


COVID 19 Health and Safety Policy

	GREAT LAKES SCENIC STUDIOS HEALTH AND SAFETY COVID 19 POLICY	
	Revised	Issued June 4th 2020

Great Lakes Scenic Studio's policies and procedures regarding COVID 19 prevention in the workplace are based upon the latest available information, recommendations and legislation from the Federal and Provincial governments, The Public Health Agency of Canada, The World Health Organization as well as local health authorities. As the COVID 19 pandemic continually evolves, our policies and procedures for keeping our employees safe shall also evolve and this document shall be updated.

We've outlined below the safety and preventative measures we have adopted to ensure the safety of our employees in the workplace. These are all subject to change based upon expert recommendations.

Our approach in creating our COVID 19 prevention policy is based upon the following key measures in preventing the spread of infection -

- **Education**
- **Controlled Building Access**
- **Screening Measures**
- **Hygiene and Sanitization**
- **Limiting Exposure and Physical Distancing**

In addition to this, this policy outlines the measures to be taken to **Report an Illness** as well as **Workplace Protocol in the event of a COVID 19 Diagnosis of an Employee** in our workplace.

1. Education

Upon returning to work, every employee must:

- Read and sign off on the COVID 19 policy
- Review and Sign off on the return to work information package
- Have a safety orientation of the building

2. Controlled Building Access

- Every employee or visitor shall **enter** and **exit** the building from 2 clearly identified doors. Designated entry and exit doors shall have a notice posted on them.

3. Screening Measures

With regards to mandatory temperature checks in the current COVID 19 Pandemic, The OHRC'S (Ontario Human Rights Commission) notes :

"The policy position is that medical assessments to verify or determine an employee's fitness to perform his / her job duties may be permissible in these circumstances under the Code.

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Employers should only get the information from medical testing that is reasonably necessary to the employee's fitness to perform on the job and any restrictions that may limit this ability while excluding information that may identify a disability."

- Upon entry into the building, employee and visitor body temperature shall be taken with an infrared thermometer.
- Designated individuals shall take and log employee temperatures.
- Any employee or visitor with a temperature of 100C or higher will not be allowed in the building . Employees exhibiting a fever will not be allowed to work.
- Designated individuals shall ask every employee and visitor a series of questions to help screen for sickness and exposure.
- Should an employee or visitor be deemed a risk of infection, they shall be denied entry to the building . Employees deemed to have been at risk of exposure or infection will not be allowed to work.
- If any employee or visitor refuses to have their temperature taken, they will not be allowed into the building. Employees refusing temperature checks will not be allowed to work.
- In accordance with Bill 186, an amendment to the Employment Standards Act, any employee who has been refused entrance to the building to work will be entitled to a Leave of Absence without pay. The employee's job status or future employment shall not be affected by the Leave of Absence.

4. Hygiene and Sanitization

- Upon return to work, employees shall be issued 5 cloth masks. These are to be used and washed by each employee.
- Employees are **encouraged** to wear their masks throughout the day. Employees are **required** to wear their masks when physical distancing is not possible.
- After entry and check in, every employee and visitor will be required to wash their hands (where possible) or use hand sanitizer prior to commencing any work or touching any surface
- Every employee will be provided with a small refillable bottle of hand sanitizer to use throughout the day
- Bottles of sanitizer will be placed throughout the shop for use in surface sanitization (tables, desks, phones etc) and for cleaning tools
- All employees with a designated desk will be required to sanitize their workstations at the beginning of the day. This is to include any touched hard surface.
- Morning inspections of equipment such as forklift, overhead cranes and company vehicles are to include sanitization of any touched surface.
- After breaks, employees will be responsible for sanitizing any touched surface such as lunchroom tables, countertops and desks with provided sanitizer and wipes.
- Employees will be responsible for sanitizing tools prior to use with provided sanitizer and wipes. Employees are to use only their own personal tools and shall not share tools or borrow tools from others.

