

## POLICY

POLICY #: 07-01-20

**SUBJECT: COVID-19 SAFETY PLAN**

**EFFECTIVE DATE:** July 1, 2020      **ISSUED BY:** Human Resources

### **PURPOSE:**

This plan includes the measures Culligan of Canada is actively taking to mitigate the spread of coronavirus (COVID-19). All employees are requested to follow these rules diligently, to sustain a healthy and safe workplace in this unique environment. The Company assures all private health and personal data will be treated with high confidentiality and sensitivity, wherever possible.

This coronavirus (COVID-19) Safety Plan is subject to change with the introduction of additional Government and Provincial guidelines. The Plan will be updated, as appropriate, with the most current copy kept on the Common Drive, accessible to all employees.

### **SCOPE:**

This plan applies to all Culligan of Canada ULC's employees at all times, and without exception.

### **RESPONSIBILITY:**

It is the responsibility of all Supervisors/Managers to ensure the consistent application of this plan.

Supervisors/Managers are responsible for monitoring all employees each morning. The purpose of this is to ensure they are physically and mentally healthy. When an employee returns from vacation, their Supervisor/Manager will have a conversation with them to determine if they were out of the country, or in any other high risk area.

### **POLICY:**

Culligan of Canada ULC will monitor all Government and Provincial sites in order to ensure our procedures are current with the suggested guidelines.

The Company has taken the following steps in order to reduce and control transmission:

#### **Actively encourage sick employees to stay home:**

- Employees who have symptoms are to stay home until they are 48 hours without symptoms/fever, unassisted by medication
- Employees who arrive at work and are exhibiting symptoms must be immediately separated from other employees and sent home

#### **Emphasize respiratory etiquette and hand hygiene:**

- Posters have been placed that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to the workplace and in other workplace areas where they are likely to be seen

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- We have instructed employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 70% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty
- We have provided soap and water and alcohol-based hand sanitizer in the workplace. Ensuring that adequate supplies are maintained. Hand sanitizer is placed in multiple locations to encourage hand hygiene
- We have installed Plexiglas barriers at all customer serving counters
- All Route Drivers and Service Technicians have been provided with face masks, gloves, cleaning wipes, and hand sanitizer for their vehicles
- Prior to Route Drivers, Service Technicians and Water Consultants entering a customer's premises, the customer is screened with the following questions:
  - Have you traveled outside of the country in the last 14 days?
  - Has anyone in your home been unwell in the last 14 days?
  - When the Driver, Technician, or Water Consultant is in your home, please ensure you are able to practice physical distancing
- All employees entering into customer's homes or commercial areas have been instructed to wear face coverings, wherever possible
- By customer request, product will be delivered to a customer's porch/front door for contactless delivery

#### **Perform routine environmental cleaning:**

- We routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs
- We have provided disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees regularly
- We have increased cleaning protocols in public spaces including door handles, bottle fill stations, and credit/debit machines

#### **Implement Physical Distancing Measures**

- Office staff are able to work remotely, wherever feasible
- Ensure physical space between coworkers at worksites (greater than 6 feet), if possible
- We have limited in-person meetings and large work gatherings
- We have limited non-essential business travel

#### **Confirmed Cases**

If an employee is confirmed to have COVID-19, the employee must notify their Supervisor/Manager as soon as possible, who must then notify Jennifer Clark, HR Manager.

- The HR Manager will contact the local Public Health Department for guidance and direction on the latest protocol for positive cases.

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- The employee will be asked to remain in quarantine for 14 days per CDC guidelines and will be asked to provide proof of a negative test prior to returning to work
- The HR Manager will conduct a contact tracking interview with the infected individual. This interview will cover the 14-day period prior to developing symptoms to help identify persons and areas the individual may have come into contact with
  - If the infected individual works in a densely populated work environment – e.g. cubicles – the surrounding area should be evacuated and closed off (recommended 10-15 feet zone). All other frequently used areas, including restrooms and common areas should be closed off until a thorough cleaning can be carried out
  - Employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by their local policies and jurisdictions
  - Employees who have had close contact with the ill employee should be notified directly and will be requested to get tested and remain in quarantine until results are available. Close contact is defined as:
    - Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time (15 minutes)
    - Having direct contact with respiratory droplets (e.g., being coughed on or sneezed on)
  - For densely populated work environments, all employees working in the potentially infected area of the infected individual should work from home for 14 days, if possible, or until they receive a negative test result
- All other employees are considered low-risk and should self-monitor for 14 days. If at any point during this 14-day period an employee feels ill, they should go home, get tested if possible, and remain home until symptom free for 48 hours
- If the infected individual is known to have been in direct contact or potential contact with customers, the HR Manager must determine the probability of exposure. If there was close contact, as previously defined, employers must inform the customer's employer of all individuals who were potentially exposed or the individual(s) directly

#### **Cleaning Protocols for infected locations**

Infected areas should be closed off and evacuated as soon as possible from the time of notification (see above), and should not be re-populated until cleaning protocols are complete.

Cleaning staff should disinfect all areas (e.g. offices, bathrooms, and common areas) used by the ill person, focusing especially on frequently touched surfaces (including door handles and railings) within.

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### **Management Team**

Regular meetings are held within the Management group to ensure we stay up to date with developments within the branches and geographic regions.

All Supervisors/Managers are aware to call the HR Manager or the General Manager should they have any questions or if a situation arises they are unsure how to handle.

### **EXCEPTIONS:**

There will be no exceptions to this plan without the approval of the General Manager and the Human Resources Manager.