

## November 2, 2020

During these unprecedented times, BC Earth Exchange is working hard to remain open and to continue providing regular employment for our members. Short of a government mandated shutdown, we will remain operational with the following measures in place. Anyone not following the requirements will be asked to leave site and be given an automatic 14 day, unpaid, leave. All WorkSafeBC, BCCSA and CDC requirements will be followed. This procedure will be updated as necessary.

We hope during these times, everyone can pull together and do their part to keep everyone healthy. We all want to go home healthy at the end of the day to our families and loved ones.

### WHAT ARE THE SYMPTOMS?

Fever

Cough

Sneezing

Sore  
Throat

Difficult  
Breathing

### HOW DOES COVID-19 SPREAD?

- Breathing in droplets in the air that are created when people cough or sneeze.
- Close contact with other people (e.g. shaking hands or hugging).
- Touching contaminated surfaces and then touching the face, mouth, or food.



Jane is unwell. When she sneezes, coughs or talks, droplets go into the air. These droplets can enter the eyes, nose and mouth of people nearby.



Jane coughs into her hand, then touches a door handle. Now the virus is on the handle.



George opens the door handle that Jane touched. The virus moves to his hand. He touches his nose, and it enters his body. A few days later, George is sick with the virus.



George passes the virus to his daughter Sonia. A few days later, Sonia feels unwell. She may have spread the virus to her classmates if she attended school with the virus.

## ALL PERSONNEL

Individuals who have been potentially exposed to the virus, or who are exhibiting flu-like symptoms such as fever, tiredness, coughing, or congestion are instructed to:

- o Not come to work;
- o Contact their supervisor and/or human resources department;
- o Stay at home and self-isolate; and
- o Contact local health authorities for further direction.

Such individuals are required to follow the recommendations of the local health authority and may not return to work until given approval by the proper health authorities.

- Individuals who begin to display flu-like symptoms on site are instructed to avoid touching anything, take extra care to contain coughs and sneezes, and return home immediately to undergo a 14-day self isolation period.
- All areas on site potentially infected by a confirmed or probable case are barricaded to keep individuals two metres away until the area is properly cleaned and disinfected.

Non-medical face-coverings (such as homemade cloth masks) should be worn as a potential mitigant to catching and transmitting the virus, but are not to be treated as substitutes for proper handwashing, physical distancing, and other protective measures. Face-coverings should be created and used in line with the guidelines provided by PHAC, found here: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/instructions-sew-no-sew-cloth-face-covering.html>

Any workers who has a positive or presumptive case in their household is required to self-isolate at home for a minimum of 14 days after the sick person no longer has symptoms.

Anyone who has travelled outside of the country has a mandatory 14 day self-isolation.



Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.



Clean and disinfect objects and surfaces that are frequently touched.



Avoid touching your eyes, nose and mouth with unwashed hands.



Cover your cough or sneeze with your elbow or a tissue. Throw tissue in the trash.



Avoid close contact with people who are sick.

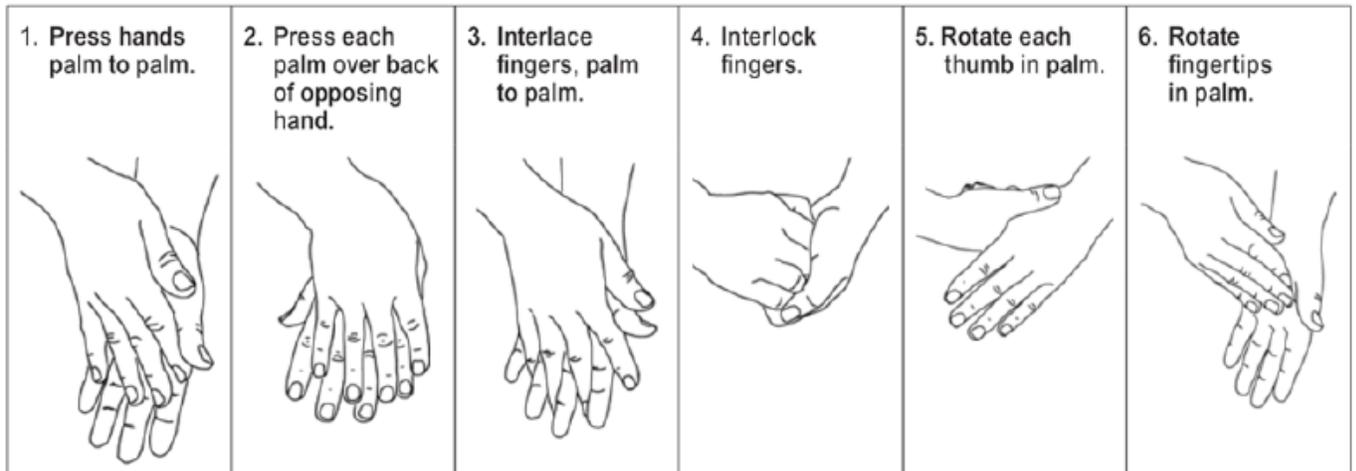
**STAY HOME IF YOU ARE SICK!**  
**STAY HOME IF SOMEONE YOU LIVE WITH IS SICK!**



Social distancing is required. 2m (6 feet) of distance between workers whenever practical is mandatory. If you can swing your arms and touch someone, you are too close.



