

RITE-WAY TRAFFIC CONTROL  
& RITEWAY TC SERVICES LTD.

**COVID19 PREVENTION/CONTROL  
POLICIES AND PROCEDURES**

# COVID-19 Policy

## 1.0 POLICY STATEMENT

Riteway Traffic Control Ltd. (the “Business”) is committed to the health, safety, and well-being of its employees and of all individuals who enter its workplace.

COVID-19 is a respiratory viral infection which has infected millions of individuals across the globe, including Canada.

The Business aims to dispel fears and misconceptions regarding COVID-19 through this COVID-19 Prevention and Control Policy (the “Policy”) by educating its employees on the symptoms, infection prevention and control, and compliance with hand hygiene guidelines. In addition, this Policy sets out the Business’ legal obligations under applicable legislation, as well as steps the Business will take to limit the risk of infection by COVID- 19 in the workplace.

## 2.0 PURPOSE

The purpose of this policy is to develop a prevention and response policy for COVID-19, as part of an emergency preparedness and response plan at the workplace. The aim is to clearly identify the requirements and procedures required to control the spread of the infection at the workplace, while also maintaining the business operating. The policy is based on information available at the time of its development and is subject to change based on further information provided by the government, health authorities, and the latest evidence.

## 3.0 DEFINITIONS

"Active Screening vs. Passive Screening"	Screening is a process for surveilling and identifying probable cases to help guide response actions. Active screening involves tests, examinations, and interviews. Passive screening involves posting signage and messaging.
"Alcohol-Based Hand Rub (ABHR)"	Waterless hand hygiene product that is available as a rinse, gel or foam and consists of a minimum of 60 % alcohol. The effectiveness of alcohol is inhibited by the presence of organic matter.
"COVID-19"	Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The virus is

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## 4 - GENERAL ROLES AND RESPONSIBILITIES

### 4.1 EMPLOYER

COVID19 presents a risk to the health and safety of employees, and as a result, employers have legal a obligation to take reasonable steps to address this risk. What is appropriate and reasonable may vary depending on the nature of the Business and its workforce. The Business is responsible for making sure that the workplace is safe, and that employees' health and safety are not put at risk.

The ultimate goal of the Business is to prevent and reduce transmission among employees, maintain a healthy business operation and work environment. While the following are subject to change, at present, reasonable steps may include the following:

- Review this COVID-19 policy with all employees;
- Require employees to immediately inform their supervisors or managers if they or someone they have been in close contact with, has tested positive for COVID-19 or has been directed to quarantine by public health authorities;
- Direct employees who exhibit symptoms of COVID-19 to quarantine themselves
- Implement a system for screening employees, contractors, visitors and volunteers who may enter the work premises for COVID-19;
- Provide training to all workplace parties on the reporting procedures of COVID-19 infection;
- Provide appropriate Personal Protective Equipment (PPE) including, but not limited to face masks, gloves, face shield, goggles to the employees who may have exposure to COVID-19;
- Advise employees to practice social distancing while at work;
- f possible, provide physical barriers between workstations (Plexiglass or cubicles);
- Encourage good hygiene practices at the workplace;
- Ensure that appropriate steps are being taken to ensure the cleanliness of the workplace; and
- Develop and implement a COVID-19 business continuity plan.

### 4.2 SUPERVISORS AND MANAGERS

- Ensure this COVID-19 policy is implemented and adhered to at the workplace;
- Monitor the employees for possible signs of COVID-19 symptoms;
- Request that any person who exhibit symptoms of COVID-19 to leave the worksite and seek medical advice;
- Ensure employees use personal protective equipment as required;
- Advise an employee of any existing or potential risks of exposure; and
- Protect the privacy of any employee who may have to leave the worksite due to COVID-19 related symptoms.

