



COVID-19 SAFETY PLAN

Note: this document is subject to change following provincial and federal health and safety requirements.

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Hawkeye Holdings COVID-19 Safety Plan

General Protocol for all Hawkeye Holdings Employees

Hawkeye Holdings encourages all employees to follow the provincial health orders in regards to COVID-19 and life outside of work. In response to the Public Health Act and BC Centre for Disease control recommendations,

Hawkeye Holdings encourages all staff members to avoid risky behavior outside of work hours, and to maintain a small consistent social bubble.

Risky behavior includes, but is not limited to:

- Attending large gatherings.
- Socializing with people outside of their social bubble.
- Frequenting places (indoor or outdoor) that are unable to follow safe social distancing guidelines.

Step 1: Minimizing risk at Hawkeye Holdings

Covid-19 can be spread in droplets when a person coughs or sneezes. It can also be contracted if a contaminated surface is touched and then the face is touched.

Because of transmission risks Hawkeye Holdings has identified the following risks:

- 1) Gathering areas (offices, the break room, FTL trucker lounge and the mechanic shop)
- 2) Access areas to the building and each gathering area outlined above.
- 3) Tasks that have employees working close together or with the public (FTL truckers, office employees, warehouse workers and mechanics).
- 4) Equipment, tools and machinery that are shared (office items such as shared computers and printers, tools and other mechanic equipment, forklifts).
- 5) Surfaces that are touched often by multiple people (door knobs, light switches, kitchen counters, bathroom counters).

Step 2: Protocols to reduce the risks

Minimizing the risks of transmission is of the utmost importance of Hawkeye Holdings. Social distancing, sanitary procedures and working from home options (where applicable) are all part of the Hawkeye Holdings safety plan. Hawkeye Holdings has implemented *Elimination* and *Administrative controls* suggestions from the WorkSafeBC COVID-19 Safety plan guide (page 2) to minimize person-to-person transmission.

Protocols for the;

- office,
- warehouse,
- mechanic shop office,
- the mechanic shop,
- visitors, are posted in each work area and are also outlined below.

Protocol is communicated to all persons via;

- signage (**mandatory mask signs on entrances to all public areas**, proper handwashing signs above handwashing station, physical distancing reminders in all shared areas, and work pod break schedule to maintain separation of individuals.
- Email reminders when provincial updates reflect changes in procedures outlined in the COVID-19 safety plan.

Protocol information includes, but is not limited to:

Work pod lists

Hawkeye Holdings has implemented a **WORK POD** method of limiting contact between employees. The company has grouped together employees based on the area which they work, considering some job requirements see staff working in close proximity.

WORK POD groups are: the office employees, the mechanic shop employees, the warehouse employees, and the FTL trucking employees.

Work pod and break schedules are posted in the shared kitchen.

Occupancy limits

Occupancy limit signs are posted in the shared break room and FTL lounge.

Hygiene education

Proper Handwashing signs are posted in all bathrooms.

Office protocols

- Employee work areas are spaced out at a distance of 6 feet or more.
- Employee work areas are equipped with phones, printers and computers.
- Shared spaces (office printer/scanner) have disinfectant wipes available.
- **Masks are required in all publicly shared spaces.**
- Employees are equipped to work from home if necessary.
- The front office door is kept locked, minimizing and controlling those who come into the office.
- There is a designated delivery area for postal workers and delivery drivers to drop off and pick up. This area is locked in the entry way of the building.
- Tenants who come to collect their mail/packages must come through the side door and leave immediately after gathering their mail/packages.
- Shared kitchen is equipped with handwashing station (sink and soap). The kitchen is used by office personnel only.
 - Coffee breaks/lunch breaks are staggered to minimize close contact.

Warehouse

- The warehouse uses the **WORK POD** method.
- **Warehouse employees are required to wear masks when working with others or when interacting with others indoors.**
- **Warehouse employees wear gloves during working hours if required**, and are required to wash their hands before and after breaks to minimize the spread of germs.
- The warehouse/mechanic shop kitchen is used by warehouse employees and mechanics only.

