

# **EMPLOYEE & VISITOR PROTOCOLS**

Related to Coronavirus disease (COVID-19) pandemic

Updated April 28, 2021

## **1970085 Ontario Inc.**

### **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**

Employees and Visitors will wait outside the building at the Office/Employee entrance until allowed entry.

Visitors will be required to Sign In/Out, completing all required information.

Prior to entering the building, employees arriving for the start of their shift will complete a COVID-19 Screening Tool and undergo a temperature check.

Visitors who answer YES to any one (1) of the screening questions are not permitted to enter the store. (See Positive Case or Suspected Exposure section.)

Prior to entering the building, employees will be required to put on prescribed personal protective equipment.

Visitors may be offered personal protective equipment.

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

Employees and Visitors will be limited to a maximum of two (2) individuals at a time in the office/employee area maintaining a distance of 2m (6.5ft) away from any other individual at all times.

Employees are to complete tasks and move through the office/employee area as efficiently and quickly as possible.

## **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.