### 4.3 EMPLOYEE

- Follow the requirements of this COVID-19 Policy;
- Become familiar with the symptoms of COVID-19;

Supervisors will be held responsible for the health and safety of the employees under their supervision. Some specific duties of supervisors include:

Under the law, employees must protect their own health and safety by working in compliance with the law and any established health and safety policies, safe work practices and procedures. Some specific responsibilities include:

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- Inform supervisors and managers if diagnosed with COVID-19 or exhibiting symptoms of COVID-19;
- Quarantine and stay away from work until completely free of COVID-19 symptoms;
- Use appropriate PPE when required; and
- Practice good hygiene protocols.

### 4.4 JOINT HEALTH AND SAFETY COMMITTEE (JHSC)/HEALTH AND SAFETY REPRESENTATIVE(HSR)

Ensuring employees are aware of the symptoms of COVID-19;

- Ensuring employees have been trained on the contents of this COVID-19 Policy;
- Conducting workplace inspections and investigations; and
- Making recommendations for the improvement of the health and safety of

The JHSC or HSR must work together with the employer to ensure the health and safety of all workplace parties. Some of the responsibilities of the JHSC/HSR include:

## 5.0 EDUCATION

### 5.1 COVID-19 SYMPTOMS

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illnesses. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever
- Chills
- Cough or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches

Coughing may persist for several weeks following a COVID-19 diagnosis.

COVID-19 symptoms can range from mild to severe. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days.

COVID-19 is mainly spread from person to person through close contact, such as in a household, workplace, hospitals or health care facilities.

### 5.2 REPORTING PROCEDURES

If an employee is experiencing any of the symptoms listed above, they should contact a primary care provider or 8-1-1 anytime to talk to a nurse at HealthLinkBC and get advice about what to do next. The employee also has the option of going to a COVID-19 assessment center

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for testing. An employee with symptoms related to COVID-19 is not allowed to return to work until all symptoms have subsided.

In the event that an employee is experiencing symptoms associated with COVID-19 while at work, they should immediately inform a manager/supervisor. The supervisor and manager will take down relevant information (time, date, employee name and contact information) and advise the employee to self-isolate and call a primary care provider or the local COVID-19 Public Health for further guidance.

If the employee is tested for COVID-19 and the test result is positive, the employee must immediately inform the employer. The employer has a duty to report any confirmed cases to the following:

- Dial 8-1-1 which is the number for HealthlinkBC in British Columbia.
- JHSC/Health and Safety Representative.
- Union Representative if applicable.

Any confirmed cases of COVID-19 that could reasonably be assumed to be work-related, should be reported to the WSIB/WCB within 72 hours of receiving notice of the illness. The Employee compensation case manager will make a determination on whether the employee's COVID-19 case is work-related or not. Clear instructions will be provided to all workplace parties about the reporting procedure.

### 5.3 EMERGENCY AND PUBLIC HEALTH ORDERS

The Business will comply with all emergency orders made by the government or public health officials, including in respect of implementing physical distancing and other measures designed to prevent the transmission of COVID-19 in the workplace, as well as in respect of any business closures ordered by the government or public health officials.

Employees who are subject to any emergency or public health order, including any order to quarantine or self-isolate as a result of recently returning from international or interprovincial travel, or having close contact with the individual(s) confirmed or suspected to have COVID-19, must comply with any such order and must immediately inform the Business that they are subject to such order.

In these circumstances, the Business will consider whether it is possible and practical for the employee to work from home while subject to the order, and, if the Business determines in its sole discretion that it is not possible for the employee to work from home, the Business will place the employee on a leave of absence subject to applicable employment standards legislation.

### 5.4 MANDATORY MASK OR FACE COVERING POLICY

As of early July 2020, wearing face masks or face coverings in indoor public places has become mandatory in most regions in the Canada. Some provinces such as Ontario, Quebec and British Columbia have made it a provincewide requirement to wear mask in indoor public places whereas other provinces have decided to take a region-by-region approach and

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leave it up to the municipalities or the businesses to implement a mandatory mask policy if one is deemed necessary.

As per the requirement of this Policy, the Business requires all its workers to practice social distancing and when social distancing is a challenge, to wear face masks to reduce the spread of COVID-19.

