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| <b>Program: COVID-19</b>  |                      |                   |
| <b>Issue Date:</b> 29 May 2020  | <b>Revision #:</b> 1 | <b>Author:</b> SW |
| <p><b>Scope:</b> Coronavirus Disease (COVID-19) is a respiratory infection caused by a virus. Symptoms include coughing, sneezing, fever, sore throat and difficulty breathing. Other symptoms can include fatigue, diarrhea, muscle aches, headache, or loss of sense of smell. Those with weak immune systems, the elderly, and those with chronic medical conditions are more susceptible to severe illness as a result of being infected by COVID-19. COVID-19 is spread through liquid droplets when an infected person coughs or sneezes and can enter through the eyes, nose or mouth of another person if they are in close contact with the person who coughed or sneezed. COVID -19 is not transmitted through particles in the air and is not something that can enter the body through the skin (Vancouver Coastal Health, 2020). This program is applicable to all employees at SSC-Viking.</p>  |                      |                   |
| <p><b>Purpose:</b> The purpose of this program is to minimize the spread of COVID-19 for the health and safety of the employees.</p>  |                      |                   |
| <b>Procedure/ Guidelines</b>  |                      |                   |
| <p><b>Preventative Measures:</b></p> <ul style="list-style-type: none"> <li>● Maintain a minimum of 6 feet (2 metres) distance between other individuals</li> <li>● Wash hands frequently for 20 seconds</li> <li>● Sneeze into elbow</li> <li>● Wear designated uniforms that are removed daily for laundering</li> <li>● Increase sanitation for high touch areas (i.e. iPads, doorknobs) to twice a day</li> <li>● Keep doors propped open to reduce handling</li> <li>● Wear gloves</li> <li>● Encourage employees to space out in the common centres</li> <li>● Encourage employees to use dishwasher and to bring their own cutlery</li> <li>● Encourage non-production employees to work from home</li> <li>● Conduct Virtual meetings</li> <li>● Avoid communal food/ sharing of meals</li> <li>● Ensure soap, paper towel, and hand wash signage is available at each hand wash station</li> <li>● Provide sanitizer in the lunchroom</li> <li>● Post maximum number of people permitted for each room</li> <li>● Have visitors sign the COVID-19 Questionnaire</li> <li>● Encourage employees to self-report</li> <li>● Provide PPE</li> <li>● Provide plastic line waste containers to dispose of items such as used tissues, gloves</li> <li>● Update employees as new information becomes available</li> <li>● Provide resources to employees</li> </ul> |                      |                   |
| <p><b>Corrective Action:</b></p> <p><b>If an employee begins to show symptoms on site:</b></p> <ol style="list-style-type: none"> <li>1. Instruct employee to wear a mask</li> <li>2. Have employee leave facility immediately</li> <li>3. Instruct employee to contact family physician or 8-1-1</li> <li>4. Sanitize all affected tools and surfaces that the person might come into contact with</li> </ol> <p><b>If an employee is unsure if they should come into work, instruct them to use the BC COVID-19 self assessment tool. Sick employees should remain home for at least 10 days from the onset of symptoms and do not return to work until safe to do so.</b></p>  |                      |                   |

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**Verification:** The QA Coordinator is responsible for verifying that the additional sanitation is being completed. The managers' of each department is responsible for ensuring their employees are following the preventative measures.

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