

TERRA NOVA STEEL INC.

COVID – 19 SAFETY PLAN

Statement of Purpose

Our Company is committed to providing a safe and healthy workplace for all staff, management team and all others who enter our premises for the purpose of our business. All employees/customers must follow the procedures outlined in this plan to prevent or reduce exposure to COVID-19.

We are taking precautionary measures in an effort to reduce exposure to COVID-19. Our office is closed to visitors until further notice. One needs to call 604-946-5383 to speak with a staff member and a notice is posted at our doors. Visitors are screened and asked if they have any symptoms and if they have been out of the province in the last 14 days or been exposed to anyone with symptoms.

Anyone entering the building is required to wear a mask which is provided if they do not have one. Hand sanitizer and cleaning supplies are provided throughout the building.

Covid symptoms

Anyone feeling ill should stay home. The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold.

Symptoms include fever, chills, cough, shortness of breath, difficulty breathing, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell and taste, headache, muscle aches, fatigue and loss of appetite, nausea, or vomiting. Other symptoms have been reported such as skin rash and gastrointestinal symptoms (diarrhea).

Transmission

Three primary routes of transmission are considered likely with COVID-19, all of which need to be controlled. They include contact, droplet, and droplet transmission in the air after a cough or sneeze.

-Direct contact involves skin-skin contact, for example: shaking hands, hugging, helping with personal hygiene, etc.

-Indirect contact involves a worker touching a contaminated intermediate object such as a table, doorknob, telephone, or computer keyboard, and then touching the eyes, nose, or mouth. Contact transmission is important to consider because viruses may persist for minutes on hands and potentially hours on surfaces.

-Droplet transmission may be generated when an infected person coughs or sneezes. Droplets travel a short distance (one to two meters) through the air and can be deposited on inanimate surfaces or in the eyes, nose, or mouth of other person in close proximity. The greater the distance between workers, the risk of infection is reduced.

Safety Protocols

All staff are required to have their temperature taken when entering the building at the start of their shift. It will be recorded daily by Elton Weston for the day shift and by Darren Chorney for the afternoon shift.

Anyone with a high temperature will be asked to leave the premises immediately.

Masks are mandatory in all indoor spaces, including workplace common areas. When walking about you are required to wear one at all times, once seated at a workstation you may remove your mask provided you are practicing the social distancing required – which is 6 ft apart.

You must continue to practice good hand washing and maintain physical distancing. Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hand to other parts of the body – particularly the eyes, nose, and mouth – or to other surfaces that are touched.

Wash your hand immediately:

Before leaving a work area

After handling materials that may be contaminated

Before eating, drinking, or touching any objects

Use soap and warm running water. Or use a waterless hand cleanser(sanitizer) that has at least 60% alcohol. Follow manufacturer's instructions on how to use the cleanser. They are provided through out the workplace.

Cough/sneeze etiquette

Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.

Use tissues to contain secretions and dispose of them promptly in a waste container

Turn your head away from others when coughing or sneezing

Wash hands regularly

Physical distancing

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak.

To meet social distance requirements, all staff/customers should keep a distance of at least 2 arms lengths (approximately 2 meters) from others, as much as possible.

Avoid crowded places

Avoid common greetings, such as handshakes

Use of non-medical masks

A mask is a protective barrier that is worn on the face, covers at least the nose and mouth, and is used to contain large droplets generated during coughing and sneezing by the person using the mask. Masks help minimize the spread of potentially infected material from the wearer to other people. Masks are required in all areas of our workspace where there is shared space.

N95 masks, face shields and gloves are provided for our First Aid attendants.

IF YOU BECOME ILL OR ALREADY HAVE SYMPTOMS:

- Isolate yourself as quickly as possible for 10 days from when you first felt sick
- Get tested for COVID-19 – call 8-1-1 if site is unknown

If anyone is working within 6ft of others who have tested positive they need to self- isolate for 10 days and get tested after 4 days.

If anyone becomes ill at work, we must take the appropriate cleaning measures to ensure any surfaces they may have come in contact with are fully sanitized.

Workers and others are NOT allowed to enter the workplace if they have any symptoms of COVID-19.

We encourage all staff to register and book your COVID-19 vaccination through getvaccinated.gov.bc.ca if you have not already done it.

Firm Specific Safety Protocols

Priority for office attendance will be as follows:

Firm administration roles which cannot be fulfilled remotely such as reception, data entry and Shop Employees

Any member who wishes to work in the office.

We have set up for our Sales Team, Credit Manager and CAD Department to work from home. All alternating at work/home to accommodate for social distancing in shared areas of the office.

If you must go to another person's office or workspace to complete a task, keep a 1-2 meter distance and wear a mask.

Shared equipment such as printers, copiers, fax machines must be disinfected after each use.

Hands must be washed or sanitized after using shared items.

Wipes and cleaning supplies will be provided at all shared equipment.

Signs will be posted to remind everyone of procedures for safety and cleaning.

A record will be kept at the front door and shipping door to record all visitors entering the building including their name, company name and time entered, that we asked appropriate questions ie. Any symptoms, been out of province in last 14 days or in contact with anyone with COVID-19. Visitors are to sign document for acknowledgement. That will give us a record in case we need to contact them in case of an outbreak.

Lunchroom

Maximum of 2 people in lunchroom at a time.

Upon entering, please wash your hands.

After you have finished, wipe down surfaces you touched with disinfectant or soapy water using paper towel and then wash your hands again before leaving.

We strongly encourage everyone to bring their own water bottle, coffee mug, eating dish and cutlery for use at the office and take it home to be cleaned each day. However, you may use what is provided as long as you clean them properly after use.

A sheet will be posted for after cleaning is done.

Shop employees

Our two shop shifts have had breaks and Start and Finish times changed to accommodate social distancing in the lunch room.

All shop workers operating forklifts and machines should sanitize your equipment before and after your shift. Cleaning supplies are provided.