- Coffee breaks/lunch breaks are staggered to minimize close contact.
- The capacity limit for the kitchen is 4 people at a time.
- Masks are required in the kitchen unless a person is eating or drinking.
- The kitchen is equipped with a handwashing station (sink and soap).

Mechanic shop

- The mechanic shop uses the **WORK POD** method.
- The mechanic shop is equipped with a handwashing station (sink and soap).
- The warehouse/mechanic shop kitchen is used by warehouse employees and mechanics only.
 - Coffee breaks/lunch breaks are staggered to minimize close contact.
 - The capacity limit for the kitchen is 4 people at a time.
 - Masks are required in the kitchen unless a person is eating or drinking.
 - The kitchen is equipped with a handwashing station (sink and soap).

FTL trucking

- Each truck is equipped with disinfectant spray bottles and paper towel, hand sanitizer, and containers to dispose of used PPE and cleaning supplies.
- The FTL lounge is equipped with two handwashing station (sink and soap).
- The FTL lounge is used only by the FTL truck drivers.
- Only one driver is allowed in the lounge at a time to minimize contact

Tenant access

- Tenants only have access to the side door into the office. They have been informed that they are to only come into the office to retrieve their mail and immediately leave. There is to be no visiting in order to minimize risk.
- Tenants are required to wear masks in all commonly shared spaces (this includes, but is not limited to: the main office, the shared washrooms, hallways and walkways).
- Tenants have access to the basement bathrooms which are equipped with hand washing stations (sink and soap).

Visitors

- As of November 16th masks are required to be worn by all persons entering or remaining in the Hawkeye Holdings buildings. The mask must cover the nose, mouth, and chin.

General cleaning protocols

- Every two days common touched surfaces and shared bathrooms are cleaned and sanitized by a third party cleaning company.
- Signs are posted in all shared areas to remind employees to sanitize equipment and surfaces before and after use.
- Alcohol sanitizer wipes are located in shared areas that are not equipped with a handwashing station.
- Doors are kept open in high traffic areas to minimize touching of doorknobs.

Step 3: COVID-19 symptoms and exposer policy

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- All employees participate in daily health checks prior to coming into work.
- Anyone who has had symptoms of COVID-19 in the last 10 days (refer to appendix A for symptoms).
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- Visitors are prohibited in the workplace unless approved by the employer. Visitors must maintain a physical distance of 2 meters.
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic. OFAA protocol booklets are available in the office, warehouse office, and shop office.
- Risks of violence from customers or members from the public is not a serious issue at Hawkeye, as the company does not work directly with the public.
- If a Hawkeye employee lives in the same home as an individual who is experiencing COVID-19 symptoms. Said employee must not come to work until the individual has been tested and that test comes back negative for COVID-19.

Feeling ill at work

- Workers who feel ill (even with mild symptoms) during a shift are required to report to a first aid attendant who is working at the time.
- Sick workers must wash or sanitize their hands. They will be provided with a mask, and they will be isolated until they are able to go home (they will be asked to go straight home and given further instruction to call 811 in regards to COVID-19 testing).
- If a worker is severely ill (such as, chest pains or difficulty breathing) 911 will be called immediately.
- All surfaces that the ill worker came in contact with will be cleaned and disinfected immediately.

Step 4: Communication and training

Hawkeye Holding takes the safety of those on the premises seriously. Communication in regards to COVID-19 and the measures needed to be taken is done through signage, emails, and safety manuals located around the premises. Policies and procedures are updated when new information from the provincial health authority is provided, and any updates are communicated to all those on the premises.

