



COVID-19 WORKPLACE SAFETY PLAN - PROTOCOLS AND GUIDELINES

MEASURES WE'RE TAKING IN ALL WORK AREAS

How we're ensuring workers know how to keep safe from exposure to COVID-19.

- Posted notices of personal hygiene – wash hands with soap and water for 20 seconds or more, before coming to work, several times during work and when leaving work
- Social Distancing - signage posted in varying areas asking for 2m distance at all times
- Cleaning and disinfectant caddies throughout the workplaces
- Hand sanitizer dispensers located at entrances, within work centre areas and washrooms
- Posted notices on cough and sneeze etiquette: by doing so in the kruk of your arm or tissue, which is to be disposed of immediately
- Daily COVID Screening and temperature checks prior to start of work
- Work from home for those roles deemed capable
- Cleaning frequency increased in common areas, with deep cleaning performed once a week
- Work centre equipment cleaning pre and post use
- No sharing of personal items without disinfecting them pre- and post-use (pens, radios, phones, computers/tablets, etc.)
- Distribution and mandatory wearing of masks (branded reusable and disposable) made available
- Instructions and directions on what to do if you have symptoms
- Provide "COVID-19 Return to Work Guideline"

Office and Manufacturing

- No more than five employees at a time in locker rooms
- Avoid gatherings at any time clock (punching in and out) – line up with appropriate distancing
- No more than two employees in the elevator at any one time
 - If someone has a cart only one in the elevator
- Use only your desk, chair and computer – wipe down with disinfectant at end of day.
- At manufacturing work stations, wipe down upon completion and at end of day
- New work schedule in manufacturing to ensure social distancing and risk contagion
- Depending on numbers, new office seating cubicle locations may be required to ensure appropriate distances of two metres are maintained
- All employees must wipe down commonly used items like photocopiers, filing cabinets, microwaves prior and end of use
- Meeting rooms will have maximum attendance posted and must be adhered to
 - Larger groups should continue to use conference/video call options
- Hallways and stairwells – always keep to the right, just like driving.



Breakrooms and Cafeteria

- Corporate Kitchen food services will be suspended until further notice – seating for personal lunches set up with social distancing or Plexiglas shields
- Stagger break times so fewer people are required to use common rest areas
- Employee who are required to work and have a desk should eat at their desks or in Satellite Lunchenettes
- Office work areas set up in zones – avoid visiting or walking through zones
- When sitting at common tables – no direct face to face seating
- Adhere to floor markings to reflect one-way traffic flow
- Tape markings for Social Distancing to mark off two metre spacing:
 - At tables
 - Front of drink/snack dispensers
 - Front of Microwaves
 - Coffee stations
- During warmer and weather permitting days, staff are encouraged to eat outside but social distancing must continue to be observed on picnic tables

Bathrooms

- For bathrooms with 2 stalls, limit to one person at time – knock first
- Reminders posted to wash your hand before and after
- Wipe down sinks and countertops – use paper towel to open door

Retail In Store Measures – in addition to the above steps

- Operate Curbside pickups as required by provincial orders
- One-way customer flow/direction
- Installation of Plexiglas at customer service/checkout counters
- Wiping down of PIN pads and common use equipment pre/post use
- Closure of Demo and Seminar rooms
- Offer of Contactless Shopping, in-store order pickup
- Cleaning of shopping baskets after each customer use
- Increased cleaning of public washrooms
- Signage program to promote use of tap payment
- Train staff to approach customers noncompliant with PHO, de-escalation to avoid violence, supported with in-store procedures on protection
- Clean and disinfect surfaces nightly as part of store closing procedure