### 6.0 HEALTH AND SAFETY REQUIREMENTS

#### 6.1 PHYSICAL DISTANCING, SANITATION AND PERSONAL PROTECTIVE EQUIPMENT

The Business will implement a workplace-specific plan for restricting the spread of COVID-19 and protecting employees in accordance with applicable OHS guidelines. The Business will take reasonable efforts to ensure the sanitation of workplace surfaces that are commonly used or touched by employees, customers, or other individuals and which might transmit COVID-19, including but not limited to door handles, light switches, tabletops, microwaves, and telephone equipment.

The Business will observe all public health orders and OHS guidelines in respect of physical distancing, including by ensuring adequate spacing between employees, and limiting the number of individuals in the Business' premises.

The Business will implement reasonable business practices where necessary to minimize unnecessary physical contact among employees, including but not limited to communicating electronically where feasible, staggering breaks, limiting the sharing of work equipment, and scheduling only the minimum required number of employees to perform work in a given work location.

The Business will also restrict visitors to the workplace and take reasonable steps to ensure physical distancing between employees and customers, clients, and suppliers, including by limiting the number of customers, clients, and suppliers permitted in the workplace at a given time and restricting which workplace locations such customers, clients, and suppliers are permitted to go.

Where necessary to protect an employee from the risk of contracting COVID-19, the Business will provide personal protective equipment (PPE), including rubber gloves, masks, or gowns, as appropriate.

When an employee has medical concerns in regards to wearing certain PPE, the employer will ensure to request a medical note from a certified health care practitioner or provide alternative PPE or duties for the employee to comply with public health bylaws and protocols. If feasible given the nature of the Business and the duties of certain employees as well as the individual circumstances and needs of certain employees, the Business will consider, in its sole discretion, requiring or permitting certain employees to work from home.

The Business will conduct on-going risk assessments as needed and adjust its practices and procedures as required to adhere to public health official orders, OHS authority guidelines, and recommendations for best practices to prevent the spread of COVID-19 in the workplace.

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## **6.2 SYMPTOMATIC OR EXPOSED EMPLOYEES**

Employees who develop symptoms of COVID-19, or who have been in close contact (including living in the same residence) with the individuals who are confirmed or suspected to have COVID-19, who have recently returned from international or interprovincial travel, or who are at a high risk of exposure (e.g. due to being a healthcare provider at a healthcare location with confirmed cases of COVID-19) must inform the Business of these facts immediately.

Subject to public health directions, the Business may require such employees to remain at home and away from the workplace. The Business will consider whether it is possible and practical for the employee to work from home while symptomatic, and, if the Business determines in its sole opinion that it is either not possible or not practical for the employee to work from home, the Business will place the employee on a COVID-19 related leave of absence under applicable employment standards legislation.

The Business has an obligation to protect its employees from the risk of COVID-19 infection, including by prohibiting employees who may be at high risk of spreading COVID-19 from entering the workplace. Accordingly, all employees must report if they are experiencing any symptoms of COVID-19 to the Business immediately. Any employee who fails to disclose facts relevant to an assessment of their risk as outlined above may be subject to discipline, up to and including termination of employment.

### **6.2.1 EMPLOYEE TESTS POSITIVE FOR COVID-19**

If an employee has been diagnosed with COVID-19, he or she must self-isolate for a minimum of 10 days since symptoms started. The employee can stop self-isolating if his or her fever goes away without the use of fever-reducing medications (e.g. Tylenol, Advil) and the employee is feeling better (e.g. improvement in runny nose, sore throat, nausea, vomiting, diarrhea, fatigue). Coughing may persist for several weeks, and so coughing alone does not require the employee to continue self-isolating.

If the employee becomes ill after being in contact with a confirmed case or an individual arriving from outside of Canada, he or she must self-isolate for 14 days or 10 days after symptoms started, whichever is longer.

### **6.2.2 EMPLOYEE TESTS NEGATIVE FOR COVID-19**

An employee who tests negative for COVID-19 might still need to self-isolate if any of the following scenarios occur:

1- The employee is a contact or has been exposed to a case of COVID-19: In this situation, the employee will need to continue to self-isolate for 14 days from the last contact with a case of COVID-19.