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5. Limiting Exposure and Physical Distancing

- Physical distancing of 2m apart will be enforced where possible.
- Where appropriate physical distancing is not possible, employees and visitors will be **required** to wear a non-medical grade face mask. Some examples of instances where mandatory masks will be required are listed below. This list is not exhaustive but only serves to illustrate typical examples of situations requiring masks to be worn.
 - Upon entering or exiting the building at start or end of shift and while exiting or entering during breaks
 - Use of washroom facilities
 - Meetings that do not allow for appropriate physical distancing such as in the production offices, front offices or elsewhere within the shop
 - During work where 2 or more employees are required to be in close proximity working in order to safely complete a task.
- Employees will have assigned locations within the building for lunches and breaks in order to limit the number of people congregating in one area at once.
- In addition to assigned break locations, all employees will be permitted to take breaks outside of the building as long as physical distancing is respected.
- Should employees with designated workstations wish to take breaks in the building, they will be encouraged to do so at their desks.
- Lunch rooms have been set up to restricted capacities to allow for social distancing.
- Depending on staffing load, there will be multiple staggered work shifts starting 30 minutes apart. Staggered shifts will decrease the number of people entering and exiting the building at once and sharing common areas such as lunch rooms. **Employees in Bay 1 will start work at 7am, Bay 3 & 4 7:30am, Bay 2 8:00am.**
- A contactless delivery drop off table has been set up to the side of the front office to limit employee exposure to anyone not working in the building and minimize contact with delivery drivers.
- Entry to the building will be strictly limited to required personnel, suppliers, deliveries, required inspectors or equipment servicing personnel.

6. Reporting Illness

The symptoms of COVID-19 are like many other illnesses, including the cold and flu. At this time, per government of Ontario guidelines, it is recommended that any employee who has symptoms related to cold, flu or COVID-19 not come into work.

Employee's Duties

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Should an employee exhibit cold or flu symptoms at home, they are required to call 905.319.9232 and either speak to someone or leave a message with answers to the following questions:

- What is the reason for not coming in.
- If sickness what is the nature of the sickness?
- Are you flu like? Dry cough? Shortness of breath?
- Can we contact you later today?

Should employees exhibit flu-like or COVID 19 symptoms upon arriving at work or during the course of the day, they should report their illness immediately to a manager. Ill employees will be sent home and advised to complete the government of Ontario online self-assessment (located on the government of Ontario website - Ontario.ca) or call either:

- Telehealth: 1-866-797-0000
- Or their primary care provider (IE - family physician)

Should an employee believe they contracted COVID 19 in the workplace, they may file a claim with WSIB. While the nature of some people's work may put them at greater risk of contracting the virus, for example those treating someone with COVID-19, any claims received by the WSIB will be adjudicated on a case-by-case basis in order to determine the worker's employment created a risk of contracting the disease to which the public at large is not normally exposed.

Should an employee suspect they have been exposed to COVID 19, but they are not exhibiting symptoms, they should self monitor for a period of 14 days.

7. Workplace Protocol in the event of a suspected or confirmed COVID 19 Diagnosis of an Employee

If it is determined that an employee may have COVID-19 or has tested positive for the disease, the following actions will take place:

- Infected employee will immediately be placed on a Leave of Absence.
- A workplace risk assessment will be conducted by the JHSC. This committee will :
 - Create a list of people that the infected worker could have been in direct contact with that day and, if possible, in previous days.
 - Identify and create a list of locations where the worker was recently working, including common areas such as lunchrooms and washrooms.
 - Initiate immediate cleaning and disinfection of these locations, since they are potentially contaminated with the COVID-19 virus.
 - Identify and create a list of tools and equipment that the worker was recently using. These are also potentially contaminated by the COVID-19 virus and need to be immediately cleaned and disinfected.
- Any employee who worked closely with the infected person shall also be removed from the workplace for at least a 14-day period to ensure the infection does not spread in the

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workplace. This employee will be placed on a Leave of Absence and will be advised to self-monitor for a period of 14 days.

- If an employer is advised that an employee has tested positive for COVID-19 due to exposure at the workplace, or that a claim has been filed with the Workplace Safety and Insurance Board (WSIB), the employer is required to notify:
 - the Ministry of Labour, Training and Skills Development in writing within four days
 - the workplace joint health and safety committee or a health and safety representative
 - applicable trade union