## Hand washing procedure



Use soap and warm running water. (It doesn't have to be hot to do the job.) If water is unavailable, use a waterless hand cleanser that has at least 60% alcohol. Follow the manufacturer's instructions on how to use the cleanser.

## SITES

**Sites will be given the BCCSA exposure control plan Covid 19 and Site Inspection Covid 19 documents.**

**All requirements of WorkSafeBC, the CDC, BCCSA and other regulatory bodies will be followed at all times.**

**Employees are to wear a mask at all times when in a common area.**

Visitors to site are permitted, visitors must report to the scale and follow the exposure control measures put in place.

- Visitors must not cross the tape barrier placed in front of the plexiglass barrier; this must be placed 1m away from the plexiglass on the visitor side.
- Employee must stand 1m away from his/her side of the plexiglass.
- Tickets should be printed and placed in the plexiglass hole; no signature required. Customers with accounts have the option to receive tickets via E-mail. Before handing tickets to customers not using 'E-Ticketing' scale attendants should use hand sanitizer.
- Hydrovac declarations are required to be sent to the scale operator before the arrival of the truck for tipping. 'Walk-in' soil declarations are to be filled out by the scale attendant; no signature required

- Visitors should stay in vehicles on site when not on the scale. When securing loads or performing load inspections visitors should do this in an isolated area on site. Away from other employees. Employees are to monitor visitors to ensure nothing is left behind.
- Visitor use of washroom facilities is currently prohibited.
- Crews are to stay together where possible and not move between job sites.
- POS terminals are to be wiped down between each use.

Before work, supervisors must ensure all workers have filled out the Covid-19 daily screening questionnaire, this can be found on site docs. This must be filled out for all employees and sub-contractors visiting the site. If symptoms are present, the worker or sub-contractor must go home and self-isolate as required. Employees should fill this out on site docs before arriving to site before the shift is to start.

Daily meeting will not be signed at this time. Supervisors are to write names of attendees on the form. No sharing of pens.

For tasks when social distancing cannot be maintained; the site supervisor must review the task to find an alternative method of completion while maintaining social distancing requirements. If a work around can not be established the task should be delayed until distancing measures are lifted. If the task is essential to operations, the supervisor must ensure current guidelines are followed. These guidelines can be found in the 'Covid-19 resources and training' manual: BCCSA "Covid-19 I What if physical distancing is not possible"

Gloves are to be worn, but not depended on. Hands must still be washed at provided site wash stations even if gloves are worn. All staff must wear safety glasses at all times when on site.

Workers are not to congregate during break-times. Breaks and lunch breaks should be staggered. Employees should avoid using the lunchroom when possible. If the lunchroom is used, employees should wipe down areas they have touched. Keep social distancing and do not share food items, drinks or cigarettes.

Operators should avoid swapping equipment and only run the assigned piece of equipment. If swapping equipment is required, the equipment should be wiped down inside the cab as well as common points of contact such as the door or exterior handles.

Workers are not to car-pool. If there must be more than 1 in a car, it must have a back seat and one is to be in the front, and one in the back (this does not apply to those who live together).

All site paperwork is to be sent to the office via Pictures/scanning. No paperwork is to go to the office at this time. It will be collected at a later date and is to be kept until that time.

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Sites are to have a record of cleaning, who is responsible, and times cleaned.

Porta potty's with hand wash stations are for staff usage only. Employees are required to clean the porta potty before and after each use.

Hydrovac tipping: Drivers and swampers are required to maintain CDC social distancing guidelines. For this to be effective drivers and swampers are not to enter the area between the trucks when two trucks are tipping side by side. Violators are asked to leave the site. These directions are to be included on the load declaration as well as verbally communicated during initial site check in at the scale house.

## **OFFICE**

The office is to be limited at this time to essential staff. Non-essential office staff are asked to work from home. If staff must come into the office, coordination of this should take place through the company calendar to ensure no more than 3 people are in the main office at a time. Employees using the office should wipe down and clean common areas. This should be documented on the cleaning record at the entrance. When more than one person is in the office, all occupants must wear a mask.

Deliveries will be left at the front door. No signing/sharing of pens/contact with delivery persons is permitted.

No visitors to the office are permitted at this time without prior scheduling and screening.