



## **COVID-19 Safety Plan**

### **Purpose**

P&R Truck Centre considers their employees to be their most valuable asset and remains committed to doing whatever it takes to ensure the health and well being of both our employees and customers in all of our stores. This plan outlines the actions the company is taking to ensure we are doing our part to limit the spread of COVID-19.

This plan is subject to changes with the introduction of additional government guidelines or provincial health orders. All employees will be kept informed of this changes or amendments via email, socially distanced staff meetings or huddles, and employee announcement boards.

You are encouraged to speak with your manager, president or human resources if you have any questions or concerns.

### **Understanding the Risk**

The virus that causes COVID-19 has various transmission methods. It is a droplet based virus, meaning when a person coughs or sneezes, if their droplets come into contact with a hard surface you touch and then touch your eyes or face, you can put yourself at risk if that person was positive for the virus. The risk of person to person transmission is higher the closer you come to people, the amount of time you are spending around people, and the people you come near. Practicing appropriate social distancing at all times helps to mitigate this risk. The risk of surface transmission is increased in high traffic areas that many people may touch throughout the day. Effective cleaning and hygiene practices help to mitigate this risk.

### **Levels of Protection**

#### ***Step One: Elimination***

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

#### ***Step Two: Engineering Controls***

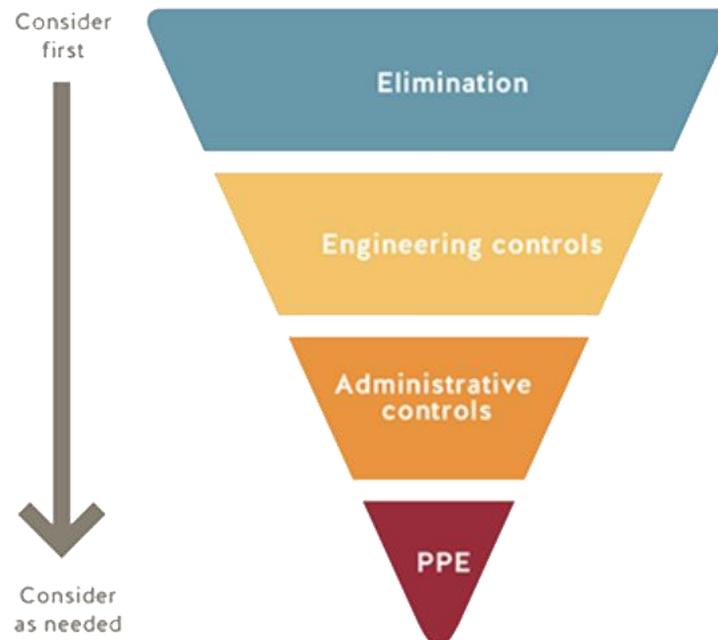
- If there are situations that physical distancing cannot be controlled, install physical barriers, such as plexi glass.

### ***Step Three: Administrative Controls***

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

### ***Step Four: PPE***

- If the first three levels of protection are not enough, supply employees with additional PPE such as non-medical grade masks. PPE should not be the only control measure, it should be used in conjunction with other measures.



## **Safe Work Practices**

### ***Physical Distancing***

- No physical interactions – handshakes, hugs, etc.
- Maintain 2 meters between yourself and others.
- Limit the amount of traffic in a location based on size and the ability to physical distance. Reception to assist in controlling traffic as needed.

### ***Hygiene***

- Wash hands thoroughly and frequently for at least 20 seconds with soap and water.
- If soap and water is unavailable, use a hand sanitizer with at least 60% or higher alcohol content.

- Avoid touching your face – eyes, nose and mouth.
- Increase cleaning of high touch points and hard surfaces after use – desks, counters, phones, door knobs, light switches, POS machines.
- Cough or sneeze into your elbow.
- Post signage throughout location to remind staff.
- Wear a mask within the workplace.

### ***Masks & Face Coverings***

- Effective Nov 19, 2020, and in effect until further notice – Masks are mandatory in all of our locations.
  - If you are working solo in your office, no mask is required. As soon as you get up to leave and enter a communal space, or as soon as someone enters your office or personal space, you should be masking up.
  - If you are in any communal space, meaning our showrooms, boardrooms, hallways, stairwells, changerooms, warehouses, lunchrooms – you should be masked up. The only exception to this is when you are eating. Staff working solo behind a plexi glass shield – are not required to mask up as long as no one else is behind the plexi with you. As soon as the space behind the plexi becomes a shared space, you must mask up. Examples of this would be our parts and service teams.
  - For our sales team and drivers, you should be masked up unless you are solo in your vehicles. As Dr Henry has said, we are trusting people to self-govern and do the right thing.
  - For mechanics, when you are solo working on a truck, you do not need to be masked. Your workstation is your office, and you can follow the same rules as mentioned above. If for any reason you need to assist or be a second man, you must mask up. If you are getting in and out of customer vehicles, you must mask up.
  - We have outfitted our stores with disposable masks, and we are in the process of getting a cloth mask for each employee as well. We understand masks are a personal preference, so you are welcome to wear your own if you prefer as long as it meets the BC CDC guidelines (triple layer, proper fit, completely covers your mouth/nose)

### ***Travel***

- All business travel to be authorized by the President.
- Essential travel between branches for work purposes is allowed. Staff must maintain all regulations and be masked at all times.
- Staff travelling interprovincially or out of country will be required to follow all quarantine protocol when returning, including the 14 day self-isolation period once they return home.

