



15/03/2022

CORONAVIRUS/COVID-19 WORKPLACE POLICY:

PURPOSE / REOPENING GUIDELINES

To provide you with an update about what we are doing to protect your health and safety in light of CORONAVIRUS/COVID-19, which the Centres for Disease Control and Prevention (CDC) recognise as an outbreak, and the World Health Organization (WHO) has declared a pandemic.

This policy sets out our framework to manage the ongoing pandemic. We sincerely hope and expect that all employees, subcontractors, suppliers, consultants and others, who conduct work on or in our workplaces, will join with us in a spirit of cooperation, development and implementation in our effort to mitigate the spread of this virus.

COMMUNICATION:

- Updates shall be posted in a conspicuous place, such as safety board, above time clock, etc...

REPORTING:

- If you think you're sick, call your doctor, call Telehealth (**1-866-797-0000**), and follow the instructions
- Contact your supervisor and inform them of your scenario.

HEALTHY EMPLOYEES:

If you are symptom free, healthy, **WILLING** to work we appreciate your support and should adhere to your current schedule. We are considered an essential service to support the essential supply chain. We are taking extra precautions to protect our employees and their families. Such as:

Visitor screening (<https://covid-19.ontario.ca/screening/customer/>)

Truck driver documentation (for traceability)

Visitor restrictions (all visitors must have 2 vaccination doses for a minimum of 10 days)

Providing hand disinfectant in dispensers / Sanitization Stations

Updating signage as a reminder of new company protocol

Communicating facts as they come available

Rotating break times

Masks are required for workers working within 6ft of each other

Masks are required when traveling to/from washroom

Masks are required in the washroom

Masks are required when you are not at your workstation inside the building

Use of Cootie Catchers and Cootie Guards



15/03/2022

IF YOU HAVE ANY OF THE FOLLOWING SYMPTOMS, STAY HOME:

COVID-19 symptoms

Most common symptoms:

- Fever
- Cough
- Tiredness
- Loss of taste or smell

Less common symptoms:

- sore throat
- headache
- aches and pains
- diarrhea

Serious symptoms:

- difficulty breathing or shortness of breath
- loss of speech or mobility, or confusion
- chest pain

Seek immediate medical attention if you have serious symptoms. Always call before visiting your doctor or health facility.

People with mild symptoms who are otherwise healthy should manage their symptoms at home.

On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.

RETURN TO WORK:

You may return to work when you are symptom free without the use of medications. You will be required to produce a negative antigen test on arrival.

LEAVING WORK EARLY:

Leaving work because of a symptom above will require a “Leaving Work Early” form to be filled out, temperature to be taken at the time of the request and a self-assessment is to be completed by a supervisor. The Ontario self assessment tool online will determine if a test is required to return to work.

<https://covid-19.ontario.ca/self-assessment/>

VISITORS:

All visitors must have 2 vaccination doses for a minimum of 10 days, wear a mask, complete the visitor screening checklist, and have their temperature taken and recorded at sign in.



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MOVING FORWARD WITH THE CORONAVIRUS/COVID-19

We, as a company have done well. We have focused our attention on making the workplace at Spinnaker safe for all our employees. But moving forward we believe that we will need to practice the things we have learned for some time.

Social distancing will need to become more of a norm in the workplace and at home, so that we are able to maintain a safe work environment for everyone.

At Spinnaker, we have continuously implemented new safety measures as information becomes available and we will continue to be dynamic. This is something that we all need to work on together. We are all responsible for keeping the workplace safe and Virus free for each other. We believe that we should continue to exercise the 6-foot social distance and safe hygiene.

Until further notice, every day all active employees will be required to have their temperature taken at the beginning of their shift as they enter the building. Masks or face shields are to be worn by anyone that cannot maintain the 6-foot distance rule. Anyone that is travelling to/from a workstation/area or that is using the washroom is required to wear a mask or face shield.

Any visitors will be required to have 2 vaccination doses for a minimum of 10 days, wear a mask, sanitize hands immediately, fill out the Safe Return to Work Checklist, have their temperature taken and recorded at sign in. No exceptions!

CARE FOR YOUR MENTAL AND PHYSICAL WELLBEING

- Stay informed but take breaks from social media, watching reading or listening to news stories
- Practice physical distancing, but stay connected. Talk to friends or family about your feelings and concerns through email, phone calls, video chat and social media platforms
- Try to eat healthy meals, exercise regularly, and get plenty of sleep
- Focus on the positive aspects of your life and things you can control
- Be kind and compassionate to yourself and others

YOU'RE NOT ALONE – ASK FOR HELP IF YOU'RE FEEL OVERWHELMED

If you are in crisis, please contact:

HOPE FOR WELLNESS HELP LINE – 1-855-242-3310

CRISIS SERVICES CANADA – 1-833-456-4566

KIDS HELP PHONE (ages 5-29 years old) – 1-800-668-6868

CANADA SUICIDE PREVENTION SERVICES 1-833-456-4566

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>