



COVID -19 SAFETY PLAN

1. To inform our workers about covid-19 we had a crew meeting to talk about how covid-19 could affect us as a company and as individuals; As well as some of the precautions that we would be taking as a workplace. Any new hires that we get, we also go over all our new procedures and policies with them.
2. If a worker has any safety concerns or questions they can talk to the supervisor or they can talk to the safety representative.
3. When we talked with the crew about new procedures involving covid-19, the most common areas that pose a concern are the lunchroom, smoking area, and the office right behind the shipper's desk.
4. We have made up a new hygiene, social distancing, and cleaning controls for the yard and office.
5. So, far the controls seem to be fine. Workers are keeping their distance from each other.
 - (a) Workers are washing their hands frequently.
 - (b) Workstations are also being cleaned by workers more often.
 - (c) Maintenance has their own designated area.
 - (d) Lunchroom occupancy capacity is three people at a time.
6. When at the equipment all the workers are spaced far enough apart to maintain their social distancing. In the office there is a Plexiglas partition up in front of the shipper's desk to help stop any contact with any truckers or visitors that come inside. Soap and water are available in all the bathrooms, as well as the sink in the lunchroom for anyone to wash their hands. There is also hand sanitizer on the front desk for truckers and office staff to use when needed.
7. To make sure proper cleaning of equipment is happening operators - bucking mills, loaders and staff clean their equipment at the end of each day.
8. When the managers hear any new industry related COVID -19 news they let the supervisor know and the supervisor lets the rest of the crew know, or if a crew meeting will be held to discuss the information with the entire crew.
9. If a worker is off work sick, then we call the worker to check up on them and ask for updates on how they are and any other needed information.
10. All the visitors are to wear a mask when entering the office or the shop.
11. Worker's that "car-pool" has been asked to wear a mask with their "car-pool."
12. We have minimized the visitor's from coming onto our site.

Cleaning Policy

1. All workers have been asked to wash their hands when arriving on site, as well as their breaks, lunch and when they use the bathrooms.
2. For cleaning any common surfaces used during the day, like the lunchroom counter and microwaves, we have multiple spray bottles filled with a 1;6 bleach water solution that we have asked workers to use to clean the areas they have used for the next worker.



Cleaning Policy Continued

3. At the end of the shift the operators of the loaders and bucking mills spray and wipe down their controls and other equipment in their cabs with a 1:6 bleach water solution. Inside the office the staff also wipe down their own desks and computers before they leave.
4. We also have a janitor coming into clean on Monday's, Wednesday's & Friday's to do a thorough cleaning of the lunchroom, shop, office & treating plant.

Sick Policy

1. If a worker is sick or not feeling well, they are to stay home and call in to let us know as per our normal call-in procedures. While they are home sick, they are then to go to the bc.thrive.health website and follow the self-assessment tool. Once the worker has completed the self-assessment tool if they do not need a COVID-19 test they can come back to work with proof of the assessment being completed. If the assessment tools say they need to be tested for COVID - 19 then they are to stay at home and practise self-isolating until they have been tested and their results come in, after providing proof of the results they may return to work.
2. If a member of the workers household or the workers themselves has travelled outside of the country, they must obey the 14-day self-isolation period that the government has put in place.
3. If someone in the workers household has been told to self-isolate or been tested, they should also stay at home until any test results come back.
4. We have recently just received rapid COVID -19 test kits. Once we have a policy and procedure written we will have a crew meeting to discuss this new procedure.

Health Check

1. Upon arrival, each driver must stop in front of office and have a health check completed - symptoms of COVID-19, reviewed the complete list of entry requirements and that none of the prohibited criteria apply to them & a temperature check. Once they have answered all the health check questions & making sure each worker has no fever, then they may proceed to park their vehicle.

(a) If the worker(s) do not pass the health check, the CANNOT enter the work site. They must return home and use the BC COVID-19 self-assessment tool or follow any public health service advice they have been given.
2. Once the health check is completed, on the far column of the sign in/out sheet there is a column for the person conducting the health check to initial. This documentation for each worker, that a health check was completed before entering the work site.

Vaccination

Management fully encourages all workers to get vaccinated and will cover 3 hours of pay to have this done. If a worker requires assistance to register for the vaccine, the safety officer can assist in doing so.

1. Once you have the first dose of the vaccine, let your safety officer know so they can make record of it and put it in a confidential file.
2. Once you have had your final dose of the vaccine, you must provide the safety officer with your immunization record to be put in a confidential file.
3. Once you have been fully vaccinated, it is still mandatory that workers follow the COVID -19 safety guidelines.