

Policy Name: Working During the COVID-19 Pandemic

Date: 2020/03/27

At Garden Holistics Inc. ("GHI"), the health and safety of our employees, clients and partners is of the utmost importance. In order to create a safe work environment for everyone during the COVID-19 Pandemic, GHI will observe and implement any measures directed by any level of government or health officials providing legislation or guidance to reduce the risk to individuals, including such measures as social distancing and other precautions, GHI will operate within the scope of this policy during the COVID-19 Pandemic. GHI is following all federal, provincial and municipal restrictions during this pandemic. Any new restrictions imposed will take precedence over this policy's directions. However, GHI will use its best efforts to update this policy in a timely manner to reflect any material changes in the legislation or guidance from all levels of government in regards to actions to be taken during this pandemic.

All communications to GHI shall be directed to the General Manager and shall be by way of telephone, text, email or through What's App.

### **Coming to work during the COVID-19 Pandemic**

1. If any employee of GHI does not feel safe, because of the risks associated with COVID-19, to work during the time of pandemic, they are free to stay home and collect any and all government assistance offered, without risk to their employment status with GHI. Please speak to the management team if you need help finding government assistance programs.
2. If you are sick stay home. Please refer to the attached list of symptoms for COVID-19 during this pandemic and if you exhibit any of the symptoms listed, stay home.
3. If someone in your household is sick with a common cold or flu, or has symptoms of COVID-19, you must disclose this to GHI immediately. You may be required to stay home and self-isolate. If you are allowed to work, you will be required to wear a mask while around any other employees, clients or partners.
4. If you have travelled, been inside an airport, a hospital, or a doctor's office you must notify GHI as soon as possible and may be required to stay home to self isolate for 14 days.
5. Every employee of GHI must have their temperature taken daily. Every truck will have a thermometer and this will be done at the first site before anyone can step onto the property. If anyone has a fever of more than 99.9 degrees Fahrenheit or 37.72 degrees Celsius, they will be sent home, and not allowed to work. They must stay home until they are symptom free for 14 days.

### **Daily operations during a pandemic.**

1. **Vehicles:**
  - a. Every vehicle at GHI will be assigned to one team member to load and operate. Only that designated person, will be allowed within the cab of the truck at any time. All other team members will be responsible to drive themselves to all sites throughout the day in their own vehicles, and must ensure they have the proper insurance to do this.
  - b. Tools and equipment, such as tarps, wheelbarrows, push mowers, etc. will be kept in the bed of the truck or the trailer. Only one person is allowed in the bed of the truck or the trailer at one time.

- c. Gloves must be removed while in the cab of the truck.
  - d. All surfaces that can be wiped down should be cleaned with disinfectant at a minimum once per day, at the end of the working shift. These surfaces include, but are not limited to, the dashboard, the gauge cluster, the steering wheel, the seatbelts, all door handles and seats, if vinyl.
  - e. When refueling the truck, gloves must be worn, and each operator, must use the pen and paper in the truck they have been assigned. Each truck will be supplied with pens and paper. Pen replacements must be requested from management. No one is to ever take a pen or paper from another vehicle.
2. **Personal Protective Equipment (PPE):**
- a. Each team member will be assigned their own PPE in the form of gloves, eye protection and ear protection.
  - b. Gloves and eye protection must be worn while working, and handling tools and equipment. Hearing protection will continue to be necessary as per usual policy.
  - c. Masks are not recommended unless you have someone in your household that has minor symptoms, but has not been confirmed, as discussed in the **Coming to work during the COVID-19 Pandemic** section of this policy.
3. **Tools**
- a. Each team member will be assigned their basic tools, such as a spade, a fork, a pair of pruners (sometimes called secateurs), a pruning saw, and a leaf rake. These tools, will be marked to identify whose tools belong to who. All of these tools supplied by GHI must be sanitized and returned at the end of the season or upon termination of employment.
  - b. Any tools or equipment that are shared within a team or are too large to fit in personal vehicles, must be wiped down before being returned to the bed of the truck. Some examples of these are, trimmers, blowers, wheelbarrows,
  - c. If tools are broken, or need to be replaced, do not take another team member's tool. A request can be made to management to get a replacement.
  - d. Pruners and saws will be supplied to you and are required to effectively and efficiently produce work.
4. **Lunch and break times.**
- a. Employees must bring their own lunch everyday and are not allowed to share food with other staff.
  - b. Every team member must sanitize their hands before eating any food or having a cigarette, or e-cigarette.
  - c. At the end of every break all packs, bags, lunch boxes or anything else removed from a vehicle for an employee's break must be returned to the vehicle it came from.
  - d. Any water bottle that has been used outside of breaks, must be wiped down before being used on breaks.
5. **While working.**
- a. When on a client's property to perform contracted work, all team members must only use the tools assigned to them.
  - b. All team members must maintain a minimum distance of 2 metres (6.5') from other team members, management, clients and suppliers.

c. At no time are any team members permitted to enter a client's house.

**6. Bathrooms.**

- a. Where possible on more rural properties, employees can use the bush for most bathroom needs.
- b. If a physical bathroom is needed, employees are not allowed to use a client's bathroom. Employees can use public washrooms where available. GHI will provide acceptable location to access a public washroom.
- c. If close to the shop/office, the washroom there can be used.
- d. When using a public washroom, you must wash your hands with soap and water for a minimum of 20 seconds where possible or use hand sanitizer when soap isn't available.

**7. Additional suggested practices.**

- a. **GHI recommends that team members that drive their own vehicle, perform the same cleaning of their vehicles that will be done on GHI trucks.**
- b. **GHI recommends that everyone wash their clothes that were worn to work in daily to reduce the chance of transmission into their household.**
- c. **GHI recommends that each team member also takes their own temperature at home before coming to work. If they detect a fever on their own thermometer it is recommended that they stay home for 14 days after the fever has gone.**

I \_\_\_\_\_ (print name) have read and understood the Working During the COVID-19 Pandemic policy. I agree to follow this policy and any additional recommendations from health officials and government offices.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_