

COVID-19 Safety Plan – SNAPSHOT

Business Name: Duststop Air Filters Inc.

Date Completed: January 22, 2021

Revision Date:

Measures We Are Taking

We Are Ensuring Workers Know How to Keep Themselves Safe From Exposure to COVID-19

- Numerous posters throughout the workplace
- Covid-19 Information posted on communication boards
- Frequent Covid-19 plant communication meetings
- Covid-19 education during employee orientation
- Employee intranet web portal

We are Screening for COVID-19

- Active screening of production employees before each shift
- Active screening at reception for all visitors, truck drivers and contractors
- Temperature checks for everyone when entering the building
- Workplace screening tool – Everyone required to review screening questions
- Employee acknowledgement sign-in

- Visitor and Truck Driver acknowledgement sign-in and contact tracing log
- Screening employees who call in sick for possible Covid symptoms

We Are Controlling the Risk of Transmission in our Workplace

Physical Distancing and Separation

- Plexiglass barriers in lunchrooms and conference room
- Plexiglass barriers in production where physical distancing and modified workflow are not possible
- One (1) hour separation between shifts to allow for sanitization of common areas and reduce the risk of cross contamination
- Educating employees on physical distancing at lockers, in hallways, in offices and on stairs
- Split breaks and lunches on the day shift
- Separating the building entrance for Visitors, Contractors & Truck Drivers from the entrance for our Production Employees

Other Measures

- Always wearing Level 3 Medical Grade masks unless eating or drinking
- Common doors left open
- “Push” door handles installed on all washrooms
- Closed smoking and non-smoking deck areas
- Discontinued communal coffee services
- Discontinued Social Club activities and events
- Dedicated, full-time cleaner and sanitization person on each shift
- Rigorous regular cleaning and sanitization schedules on each shift
- Hand sanitizer at all entrances, workstations, and upstairs compactor controls
- Sanitization fogging of all lunchrooms and washrooms at the end of each shift

- Employees sanitizing their workstation before leaving for each break
- Forklifts being sanitized at the beginning and end of each shift and when changing operators

Making Sure Our Plan is Working

Supervisors will monitor our workplace for compliance. We will apply our progressive disciplinary policy to ensure that all employees are following these guidelines.

What if there is a Potential Case or Suspected Exposure?

- Any employee with a suspected case or exposure will be required to leave the workplace immediately.
- We will perform contact tracing to ensure that all employees who are found to have been in close contact with the suspected case self-isolate and obtain a negative Covid-19 test with no further symptoms before returning to the workplace
- If an employee tests Positive, we will notify the local Health authorities
- We will follow all public health guidelines and recommendations