

Coronavirus (COVID-19) Prevention Procedures & Policy

Policy

All Storm Guard employees must adhere to the following prevention procedure to limit exposure to the novel coronavirus (COVID-19). The situation with COVID-19 is dynamic and can change frequently, so we will be updating these procedures regularly as we gain understanding of COVID-19, and as we improve the safety precautions for workers.

Adherence to safety procedures is necessary, as your safety and health is our principle concern.

Storm Guard's prevention protocols are based on health monitoring, physical distancing, hand hygiene, cleaning and disinfecting to prevent the transmission of COVID-19 to workers.

Physical Distancing

Physical distancing is a technique to prevent the spread of COVID-19 by limiting close contact with others. The Public Health Authority recommends keeping a distance of 2 meters (6 ft.) from each other. Storm Guard requires that all workers observe physical distancing.

Physical distancing measures include:

- limiting groups of workers coming together in lunchrooms, change rooms, offices, trailers etc.
- preventing workers from congregating at the entrance to the: shop, washroom, yard etc.
- restricting access to occupied work areas like offices, etc.

If physical distancing cannot be achieved a facial covering must be utilized i.e., non-surgical mask, face shield etc.

Effective Nov. 16, 2020 it will be mandatory that within indoor areas (shop, lunchroom, trailers, office), regardless if physical distancing can be maintained, masks are to be worn at all times, with the exception of when eating. When eating, remove mask just before consuming food, and then replace mask once finished consumption.

Hand Washing and Hand Sanitization

Hand washing minimizes the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands or to other surfaces that are touched to other parts of the body—particularly the eyes, nose, and mouth. Hands that are visibly soiled or dirty should be washed with soap and water - hand sanitizer is less effective on soiled or dirty hands.

Workers are required to wash or sanitize their hands:

- at the start of their shift and before they start work
- before eating, drinking or smoking
- after using the toilet facilities
- after handling any tools or materials that may be contaminated
- at the end of the shift before they leave work

Storm Guard will provide or make available hand washing and hand sanitization facilities.

Cleaning and Disinfecting

Storm Guard will conduct routine daily cleaning of high touch surfaces throughout the workspace: office, lunchroom, washroom, stair railings, light switches and door handles.

In the event there is a presumptive case for COVID-19 on-site, Storm Guard will isolate and clean work areas / surfaces that may have been contaminated.

Wearing Gloves

Wearing gloves, besides being a safety requirement, reduces the likelihood of workers touching their eyes, nose or ears, reducing the potential of transmission from contaminated surfaces.

Workers should replace their used gloves frequently with new gloves and launder used gloves, if practicable, with their work clothes to prevent them from becoming potential sources of transmission.

Cellphone

Do not share communication devices. Because cell phones are held close to the mouth to talk, they are a likely source for transmission.

Offices/ Storage Trailers

Office is kept to a maximum of 2 people at one time so that physical distancing can be adhered to. Storage trailers are also kept to a maximum of 2 people at one time. Hold discussions outside where practicable.

- Always don a mask before entering indoor areas.
- Restrict the number of people who are allowed to enter these offices to physical distancing allowances (max 2 people at any one time)
- If you are a visitor, do not touch things. If possible, keep your hands in your pockets or to yourself. Disinfect anything touched by the visitor prior to use
- Do not share keyboard or mouse, pens, clipboards or documents
- Disinfect commonly touched items like door handles, chairs, tables, stair handrails, etc.

Lunchrooms

Lunchrooms are places where there is a potential for people to come to contact with each other or contaminated surfaces.

The following applies:

- Post physical distancing signage to remind workers to keep their distance
- Post signage to remind workers to wash or disinfect their hands before and after eating
- Stagger coffee/lunch breaks to reduce the number of workers in the lunchroom at the same time
- Organize chairs and stagger seating arrangement to maintain physical distancing or take lunch and coffee outside
- Remove garbage often
- Clean and disinfect tables, microwaves and other commonly handled items between workers/ lunch shifts