

SOP No: NSGEN-17 Northspan Shop – Workplace COVID-19 Safety Plan 2.0

Potential hazards: The introduction and spread of COVID-19 at Northspan shop.

Personal Protective Equipment Required: N/A, task specific



☐ Hardhat



☐ Hard-toe



☐ Hearing
Protection



☐ Eye
Protection



☐ Respiratory
Protection



☐ Hi-Vis



☐ Gloves

Procedure:

It is the duty of everyone to do their part to limit the spread of COVID-19. COVID-19 is a serious, potentially fatal, disease caused by the virus SARS CoV-2. This virus spreads from person to person through direct contact, through droplets in the air, or from fluid containing SARS-CoV-2 left on surfaces. People working in close contact with one another can promote the spread of SARS-CoV-2 increasing the number of people who develop COVID-19.

The following COVID-19 Workplace Safety Plan is introduced to prevent the introduction and potential spread of COVID-19 at the Northspan Shop at 265 Lougheed Road in Kelowna, BC.

If you have any comments or concerns reading this Plan or other workplace health and safety issues, please contact the General Manager, who is the COVID-19 coordinator for Northspan.

Preventing the introduction of COVID-19 in our workplace

Occupancy limit for 265 Lougheed Road

At no point should more than 10 people be at 265 Lougheed Road at the same time. This occupancy limit will be posted at the main and side entrances to the building.

Employees should not attend work if showing any of the common symptoms of COVID-19

Common symptoms of COVID-19 include new or worsening (as of November 19, 2020):

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing
- Sore throat

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SOP No: NSGEN-17 Northspan Shop – Workplace COVID-19 Safety Plan 2.0

- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

Employees should not attend the workplace if they experience any of the above symptoms.

In addition to displaying any of the above new or worsening symptoms, other restrictions from entering our workplace include:

- If you have travelled outside of Canada within the last 14 days
- If you have been identified by Public Health as a close contact of someone with COVID-19
- If you have been told to isolate by Public Health

All employees shall complete the self-assessment form on SiteDocs daily prior to attending work to verify that they are symptom free.

Mandatory mask policy

All employees and visitors must wear mask at the workplace in any location where they are in a shared space with other workers or members of the public. This policy is communicated through signs at the entrances to our workplace.

Working remotely when possible

Employees must work from home when possible. Also, employees are encouraged to go home for the day once the day's tasks are completed. There is no need to spend time at the shop just waiting for the workday to end.

Managing guest visits

Guest visits should be kept to a minimum. Non-essential visits should be avoided. Prior to entering the shop visitors should be assessed using the evaluation form on SiteDocs and be informed of the mandatory mask use policy. Whenever possible, meet with guests outside, for example, on the patio.

SOP No: NSGEN-17 Northspan Shop – Workplace COVID-19 Safety Plan 2.0

Managing potential spread of COVID-19 in the workplace

The SARS-CoV-2 virus spreads from person to person through close contact or through fluids left on surfaces. To prevent this spread, all employees and guests at 265 Lougheed Road must follow the below directions.

Just like any person showing symptoms of COVID-19 should refrain from attending the workplace, any person who at any time during the work day starts developing symptoms of COVID-19 should promptly inform a superior or colleague, then leave the workplace to go home or to seek health care services, if needed.

All surfaces, which the ill person has been in contact with will be sanitized immediately.

Physical distancing

Together with the mandatory mask policy, maintaining a physical distance of at least 2m between persons is an effective way to reduce the risk of spreading COVID-19.

All employees and guests must make sure to keep this distance to other persons. This can be achieved by avoiding meetings in small spaces, meeting outside, and making sure that occupancy limits are adhered to. If you are having your lunch in the kitchen make sure to time your lunch when nobody else is at the table.

If work situations make it difficult to maintain physical distancing, physical barriers should be put in place (such as office partitions, plexiglass barriers or curtains for example).

In cases where no other physical distancing measures can be applied, masks should be used. Please see “How to use a mask” instructions attached to this document. Disposable face masks are available at the Northspan shop. Textile face coverings, such as bandanas, can also be used.

