

EMPLOYEE & VISITOR HEALTH & SAFETY

Related to Coronavirus disease (COVID-19) pandemic
Updated April 2, 2020

Employee & Visitor Interaction Protocol

Employees & Visitors (delivery personnel, sales representatives, security personnel, Sherkston Shores Resort employees, etc.) will maintain a minimum distance of 2m (6.5ft) away from any other individual (customer, employee, visitor) at all times throughout all locations and departments.

Extra awareness and precautions will be required of employees in work areas where minimum distancing will be challenging.

Employee numbers will be reduced to limit individual encounters during workflow.

Product and service reduction measures have been implemented to streamline regular procedures to limit individual encounters during workflow.

Employees & Visitors Entry Protocol

Visitors will knock / telephone and wait outside the building for a response.

Visitors and Employees will be required to wash and disinfect their hands upon entry.

Employees will be required to put on prescribed personal protective equipment immediately after disinfecting their hands.

Visitors will be offered personal protective equipment.

Visitor and Employee Entry Hand-Wash Procedure

Wash your hands for a minimum of 20 seconds.

Follow instructions on hand wash poster.

After drying hands, carefully place your used paper towel in the garbage receptacle ensuring the lid is closed properly.

Pump enough sanitizer solution onto your hand to thoroughly cover all areas.

Do not dry your hands.

Allow the sanitizer to air dry.

Employee Personal Protective Equipment

Employees will wear an APRON covering personal clothing at all times while on duty.

The apron is intended to protect customers, other employees and visitors from contaminants on the individual employee's clothing as well as to protect the individual employee's clothing from being contaminated.

Employees will wear a FACEMASK at all times while on the business premises.

The facemask is intended to protect customers, other employees and visitors from droplets emitted by the individual employee as well as to protect the individual employee from droplets emitted by customers, other employees and visitors.

Employees will wear a FACE SHIELD at all times while on the business premises.

The face shield is intended to further protect customers, other employees and visitors from droplets emitted by the individual employee as well as to protect the individual employee, specifically their eyes, from droplets emitted by customers, other employees and visitors. The face shield is also intended to deter the individual employee from touching their face.

Disposable gloves will be worn to serve individual customers at the customer's request. As gloves primarily protect the wearer from contaminants contacting their

skin and as a result they do little to prevent touch transmission, employees will utilize stringent hand washing and disinfection procedures to prevent touch transmission.