

# **CAM CHAIN**

## **COVID-19**

### **Policy and Procedures**

# Contents

PART 1: POLICY STATEMENT .....	2
PART 2: Purpose .....	3
PART 3: Responsibilities.....	4
PART 4: What is Coronavirus .....	4.5
PART 5: How is COVID-19 spread.....	5
PART 6: What are symptoms of Infection from COVID-19 .....	5
PART 7: Screening Process.....	6
PART 8: Protocols for the work place.....	6
PART 9: Personal Protective Equipment.....	7 / 8
PART 10: HANDWASHING.....	9
PART 11: Hand Sanitization.....	10
PART 12: Lunchrooms and eating areas .....	10
PART 13: Changing areas.....	10

## PART 1: POLICY STATEMENT

We all want to have a safe and healthy workplace in these unprecedented times. To ensure this, we need everybody's participation.

The management of Cam Chain Co. Ltd. is committed to providing safe and healthy working conditions, and to promoting positive attitudes towards safety and health within the organization.

Management is responsible for providing a safe workplace and for establishing and maintaining adequate standards of work place and equipment to ensure that health hazards are guarded against or eliminated, and for developing work procedures conducive to a safe and healthy workplace.

Supervisors are responsible for ensuring that workers are properly instructed to do their work safely, for enforcing safe work procedures and regulations, and for correcting all unsafe activities.

All workers are required to work safely, to know and follow all rules and safe work procedures.

The role of the Safety Committee is to work with management and supervisors to come up with safe work procedures.

Everyone is expected to correct or report unsafe conditions and activities, and to work cooperatively toward the prevention of **COVID-19**.

## PART 2: Purpose

The following procedures have been developed By Cam Chain to ensure the health and safety of their workers during the **COVID-19** virus outbreak in Canada. These procedures must be adhered to by all Supervisors and Employees while work is commencing on Cam Chain property.

The objective of these procedures is to ensure that employees concerns are addressed during work and to protect our employees from spreading or contracting **COVID-19**.

It is the responsibility of each Cam Chain Supervisor to ensure that all employees and sub-contractors are trained in these procedures.

The following procedures have been developed in accordance with the following guidelines from across Canada:

- a. Public Health Agency of Canada
- b. Canada Centre for Disease Control
- c. BC Centre for Disease Control
- d. Employment Standards Act of Canada

## PART 3: Responsibilities

### Employer Responsibilities

- Identify and assess work processes that could lead to worker exposure to **COVID-19**.
- Provide adequate PPE for the work place.

### Employee Responsibilities

- To use the proper PPE for the environment that you are working in.
- To be courteous to other employees and social distance from one another.

## PART 4: What is Coronavirus

**Background “Influenza” refers to a family of virus-caused diseases that result in respiratory infection with fairly predictable symptoms. An influenza pandemic may affect a significant number of employees at any given time, removing them from the workforce for a variety of reasons. Those who become ill are expected to be incapacitated for days or weeks.**

INFLUENZA is a contagious disease. To reduce the spread in this workplace, the following actions are required from all employees: **DO NOT COME TO WORK** if you have: Chills, shivering and a fever (temperature above 38° C). Onset of muscle aches and pains, Sore throat, Dry cough, Trouble breathing, Sneezing, Stuffy or runny nose and Tiredness. If some of the above apply to you, please go home and wait until you have recovered before returning to work. If you start to feel ill at work, **PLEASE DO NOT** leave your work area. Call your Manager/Supervisor and advise them that you are feeling unwell.

In severe cases, COVID-19 may cause pneumonia, KIDNEY FAILURE and possible death. According to guidance published by Health Canada and the World Health Organization symptoms may take up to 14 days to appear after exposure to COVID-19

## PART 5: How is COVID-19 Spread?

1. There is currently NO vaccine to prevent COVID-19.
2. The virus is thought to spread mainly from person to person including:
  - a. Between people who are in close contact with one another (within 2M/6Ft.)
  - b. Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

## PART 6: What are the Symptoms of Infection from COVID -19

Knowing the difference between a cold and the flu – You will likely know the difference between a cold and the flu. Most flu symptoms typically appear so quickly that people can recall the exact moment they first felt sick. Know the similarities and differences in symptoms of the flu and a cold as noted below:

Knowing the difference between a cold and the flu			
	SYMPTOM	INFLUENZA	COMMON COLD
	Fever	Usual, sudden onset 38° - 40° and lasts 3-4 days	Rare
	Headache	Usual and can be severe	Rare
	Aches and pains	Usual and can be severe	Rare
	Fatigue and weakness	Usual and can last 2-3 weeks or more after the acute illness	Sometimes, but mild
	Debilitating fatigue	Usual, early onset can be severe	Rare
	Nausea, vomiting, diarrhea	In children < 5 years old	Rare
	Watering of the eyes	Rare	Usual
	Runny, stuffy nose	Rare	Usual
	Sneezing	Rare in early stages	Usual
	Sore throat	Usual	Usual
	Chest discomfort	Usual and can be severe	Sometimes, but mild to moderate
	Complications	Respiratory failure; can worsen current chronic conditions; can be life threatening	Congestion or ear-ache
	Fatalities	Well recognized	Not reported
	Prevention	Influenza vaccine; frequent hand-washing; cover your cough	Frequent hand-washing, cover your cough

## PART 7: Screening Process

- 1: Employees are to self-screen for symptoms of COVID-19 prior to arriving at work. If an employee feels that they may have any of the symptoms call into work and let the shop foreman know.
- 2: If an employee arrives at work and is not feeling well or has any symptoms of COVID-19 and management notices the employee is sick, the shop Supervisor or management has the right to send that employee home.

## PART 8: Protocols for the work place

1. Initiate the following Social Distancing Procedures and Information of Influenza notifications should be posted in lunch rooms and other areas to raise staff awareness of influenza symptoms.
2. Office staff have been set up to work from home as to maintain safe working distance with a rotation into the office.  
The production shop to work two shifts, Day & Afternoons in order to maintain safe working distance and safe distance of 2 meters (6 Ft) when on breaks.
3. Ask staff to discontinue sharing cutlery, plates, cups, magazines, and etc. Encourage staff to bring their lunch, stagger their lunch hours and to eat at their desk or away from others (avoid the lunch room or crowded gathering areas).
4. If face-to-face meetings with people are unavoidable, minimize the meeting time, choose a large meeting room and sit at least one meter apart from each other if possible; avoid shaking hands or hugging. Consider holding meetings in the open air if weather permits.
5. Encourage staff to avoid recreational or other leisure classes/meetings etc. where they might come into contact with infectious people.
6. Where possible, reduce exposure between staff and the public. (IE: truck drivers)
7. **(Handshaking)** During high risk COVID-19 exposure risk (Pandemic) as advised by the CDC; it is advised to all employees to not conduct in handshakes until further notice.
8. **(Workplace Distancing)** During high risk COVID-19 exposure risk (Pandemic) as advised by the CDC; it is advised to all employees will keep a minimum distance of 6 Ft (2 M) from each other.
9. **Avoid close contact with any other worker if they are showing any symptoms of COVID-19 infection.**

- 10.** During high risk COVID-19 exposure (**Pandemic**) as advised by the CDC & BCCDC, Cam Chain will limit the number of group gatherings such as office meeting and training sessions.

## PART 9: Personal Protective Equipment

1. The following PPE will be provided to the employees by Cam Chain. This PPE is to be worn and used in the work place if there is a chance of being near to or working with a possible infected co-worker, or the employee wishes to wear the PPE.
  - a) **Gloves:** Employees are recommend to wear gloves while working within the shop and or areas that have contact with people from outside of the work place. (IE: delivery drivers) The company is supplying three types of gloves or what is available through the company's suppliers.



- b) **Masks:** A surgical mask is not a respirator. Surgical masks and disposal respirators have similar appearance and both provide a barrier that covers your nose and mouth. However there is a great deal of difference in the protection they provide.

Employees are recommend to wear masks, the company generally has two types of masks on hand. One is the surgical type and the other is a variant of the N95 respirator. Due to supply from our suppliers we may be limited or out of stock at times. **Any worker who is assisting an ill worker (such as a First Aid attendant) must have on the proper PPE when helping when attending.**





- c) **Face shield:** If an employee feels it necessary to wear a clear face shield that employee can ask their supervisor and one will be handed out.