Cleaning and hygiene*Handwashing*

One of the most effective ways to prevent the spread of COVID-19 is to wash your hands often and properly. Handwashing facilities are available both upstairs and downstairs at the Northspan shop. Bottles of hand sanitizer are also being made available on both floors. Employees and guests at the Northspan shop should wash their hands:

- When arriving at the shop
- Before and after breaks
- After using the washroom
- After handling any materials that may have come in contact with the public

SOP No: NSGEN-17 Northspan Shop – Workplace COVID-19 Safety Plan 2.0

- Before and after handling shared vehicles, tools and equipment
- Before and after using face masks or other personal protective equipment (such as respirators, goggles, and gloves)

Hands should be washed using soap and water. If soap and water aren't available, use an alcohol-based hand sanitizer. Please see "Handwashing" instructions attached to this document.

Covering coughs and sneezes

Another important way to prevent the spread of COVID-19 is to not cough or sneeze openly as this has the potential to spread virus over surprisingly long distances. Cover up coughs and sneezes by coughing or sneezing into your sleeve or by covering your mouth with a tissue. Remember to wash or sanitize your hands always after coughing or sneezing. Please see "Cover coughs and sneezes" instructions attached to this document.

Sanitizing of common areas

A sanitizing protocol is being implemented throughout the Northspan shop for common areas such as washrooms, common tables, light switches, door handles/knobs, etc. Areas to be sanitized every workday using alcohol-based spray sanitizer have been identified and are listed in an attachment to this document. Laminated posters, marked with a bright orange rectangle, describing which objects/areas need to be sanitized have been posted in each room at the shop. The identified areas will be sanitized at the end of the workday by an assigned sanitizer(s) for that day. The sanitizing efforts must be recorded using the "Northspan 265 Loughheed – Common Areas Sanitizing" form.

Sanitizing of common vehicles and equipment

Common vehicles are company vehicles that may be used at work by more than one person. These include forklifts, pickup trucks and the 5-ton truck. It is important that these vehicles are sanitized between each different user. Once an employee is done using a common vehicle, it is the employee's responsibility to sanitize the vehicle to make it safe for use by another user. Spray bottles with sanitizer will be made available in the shop as well as in the #13 pickup truck. Areas in a vehicle that have been touched must be sanitized following each use, including steering wheel, gear shifter, direction indicator lever, windshield wiper lever, window buttons, etc.

Common equipment include tools, which are used by more than one person. Examples can range from stationary tools (drill presses, etc.) to tools in the tool drawers in the shop. After using a piece of common equipment, the user should sanitize the equipment such that it is safe for the next user.

Employees should remember to wash their hands prior to and after using any common vehicle or equipment.

Preventing spread of COVID-19 stemming from "running errands" during the workday

Employees often leave work temporarily during the workday to go visit suppliers, go to the bank, etc. In order to prevent any spread of COVID-19 from such activities social distancing and hygiene guidelines are

SOP No: NSGEN-17 Northspan Shop – Workplace COVID-19 Safety Plan 2.0

always to be followed. When visiting a third party, maintain physical distancing of 2 m and wear a mask. Disposable face masks are available at the Northspan shop. Always wash your hands prior to leaving the Northspan shop and again upon return to the Northspan shop. If you are bringing supplies/equipment back which have been in contact with the public and are to be used/touched within the next couple of days, sanitize them using spray sanitizer. Wash your hands when done.

Training and implementation

This Workplace COVID-19 safety Plan will be uploaded to SiteDocs for distribution to all Northspan shop employees. Employees will read and acknowledge the plan with their signature.

Signage reminding people of mask use, physical distancing, hand washing, occupancy limits and sanitizing protocol is present throughout the workplace.

This plan has been updated on November 23, 2020 and remains in force until further notice. The efficiency and suitability of the plan will be monitored by Northspan's Safety Committee and may be changed as circumstances require.

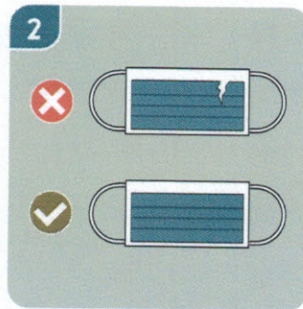
//attachments

- Help prevent the spread of COVID-19: How to use a mask
- Help prevent the spread of COVID-19: Handwashing
- Help prevent the spread of COVID-19: Cover coughs and sneezes
- Sanitizing protocol: Common areas to be sanitized every workday

Help prevent the spread of COVID-19: How to use a mask



1 Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



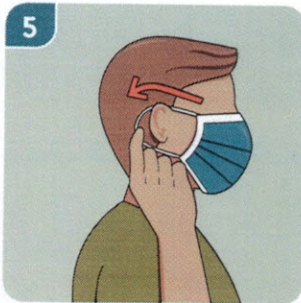
2 Inspect the mask to ensure it's not damaged.



