

COVID-19 Policy Statement (Version 05-07-2020)

CS Flooring has been monitoring the COVID-19 outbreak closely since it was declared a pandemic by the World Health Organization on March 11. Our top priority is the safety of our employees, customers, subcontractors, and entire community during this difficult time. As the Government of Ontario has recently allowed for additional construction projects to commence, we have decided to implement the following policies, effective immediately, to help prevent the spread of the virus and keep our community safe. These guidelines will apply to anyone who maintains a relationship with CS Flooring and are put in place to ensure the safety of everyone working in the office or on a project contracted to the company. In addition to this policy, a COVID-19 poster, handwashing poster, and cleaning poster will be posted in the office and copies will be distributed to all installers. All policies will be enforced in compliance with the *Occupational Health and Safety Act* and additional directives issued by the Chief Medical Officer of Health.

Based on recommendations from the World Health Organization, the Public Health Agency of Canada, and Public Health Ontario, the following measures are now in effect to prevent the spread of germs and viruses:

- Wash your hands thoroughly and as often as possible with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer. Sneeze and cough into your sleeve.
- If you use a tissue, discard immediately and wash your hands afterwards. Avoid touching your eyes, nose or mouth.
- Stay home if you are sick!
- Avoid high-touch areas (handrails, elevator buttons, etc.), where possible, or ensure you clean your hands afterwards.
- Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them.
- Wash your clothes as soon as you get home.
- Where possible, meet through teleconferencing or via Zoom video conferencing.
- There can be no more than 5 people in the office at any one time.
- Sanitize tools and high-touch surfaces as often as possible using an alcohol-based sanitizer.
- Practice social distancing when in the office or on job sites (ie. maintain 6 feet or 2 metres distance from others whenever possible). Do not shake hands with others and avoid places where you cannot easily separate yourself from others if you become ill. If possible, stagger starting times and lunch breaks.
- If you are within a close environment, you must wear a face mask. If sharing a vehicle, you must wear a face mask.
- **INSTALLERS & SUB-CONTRACTORS:** Please contact your Project Manager to schedule a materials pick-up time in advance of your arrival to ensure social distancing rules are maintained. We will do our best to have all tools and materials ready before you arrive.
- Adequate Personal Protective Equipment (PPE) must continue to be worn as per existing policies. Please ensure all PPE is cleaned and sanitized regularly.
- In order to ensure accurate tracking in case of an outbreak, you must inform your Project Manager what time you arrive and depart a work site. Installers must provide a complete list of on-site personnel to their Project Manager.
- If you ever feel unsafe or unprotected, please contact your Project Manager or either Partner immediately. Do not continue working in an environment where you feel unsafe!
- The symptoms of COVID-19 are like many illnesses, including the cold and flu. If you are experiencing any of these symptoms, please alert your supervisor immediately and you will be sent home. You will be advised to complete the online self-assessment (<https://covid-19.ontario.ca/self-assessment>) and follow the instructions. You are also advised to call either *Telehealth at 1-866-797-0000* or your primary healthcare provider (ie. family physician) who will provide more information.

These policies will remain in effect for the duration of the pandemic and will be re-evaluated or updated at the advice of public health authorities. We understand that things are difficult right now and are doing everything in our power to keep you and your families safe. If you have any questions/comments/concerns regarding this policy, please do not hesitate to reach out. Please stay safe.