### ***Entryways & Signage***

- Signage is posted restricting access to those experiencing symptoms of COVID-19 from the workplace.
- Signage is posted requiring all who enter the building to mask up. For those who do not have a mask, masks are provided.
- Hand sanitizer is available to all staff and customers.
- Directional traffic flows are in place with appropriate marks to assist in limiting contact between staff and customers.

### ***Cleaning Protocol***

- Cleaning protocol has been developed for each location, with corresponding cleaning checklists to be completed daily. Speak to your manager if you are unsure of what the protocol is or what is required.
- A minimum of 2 wipe downs must occur daily, with additional cleans as needed. These cleaning cycles must be performed within the first 30 minutes of the morning shift (7am), and the second follow up cleaning to occur within the first 30 minutes of the afternoon shift arrival (12:30pm).
- Reception will monitor traffic and decide if additional cleans required based on people coming into branch.
- When performing the cleans, the following areas must be taken into account:
  - Counters: Parts, Service and Front Counters
  - Door Handles: Front door handles, handles into offices, handles into shop or warehouse
  - Light switches
  - Computers, mice, calculators, keypads, copy machines.
  - Communal pens or staplers.
  - Phones – keypad and headset.
  - POS machine (should be cleaned after each use)
  - Railings.
- The approved cleaner to use is Oxivir by Diversey. This is effective against the COVID 19 virus provided appropriate use. You will be provided with a ready to use bottle. Using a microfiber rag or paper towel, spray down the surface you are using and allow the product to sit for 1 minute before wiping away. This is called dwell time. The product must sit for 1 minute to ensure it has a chance to work and disinfect.

### ***Workplace Operations***

- Wherever possible, care has been taken to adjust schedules to limit amount of staff together.
- Lunches are staggered when possible and occupancy limits placed on lunch rooms.
- Meetings or gatherings are held electronically via Zoom when possible, or held in a space with adequate ventilation and enough space to ensure social distancing.

- Daily health screenings of staff are performed, and records maintained in house. Daily health screenings will ask the following questions of employees and employees must answer no to all of them in order to enter workplace. The questions are:
  - Have you travelled outside Canada within the last 14 days?
  - Have you been identified by Public Health as a close contact of someone with COVID 19?
  - Have you been told to isolate by Public Health?
  - Are you experiencing any of the following new or worsening symptoms:
    - Fever or Chills?
    - Cough
    - Loss of sense of smell or taste
    - Difficulty breathing
    - Sore Throat
    - Loss of Appetite
    - Extreme fatigue or tiredness
    - Headache
    - Body Aches
    - Nausea or Vomiting
    - Diarrhea

\*\*Employees that answer yes to any of the above screening questions must not report to work and contact 811 for guidance.

### ***Workstations***

- Employees are positioned wherever possible to limit contact and ensure adequate social distancing.
- Regular cleaning protocols in place to ensure frequently touched surfaces are being cleaned regularly. Including phones, keyboards, counters, mice, pens, and office equipment.

### ***Communal Areas***

- Masks worn in all communal areas. This includes show rooms, board rooms, break rooms, halls, stairs, offices, and areas where 2 metres cannot be maintained.
- Frequent, routine cleaning protocol in place and being documented.

### ***Outside Visitors***

- All outside visitors and vendors are made aware of in house safety protocol prior to arriving to ensure they are compliant.
- Staff visiting customer or clients are asked to call ahead and speak with customers to ensure they are complaint prior to arriving at customers.
- Masks are required and work during visit.
- Visitors are reminded not to visit if they are experiencing symptoms of COVID-19 or generally feeling unwell to postpone and reschedule their visit.

- Non essential communal items have been removed (ie magazines, etc) and visitor chairs have been spaced appropriately.

### ***Deliveries and Pickups***

- Delivery zones are identified
- Suppliers / Customers have designated pick up and drop off areas.

### ***Transportation***

- The use of shared vehicles is minimized.
- Customer courtesy cars are sanitized between use.
- Staff are limiting the occurrences of giving customers rides. In the event they do provide a ride, they must wear a mask and space appropriately in the vehicle (ie Customers sit in back seat to maintain distance).

## **Illness**

### ***Prior to Arriving at Work***

If an employee wakes up and is experiencing any symptoms of COVID-19 that are not chronic or related to other health conditions, they should not attend work. Immediately they should contact their manager to inform them of this. A call to 811 should be made and guidance should be followed. This will likely mean scheduling a COVID-19 test and remaining at home until clear test results are received. Once the test results are received back as clear and the employee is not experiencing any further symptoms, they may then return to work.

### ***Illness at Work***

Employees who fall ill at work should report to first aid immediately at first sign of symptoms. They must take caution to isolate themselves from others and immediately wash and sanitize their hands, as well as put on a mask if not already wearing one. The employee at that point would be directed to go home and contact 811 for further guidance if they are well enough to drive. If they are not well enough to drive, 911 would be called and alternate transportation arranged.

### ***Confirmed COVID-19 within the Workplace***

In the event we have a confirmed case of COVID-19 within the workplace, P&R Truck Centre would work directly with public health to ensure all measures are put in place to limit exposure risks or spread. All effected employees with a possible exposure risk would be notified as soon as possible.

### **Accommodations**

We understand these are challenging and unprecedented times. We recognize there may be some employees requiring special accommodations as we work through this period. We encourage any employee that may require accommodation to have a confidential conversation with their manager.