



## COVID – 19 Safety Plan

### Preamble

As we closely monitor the spread of COVID-19 and developments through our communities, Arpac is taking appropriate precautions to limit exposure while ensuring our doors remain open to you our employees, clients, and vendors.

COVID-19 presents various potential hazards and we are addressing those hazards with the controls detailed in our COVID-19 Safety Plan below.

### Elimination

Elimination controls remove the risk of exposure entirely from the workplace.

1. Sales Representatives are encouraged to work from home whenever possible. Service Technicians and Installers are encouraged to arrange requirements to be at/ in branch a head of time. These measures aim to limit the number of employees at the branch at any given time.
2. Occupancy limits are posted in all areas where more than one person could congregate (for example offices, break rooms, meeting rooms, change rooms, washrooms), with marked floor indicators showing where to sit/stand to ensure at a minimum 6 feet of distance is maintained in the space.
3. In person meetings (including training sessions for new employees, regular department meetings, etc.) have been kept to a minimum wherever possible. Telephone and Team meetings are preferred methods, with in-person meetings allowed whenever this is not possible/ reasonably practical.
4. Shared/ communal food items and dishes are no longer allowed at the branch to limit to potential contamination of multiple person touchpoints.
5. Customer/vendor visits dramatically reduced, in favour of phone/virtual meetings.
6. Internal/external signage throughout all buildings reminding of limits/restrictions.
7. Work related airline travel should be avoided unless deemed necessary.
8. Social distancing (6-feet) required at Arpac and Customer sites.
9. Arpac employees who are present on customer site will follow customer specific protocols related to elimination controls.

### Engineering

Engineering controls are aimed at physical changes to remove/ create a physical stop to the hazard from reaching an individual.



### COVID – 19 Safety Plan

1. Highly visible floor markings to indicate private/personal areas where other employees are not to cross. Signed off/ crossed off chairs where more are present than the room allows to ensure distancing is maintained.
2. Physical barricades at entrances to limit exposure with the public, or/and to direct them to designated receiving areas.
3. Public access is limited through select entrances at each branch. Doors that are not selected as in use remain locked at all times.
4. Arpac employees who are present on customer site will follow customer specific protocols related to engineering controls.
5. Communal doors to remain open and propped to reduce contact with door handles

### Administrative

Administrative controls are changes made to how we do things. This includes policies, procedures, training, forms/ templates, and signage.

1. Employees must not report to work/ go to customer site if they have symptoms/ are in contact with a positive COVID-19 case/ have travelled outside Canada in the last 14 days. They are instructed to stay home, notify their manager, call their local health authority (811), and follow their direction for testing and isolations requirements.
2. Employees who are awaiting COVID-19 test results are not allowed to return to the workplace/ customer site until they have received confirmation of a negative test result.
3. Signage posted throughout the site to remind employees of the following rules and guidelines:
  - a) Symptoms that are associated with COVID-19
  - b) Maintain social distancing
  - c) Wash hands/ use hand sanitizer. Hand sanitizer is secondary to hand washing.
  - d) Cough/ sneeze into elbow/ cover
  - e) Wear a mask
  - f) Sanitize rooms after use
  - g) How to wear a mask safely
4. All employees are required to complete our Daily Health Assessment prior to arriving to site or entering an Arpac branch. This assessment is available via an online form made accessible through a link and QR scannable code.

Employees who currently have core or secondary COVID symptoms are instructed to stay home and call their local health authority (811) for further instruction. If an employee develops symptoms during the day (after the initial assessment is completed) they are to immediately notify their manager.



