

- Staff members are to perform a daily self-health check before entering the workplace, company vehicle, worksite, or customer's home workplace (see the list of symptoms on the WCB document listed by the sign off sheet) and sign off on the form that is provided in each company vehicle. Supervisors will monitor this procedure.
- If the staff member has no COVID symptoms, they may enter the workplace, company vehicle, worksite, or customer's home.
- If COVID symptoms exist, they are not to enter the workplace, company vehicle, worksite, or customer's home and are to return home and use the COVID-19 Self-Assessment Tool for your province for further instructions on how to proceed. (See links at end of this document)
- If a staff member starts experiencing any of the following symptoms at work; Fever, cough, sneezing, sore throat, trouble breathing, or body aches, you are to report it to their supervisor immediately and go home. The supervisor is to notify the HR manager so it can be documented in their HR file.

c. Masks and other Protocols for the Office and Shop:

- Masks are no longer required, only recommended when entering the workplace. (Refer to the WCB website on how to use a mask.)
- Wash hands or sanitize hands regularly and avoid touching your face.
- Microsoft TEAMS and other online tools will be used for meetings when practical.
- Trained cleaning staff sanitize all common surfaces daily using diluted bleach or antimicrobial sprays (Examples: Railings, door handles, countertops, tables, shared office or shop equipment).
- All staff are to use sanitizer, wipes, or sprays on their personal workstation surfaces on a regular basis.
- Spray bottles with diluted bleach are on each lunchroom table to be used to sanitize the table after each use.
- WCB signs and information posters are posted on both entrances to the Office and Shop as well as in company vehicles to inform staff of current COVID symptoms and WCB protocols.
- Barriers have been installed in the Men's bathroom where needed.
- Bottles of hand sanitizers have been provided in all company vehicles.

- Hand sanitizers are in these office and shop locations:
 - a. Main Entrance
 - b. Showroom entrance top of Stairs
 - c. Showroom bathroom
 - d. Engineering Office
 - e. Main Office (Two)
 - f. Lunchroom
 - g. Side Entrance

d. Masks and other Protocols for External Sales and Site Staff:

- Masks are recommended when entering the job site or customer's homes.
- If customers request staff to wear masks, staff must comply with wearing a mask.
- Wipe down vehicle door handles and steering wheels daily with sanitizer or wipes, or whenever drivers change.

Commercial Job Sites:

- Site staff are to follow all Commercial Job Site COVID-19 Protocols.

Retail Job Sites:

- When arriving at a customer's home, staff members are to confirm that no one in the home is exhibiting COVID symptoms. (If anyone is, staff are to leave site and report to their Supervisor immediately for further instruction.)
- Staff are to encourage customers to keep their physical distance.
- At the end of an install in a customer's home, sanitize all newly installed surfaces.

3. Regular review of the COVID Safety Plan:

- The Safety Committee reviews the COVID Safety Plan at least monthly.
- If/when new protocols are required by WCB, they will be implemented and communicated out to staff.
- Any questions staff may have can be directed to their Supervisor.
- For information on other safety procedures, staff can refer to the current Employee Handbook or the company Health and Safety Manual posted on the company intranet (SharePoint)

4. Links to Self-Assessment tools:

Alberta	https://myhealth.alberta.ca/journey/covid-19/Pages/COVID-Self-Assessment.aspx
British Columbia	https://bc.thrive.health/
Manitoba	https://www.gov.mb.ca/covid19/index.html
Saskatchewan	https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/covid-19-self-assessment