2- The employee has arrived in B.C from outside of Canada: In this scenario, the employee must continue to self-isolate for 14 days from the day he or she landed back in Canada.

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If the employee has concerns or questions about when to return to work following a negative test, s/he should contact

### 6.3 REFUSING UNSAFE WORK

1. Speak to the refusing employee to understand the nature of their concern. If the situation cannot be resolved with this discussion, then proceed to step 2.
2. Conduct an internal investigation, with the participation of the employee and any health and safety representatives required by applicable legislation, to determine the validity of the work refusal.
3. If it is determined that there is no objective risk, but the refusing employee maintains his or her refusal, the Business must contact the applicable workplace health and safety agency/ ministry to perform its own official investigation.
4. If the applicable workplace health and safety agency/ministry confirms the absence of risk and the refusing employee continues to refuse to return to work, then he or she may be disciplined.

Health and safety legislations give employees the right to refuse work they have reasonable grounds to believe is unsafe to themselves or another employee.

If an employee has good faith and reasonable basis to believe that work is unsafe, including due to exposure to COVID-19, the employee must report it to the Business immediately.

The Business will follow these steps:

In determining whether the risk from COVID-19 poses danger to an employee, the Business will consider all relevant circumstances, including whether the employee or a member of their household is at particular risk of COVID-19 due to an underlying health condition; the nature of the employee's work; and whether any risk can be reasonably attenuated through sanitation and/or use of PPE.

### 6.4 TRAVELING/COMMUTING MEASURES

All work trips and events – both domestic and international – will be examined and potentially canceled to minimize the risk of COVID-19 to employees.

In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners).

The Business will, at its sole discretion and when possible and practicable, consider allowing employees who normally commute to the office by public transportation and do not have other alternatives, to work from home as a precaution.

## 7.0 PREVENTION AND CONTROL

### 7.1 PREVENTION PRACTICES

To prevent and control the spread of COVID-19, health officials recommend that all individuals practice good hygiene and/or observe commonly advised precautionary measures.

To prevent exposure to a range of diseases, including COVID-19, employees are encouraged to perform the following in and outside the workplace:



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The Business will ensure that there is an adequate supply of liquid soap in the bathroom and kitchen areas and post signage reminding employees to regularly wash their hands with warm water and soap for a minimum of 20 seconds. The Business will also ensure there is an adequate supply of hand sanitizer (if available) for employees to use as well as cleaning products to sanitize surfaces.

The Business will monitor local, provincial and federal Public Health communications about COVID-19 regulations, guidance, and recommendations and ensure that employees have access to that information. The following:

- Wash hands often with soap and water or use an alcohol-based hand sanitizer;
- Avoid touching eyes, nose, and mouth with unwashed hands;
- Avoid close contact with people who are ill;
- Stay home when ill;
- Cover coughs or sneezes with a tissue, and then immediately throw the tissue in the garbage and wash hands;
- If a tissue is not available, sneeze or cough into a sleeve or arm, not a hand; and
- Clean and disinfect frequently touched objects and surfaces.

### 7.2 REDUCING TRANSMISSION AMONG EMPLOYEES

All work trips and events – both domestic and international – will be examined and potentially canceled to minimize the risk of COVID-19 to employees.

In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners).

The Business will, at its sole discretion and when possible and practicable, consider allowing employees who normally commute to the office by public transportation and do not have other alternatives, to work from home as a precaution.

#### 7.2.1 SICK EMPLOYEES TO STAY HOME

Employees who have symptoms should notify their supervisor and stay home. Employees should not return to work until they have either tested negative for COVID-19 and are symptoms-free or they have quarantined for a minimum of 10 days and are symptoms-free to return to work.

Employees who are well but have a sick family member at home with COVID-19 should notify their supervisor. Employees who cannot completely separate themselves physically from the sick relative should not come to work until the relative either tests negative for COVID-19 or has quarantined for 14 days and is free of symptoms.

