



## Covid 19 Safety Plan for Extreme Glass Ltd. - 2020

Updated September 8, 2020

### Background

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes, or if a person touches a contaminated surface and then touches their face. The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near. The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

We have involved workers, supervisors, and the joint health and safety committee in drafting this safety plan. Our assessment identified:

- where people gather such as break rooms, coffee machine, work tables, office area and meeting rooms;
- job tasks and processes where workers are close to one another or members of the public;
- tools, machinery, and equipment that workers share while working; and,
- surfaces that people touch often such as doorknobs, elevator buttons, and light switches.

We have developed the necessary policies to manage our workplace, including policies about who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions. We note that risk of transmission can occur in the Extreme Glass Ltd. shop facility, in Extreme Glass Ltd. vehicles, or on job sites.

### Our Commitment to Keeping Workers & Customers Safe

We are reducing the possibility of virus spread by implementing protocol to protect against the identified risks. Since different protocol offer different levels of protection, we urge Extreme Glass Ltd. staff to use the protocols offering the highest level of protection whenever possible. All employees are trained in workplace policies and procedures, including the policy for staying home when sick. Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are followed.

**Signage**

Our facility has posted multiple signs at the main entrance and in other locations stating who is restricted from entering the premises, including visitors (limited) and staff or visitors with symptoms. If you do not feel well, do not enter. We have also posted signage identifying the maximum capacity in our facility.

We have physical distancing decals on the floor to remind people where to stand. We have posted the BC Health plan for cleaning protocols/effective hygiene, physical distancing requirements, the COVID-19 symptoms checklist, and how to properly wear PPE.

Our staff have received training and strategies to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. This is covered in our Working Alone policy.

**Temperature Taking**

Employees are required to take their temperature every morning upon arriving at the Extreme Glass Ltd. facility.

**Hand Washing**

We are reducing the risk of surface transmission by implementing thorough hygiene practices. Our workplace has enough hand washing facilities on site for all of our workers. Hand washing locations are visible and easily accessed. All Extreme Glass Ltd. vehicles are equipped with hand sanitizer. Frequent hand washing and good hygiene practices are essential to reduce the spread of the virus.

**Cleaning Protocol**

We are reducing the risk of surface transmission through effective cleaning by implementing cleaning protocols for all common areas and surfaces, e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day), as well as the timing (before and after shift, after lunch, after use). Workers who are cleaning have adequate training and materials.

We have removed unnecessary tools and equipment to simplify the cleaning process, e.g. no shared utensils or plates in break rooms.

A deep clean is done each night while staff are gone, and again after they all leave to job sites in the morning. Office staff maintain the cleaning protocols throughout the day at our facility location. On the road, employees have all of their cleaning products and protocols with them.

## **Masks & Other Protective Equipment**

We have reviewed the information on selecting and using masks, and instructions on how to use a mask. We understand the limitations of masks to protect the wearer from respiratory droplets. We also understand that masks should only be considered when other control measures cannot be implemented. We have trained employees in the proper use of masks.

Extreme Glass Ltd. has provided employees with hand sanitizer, disposable gloves, disposable booties, disposable masks, shields, bleach sprays for their tools/materials, and sanitizing wipes for their tools and vehicles (to use before entering and when leaving).

## **Illness & COVID-19 Cases**

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace. Those prohibited include:

- Anyone who has had symptoms of COVID-19 in the last 10 days (including fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache).
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case. (Must self-isolate for 14 days and monitor for symptoms.)

Visitors are prohibited or limited in the workplace.

First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.

All staff have been advised that if they do not feel well, to not attend work. Staff will be compensated for that time off to ensure they take the time. We also have a work from home policy.

## **Falling Ill At Work**

The following is our policy for workers who may start to feel ill at work:

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should wash or sanitize their hands, be provided with a mask to wear, and isolate.
- If possible, the worker should go straight home. If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has contacted.

If you have any further questions or concerns, please do not hesitate to contact Extreme Glass Ltd. You can reach Diana Felber at 604-831-0757 or Marcelo Frazao at 604-831-4527.

Thank you for your time,

Extreme Glass Ltd. Management