

# COVID-19 Preparedness Plan for Kings Refrigeration & A/C Ltd.

**Kings Refrigeration** is committed to providing a safe and healthy workplace for all our workers and customers. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Management and staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at Kings. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by addressing employee concerns, suggestions and feedback. Our COVID-19 Preparedness Plan follows the National and Provincial Public Health guidelines and federal and provincial OHS standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers;
- protection and controls for pick-up, drop-off and delivery;
- protections and controls for in-store visits;
- protections and controls for staff visiting customers
- communications and instructions for customers.

## Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and are encouraged to self-monitor for signs and symptoms of COVID-19. Kings Refrigeration promotes workers staying at home when they are sick, when household members are diagnosed with Covid-19, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees that experience one or more of the above must inform management as soon as possible to ensure the proper controls are put in place. Failure to report the above will be considered a breach of the OH&S Act in which all employees **MUST** follow, by law, and will be subject to penalty according to our disciplinary action policy.

Kings Refrigeration is committed to informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time as directed by Public Health. In addition, management also agrees to protect the privacy of workers' health status and health information.

## Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. Hand-sanitizer dispensers (that contain greater than 60% alcohol) are placed at entrances and various locations in the workplace so they can be used for hand hygiene in place of soap and water. Hand sanitizer has also been provided for each company vehicle for use regularly throughout the day, especially before entering and after leaving a home/business.

## **Respiratory Etiquette**

Workers, customers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers and visitors.

## **Social Distancing**

Social distancing of six feet will be implemented and maintained between workers, customers and visitors in the workplace through the following administrative controls: employees are required to travel in separate vehicles to worksites, to practice social-distancing on worksites and at staff meetings, customers will be pre-screened re: Covid-19 symptoms prior to our staff visiting them and will be asked to maintain social distancing while our staff are there, a plexiglass sneeze guard has been installed at front reception counter, and social distancing signage is displayed throughout our office. Our work environment luckily does not have individuals working in close contact with one another regularly; all offices are more than 6ft apart and are solely used by the occupant, staff typically work alone on job sites, and we do not have a large number of visitors to our office/shop at any given time.

## **Personal Protective Equipment**

PPE used to help reduce the risk of contracting/spreading Covid-19 have been implemented throughout our office, shop and company vehicles. All vehicles have been supplied with a "Covid-19 kit" containing N95 face masks, hand sanitizer, disinfecting alcohol wipes, gloves, booties, and safety eye wear. Field staff are encouraged to use the proper PPE when visiting homes/businesses and to continually sanitize their tools, vehicle and any other materials regularly handled. Staff will inquire when arriving to job sites if the customer prefers that they utilize any specific PPE and will adhere to their request. At our office/shop we have placed hand sanitizer dispensers at entrances, signage throughout encouraging safe practices and a plexiglass sneeze guard has been installed at the front reception counter - gloves, masks and additional PPE are regularly stocked and readily available to all staff upon request.

## **Cleaning, disinfection, and ventilation**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, service vehicles and areas in the work environment, including restrooms, offices, kitchen, lobby, front reception area, shop & warehouse facilities. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards/mice, touch screens, alarm panels, door handles, printers/copiers, debit machine, heat pump remotes, etc. A weekly cleaning checklist has been posted in the kitchen and will be initialed as each task is completed.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product. Primarily, we have incorporated the use of Foster 40-80 disinfectant, which kills 99% of bacteria and viruses on contact, into our daily sanitizing routine (see SDS for details on handling, use and safety). The maximum amount of fresh air is being brought into the workplace via an HRV/air exchanger, heat pumps are regularly cleaned/maintained and ventilation systems are also being properly used and maintained.

## **Communications and training**

This COVID-19 Preparedness Plan was communicated at our weekly safety meeting, to all workers on June 18, 2020. Additional communication and training will be ongoing and provided to all workers via safety meetings and/or posted on our safety bulletin board. Instructions will be communicated to customers and visitors about: pre-screening protocols, staff visiting their home/business, social distancing , office visits, required hygiene practices, and recommendations to keep our staff and themselves safe. Customers, staff & visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Management and employees are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Kings Refrigeration management and was posted in the workplace on June 18, 2020. It will be updated as necessary.

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