### COVID – 19 Safety Plan

5. Employees frequently reminded to remain 6ft apart at all times; including during breaks/ in high traffic locations (for example entrances/ exits at the start or finish of the workday).
6. Daily sanitization schedules are developed to ensure regular disinfecting of potential high touch/ contaminant possible surfaces. Detailed list is attached - includes items such as barricades/ door handles/ appliances/ etc... Disinfectants used must be on the Health Canada Approved List to protect against COVID-19: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>
7. Travel to other branches should only occur when absolutely necessary, where other listed virtual means are not available/ practical. Travel must be by private means (i.e., your own vehicle) and not by public/ shared methods.
8. Whenever and wherever possible employees should be travelling alone. If an employee must drive with one-another (for example a new employee who has not insured to drive an Arpac vehicle), they must both be wearing an N95 mask for the entire duration of the drive.
9. Handwashing facilities are available at all branches. Each employee is provided a Health Canada approved hand sanitizer for use. Hand sanitizer is available and located throughout the branch at highly utilized areas (for example entrances/ exits). These are replenished/ replaced as required. Washrooms with handwashing facilities are regularly maintained by a third-party cleaning company.
10. Customer notification processes and policies are in place should an employee test positive for COVID-19 to minimize the potential for transmission.
11. In Delta, visiting between the buildings (Delta - buildings 1, 2, and 3) is no longer allowed.
12. Arpac employees who are present on customer site will follow customer specific protocols related to administrative controls.
13. Supervisors/ Managers will tour their work area daily to ensure our safety plan policies are being followed (i.e., wearing of masks, physical distancing, washing hands, sanitization, no symptoms, etc.) and will document the tour and findings.
14. Employees are to use their own equipment, such as pens, staplers, headsets, and computers and not share between other employees.

### Masks

Masks fall under the PPE control and are worn to minimize exposure to hazards and prevent illnesses and infection. Correct use of PPE can help prevent some exposures, but it should not take the place of other control measures listed in this safety plan, including but not limited to health screenings, hand hygiene, use of barriers, and physical distancing. Masks must be used alongside other control measures already in place.



### COVID – 19 Safety Plan

1. Cloth masks required for all employees when away from their desk/office/work area, or while in the proximity of others. Must be worn when arriving/leaving work and at customer site. Masks with exhaust valves are not permitted as they do not filter exhaled respiratory droplets.
2. Employees are provided with one cloth mask (double/ triple layer) and will have access to non-medical disposable masks for use. They may also use their own cloth mask/ a non-medical disposable mask.
3. Face shields/ face shield type coverings are not an acceptable face covering at Arpac sites. If employees choose to utilize these they must be in addition to a cloth/ non-medical disposable mask.
4. Cloth masks are required at all customer sites.
5. N95/P100 respirators are required if in the same vehicle together, or if 6ft distance can not be maintained. This is not to be used as a replacement for social distancing/ only when, through other means, you cannot maintain 6 feet of distance.
6. Signage is posted on how to wear a mask correctly.
7. Arpac employees who are present on customer site will follow customer specific protocols related to masks/ face coverings.

### Cleaning

Cleaning and sanitizing of potential high touch surfaces/ contaminated areas aids to support all other measure in places to control the potential of COVID-19 in the workplaces. Respiratory droplets can easily land on a surface/ be transferred from surface to surface and pose a risk of transmission of COVID-19. Cleaning and sanitizing stops potential spread in these situations.

1. Daily sanitization schedules are developed to ensure regular disinfecting of potential high touch/ contaminant possible surfaces. Detailed list is attached - includes items such as barricades/ door handles/ appliances/ etc...
2. Disinfectants used must be on the Health Canada Approved List to protect against COVID-19: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>. These wipes/ sprays are in all areas.
3. PPE is available for use when sanitizing is being performed and include disposable nitrile gloves, eye protection, steel toe cap shoe covers.
4. Signage posted in all areas reminding it is mandatory to wash hands with soap and water for 20-seconds prior to touching shared items (i.e., in the kitchen). Use of hand sanitizer is only secondary to regular and thorough handwashing.



### COVID – 19 Safety Plan

5. Handwashing facilities are available at all branches. Each employee is provided a Health Canada approved hand sanitizer for use. Hand sanitizer is available and located throughout the branch at highly utilized areas (for example entrances/ exits). These are replenished/ replaced as required. Washrooms with handwashing facilities are maintained by a third-party cleaning company.
6. Arpac employees who are present on customer site will follow customer specific protocols related to cleaning.

### Communication

Communication of the COVID-19 Safety Plan is an essential aspect of the over success of our measure put in place. To ensure everyone is made aware and understands the plan details is detailed below.

1. Signage is posted as a frequent reminder about relevant policies.
2. When changes are made to our plan, they are notified via email. Supervisors/ Managers will follow up with employees to verify and ensure understanding of the changes.
3. The COVID-19 Safety plan is made available via physical presence in each branch and online via our website <http://www.arpac.ca>
4. The following guidance on quarantine, isolation, and self-management is available on Sharepoint:
  - a. British Columbia
    - i. <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/if-you-have-covid-19>
  - b. Alberta
    - i. <https://www.albertahealthservices.ca/topics/page17034.aspx#positive>