



COVID – 19 Safety Plan

Health, Safety and the Pandemic

Now more than ever at LLC we look to our employees, team leads, supervisors and managers to ensure at all times, everyone is practicing all the safety protocols LLC has in our shared workplace.

LLC will be guided by Ontario Public Health and all governmental bodies which outline requirements and its effects in our communities and workplace. Any updates that affect our business will be adhered to and our employees will be required to follow such orders, as well employees will be notified where these changes may affect their workplace, hours of work and operations as a whole.

Essential Service

Louisville Ladder Corp. (LLC) is deemed an essential service provider under the Ontario's *List of Essential Workplaces, under Supply Chains*. Which means currently we can stay open and operational up until any new closure orders may change this status.

Under each new order, LLC has and will continue to re-assess our staffing needs and our current Health & Safety protocols to increase where possible the protections for all staff and mitigate any occurrence of the virus in our facility and to also ensure all minimum requirements are being met or exceeded where possible.

Non-Essential Workers

All non-essential workers i.e. admin, sales staff, etc. have been relocated to work from home in all areas of our business where possible.

Self-Assessments

The Daily Self-Assessment Health Checks are performed on all staff present in our facilities every day. Both the self-assessment form and a temperature check is conducted. In all circumstances, if an employee has one symptom listed, they are required to leave the workplace, proceed to a COVID testing facility and not return to work until they have a negative test result. If they test positive, they are not to return to work until the 14 days of quarantine period is completed, this would be calculated from the first day their symptom presented itself or from the first day of exposure from a positive case. For additional internal protocols please refer to policy -

PROTOCOL OF CARE FOR PERSONNEL DISPLAYING COVID-19 SYMPTOMS

Weekly Self-Assessments are required from all "Working Remotely" employees which includes sales staff, admin, etc.

All self-assessments are forwarded to the HR department and electronically saved for confidentiality and contact tracing purposes.



Safety Protocols

Masks

In all our facilities (warehouse and plant) employees are required to wear an approved mask in all common areas which include plant/warehouse floor, bathrooms, lunchroom and in the parking lot. No employee is to enter any of our locations NOT wearing an approved mask covering both their nose and mouth.

Masks are to be clean and worn only for the prescribed life of the disposable mask and cloth masks are to be washed or changed daily. Disposable masks are provided in each workplace to ensure masks are always clean.



Masks are only allowed to be removed while consuming food or drink and in the safe areas approved by management along with adhering to the social distancing rules.

Hand Washing

Hand washing has and will be a requirement after using the washrooms. As a safety protocol, all staff are required to wash with warm water and soap for 20 seconds, ensuring any bacteria or viruses have been removed.

Hand washing stations have been installed (Aurora) to allow for a reduced number of people using the washroom sink at any given time and to assist in social distancing.

Hand sanitizer has been placed inside all common entryways for both the staff and visitors to use prior to entering our facility.

Water Fountains

The water fountains are for the refilling of water bottles only at this time and should NOT be used for drinking directly from the spout.

Cleaning our Facilities

Since early 2020 and the onset of COVID, all cleaning of the office, plant and warehouse(s) has been doubled to include a mid-morning clean of the common touch surfaces. This includes but is not limited to door handles, stair railings, entryway doors, office areas, bathrooms, lunchroom surfaces, customer areas, etc.

Main cleaning after hours still continues on a daily basis, which repeats these mid-morning areas and includes garbage receptacles, microwaves, sinks, toilets, floors, etc.

The lunchroom has been equipped with table plexi-glass barriers for each eating station so employees can remove their mask in a safe protected zone while eating and drinking only.

All staff are required to sanitize their lunch area and the appliances they use during the lunch break before another employee uses that area or appliance. i.e. microwave, sink faucet, counter, and eating area.

When a staff member does indicate that they have one or more of the symptoms on their daily assessment form, their immediate work area is sanitized before anyone else is allowed to work in that space.

Machine/Equipment

All machines, equipment and work areas are sanitized each night at the end of the daily shift.

Visitor Log ins

At all locations and located at all customer/visitor entry points are Log in binders and signage. No visitor is allowed entry into the office, plant or warehouse without completing the Self-Assessment Log in form and recording their contact details. Tracking of all visitors/customer/drivers is critical to ensuring tracing if/where required.

Current COVID plant and office protocols are enforced to all persons who enter our facilities i.e. use of masks, hand washing/sanitizing, etc.

Hand sanitizers are located throughout the plant and office areas and are included at each log in station so visitors can sanitize prior to entering our facility.

Social Distancing

Although social distancing is more difficult in a production plant, we do want to ensure that when we can social distance from each other, we are to do so. i.e. hanging out in lunchroom or parking lot we should be maintaining a 6 ft distance between each other. Some production lines are not conducive to 6 ft distance between co-workers, these areas are mandated for double-barriers by all production staff who work on those lines. Either a secondary mask is supplied or face-shield is provided.

Commuters

Those employees who do commute together in one vehicle MUST wear a mask when travelling. Sitting in a small space even for a short period of time without a mask on puts everyone in the vehicle at risk.



Vaccines

As vaccines start to roll out in each public health region, record keeping of those individuals who have been vaccinated, what brand of vaccine and dates are recorded. This gives LLC a better idea of what percentage of their staff and temp staff have received it in preparation for future changes and updates.

Protocols when a positive case is detected in the workplace

Please see policy - **PROTOCOL OF CARE FOR PERSONNEL DISPLAYING COVID-19 SYMPTOMS**