



Coronavirus Mitigation Strategy

Purpose:

The following is an outline of steps Pine Profiles is taking to mitigate the exposure & ensure a safe workplace during the difficult times we are all facing in regard to the recent Coronavirus Pandemic.

Procedures:

To allow continued operations at Pine Profiles Inc. the following steps and protocols have been implemented to aid in the mitigation / and exposure to the illness. and to the maximum extent reduce the possibility of transmission of illness.

- i.) Cessation of any gathering or activity in all common areas such as the office, lunch room, shipping shack, smoke pit.
- ii.) More stringent implementation of PPE to include gloves at all times, glasses, and masks for those in close proximity to others as needed.
 - a. Masks will reduce transmission possibility due to ejected or inhaled airborne particles.
- iii.) Bathrooms to be limited access, management staff only.
- iv.) The providing of 6 portable toilet facilities to reduce group use of common areas.
 - a. Provide sanitization products in each to be used by the user.
 - b. Provide for daily cleaning and sanitization of facilities.
 - c. Assign crew groups to certain bathroom facilities exclusively based on work area and proximity.
 - i. Provides reduced impact of shared facilities.
 - ii. Allows for tighter screening and monitoring of possibly affected groups in the event that someone is sick.
- v.) Set up a screening program to screen for symptoms or fever, if required.
- vi.) For truck drivers
 - a. Set up an area for paperwork drop off and orientation sign off.
 - b. Paperwork to be handled with gloves and scanned to server.
 - c. Original paperwork to be kept in a daily isolation folder to be filed at a later date.
 - d. Portable toilet provided specifically for truck drivers.

- vii.) Bring water from home. Water stations will no longer be used as very difficult to control contact.
- viii.) Cleaning solution is 50 parts water to 1-part bleach. Very light misting on control panels & let dry. Other surfaces wipe downs with solution.
- ix.) Regular crew talks with crews practicing distancing keeping them inform & up to date on requirements.
- x.) Mandatory face masks while on site.
- xi.) Mandatory daily health checks & reporting & documentation.
- xii.) Health check forms for visitors & new employees.

Sickness and Return to Work

In the event that an employee becomes symptomatic with any of the COVID-19 common symptoms (Fever, sore throat, headache and dry cough, shortness of breath), that employee should remain at home. Current recommendations are that they remain at home for a minimum of 10 days. If after 10 days, they are no longer sick and have been symptom free for 24 hours without the use of Tylenol or Advil and have no respiratory problems they may return to work. If a worker is displaying symptoms consistent with COVID-19 they are to refer to HealthLink BC 811.

To help reduce your risk of infection: At work & away from work.

- Wash your hands often with soap and water for at least 20 seconds. Using soap and water is the single most effective way of reducing the spread of infection.
- If a sink is not available, alcohol-based hand rubs (ABHR) can be used to clean your hands as long as they are not visibly soiled. If they are visibly soiled, use a wipe and then ABHR to effectively clean them.
- Do not touch your face, eyes, nose or mouth with unwashed hands.
- Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough.
- Regularly clean and disinfect frequently touched surfaces. Especially shared surfaces.
- Do not share food, drinks, utensils, etc.
- Limit social exposure.
- Keep distance between yourself & others while talking.

Report any symptoms / concerns you have to your supervisor.

Keep our workplace safe from COVID-19

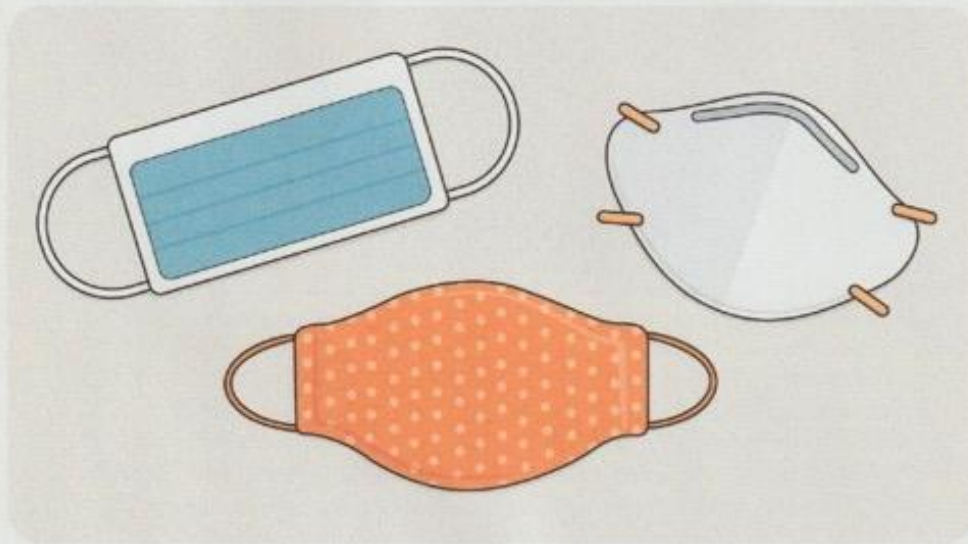
Please do not enter this workplace if you:

- Have travelled outside of Canada within the last 14 days
- Have been identified by Public Health as a close contact of someone with COVID-19
- Have been told to isolate by Public Health
- Are displaying any of the following new or worsening symptoms:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing
- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

If you are displaying symptoms consistent with COVID-19, refer to HealthLink BC at 811.

Masks are mandatory in this workplace



Keep our workplace safe from COVID-19
[worksafebc.com](https://www.worksafebc.com)

WORK SAFE BC

11/20

Help prevent the spread of COVID-19: How to use a mask



1 Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



2 Inspect the mask to ensure it's not damaged.



3 Turn the mask so the coloured side is facing outward.



4 Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose



5 Put the loops around each of your ears, or tie the top and bottom straps.



6 Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



7 Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



8 Don't touch the mask while you're wearing it. If you do, wash your hands.



9 Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

Removing the mask



1 Wash your hands with soap and water or use an alcohol-based hand sanitizer.



2 Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.



3 Dispose of the mask safely.



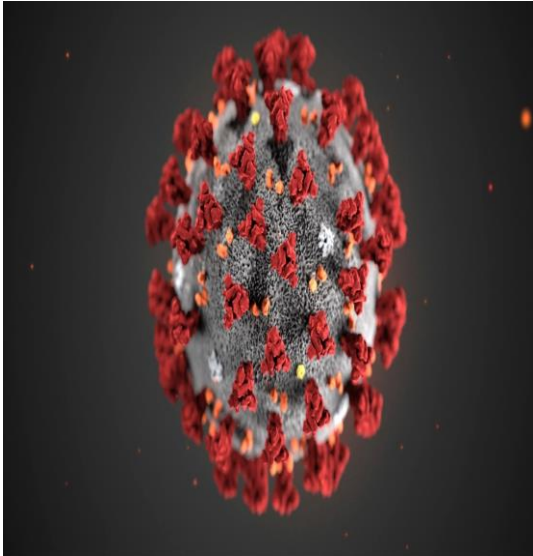
4 Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."



COVID – 19

At this time, it is of most importance that we all do our part in preventing the transmission of the COVID – 19 Virus or any other illness. The following are best practices for you to follow while at Pine Profiles Inc. or at home.



Pine Profiles Inc. Safety

Best Practices

- ✓ **Keep your distance 2 meters minimum**
- ✓ **Wear a mask**
- ✓ **Avoid sharing**
- ✓ **Avoid crowded places, social gatherings etc.**
- ✓ **Avoid common greetings (Handshakes etc.)**
- ✓ **Cough or sneeze into the bend of your arm**
- ✓ **If possible shop during quiet times**
- ✓ **Avoid touching common surfaces not clean**
- ✓ **Avoid touching your face**
- ✓ **Clean surfaces after you touch them**
- ✓ **Wash hands often with soap & water**
- ✓ **Use hand sanitizer often**
- ✓ **Wash clothing often**

While at Work

- ✓ **Keep your distance 2 meters minimum**
- ✓ **Wear a mask**
- ✓ **Avoid sharing**
- ✓ **Avoid touching your face**
- ✓ **Cough or sneeze into the bend of your arm**
- ✓ **Cessation of any gathering**
- ✓ **Eat lunch etc. in your car**
- ✓ **Smoke in your car**
- ✓ **Clean toilets after you use them**
- ✓ **Wash hands often with soap & water 20 seconds**
- ✓ **Use hand sanitizer often**
- ✓ **Wash work clothing often after work**
- ✓ **Make suggestions to your Supervisor**
- ✓ **Report concerns to your Supervisor**

Report illness to your Supervisor