#### 7.2.2 CONDUCTING DAILY COVID-19 SCREENING

Employees can be screened for symptoms of COVID-19 prior to entering the workplace. The Business can, in accordance with local, Provincial and/or Federal laws, take employees' temperature or inquire about employees' potential exposure to COVID-19 outside of the workplace before allowing staff to enter the work premises.

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### 7.2.3. POTENTIAL FOR EXPOSURE AT WORK

Conduct a thorough hazard assessment to determine if workplace hazards are present, or are likely to be present, and determine what type of controls or PPE are needed for specific job duties. All employees must be informed

### 7.3 REMOVE SICK EMPLOYEES FROM WORKSITE

Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors, and sent home.

### 7.4 RESPONDING TO COVID-19 CASE AT WORK

If an employee of the Business tests positive for COVID-19, the Business must immediately inform the local Public Health authorities and fully cooperate with any investigation that they deem necessary. The Public Health Unit may ask for the names of all the other employees of the Business that may have been exposed to COVID-19 in order to complete contact-tracing and tests anyone else they suspect of being exposed to COVID-19.

Other employees should be informed of the presence of a positive COVID-19 case at the workplace. When communicating about the positive COVID-19 case, the name of the sick employee must not be shared with others to protect the individual's privacy.

#### **Additional measures to take include:**

- Clean all surfaces that may have been touched by the sick employee with soap and water before disinfecting them; and
- Open outside doors and windows to increase air circulation in areas where the sick employee may have been.

Encourage any employee who may have been exposed to the sick employee to get tested

## 8.0 HAND HYGIENE PROCEDURES

Follow these steps to maintain proper hand hygiene.

### 8.1 SOAP AND WATER

1. First, remove jewellery (rings).
2. Next, wet your hands.
3. Then apply soap.

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4. Vigorously clean or rub all parts of your hands, including the palms and backs of your hands, thumbs, fingers, nails and wrists, for a minimum of 20-30 seconds (sing “Happy Birthday” twice).
5. Rinse and dry your hands properly with single-use paper, a cloth towel, or a blow air dryer.
6. Try to turn off the tap with a paper towel after you dry your hands.

### 8.2 ALCOHOL-BASED HAND RUB (ABHR)

1. Apply 1 or 2 pumps of the product (about the size of a loonie) into your hands.
2. If the ABHR dries before 15 seconds of rubbing, apply more product.
3. Rub vigorously, applying friction to all skin surfaces and paying particular attention to fingertips, webbing between fingers, palms, back of hands, nail beds, and each finger.
4. Rub for a minimum of 15 seconds until the product is dry before touching anything. This ensures that the ABHR is effective and eliminates the extremely rare risk of flammability in the presence of an oxygen-rich environment.

## 9.0 LEAVE OF ABSENCE

The Business will provide employees with an unpaid leave of absence for reasons relating to COVID-19, including leaves of absence due to mandatory quarantine, illness, and caring for dependent family members due to their illness or due to the closure of schools and daycares, as required by applicable employment standards legislation. 13

The Business will not require a medical certificate for COVID-19 related leaves of absence; however, the Business reserves the right to require other reasonably sufficient proof of the stated reason for taking the COVID-19 related leave of absence.

Please consult the applicable employment standards legislation for more information on COVID-19 related leaves of absence.

## 10.0 POLICY REVIEW

This Policy is intended to be temporary, and shall be monitored, reviewed, and amended as necessary, in the Business’ sole discretion, in accordance with official federal and provincial government announcements, information, and orders.

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### COVID-19 EMPLOYEE ACKNOWLEDGMENT FORM

I acknowledge that I have read and fully understand my company's COVID-19 Policy and agree that I must follow all safety measures outlined in the Policy to reduce and prevent the risk of spreading COVID-19. I understand that failure to comply with the requirements of this Policy could result in disciplinary action.

Name of Employee:	Date Policy was reviewed by the employee:
Employee Signature	Employee's Supervisor:

**Note: Please submit this form to your immediate supervisor.**