



COVID-19 SAFETY PLAN

As a Moving & Storage Company, we are very aware of our clients' concerns about exposure to COVID-19. Our drivers and workers already self-isolate during normal operations because they spend most of their workday within their bubble. When they do come in contact with people, they interact very little. We have taken things further during the COVID-19 pandemic. We have adjusted our carrier guidelines for pick-up and drop-off. In this way we will ensure we limit exposure of our corporate partners and our drivers and workers.

The government has declared truck drivers, including cross-border drivers, and other truck transportation employees, as essential service providers. The 14-day self-isolation period does NOT apply to them. But all travelers crossing the border could be a risk to Canadians. It is important that cross-border drivers and workers strictly follow the recommended public health practices from the BC Centre for Disease Control (BCCDC).

COVID-19 Salmon's Transfer Ltd. Safety Plan

Name of Business:

Salmon's Transfer Ltd.

Industry:

Moving & Storage

Address:

100 - 9500 Van Horne Way Richmond BC V6X 1W8

Contact Information:

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Owner/Manager of Business:

Mark Hirschi

Human Resources Representative and Contact Information, if applicable:

Raveena Pooni

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.

- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

When movers need to carry a smaller but heavier item together. This is why we make it a requirement for all movers to wear masks and gloves.

How you will manage engagement with customers and visitors on these requirements (as applicable)?

When customers visit our warehouse location, we provide temperature checks, masks and hand sanitizer. We provide the movers with protective equipment and advise them to keep minimum of 6ft of distance from the customers at all times.

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

Lunch breaks are spread out to only 2 office staff at a time can take lunch. 6ft of distance is required when eating in the lunch room and to sanitize there area after.

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

We have between 500-1000 masks per week available to the staff. We also keep 100-200 pairs of gloves.

- ✓ Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?
We provide the movers with fresh PPE every morning.

- ✓ Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

The only object shared between the movers are dollies. The movers are wearing masks and gloves at all times which prevents the spread of the disease.

- ✓ Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

There are 2 hand sanitizer dispenser at each end of the office. We also have hand sanitizer dispensers at every multi-use product in the office and warehouse.

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using [products](#) identified as effective against COVID-19?

Movers will have their temperature taken before leaving the parking lot. Movers must wear protective masks and gloves at all times. All trucks and moving equipment is sanitized daily in the parking lot. Movers must continually use hand sanitizer and must constantly wash their hands throughout the day. Movers must clean the inside of the cab and door handles before and after each move. We are updating the necessary precautions all the time as we get more instructions from Dr. Bonnie Henry.

- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

The management department.

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

There are 2 temperature check devices in the entrance of the office. Each mover's temperature is being taken at the beginning of the day.

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

The movers are assigned a specific schedule each day. We have systems in place to see which mover was in contact with which customer and/or worker.

IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

Salmon's Transfer Ltd. COVID19 Policy

Movers will have their temperature taken before leaving the parking lot. Movers must wear protective masks and gloves at all times. All trucks and moving equipment is sanitized daily in the parking lot. Movers must continually use hand sanitizer and must constantly wash their hands throughout the day. Movers must clean the inside of the cab and door handles before and after each move. We are updating the necessary precautions all the time as we get more instructions from the government.

Guidelines for Movers

Keep 6ft distance from the customers at all times.
Sanitize the working surfaces if the customer wants to get on the truck for inspection.
All boxes must be thrown out at the end of the day.
All blankets must be submitted to cleaning at the parking lot at the end of the day.
The truck must be returned to the parking lot for sanitizing and disinfection.

How to Put On (Don) PPE Gear

Identify and gather the proper PPE to don. Ensure choice of gown size is correct (based on training).
Perform hand hygiene using hand sanitizer.
Put on isolation gown. Tie all of the ties on the gown. Assistance may be needed by other healthcare personnel.
Put on NIOSH-approved N95 filtering facepiece respirator or higher (use a facemask if a respirator is not available). If the respirator has a nosepiece, it should be fitted to the nose with both hands, not bent or tented. Do not pinch the nosepiece with one hand. Respirator/facemask should be extended under chin. Both your mouth and nose should be protected. Do not wear respirator/facemask under your chin or store in scrubs pocket between patients.*
Respirator: Respirator straps should be placed on crown of head (top strap) and base of neck (bottom strap). Perform a user seal check each time you put on the respirator.
Facemask: Mask ties should be secured on crown of head (top tie) and base of neck (bottom tie). If mask has loops, hook them appropriately around your ears.
Put on face shield or goggles. When wearing an N95 respirator or half facepiece elastomeric respirator, select the proper eye protection to ensure that the respirator does not interfere with the correct positioning of the eye protection, and the eye protection does not affect the fit or seal of the respirator. Face shields provide full face coverage. Goggles also provide excellent protection for eyes, but fogging is common.
Put on gloves. Gloves should cover the cuff (wrist) of gown.
Healthcare personnel may now enter patient room.

How to Take Off (Doff) PPE Gear

More than one doffing method may be acceptable. Training and practice using your healthcare facility's procedure is critical. Below is one example of doffing.
Remove gloves. Ensure glove removal does not cause additional contamination of hands. Gloves can be removed using more than one technique (e.g., glove-in-glove or bird beak).
Remove gown. Untie all ties (or unsnap all buttons). Some gown ties can be broken rather than untied. Do so in gentle manner, avoiding a forceful movement. Reach up to the shoulders and carefully pull gown down and away from the body. Rolling the gown down is an acceptable approach. Dispose in trash receptacle. *
Healthcare personnel may now exit patient room.

For more information, please visit:

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-essential-service-workers-travel.pdf>

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-farms-farm-workers.pdf>

Additional Resources:

https://www.bctrucking.com/sites/default/files/bcta_covid-19_best_practices.pdf

<https://www.tc.gc.ca/eng/motorvehiclesafety/federal-safety-guidance-protect-drivers-limit-spread-covid-19-commercial-vehicle-operations.html>

<https://www.mentalhealthcommission.ca/English/news-article/13920/choosing-sources-information-carefully-critical-covid-19-mental-well-being-says>

https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf?sfvrsn=359a81e7_6

<https://www.canada.ca/en/services/business/maintaingrowimprovebusiness/resources-for-canadian-businesses.html>

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html>

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/preventing-covid-19-workplace-employers-employees-essential-service-workers.html>