

# COVID-19: FACILITY SAFETY PLAN

(Last updated on November 4, 2020)

## COMMITMENT TO HEALTH AND SAFETY

CENTRIX Control Solutions continues to monitor the coronavirus (COVID-19) spread throughout our regions of operation to ensure that appropriate safe work practices, policies, and procedures are developed and implemented as necessary.

We will remain up-to-date and compliant with applicable legislation, including orders, guidance, and notices issued by regional health authorities.

As always, we remain committed to the preservation of the health and safety of all of our employees, contractors, and visitors active at our worksites.

We are taking steps to keep our worksites and retail storefronts safe for our customers, employees, and the communities we serve. Each branch location will identify, assess, and control for risks associated with COVID-19. We have involved our frontline workers, supervisors, managers, and health and safety representatives in this process.

CENTRIX has:

- Enhanced our cleaning processes at all worksite locations, including frequent disinfecting of high-traffic areas and surfaces such as sales counters, product displays, and door handles.
- Formed an internal committee to field questions and provide employees with updates as the situation unfolds.
- Provided our employees with the information they need to stay healthy.
- Advised employees to stay home if they are feeling sick.
- Reduced workplace contact by providing work-from-home arrangements where practicable.
- Advised employees to utilize virtual meetings whenever practicable.
- Placed restrictions on non-essential business travel and entertainment.
- Developed *COVID-19 Reporting Response Procedures* to respond appropriately in the event an employee, contractor, or visitor reports potential COVID-19 exposure.
- Advised employees to wash hands with soap and water for at least 20 seconds; alternatively, use hand sanitizer or an alcohol based rub if soap and water are not readily available.
- Developed guidelines for all visitors to follow while visiting our worksites.
- Identified, assessed, and controlled COVID-19 related risk exposures at each of our branch locations.
- Oriented our employees to company policies, guidelines, and safe work practices and procedures as applicable.
- Implemented physical distancing (2 meters/6 feet) practices at all of our worksites wherever reasonably practicable.
- Implemented a *Mandatory Face Mask/Covering Policy* at all of our locations.

# COVID-19: FACILITY SAFETY PLAN

We ask that all visitors to CENTRIX worksites adhere to the following:

- Utilize curbside pick-up options if available at your local branch.
- Wear a face mask in compliance with our *Mandatory Face Mask/Covering Policy* and/or applicable regulation.
- Maintain a physical distance of at least 2 metres (6 feet) from our employees and other customers at all times.
- Read and follow posted signage, including occupancy limits, payment options, staging areas, personal hygiene requirements, branch contact information, etc.
- Avoid touching your mouth, nose, and eyes.
- Refrain from entering our location if you:
  - Are sick or have symptoms associated with COVID-19.
  - Have been in close contact or suspect that you have been in contact with a symptomatic, presumed positive, or confirmed COVID-19 positive person.
  - Have travelled internationally within the last 14 days.
- Abide by all applicable branch-specific safety requirements at all times.

## LOCATION-SPECIFIC CONTROL MEASURES

Each of our branch locations has completed a site-specific Hazard Risk Assessment to identify COVID-19 exposures at the worksite, such as:

- Shared common areas including lunchrooms, walkways, washrooms, elevators, conference rooms, warehouses, production areas, etc.
- Tasks that may be difficult to perform while maintaining safe physical distancing
- Shared equipment and tooling
- High-touch surfaces such as railings, doorknobs, light switches, and Points of Payment (POS)

Control measures implemented at our worksites are developed in consideration of the hierarchy of controls:



Elimination control strategies may include:

- Implementing working-from-home arrangements
- Establishing occupancy limits to reduce the amount of contact points at the worksite
- Revising work schedules, rotating shifts and/or flow of foot traffic between departments
- Restricting site access to essential personnel only
- Using teleconference tools

# COVID-19: FACILITY SAFETY PLAN

Engineering control strategies may include:

- Erecting barriers or partitions to separate personnel that cannot effectively maintain a safe physical distance
- Utilizing mechanical lifting devices to reduce manual handling of product

Administrative control strategies may include:

- One-way walkways, entrance and exit points, and/or directional indicators used to manage the flow of both vehicular and foot traffic at the facility
- Ensuring employees perform daily self-assessments prior to arriving at company worksites
- Essential visitors required to complete a *Self-Declaration Form* prior to entrance
- Cleaning and disinfecting frequencies for facilities, tooling, equipment, and barriers as applicable
- Training of employees in the proper use of applicable personal protective equipment (PPE)
- Posting signage at entrance points to inform employees and visitors of site-specific requirements
- Conducting regular safety meetings, crew-talks, etc., to ensure employees are updated on changes to company policy, processes and procedures

Personal protective equipment (PPE) strategies may include:

- Donning of masks, safety glasses, and/or face shields whenever physical distancing is not practicable
- Wearing disposable gloves when necessary

## IMPLEMENT PROTOCOLS AND DEVELOP POLICIES

### **CURRENT COVID-19 CONTROL MEASURES:**

CENTRIX has developed policies and safe work practices specific to COVID-19 applicable to all of our worksite locations. These measures are intended to assist management and employees in the control of COVID-19 related risks and include the following:

1. COVID-19 Worksite Policy
2. Mandatory Face Mask/Covering Policy
3. COVID-19 Contingency Plan
4. COVID-19 Employee Health and Safety Orientation
5. COVID-19 Reporting Response Procedure
6. COVID-19 Process for Vacant Buildings
7. Safe Work Practice: COVID-19 Cleaning and Disinfecting
8. Safe Work Practice: COVID-19 Safe Product Handling
9. Safe Work Practice: COVID-19 Voluntary Use of Face Coverings

These policies, practices and procedures are subject to change to ensure compliance with applicable legislation and guidance provided by regional health authorities.



# COVID-19: FACILITY SAFETY PLAN

## CONTROL MEASURES – SUPPORTING DOCUMENTS

Each worksite must ensure that the following control measures are developed and implemented in combination with all other site-specific control as far as is reasonably practicable:

1. Daily Essential Visitor and Employee Attendance Log
2. Working Alone Policy
3. Working From Home Rules of Engagement
4. Practical Guide: Ergonomics and Temporary Work From Home
5. COVID-19: Managing Stress and Anxiety – Homewood Health
6. Glove Removal Procedure: (PPE) Personal Protective Equipment
7. First Aid Attendant Protocols
8. Respectful Workplace Policy (Violence and Harassment)