Training plan

- Training plan found in Appendix B

Step 5: Monitor and update plans

- The COVID-19 safety plan will be updated in accordance with all new information found on WorkSafeBC.
 - Created and first updated as of June 15, 2020.
 - Updates as of August 24, 2020 are highlighted in yellow.
 - Updates as of November 16, 2020 are highlighted in green.
 - Updates as of November 25, 2020 are highlighted in blue.
- Monitoring risks and adjusting policies and procedures according to those risks are a part of the COVID-19 safety plan.
- All safety issues that are resolved are done so with the input of the employer and employees.

Appendix A

COVID-19 Symptoms CDC

From the CDC website (last updated May 13, 2020)

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Appendix B

HAWKEYE HOLDINGS COVID-19 TRAINING

What can you do?

- Maintain a safe distance of (at least) 2 meters from others.
- Wash your hands often, especially before and after machine use, washroom use, and coffee/lunch breaks.
- Cough/sneeze into your sleeve or a tissue paper, and wash your hands after tissue disposal.
- Minimize contact to those that are in your work pod.
- Wear a mask (**mandatory**).

What do you do if you feel ill?

If you are feeling ill (cough, fever, shortness of breath, sore throat etc.), immediately inform the first aid attendant on duty.

FIRST AIDERS:

Main Office	Mechanic Shop	Warehouse
Kaeli Fitzpatrick	Andrew Bednarski	Clive Halston
Corah-Lee Geni	Kim Osmann	Daniel Poitras
Kim Osmann		Martin Engstrom

What do you do during an emergency?

Covid-19 is highly contagious, and is considered a serious health threat. According to the government of Canada the risks to Canadian's is considered high at this time.

OFAA protocols during the COVID-19 pandemic have changed:

- Self-treatment with the direction of an emergency first aid certified employee is required if the patient is capable of self-treatment.
- Interviews of a patient must be done from at least 2 meters.
- If self-treatment is not possible, the appropriate level of PPE must be used on the first aider and the patient.
- CPR has now been changed to **compression-only** CPR.

Where are the emergency safety kits and PPE?

Main Office	Mechanic Shop	Warehouse
In the cupboard across from the kitchen entrance.	In the mechanic office, straight ahead when you open the door.	In Clive Halston's office, on the shelf to the right.

Additional safety kits can be found in all Hawkeye Holding civil trucks, gravel trucks and FTL trucks

Who do you talk to if you have health and safety concerns?

- If you have concerns that you want addressed privately you can email Corah-Lee at receivables@007group.com. Your privacy is top priority.
- You can also talk directly to the first aider on the premises.

Proper use of PPE:



Glove removal procedure

To protect yourself from exposure to contamination, you must take your gloves off safely.

How to remove gloves safely



1. With both hands gloved, grasp the outside of one glove at the top of your wrist.



2. Peel off this first glove, peeling away from your body and from wrist to fingertips, turning the glove inside out.



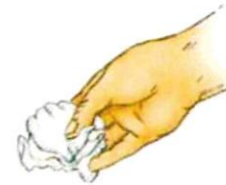
3. Hold the glove you just removed in your gloved hand.



4. With your ungloved hand, peel off the second glove by inserting your fingers inside the glove at the top of your wrist.



5. Turn the second glove inside out while tilting it away from your body, leaving the first glove inside the second.



6. Dispose of the gloves following safe work procedures. Do not reuse the gloves.

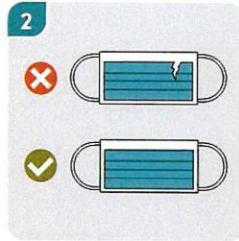


7. Wash your hands thoroughly with soap and water as soon as possible after removing the gloves and before touching any objects or surfaces.

Help prevent the spread of COVID-19: How to use a mask



1 Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



2 Inspect the mask to ensure it's not damaged.



3 Turn the mask so the coloured side is facing outward.



4 Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose



5 Put the loops around each of your ears, or tie the top and bottom straps.



6 Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



7 Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



8 Don't touch the mask while you're wearing it. If you do, wash your hands.



9 Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

Removing the mask

1 Wash your hands with soap and water or use an alcohol-based hand sanitizer.

2 Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.

3 Dispose of the mask safely.

4 Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."