



Purpose

We consider our employees to be our most valuable asset and are committed to doing whatever is necessary to ensure the health and safety of our employees and our customers. This plan outlines the measures we are taking as a company to mitigate the spread of the COVID-19 virus.

This plan is subject to changes with the introduction of additional government guidelines. All employees will be notified via email, through Toolbox Talks, and/or through an employee memo to be posted on the Safety board with any relevant new updates.

Any comments, concerns and feedback should be directed towards your manager, your H&S committee, or the HR department.

Understanding the Risk

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face.

- The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
- The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk

Levels of Protection

Note that different protocols offer different protection. Wherever possible, use the protocols that offer the highest level of protection and add additional protocols as required.

First level protection (elimination):

- Limit the number of people in your workplace at any one time and implement protocols to keep employees at least 2 meters from other employees, customers, and members of the public.

Second level protection (engineering controls):

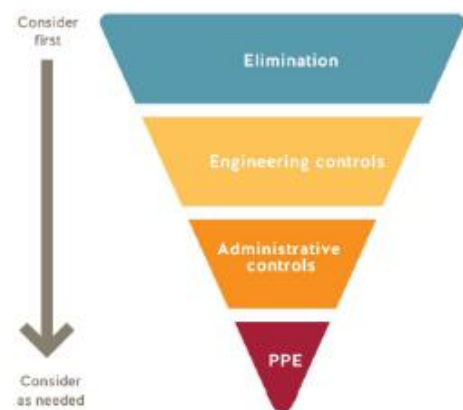
- If you can't always maintain physical distancing, install barriers such as plexiglass to separate people.

Third level protection (administrative controls):

- Establish rules and guidelines, such as cleaning protocols, telling employees to not share tools, or implementing one-way doors or walkways.

Fourth level protection (PPE):

- If the first three levels of protection aren't enough to control the risks, supply employees with personal protective equipment (PPE), such as non-medical masks. PPE should not be used as the only control measure. It should only be used in combination with other measures.



Safe Work Practices

Physical Distancing

- No physical interactions at the workplace; no handshakes or hugs.
- Keep 2 meters distance between yourself, co-workers, and customers.
- Continue with staggered breaks to ensure physical distancing in lunchrooms.
- Receptionists will control the flow of traffic in the branch.
- Remain in current crews / 'pods' – avoid overlapping shifts if possible, no department intermingling until further notice.

Personal Hygiene

- Wash hands thoroughly and frequently for at least 20 seconds with soap and water.
- Avoid touching your face, particularly eyes, nose, and mouth.
- Increase cleaning and sanitization of hard surfaces after use, including desks, phones, doorknobs, and counters, etc.
- Cough/sneeze into your sleeve, preferably into your elbow. If a tissue is used, discard the tissue properly and clean/sanitize your hands.
- Effective personal hygiene practices signage has been posted.
- Wearing a mask or face covering is highly recommended in the workplace.

Travel

- All business-travel must be authorized by the President or his designate
- Inter-branch visits in the lower mainland will be allowed, if necessary
- Check the Government of Canada travel health notices before taking personal travel, especially outside the country. If you must travel and are coming back into the country (including from the U.S), it is still mandatory to self-isolate for 14 days upon return

Building Access

- Certain doors are designated for entry and exit to prevent employees and others from coming into proximity with one another.
- Hand sanitizer is available to all employees and customers.
- Signage is posted restricting access to the workplace to those who are exhibiting symptoms of COVID-19.

Workplace Operations

- Shifts are scheduled to reduce the risk of exposure and maintain the physical distancing requirement.
- Meetings or gatherings where physical distances cannot be maintained must be avoided. Consider using larger rooms, moving meetings outside, or having all or some attendees attend virtually.

Workstations

- Employees are positioned in a location that allows them to put more distance between themselves and their co-employees or customers.

- The sharing of office space or workstations has been minimized. We are ensuring that frequently touched surfaces are cleaned and sanitized such as the computer keyboard and mouse, desk surface, and telephone.

Communal Spaces

- Changes made to the usage of communal areas is being clearly communicated to employees.
- The number of employees allowed in common areas at any one time is limited. When physical distancing is not possible, break times have been staggered to reduce large gatherings.
- Employees entering change areas are being staggered when physical distancing is not possible.
- Tables and/or chairs in lunchrooms are being distanced, employees are encouraged to eat outside.
- If the physical distancing requirement is unavoidable, employees are encouraged to plan the work task to ensure that time spent in close proximity is minimized and to wear the appropriate PPE.
- Employees are encouraged to bring their own dishes and utensils.
- Employees are asked to refrain from providing and consuming communal foods.
- Communal doors can remain open throughout the workday to reduce contact with door handles.
- Employees are to use their own equipment, such as tools, pens, headsets, and computers.
- Cleaning protocols have been established for all common areas and surfaces.

Shared Equipment

- All shared tools, machinery and equipment have been identified.
- Shared equipment must be cleaned and disinfected after each use.

Outside Visitors

- Visits to the workplace must be prearranged, staggered, and safety protocols must be communicated before entry into the workplace (e.g., email and/or signage posted to entrance).
- When booking appointments, visitors are being reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation.
- Non-essential in-person interaction between employees and visitors is being minimized (e.g., use of virtual meeting tools, email, or telephone).
- Waiting areas are arranged to maintain physical distancing requirement.
- Barriers between receptionists and visitors have been installed (e.g., plexiglass, markings on floor).
- Visitors are to attend appointments alone and minimize time spent in waiting area before their appointments (e.g., request visitors to wait in vehicles and text message or call when ready).
- Non-essential communal items, such magazines, have been removed.
- A safe place for visitors to dispose of used sanitizing wipes and other personal protective equipment is available.