- d) **Social distancing:** If two employees or greater need to work closer together than the 2 meter (6 Ft) distance it is recommended that all employees wear face masks.

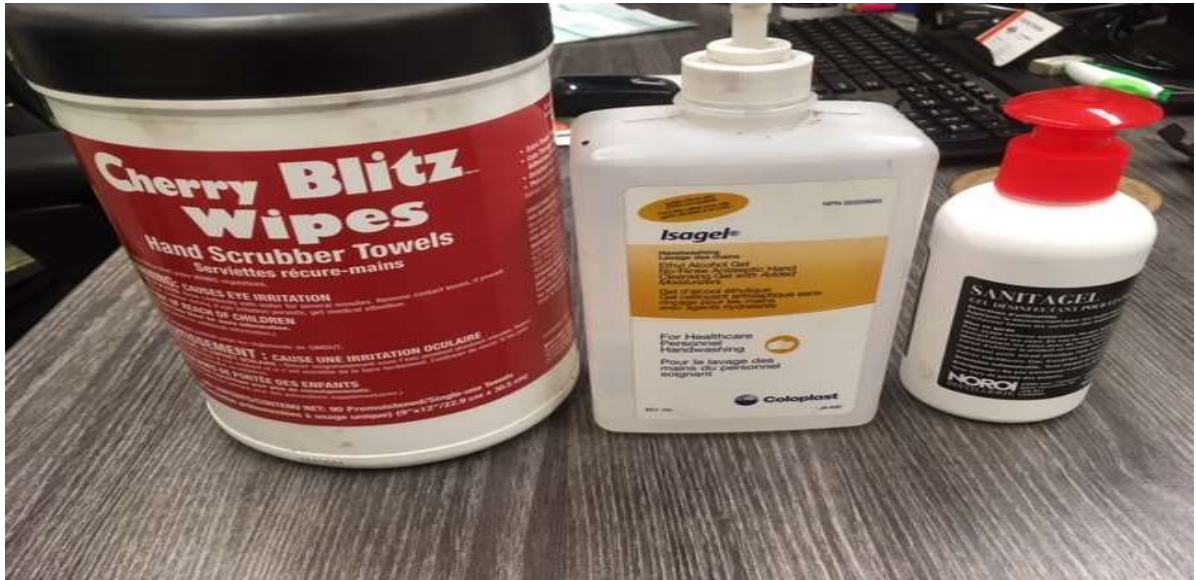
**PART 10: HANDWASHING**

- a) The company will ensure adequate handwashing facilities are available for employees on the worksite, as per regulation requirements.
- b) All handwashing areas will include running fresh water, fully supplied with soap and fresh towels or paper towels.
- c) All washrooms and handwashing facilities will be maintained in proper working order, kept clean and sanitary.
- d) Handwashing facilities will also provide adequate supplies (soap, paper towels and hand sanitizer).



## PART 11: Hand Sanitization

- a) The company will ensure that there is adequate hand sanitizer available on site and positioned throughout the worksite including the washrooms. Hand sanitizer must contain a minimum of 70% alcohol to ensure viruses are killed on contact.



## PART 12: Lunchrooms and eating areas

- a) Employees that are going to use the lunchroom facilities are reminded that they need to keep a minimum distance of 6 Ft (2M) between themselves and the next employee sitting in the lunchroom.
- b) Employees are advised to wipe all surfaces with sanitizer prior to sitting down for lunch as well as when they are finished.
- c) Employees are advised to wipe all surfaces of food heating equipment with sanitizer prior to and after using the equipment in order to reduce the potential risk of contamination.
- d) Employees are asked to put the dirty rags and or paper towels into the garbage can so that someone else will not have to do so.

## PART 13: Changing areas

- a) If workers have assigned areas or lockers for changing, limit the number of workers in the locker area. There should be at least 2 meters between workers in the change areas.
- b) Signs posted on doors and entry points of locker rooms and change room doors as to the maximum number of workers who can be in the room.