3 Turn the mask so the coloured side is facing outward.



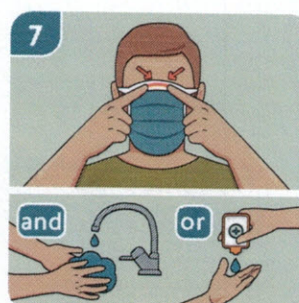
4 Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose



5 Put the loops around each of your ears, or tie the top and bottom straps.



6 Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



7 Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



8 Don't touch the mask while you're wearing it. If you do, wash your hands.



9 Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

Removing the mask



1 Wash your hands with soap and water or use an alcohol-based hand sanitizer.



2 Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.



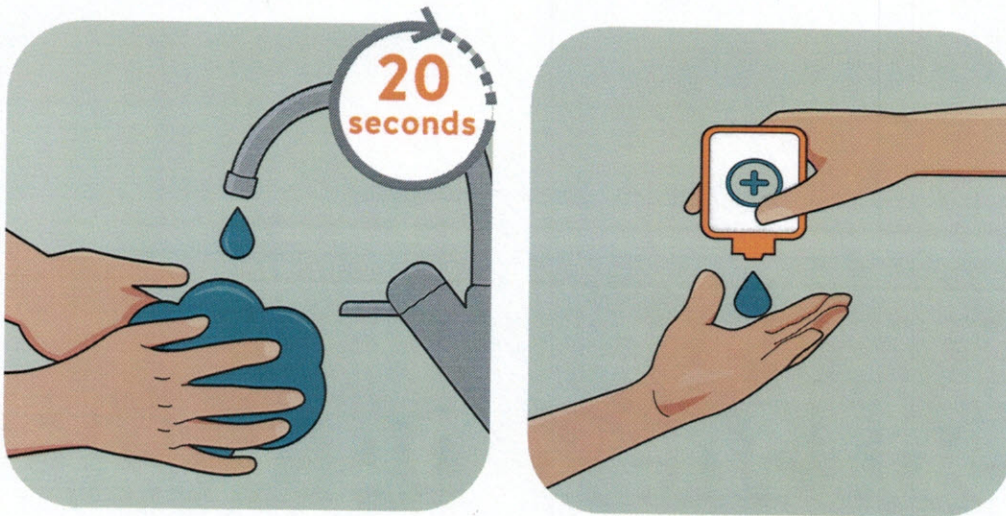
3 Dispose of the mask safely.



4 Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."

Help prevent the spread of COVID-19



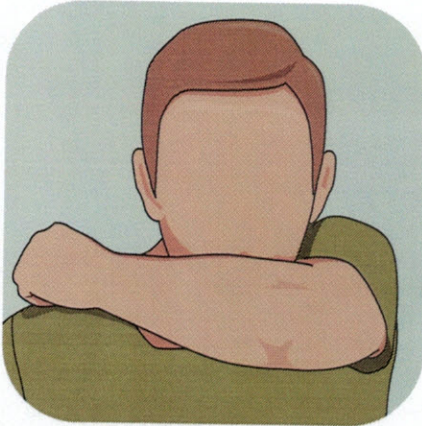
Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

Wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment

Help prevent the spread of COVID-19

Cover coughs and sneezes

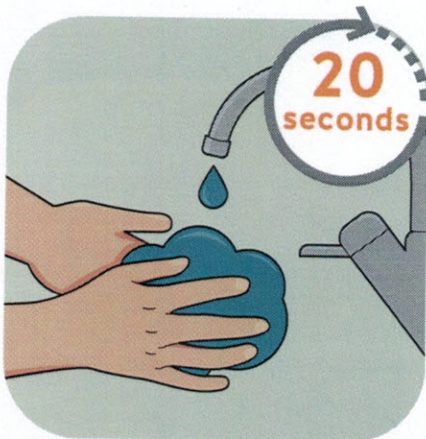


Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Or

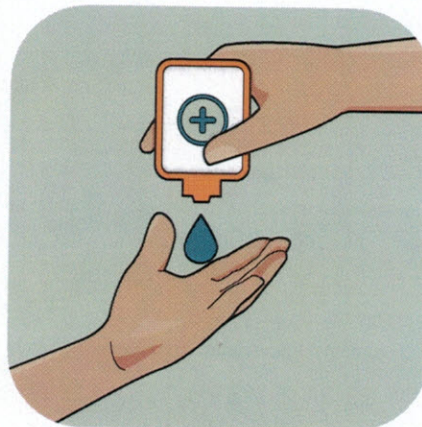


Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



Wash your hands with soap and water for at least 20 seconds.

Or



Clean hands with alcohol-based hand sanitizer.



265 Loughheed Road COVID-19 Sanitizing Plan

KITCHEN

The following to be sanitized daily:

- Table
- Top of chair backs
- Conference phone
- Fridge door handle
- Kitchen cabinet door handles
- Coffee maker
- Microwave
- Faucet
- Range buttons/dials
- Nespresso pod drawer
- Door knobs
- Light switch
- Thermostat
- +any additional areas, which may require sanitizing



265 Loughheed Road COVID-19 Sanitizing Plan

UPSTAIRS LANDING AND MAIN STAIRS

The following to be sanitized daily:

- Water cooler
- Printer
- Door knobs
- Light switch
- Stair railings/hand rails
- +any additional areas, which may require sanitizing



265 Loughheed Road COVID-19 Sanitizing Plan

ACCOUNTING OFFICE

The following to be sanitized daily:

- Door knobs
- Light switch
- Printer
- Filing cabinet drawer handles
- Desks will be sanitized by their respective occupants
- +any additional areas, which may require sanitizing



265 Loughheed Road COVID-19 Sanitizing Plan

UPSTAIRS WASHROOM

The following to be sanitized daily:

- Light switch
- Door knobs
- Toilet paper holder
- Toilet flush handle
- Toilet lids (use separate paper towel)
- Soap dispenser
- Faucet
- +any additional areas, which may require sanitizing



265 Loughheed Road COVID-19 Sanitizing Plan

ATRIUM

The following to be sanitized daily:

- Water cooler
- Chair handles
- Door knobs/handles
- Mailboxes
- Light switches/Thermostat/Fan control panel
- TV remote
- Coffee maker
- Coffee cabinet countertop and door handle
- Pool table top
- +any additional areas, which may require sanitizing



265 Loughheed Road COVID-19 Sanitizing Plan

KEN'S AND KEENAN'S OFFICE

The following to be sanitized daily:

- Light switch
- Door knobs
- Chair handles
- Printer
- Printer cabinet drawer handles
- Desks to be sanitized by respective occupants
- +any additional areas, which may require sanitizing



265 Loughheed Road COVID-19 Sanitizing Plan

PARTS ROOM

The following to be sanitized daily:

- Microwave oven
- Fridge door handle
- Door knobs
- Light switches
- Scales control panel
- Garage door handle
- +any additional areas, which may require sanitizing



265 Loughheed Road COVID-19 Sanitizing Plan

SIDE DOOR ENTRANCE

The following to be sanitized daily:

- Alarm control panel
- Door knobs
- Light switch
- Back stairs railing
- +any additional areas, which may require sanitizing



265 Loughheed Road COVID-19 Sanitizing Plan

SHOP

The following to be sanitized daily:

- All door knobs
- Light switches
- Thermostat
- Shop faucet
- Shop soap dispenser
- Tool drawer handles
- Bay door control panel
- Compressor switch
- +any additional areas, which may require sanitizing



265 Loughheed Road COVID-19 Sanitizing Plan

DOWNSTAIRS WASHROOM

The following to be sanitized daily:

- All door knobs
- Light switch
- Faucet
- Soap dispenser
- Toilet lids (Use separate paper towel)
- +any additional areas, which may require sanitizing



265 Loughheed Road COVID-19 Sanitizing Plan

SHED

The following to be sanitized daily:

- Door knobs
- Light switch
- Phone
- Bay door control panels
- +any additional areas, which may require sanitizing



265 Loughheed Road COVID-19 Sanitizing Plan

PATIO

The following to be sanitized daily:

- Chair handles
- Tabletops
- +any additional areas, which may require sanitizing