



### **COVID - 19 Safety Plan – WorkSafe BC**

1. Employee Daily Health Checks performed before entering the facility or riding on the employee shuttle. Sick Policy in place and enforced. Employees must be well while at work - even mild symptoms are not permitted in the workplace. There is paid sick time available to our employees.
2. Standard Operating Procedure (SOP) is in place if someone becomes sick while at work or begins to display symptoms while at home.
3. International travellers must self-isolate for 14 days, and monitor for symptoms.
4. Employees that live with someone that has been diagnosed with COVID-19 must self-isolate, monitor themselves for symptoms and follow instructions from Public Health.
5. Physical Distancing of two meters strictly enforced; signage posted. Occupancy limits posted throughout the building in high traffic areas. Shared space protocols in place.
6. Hygiene policies communicated. Hand washing required upon arriving at work and throughout the day.
7. Heightened sanitation in place throughout the day and in the evenings. This includes all high touch areas and warehouse machinery.
8. Face Masks mandatory for all employees, exceptions include eating/drinking and when phone conversations are hindered.
9. PPE - face masks, hand sanitizer and gloves distributed to employees.
10. Disinfectant wipes to clean high touch areas available, depending on stock availability.
11. Office staff are working remotely, or are staggering their days in the office. Remote work policy in place.
12. Visitors to the building are limited. Exceptions are deliveries, order pick-ups, final employment interviews, and repair technicians.
13. Regular communication of expectations via email, log books, communication boards, and signage.
14. Safety committee meets regularly. Employees can approach any safety committee member, supervisor or HR to express their safety concerns. All concerns will be address in a timely manner, usually within 24 to 48 hours.
15. Mental Health resources communicated to employees.