

Trowelex Rentals & Sales
4450 Columbia Ave
Castlegar, BC V1N 3N6
Tel +1(250)365-3315 Fax +1(250)365-3318
sales@trowelex.com
<http://www.trowelex.com>



COVID-19 SAFETY PLAN

TABLE OF CONTENTS

1. About COVID-19
2. Objective
3. Risk Assessment
4. General Operating Policies
5. Expectations of customers
6. Expectations of staff
7. Other administrative and engineering controls
8. Contact tracing
9. Inspections and Enforcement
10. Resources

APPENDIX: Related documentation.

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 are viable vaccines available, and treatment protocols have improved since the start of the pandemic, however, we still do not know the efficacy of these vaccines, specifically whether said vaccines will prevent transmission of SARS COV-2. 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

Trowelex 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 where reasonably possible.
2. Washing hands regularly and thoroughly, or using hand sanitizer where washing facilities cannot be accessed.
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 Interior Health Region 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. Wear facemask at all times while in store, or any facility on Trowelex Property. Where facemask cannot, or will not be worn, the customer or visitor will be served outdoors. (Curbside Service)
3. Maintain physical distancing at all times while in the store, abiding by physical distance requirements as directed by staff
4. Sanitize hands on entry if clean, or use our visitor washroom to wash hands thoroughly and properly
5. Cough or sneeze into elbow
6. Follow directions of staff
7. Respect the maximum visitor occupancy of the store at 3 persons
8. Avoid touching merchandise, ask for staff to assist
9. Customers who have been vaccinated shall continue to adhere to all expectations set forth in this document until further notice.

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 required to self-assess before reporting for work for COVID-19 symptoms.
3. Staff will be screened for elevated body temperature daily upon reporting for work.
4. Staff are to maintain physical distancing of 2 metres at all times.
5. Where physical distancing is not feasible or practical, ALL staff shall wear facemask at all times.
6. Staff shall wash and sanitize hands regularly.
7. ALL staff are required to wear nitrile gloves when performing their duties away from their desk and at any shared space or device.
8. Staff are to clean and sanitize surfaces according to the following:

- a. Surfaces contacted by customers should be done hourly, including exterior doors, and front counter.
 - 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, visitor washroom shall be sanitized after every use by non-staff members
 - e. Other common surfaces shall be sanitized twice daily, including door knobs, light switches, and communal surfaces.
9. Staff performing respirator fit testing services shall wear lab coat, 95% efficient facemask, face shield, and nitrile gloves at all times.
 10. Maximum 2 persons per vehicle. Both Occupants are required to wear an N95 disposable facemask
 11. Access to Mechanic Shop is restricted to Trowalex staff only. Maximum occupancy of the shop is 4 persons.
 12. Hand sanitizer to be removed from vehicles when not in use to reduce fire hazard.
 13. Staff should adhere to any and all Provincial Health Orders in force.
 14. Once Staff are vaccinated, none of the conditions set forth in this document shall be nullified or waived until further notice.

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 of customers shall be directed by Trowalex Staff.

Lunchrooms shall be occupied by one person only, and they will be required to clean and sanitize all surfaces before leaving the space.

Barriers will be in place between front counter desks, AND Back Office entrance and Front counter desk.

8: CONTACT TRACING

In anticipation of subsequent waves of infection, and until a viable vaccine or cure is found, Trowalex 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 Trowalex office and sign in and out of the Visitors log.

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

9: INSPECTIONS AND ENFORCEMENT

1. Management and Safety officer shall perform regular inspections throughout the facilities for compliance.
2. WorksafeBC (WCB) and / or PHO may perform inspections at any time.
3. Where staff is found to be not in compliance with the policies set forth in this document, Public Health Orders, and other orders issued by Solicitor General and / or Ministry of Public Safety the following sanctions may be applied:
 - a. Warning and repeated training for first infraction
 - b. Additional infractions / contraventions shall be subject to more severe disciplinary action including:
 - i. Suspension
 - ii. Dismissal
 - iii. Referral to Law Enforcement for investigation and potential legal sanctions.

10: 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)