



22/12/2020

CORONAVIRUS/COVID-19 WORKPLACE POLICY:

PURPOSE:

To provide you with an update about what we are doing to protect your health and safety in light of CORONAVIRUS/COVID-19, which the Centres for Disease Control and Prevention (CDC) recognise as an outbreak, and the World Health Organization (WHO) has declared a pandemic.

This policy sets out our framework to manage the ongoing pandemic. We sincerely hope and expect that all employees, subcontractors, suppliers, consultants and others, who conduct work on or in our workplaces, will join with us in a spirit of cooperation, development and implementation in our effort to mitigate the spread of this virus.

COMMUNICATION:

- Updates shall be posted in a conspicuous place, such as safety board, above time clock, etc...

REPORTING:

- If you think you're sick, call your doctor, call Telehealth (**1-866-797-0000**), and follow the instructions
- Contact your supervisor and inform them of your scenario.
- You will be required to produce a negative test result in order to return to work.

HEALTHY EMPLOYEES:

If you are symptom free, healthy, **WILLING** to work we appreciate your support and should adhere to your current schedule. We are considered an essential service to support the essential supply chain. We are taking extra precautions to protect our employees and their families. Such as:

- Disinfecting frequently touched surfaces 3 times per day
- Continuously checking stock of disinfectant products
- Truck driver documentation (for traceability)
- Visitor restrictions
- Providing hand disinfectant in dispensers / Sanitization Stations (to be used each time you pass one)
- Posting signage as a reminder of new company protocol
- Communicating facts as they come available
- Rotating break times to better exercise social distancing and minimizing people in the lunchroom
- Typical work hours maybe modified to exercise social distancing
- Masks are required for workers working within 6ft of each other
- Masks are required when traveling to/from washroom
- Masks are required in the washroom
- Masks are required when you are not at your workstation inside the building
- Encouraging phone/email conversations instead of face-to-face
- Encouraging sanitizing before and after you eat
- Use of Cootie Catchers and Cootie Guards



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IF YOU HAVE ANY OF THE FOLLOWING SYMPTOMS, STAY HOME:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html>

COVID-19 symptoms

- Symptoms of COVID-19 can vary from person to person. They may also vary in different age groups.
- Some of the more commonly reported symptoms include:
- new or worsening cough
- shortness of breath or difficulty breathing
- temperature equal to or over 37.6°C
- feeling feverish
- chills
- fatigue or weakness
- muscle or body aches
- new loss of smell or taste
- headache
- gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
- feeling very unwell

Children tend to have abdominal symptoms and skin changes or rashes. Symptoms may take up to 14 days to appear after exposure to COVID-19.

If you are ill and experience the previously listed symptoms, you must follow Health Canada guidelines and visit a health care professional. Call ahead or tell them when you arrive and that you have a respiratory illness. You may be asked to wear a mask while waiting for or receiving treatment to prevent the spread of the illness.

If you have travelled abroad and you develop fever, cough or difficulty breathing in the next 14 days:

- Isolate yourself within the home as quickly as possible and
- Call your health care provider or public health authority

Tell them your symptoms and travel history. Let them know whether you have had direct contact with a sick person, especially if they have had symptoms. Please do not return to work until you are free of symptoms, for at least 14 days (without the use of symptom-altering medication), OR cleared by a physician.

RETURN TO WORK:

In general, written medical clearance will be required for return to work after exposure to the COVID-19, specifically a negative test result. Please provide a copy of all medical clearance notes or slips to your supervisor.

LEAVING WORK EARLY:

Leaving work because of a symptom above will require a "Leaving Work Early" form to be filled out, temperature to be taken at the time of the request and a self-assessment is to be completed by a supervisor. The Ontario self assessment tool online will determine if a test is required to return to work.

<https://covid-19.ontario.ca/self-assessment/>



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BUSINESS TRAVEL:

Non essential business travel will be completely suspended.

PERSONAL TRAVEL:

All personal travel will be restricted.

VISITORS:

No non essential visitors, sales calls or any other guests will be permitted into the building. Suppliers/Deliveries/Truck Drivers are the only exception to an unannounced, non-employee entering the building.

MOVING FORWARD WITH THE CORONAVIRUS/COVID-19

We, as a company have done well. We have focused our attention on making the workplace at Spinnaker safe for all our employees. But moving forward we believe that we will need to practice the things we have learned for some time.

Social distancing will need to become more of a norm in the workplace and at home, so that we are able to maintain a safe work environment for everyone.

At Spinnaker, we have continuously implemented new safety measures as information becomes available and we will continue to be dynamic. This is something that we all need to work on together. We are all responsible for keeping the workplace safe and Virus free for each other. We believe that we should continue to exercise the 6-foot social distance and safe hygiene.

Until further notice, every week all active employees will be required to fill out the Safe Return to Work Checklist. Daily temperature is being taken at the beginning of your shift as you enter the building. Masks or face shields are to be worn by anyone that cannot maintain the 6-foot distance rule. Anyone that is travelling to/from a workstation/area or that is using the washroom is required to wear a mask or face shield.

Any essential visitors will be required to wear a mask, sanitize hands immediately, fill out the Safe Return to Work Checklist, have their temperature taken and recorded at sign in. No exceptions!

Truck drivers (shipping/receiving), are being asked to stay in their trucks and not to enter the building in cases where they can be loaded/unloaded in the parking lot. When drivers do enter the building, they are quarantined until they pass the screening/traceability process. Drivers are required to sanitize hands, check temperature and sign in (name/company/time), before being allowed to proceed into the building.

