

COVID-19 Protocols



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SAFETY AND COVID 19 PROTOCOLS FOR TECHNICIANS

EAMA Inc. is committed to the health and safety of its team members and as such has introduced measures to ensure the safety of each member and client related to COVID-19.

Technicians will be provided with a daily COVID-19 screener that must be completed each morning prior to the commencement of the workday (found in Appendix A). The completed daily screener must be forwarded to the technician's supervisor on a daily basis.

If technicians answer YES to any of the questions, they are required to go home, self-isolate right away and get tested immediately. As well as notify their supervisor immediately.

Fleet Protocols Related to Safety and COVID

The following items are required and must be maintained in all vehicles:

1. Antiseptic wipes
2. Individual shields
3. Hand sanitizer
4. Box of N95 masks
5. Fire extinguisher
6. First aid kit

EAMA expects each individual to follow and abide by the following:

1. Masks

N95 masks issued by EAMA must always be worn together with the shield at all job sites. If technicians are travelling with someone in their vehicle, masks must be worn. A guideline for mask-wearing can be found in Appendix B.

2. Handwashing

All team members are required to wash their hands prior to entering the vehicle and after leaving the vehicle. Washing with soap and warm water for at least 15 seconds is most effective, however, hand sanitizer is also an option if soap and water are not available.

3. Antiseptic wipes

Technicians are expected to utilize antiseptic wipes to sanitize company vehicle as well as tools utilized on the job:

Vehicle Sanitizer Process:

Each vehicle is required to have antiseptic wipes in the vehicle at all times.

Technicians are required to sanitize high-touch areas before and after every use of the vehicle. Technicians must wipe down the following:

- Steering Wheel
- Door Handles
- Seatbelt button
- Seatbelt clasp
- Radio and buttons
- Dashboard
- Gear shifters
- Door locks
- Windshield controls
- Rearview and side mirror controls
- Window controls
- Arm/head rest
- Any other areas that are commonly touched.

Technicians are required to carefully dispose of wipes immediately after use.

Technicians must wash their hands with soap and water for at least 15 seconds, or an alcohol-based hand sanitizer.

4. Individual shields must be worn at all times while performing duties on a job site.

5. Hand sanitizer must be utilized prior to commencement of the job and on completion of the job as well as prior to lunch.

6. Technicians are required to ensure that the fire extinguisher and first aid kit are in order.

7. If any item needs to be replaced, technicians must contact their supervisor(s) or Director of People and Culture immediately.

Technicians will receive a document similar to this and will be required to sign in acknowledgement and agreement with these practices (Appendix C).

SAFETY AND COVID 19 PROTOCOLS FOR ADMINISTRATIVE STAFF

As with technicians, all administrative staff will also be required to complete a daily COVID-19 screener (Appendix A).

Here are the protocols for our administrative staff:

- Use hand sanitizer upon entering the office.
- Follow the Social Distancing protocol.
- Mandatory Face Coverings are required when entering, exiting and while moving around the office.
- Masks will be available at the front reception and by the back entrance, but staff can also wear their own.
- Use Lysol wipes and wipe down printers after each use (wipes by printers)
- In the kitchen area, staff must wipe items after use e.g. kettle handle, fridge handle or microwave handle.
- If putting their lunch in the fridge, staff are asked to wipe their bag with Lysol wipes located in the kitchen.
- No food or lunches are to be left in the fridge overnight.
- Administrative staff are not allowed to utilize anyone's telephones or computers and are required to use only what has been assigned to them. Staff are also required to sanitize their work area daily, phone, desk etc. If there is an emergency in which a staff member must use another individual's computer or phone, they are required to wipe it down with Lysol before and after use.
- Lysol wipes have been left in the bathroom for staff to wipe down the toilet handle, taps and door handle after use.
- The common areas will be sanitized twice a day.
- The coffee station is required to be sanitized after use.

If staff are unsure if they should come into work or should be isolating, they are encouraged to use the COVID-19 Decision Tree (Appendix D).

Appendix A



Covid-19 Daily Screener

Please complete the following questions before beginning your work today and forward to your supervisor each day prior to commencement of shift.

Name: _____

I confirm the details I have provided below are accurate. Signature:

Week Ending: _____

Do you have any of the following:	Monday Date	Tuesda y Date	Wednesday Date	Thursday Date	Friday Date
Fever	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cough	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Shortness of breath	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sore throat	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Runny nose	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Feeling unwell	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been in close contact with someone who is sick or has confirmed COVID-19 in the past 14 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you returned from travel outside Canada in the past 14 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered YES to any of these questions, stay home and self-isolate right away and get tested.

PLEASE NOTIFY YOUR SUPERVISOR/MANAGER IMMEDIATELY IF YOU MARKED YES

NOTE please add date and if you are not in the office certain days please mark not in office.

Appendix B

GUIDE FOR MASK-WEARING

GENERAL GUIDELINES

All employees, guests, and visitors of EAMA Inc. must wear appropriate face masks when in the common areas and unable to social distance. Any masks EAMA Inc. uses or provides must comply with the requirements under Ontario Occupational Health and Safety legislation and the best practice advice of public health authorities.