Deliveries

- Delivery zones are clearly identified.
- Suppliers and/or delivery persons have designated areas to drop off goods at building entrances.

Transportation

- The use of shared vehicles has been minimized. If required, there are appropriate disinfection procedures for before and after travel for vehicle surfaces such as the steering wheel, gear shift, and door handles.

First Aid Attendants

- First Aid Attendants must review the OFAA protocols (from WSBC) for use during the COVID-19 pandemic

Illness

Symptoms of COVID-19

- The most common symptoms of COVID-19 as recognized by the BC Centre for Disease Control are similar to those of the flu and common cold, including: fever, chills, cough or worsening of chronic cough, shortness of breath, sore throat, runny nose, loss of sense of smell or taste, headache, fatigue, diarrhea, loss of appetite, nausea and vomiting, and muscle aches.
- Other less common symptoms have also been reported, such as skin rash and abdominal pain.

Illness at Work

- If an employee develops any symptoms of COVID-19 recognized by the BC Centre of Disease Control **while at work**, they must immediately notify their Manager and report to first aid. The employee will be asked to wash and sanitize their hands, put on a mask, and remain isolated from others. The employee will be asked to go home immediately if the symptoms are minor. If the symptoms are severe, 9-1-1 will be called.
- If an employee develops symptoms **after having been at work**, they must immediately notify their Manager and remain at home.
- The Manager will interview the employee to determine what interactions, if any, they may have had with others in the workplace, where in the workplace they had been working and what workplace items, tools or equipment they used or had contact with when at work (e.g. door handles, photocopiers, computers, office phones, etc.). The employee will be advised that those other employees will be told they may have been exposed, but the name of the employee will not be disclosed unless absolutely necessary.
- If applicable, the Manager will notify those other employees identified by the reporting employee that they may have had an exposure to COVID-19 and that they should self-monitor for symptoms as well call public health (8-1-1) for advice. Disclosures should be minimized to information necessary to address risk.
- Peterbilt Pacific will ensure that the reporting employee's workspace, other places in the workplace they may have attended, and any other workplace items, tools or equipment they used or had contact with when at work are promptly cleaned and disinfected.

Contacting Public Health for Testing

- Employees who develop symptoms of COVID-19 recognized by the BC Center for Disease Control must immediately contact public health (8-1-1) or their physician for advice on being tested.

- If advised to submit to a test, employees must do so and report their situation to their Manager or Human Resources.
- The provincial COVID-19 self-assessment tool may also be used to determine whether you need to be tested: <https://bc.thrive.health/>

Self-Isolation at Home

- If an employee is tested for COVID-19, they must self-isolate at home until the results of the test are known. If the test results come back negative, the employee must seek medical advice on when they may return to the workplace.
- If a test is either not available or not recommended, the employee must self-isolate at home for a minimum of 10 days from the onset of symptoms, and until their symptoms are completely resolved (i.e. it may be longer than the minimum 10 days). Self-isolating individuals should call public health (8-1-1) or their personal physician for medical advice and for advice on when they are fit to safely return to work.
- Employees who live in the same household as a person with confirmed or clinical COVID-19 symptoms who is self-isolating must self-isolate and not return to work until they have been cleared to do so by the public health officials (8-1-1). Employees in this situation should immediately call public health officials at 8-1-1 to seek advice regarding whether they are fit to safely return to work, and if not, when they may do so. If someone in your home has symptoms or has tested positive, avoid contact with them as much as possible (e.g. use a separate bedroom and bathroom).
- Any employees returning to British Columbia from outside of Canada must self-isolate and monitor for symptoms for 14 days after their return. Returning travelers who develop COVID-19 symptoms during the period of self-isolation are required to self-isolate for a further period of 10 days after the onset of symptoms, or until symptoms resolve, whichever is later.
- Employees who are self-isolating should stay in regular contact with their Manager regarding the ongoing status of their condition.

Returning to Work After Self-Isolation

- Employees who are self-isolating are not to return to work until:
 - they are cleared to do so by public health officials (8-1-1),
 - they have notified their Manager that they have received the required clearance, and
 - Peterbilt Pacific has approved their return to work.

Individuals Attending the Workplace Are Symptom-Free

- All individuals attending the workplace are expected to confirm that they are symptom-free and not under quarantine, or to self-identify if they are experiencing any symptoms of COVID-19, prior to entering the workplace.

Training

- All employees must have completed the Violence in the Workplace course.
- Supervisors will be trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
- All employees must be instructed on proper cleaning and disinfecting protocols.
- All New Hire Orientations will include a review of this COVID-19 Safety Plan.
- Anyone who is working from home must have reviewed and acknowledged the 'Working from Home' policy.

Accommodations

- We understand that these are unprecedented times and we understand that some employees may need accommodations due to childcare or health issues. We will continue to work with you to find the best possible solution to accommodate your requests of leave of absence or working from home if possible.

Non-Compliance

- Our employees are required to follow all of these rules diligently, to sustain a healthy and safe workplace in this unique environment to maintain their own personal safety and the safety of others.
- In the event the employee violates the company policy, our progressive discipline policy will be applied.

Information from the BC CDC is constantly changing, and this COVID-19 Safety Plan will be reviewed and revised as needed in light of those changes. Please refer to the BC CDC's website for any updates that may supersede this COVID-19 Safety Plan at <http://covid-19.bccdc.ca/>.