

COVID-19 PANDEMIC RESPONSE PLAN

EMPLOYEE RULES

1. Any employee exhibiting symptoms such as fever, cough, shortness of breath, sore throat, inability to lie down because of difficulty breathing, or difficulty managing a chronic health condition must not come in to work. If symptoms begin while working, the employee must contact Darren (by phone) and leave work immediately. Employees having symptoms are required to self-isolate for 14 days.
2. Maintain 6 feet (2 meters) distance from each other whenever possible.
3. Assess how safety activities are done so physical distance is maintained during safety meetings and hazard assessments. Hazard assessments including Covid 19 must be completed prior to every job and/or during a job when changes to scope could effect the safety of workers.
4. When possible, employees will use additional vehicles to maintain physical distance.
5. Hand-shaking and other forms of contact greetings are not allowed.
6. All employees are to wash hands immediately after entering DES shop or office and routinely throughout the day. If available, an alcohol based hand rub can be used when hand-washing is not possible.
7. Do not share personal items or supplies.
8. Employees must wash hands regularly throughout the day. Employees will be provided with water, wash basins and soap.
9. Employees are not to share tools.
10. Only disposable hand towels are to be used for drying hands.
11. Workers are to change out of clothes immediately after work and are to wash clothes in hot water. Hands should be washed immediately after handling laundry.
12. Clean surfaces in shared company vehicles after each use (steering wheel, shifter, door handles and controls).
13. Anyone who uses dishes and cutlery at DES are to immediately put them in the dishwasher after use. It is imperative that people clean up after themselves to control the spread of germs.
14. Employees are not to share any type of PPE.
15. Used PPE (gloves and masks) is to be disposed of in the outside bin (Do not bring used PPE into DES shop).
16. Ensure re-usable PPE is disinfected after each use.
17. Communal food such as donuts, pizza and other snacks are no longer allowed at Dobbyn Electrical offices, vehicles or worksites.
18. Staff must provide their own food and drinking water and not share containers or food items with others.

It is important that we ask each other and people we work for the following questions:

1. In the past 14 days have you had close contact with someone who is confirmed as having Covid-19?
 2. In the past 14 days have you returned from travel to any other locations outside Canada?
 3. Are you or anyone in contact with you experiencing any of the following: fever, cough, sore throat, shortness of breath at rest, inability to lie down because of difficulty breathing?
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COVID 19 MASKS

Reusable / Washable Masks

- Please wash regularly.
- Remove filters prior to washing (filters are not washable).
- Replace filters into washed masks by placing the "F" towards your face.
- Each filter is good for 5 days of regular use.
- We will supply you with a new filter when needed.

Please take care of your masks and where them!

It is our hope to have more masks made up for your family members.

A big thank you to Renae Barker for taking the time to make masks!!!