CARE FOR YOUR MENTAL AND PHYSICAL WELLBEING

- Stay informed but take breaks from social media, watching reading or listening to news stories
- Practice physical distancing, but stay connected. Talk to friends or family about your feelings and concerns through email, phone calls, video chat and social media platforms
- Try to eat healthy meals, exercise regularly, and get plenty of sleep
- Focus on the positive aspects of your life and things you can control
- Be kind and compassionate to yourself and others



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YOU'RE NOT ALONE – ASK FOR HELP IF YOU'RE FEEL OVERWHELMED

If you are in crisis, please contact:

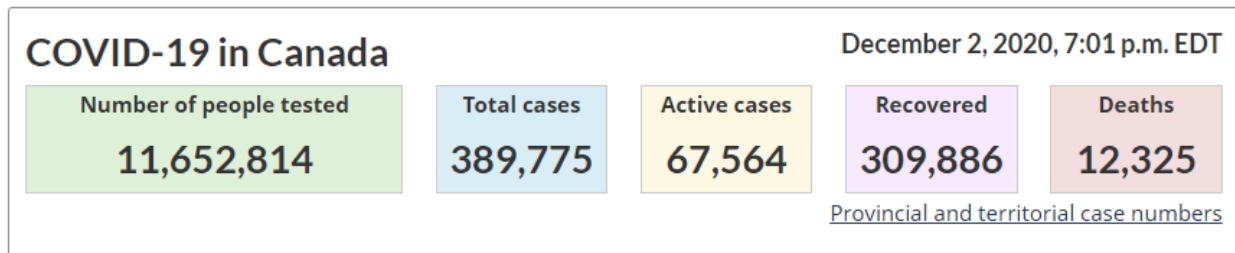
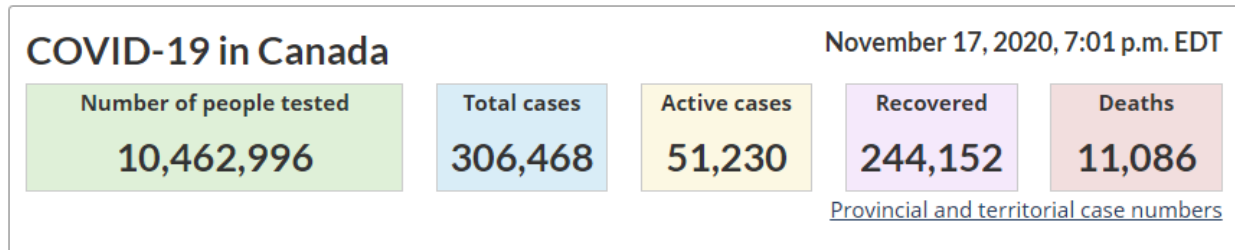
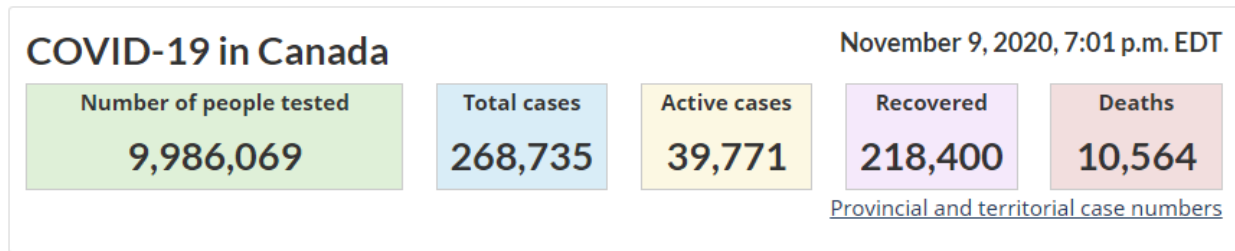
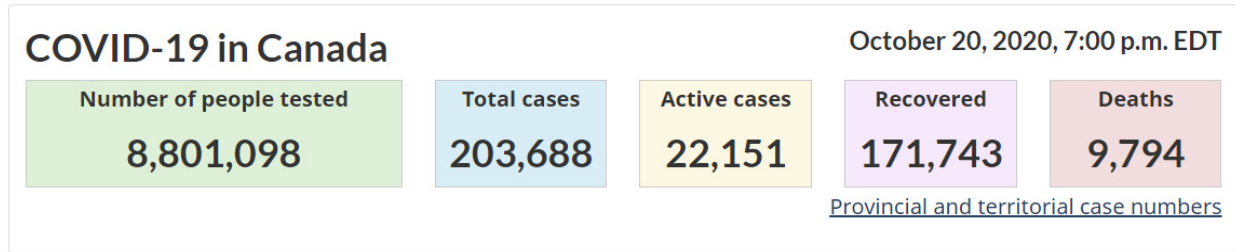
HOPE FOR WELLNESS HELP LINE – 1-855-242-3310

CRISIS SERVICES CANADA – 1-833-456-4566

KIDS HELP PHONE (ages 5-29 years old) – 1-800-668-6868

CANADA SUICIDE PREVENTION SERVICES 1-833-456-4566

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>



I HAVE READ, I AGREE AND UNDERSTAND THE ABOVE POLICY

NAME: _____ DATE: _____

SIGNATURE: _____