

COVID-19 SAFETY PLAN

What we are doing here at BI Pure Water

Protocols in place while working at BI Pure Water must strictly be adhered to. This is each employee's responsibility and is MANDATORY:

- We will be performing a one on one training (at a distance) with each person to increase awareness of all these measures. This training will be periodically re-done.
 - Masks and gloves are available.
 - At all times keep your social distancing, 2 meters (6.56ft).
 - Wash your hands frequently.
 - Cough or sneeze into your arm (elbow area).
 - If your work **area** is closer than 2 meters, do not start work, tell your Supervisor. If a co-worker comes closer than 2 meters (This applies to every person), ask them to back away or step back yourself.
 - Using disinfecting solution, wipe down your work area at the start of your shift and every hour throughout the day.
 - Eat lunch at your desk, outside (if weather permits). NO MORE than 4 people in the lunch room at a time.
 - We all must practice improved bathroom hygiene. When entering the bathroom, wash your hands and using disinfecting solution wipe down everything you are touching. When you are leaving please disinfect the following; stall handles, toilet seats, toilet flush handles. Etc. When you are done, wash your hands, leave the water running, dry your hands with a clean paper towel, then using the paper towel turn the water off and open the door. Then, throw the paper towel away. This way your clean hands do not touch anything.
 - Each department has assigned a person daily to disinfect the bathrooms, light switches, door knobs or any common items that are touched.
 - Newspapers and magazines will be removed from the lunchroom.
- We have set up a hand sanitizer station outside so anyone entering or leaving the building must disinfect their hands
- Latches have been removed from most doors so you can just push on them to open.
 - Do not use anyone else's tools, phone, computer, pens, tools, equipment etc. Do not use their workstation, if it is not common. If you must share equipment or tools, make sure you wipe it thoroughly, before and after use. The Production Supervisors have assigned tools to each employee.
 - If you OR a member of your household is feeling ill with flu like symptoms, stay home, self-isolate and self-monitor. Contact your healthcare provider or 811 and follow their guidance and immediately let your supervisor know.
 - If you start feeling ill with flu like symptoms while at work, please inform your Supervisor, go home. Self-isolate and self-monitor. Contact your healthcare provider or 811 and follow their guidance.
 - If you just returned from outside of Canada, including the USA. You are to self-isolate for 14 days.
 - If you have a family or friend member that is returning from outside Canada and they are staying with you. You are to self-isolate for 14 days.
 - If any employee has any suggestion on what we can do or what we can do better we would appreciate any suggestions or feedback.
 - NO meetings in the boardroom with any more than 4 people.
 - Vehicles, forklifts and scissor lift are being disinfected at the end of each day.

There are spray bottles, available in every department, filled with a mixture of bleach and water. Paper towels, gloves and mask are available.

Other changes;

- Disinfecting the main areas every hour.
- Visitors will be limited to essential only. Upon arrival they will be asked if they are feeling ill. If they are feeling ok, they will be asked to follow handwashing as outlined in the handout, given a mask and safety glasses.
- Shipping/receiving; No carriers are allowed in the building. We will be interacting with them outside the building and we will be unloading / loading them ourselves.
- Sensor lighting has been installed in the downstairs bathrooms and a footstep sink has been installed in the production's washroom.
- An additional hand wash sink has been installed in the welding area in production.

How you can help at home;

Practice social distancing.

Avoid crowded places. Plan & minimize going to places where there are not many people to only what you MUST do. Groceries and medications. Do NOT go out as a group. Shopping does not need 3 people. Spend time at home with your family. Now is **not** the time for parties and big get togethers. Get outside & go for a walk while keeping distance. Always keep the distance. This does not mean stop talking to people. Keep the distance, call them or facetime or video call them. Or simply pick up the phone.

Only go out to get groceries & medication. Come to work, we will continue to operate as long as we can do so safely.

We are an essential service. It is important that businesses that can stay open safely, do so. Especially essential services.

You can help by doing your part. We can all help. Please tell your family, your relatives, your friends, your neighbors.

Avoid touching face, nose and eyes.

Wash clothes after work each day.

It is imperative that these protocols be followed by all of us to keep each other safe, healthy and working!

Take care of yourselves and families. As always, if you have any questions, reach out and talk to any of us in management.

Regards,

Scott Foster

For more information please refer to:

B.C.s Health Authority - Fraser Health.ca

Center for Disease Control - Covid-19.bccdc.ca

Corona Virus Self-Assessment Line – 1-888-COVID19

Health Link B.C. – 811