



COVID-19 Exposure Prevention Plan

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Table of Content

1. Purpose
2. Scope
3. Our Commitment to you
4. Employer's Responsibilities
 - 4.1. Physical Distancing
 - 4.2. On-site Sanitation
5. Employee's Responsibilities
6. References
7. Document History

1. Purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You must follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment and to protect yourself and others. It is important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

2. Scope

This coronavirus policy applies to all of our employees who physically work in our office(s) and on job sites. We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

3. Our Commitment to you

At CETEC Group Inc. we value our employees and their safety as #1 before anything else. During this time of Covid-19, we will continue to keep in regular communication with all staff at a minimum of twice weekly through video conferencing and at any time that new updates or regulations change. We are committed to our employees working from the safety of their home and are here to provide any equipment/tools they need to accommodate this. We encourage and support our sales associates to use online platforms to keep engaged with customers and we will offer "virtual lunch & learns" and training seminars.

Employees have the opportunity during our weekly staff roundtable discussions or at any time they wish to reach out to their supervisor in confidentially to talk about any concerns relating to being exposed to Covid-19 in the workplace or if any specific task being asked of them concerns them.

If it is deemed necessary that an employee must attend a job site during this time, it will only be done if mutually agreed upon between the supervisor and the employee. The supervisor will in advance of the employee attending the job site, ensure that the workplace is in compliance with Covid-19 policies and that all precautions are taking place to ensure the employees safety.

4. Employer's Responsibilities

4.1. Physical Distancing (two metres)

In order to ensure physical distancing on site, employer will:

- a. Stagger start times
- b. Stagger lunches and if possible, encourage employees to eat in their vehicle or private office space
- c. Limit 1 employee per vehicle for any necessary travel (no car-pooling at this time)
- d. Restrict the number of people on-site, in the office and where they are assigned to work
- e. Limit the number of people who use elevators and hoists at one time
- f. Hold meetings in an outside or large space to enable physical distancing
- g. Limit unnecessary on-site contact between workers and outside service providers and encourage physical distancing in these areas (such as contactless deliveries)

4.2. On-site sanitation

Employer will ensure the following:

- a. Employees have access to soap and water and or alcohol-based hand sanitizer
- b. Employees have access to adequate washroom facilities
- c. Cleaning/sanitization is being completed regularly on commonly touched surfaces or areas (hoists, ladders, door handles and all other equipment)
- d. Employees have access to their own equipment when possible and will avoid the sharing of hand tools and power tools. If sharing is absolutely necessary, shared equipment will be properly sanitized
- e. Employees have access and are provided with appropriate Personal Protective Equipment (PPE) such as face masks, gloves and goggles.

5. Employee's Responsibilities

5.1. Employees who have been exposed to any of the following are not permitted to attend work:

- a. Workers who are displaying symptoms (e.g., fever, cough, sore throat, sneezing), whether or not the illness has been confirmed as COVID-19.
- b. Workers who have travelled internationally. It is mandatory for all travelers returning to Canada to self-isolate for 14-days.
- c. Workers who live in the same household as a confirmed or clinical COVID-19 case who is self-isolating or who have been exposed to a confirmed COVID-19 infected person.

5.2. Coronaviruses are spread through close contact, including at work. All employees must follow the following to protect themselves and co-workers:

- a. Wash your hands often with soap and water or alcohol-based hand sanitizer.
- b. Sneeze and cough into your sleeve.
- c. If you use a tissue, discard immediately and wash your hands afterward.
- d. Avoid touching your eyes, nose or mouth.
- e. Avoid contact with people who are sick.
- f. Stay home if you are sick.
- g. Avoid high-touch areas, where possible, or ensure you clean your hands after.
- h. Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them.
- i. Wash your clothes as soon as you get home.
- j. If you develop cold symptoms, such as cough/sneezing/fever, or feel poorly notify your supervisor immediately

6. References

- 6.1. www.ontario.ca (Construction site Health & Safety during Covid-19)
- 6.2. www.toronto.ca (Toronto Public Health Covid-19 fact sheet)
- 6.3. <https://resources.workable.com/coronavirus-covid-19-company-policy>
- 6.4. Work Safe BC – Covid-19 guide for employers

7. Document History

- 7.1. Created on April 27th, 2020 by Julie Korhonen as we were requested to provide a COVID-19 policy before being granted permission to work on certain job sites.