EMPLOYER RESPONSIBILITIES

EAMA Inc. will:

- Provide masks to customers, suppliers, contractors, vendors, or visitors who arrive without one;
- Make available to employees and the public alcohol-based hand sanitizer in the recommended concentration;
- Provide information about the importance of wearing a mask or the science on the use of masks to customers or employees who request it;
- Explain to customers any applicable fines they may be subject to for noncompliance; and
- Deny entry to any customer or third party who becomes aggressive about the new requirement.

EMPLOYEE RESPONSIBILITIES

Employees must wear masks when offering goods and services to the public or in any area that is accessible to the public, including publicly accessible washrooms. Public spaces include:

- Common areas and areas where social distancing can not be observed.

Employees are not required to wear masks in the following areas:

- At their desks or driving (without a passenger on company business)

Appendix C

M E M O



SAFETY AND COVID 19 PROTOCOLS FOR TECHNICIANS

Safety Protocols for Technicians

EAMA Inc. is committed to the health and safety of its team members and as such has introduced measures to ensure safety of each member and clients related to COVID-19.

The email screener must be completed each morning prior to commencement of the workday. The completed daily screener must be forwarded to your supervisor on a daily basis.

If you answered YES to any of the questions, go home, self-isolate right away and get tested immediately. As well as notifying your supervisor immediately.

Fleet Protocols Related to Safety and COVID

The following items are required and must be maintained in your vehicles:

1. *Antiseptic wipes*
2. *Individual shields*
3. *Hand sanitizer*
4. *Box of N95 masks*
5. *Fire extinguisher*
6. *First aid kit*

EAMA expects each individual to follow and abide by the following:

1. Masks

- N95 masks issued by EAMA must be always worn together with the shield at all job sites. If you are travelling with someone in your vehicle you must also wear a mask.

2. Hand washing

- All team members are required to wash their hands prior to entering the vehicle and after leaving the vehicle.
- Washing with soap and warm water for at least 15 seconds is most effective, however hand sanitizer is also an option if soap and water is not available.

3. Antiseptic wipes

- Utilize antiseptic wipes to sanitize company vehicle as well as tools utilized on job:
 - *Vehicle Sanitizer Process:*
 - Each vehicle is required to have antiseptic wipes in the vehicle at all times. Sanitize high-touch areas before and after every use of vehicle.

- Wipe down the following: • Steering Wheel • Door Handles • Seatbelt button • Seatbelt clasp • Radio and buttons • Dashboard • Gear shifters • Door locks • Windshield controls • Rear view and side mirror controls • Window controls • Arm/head rest • Any other areas that are commonly touched.
- Carefully dispose of wipes immediately after use.
- Wash your hands with soap and water for at least 15 seconds, or an alcohol-based hand sanitizer.

4. **Individual shields** are worn at all times while performing your duties on a job site.
5. **Hand sanitizer** is utilized prior to commencement of job and on completion of job as well as prior to lunch.
6. Ensure that the **fire extinguisher** and **first aid kit** are in order.
7. If any item needs to be replaced, contact your supervisor(s) or Director of People and Culture immediately.

Acknowledgement and Agreement

I, _____ (Employee Name), acknowledge that I have read and understand the Safety and COVID 19 protocols of EAMA Inc. Further, I agree to adhere to this policy. I understand that if I violate the rules or procedures outlined in this policy, I may face disciplinary action up to and including termination of employment. If I test positive for COVID and did not follow EAMA's safety protocols, EAMA will not be responsible or cover my earnings during my absence.

Name: _____

Signature: _____

Date: _____

Appendix D

Covid-19 Decision Tree

I have travelled internationally in the last 14 days

- Self-quarantine/ isolate
- Advise Supervisor or Manager
- Follow the advice of your medical advisor
- Supervisor/ Manager to advise Director of People & Culture

- After 14 days of self-quarantine/ isolation and Staff member is symptom free, employee returns to regular duties

I have been in contact with a person or client with a confirmed case of Covid-19

- Advise Supervisor or Manager
- Get tested immediately and wait for results
- Self-quarantine/ isolate
- Supervisor/ Manager to advise Director of People & Culture

- If test results are negative advise Supervisor/Manager and work follow Public Health guidelines

- If test results are positive remain in isolation for 14 days and follow Public Health Guidelines
- Advise Supervisor
- Before returning to work please call Director of People and Culture to obtain clearance to return to work

I have flu like symptoms but have not travelled or come into contact with anyone with Covid-19

- Self-quarantine/ isolate
- Advise Supervisor or Manager
- If flu symptoms persist for 24 hours, get tested
- If symptoms clear return to regular duties
- Supervisor or Manager to advise Director of People & Culture

- If test results are negative, advise Supervisor/Manager and work with Public Health guidelines

- If test results positive remain isolation for 14 days and follow Public Health Guidelines
- Advise Supervisor
- Before returning to work please call Director of People and Culture to obtain clearance to return to work

I have been in contact with someone who has Covid-19 symptoms but I have not been tested

- Advise Supervisor or Manager
- Self monitor
- Get tested and wait for results if you show symptoms
- Supervisor/ Manager to advise Director of People & Culture

- If test results are negative, advise Supervisor/Manager and return to regular duties after self isolation period.

- If test results are positive remain in isolation for 14 days and follow Public Health Guidelines
- Advise Supervisor
- Before returning to work please call Director of People and Culture to obtain clearance to return to work