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COVID-19 SAFETY PLAN

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SECTION 1: ABOUT COVID-19

COVID-19 is the name of the disease caused by a novel coronavirus designated SARS COV-2. Corona virii are extremely common, and cause a wide range of ailments, including many forms of the common cold. Corona virii are so named as their appearance under an electron microscope is a round shape with “spikes” emanating from the surface of the viral shell. It is similar in appearance to the sun’s corona, and is so named because of it. SARS COV-2 is a novel virus discovered in late 2019. Novel means this virus has never infected humans before, and therefore we, as a species do not have any immunity. COVID-19 can have mild to severe cold or flu like symptoms, and is especially dangerous to the elderly, and those with underlying medical issues. Socio-Economic factors play a role as well as to the virulence of this disease. At this time, there is no known effective treatment or cure for the virus, and is classified as a Bio-Hazard level 3 pathogen. SARS COV-2 is transmitted in fluid droplets aspirated from an infected individual and makes contact with mucus membranes, most notably eyes, nose and mouth. These droplets can also survive on surfaces as well. COVID-19 has symptoms including:

- Cough
- Sneezing / runny nose
- Fever
- Joint and body aches and pains,
- Loss of taste / smell
- Diarrhea
- Headache
- Conjunctivitis
- Rash and or discolouration of fingers and toes

Symptoms can take up to 14 days to present after infection. Testing appears to only be effective in detecting SARS COV-2 after the 5th day of infection. During this entire time, the infected person is HIGHLY contagious.

SECTION 2 – OBJECTIVE

The health and safety of staff, customers, and the general public is of the highest priority. The Objective of this document is to clarify policies specific to Trowalex Operations. This policy is binding, and may be revised as new information becomes available.

SECTION 3 – RISK ASSESSMENT

Trowalex operates a retail storefront, mechanical repair shop, and transportation services. Please see section 4 for clarification on hazard levels described in this section. The following divisions of our operation are assessed as follows:

- Storefront, including sales floor, counter, and back office – Level 2
- Administrative offices – Level 1 or 2 depending on occupancy
- Main Shipping and receiving bay – Level 2
- Main warehouse – Level 1 or 2 depending on occupancy
- Secondary bay – Level 2
- Secondary Office Space – Level 2
- Mechanic shop – Level 2
- Yard and outdoor spaces – Level 1
- Toilet servicing vehicles – Level 3
- Transport Trucks – level 1 or 2 depending on occupancy.

SECTION 4 – GENERAL OPERATING POLICY

Pursuant to risk assessment levels in the previous section, the following policies will apply:

Level 1 – low risk of infection. The following shall apply:

1. Maintain physical distancing of 2 metres at ALL times.
2. Washing hands regularly and thoroughly
3. Cough or sneeze into elbow
4. Clean and sanitize common surfaces and items.

Level 2 – Moderate Risk of infection:

1. All items pursuant to level 1, and
2. Wearing of facemasks in situations where physical distancing is not possible

Level 3 – Elevated risk of infection

1. All items in Level 1 and 2 and
2. Wearing of nitrile gloves at all times
3. Wearing disposable facemask with 95% efficiency at all times
4. Wearing of secondary clothing (Coveralls, lab coats, disposable coveralls, etc.) while in a level 3 environment
5. Wearing indirect vented monogoggle or face shield.
6. Increased cleaning and sanitization of common surfaces and items

SECTION 5 EXPECTATIONS OF CUSTOMERS, AND OTHER VISITORS

1. Customers and / or visitors may not enter any Trowelex facility if any or all of the following apply:
 - a. They have any symptoms of illness;
 - b. Have travelled outside of the province within the past 14 days
 - c. Have been in direct or indirect contact with an ill person within the past 14 days
 - d. Have been directed to self-isolate, or ordered to quarantine
2. Maintain physical distancing at all times while in the store, abiding by physical distance markers, and directional arrows located on the floor.
3. Sanitize hands on entry if clean, or use our visitor washroom to wash hands thoroughly and properly
4. Cough or sneeze into elbow
5. Follow directions of staff
6. Respect the maximum visitor occupancy of the store at 3 persons
7. Avoid touching merchandise, ask for staff to assist

SECTION 6 – EXPECTATIONS OF STAFF

1. Staff are not to report to work if ill;
 - a. Should the suspected illness be commensurate with COVID19 symptoms, the staff member shall self-isolate for 5 days, and arrange for COVID19 testing to occur at that time. Staff member shall remain in isolation until test results return as negative. If the result is positive, staff member shall be quarantined in accordance with Health Regulations, and shall not return to work until cleared to do so by Healthcare worker authorized to provide such clearance.
2. Staff are to maintain physical distancing of 2 metres at all times.
3. Where physical distancing is not feasible or practical, staff shall wear facemask at all times.
4. Staff shall wash and sanitize hands regularly.
5. Storefront staff are encouraged to wear nitrile gloves when performing their duties away from their desk.
6. Staff are to clean and sanitize surfaces according to the following:
 - a. Surfaces contacted by customers should be done hourly.
 - b. Point of sale machine shall be done after each use.
 - c. pens for customer use shall be sanitized, and kept in a marked 'clean' container, and after use, placed in a 'dirty' container
 - d. washrooms shall be sanitized at least twice daily
 - e. Other common surfaces shall be sanitized twice daily, including door knobs, light switches, and communal surfaces.
7. Staff performing respirator fit testing services shall wear lab coat, 95% efficient facemask, face shield, and nitrile gloves at all times.
8. Maximum 2 persons per vehicle. Passenger is required to wear facemask.
9. Hand sanitizer to be removed from vehicles when not in use to reduce fire hazard.

7: OTHER ADMINISTRATIVE AND ENGINEERING CONTROLS

Per Health and WorksafeBC recommendations and orders, a Plexiglas shield shall be in place at the front counter as the 2 metre physical distancing cannot be maintained between staff and customers.

Physical distance and directional markers are installed on the floor to maintain physical distancing in the store.

8: CONTACT TRACING

In anticipation of subsequent waves of infection, and until a viable vaccine or cure is found, Trowelex shall maintain Contract tracing for all customers and visitors to provide to BC Health or other authorized authority if necessary. Contact Tracing shall be completed by either:

1. ALL transactions shall have the name(s), and contact telephone numbers of customers on the transaction document. All persons must be recorded on the document. Example, 2 people enter the store to rent an item, the contract details will have the lessee's information, however, any subsequent person(s)' details must be recorded in the document notes. The document will provide date and time information.
2. ALL other visitors must report to Trowelex office and sign in and out of the Visitors log.

Transport drivers are exempt from this requirement, unless they have entered the store.

9: ADDITIONAL RESOURCES

If you are ill, or require information from a healthcare provider, please call 811, or visit <https://www.healthlinkbc.ca/>

If you require information about support programs that are not healthcare related, Please call 1 (888)COVID19 (1-888-268-4319)