



## **Emergency Response Plan:** **COVID-19 Pandemic**

Elite Waste Disposal Inc. has created a comprehensive Emergency Response Plan to stem the spread of infection within our community and business operations. The goal is to create a “zero spread environment” wherein our practices of personal and industrial hygiene, safe work and social distancing can protect us and the community from furthering the spread of this contagion.

### **Social Distancing:**

- Maintaining personal space ( at least 2 meters) will be of the utmost importance. The “open door” policy has been rescinded, and persons are no longer permitted entrance into anyone’s office without consent.
- The dispatch room has been locked and will be off limits until further notice. Please communicate through the window, or via telephone for the time being.
- The upstairs offices will be closed until further notice. Workers are not permitted upstairs unless approved by Gary, Marc or Gil. Office staff will be moving to a rotational shift which will minimize personal interactions in the workplace.
- Do not come to the shop unless you have been dispatched to work. The office, shop and lunchroom will be closed until further notice. Dispatched employees are expected to arrive at the shop, conduct their business and then leave the premises as quickly as possible once their duties are completed.
- Social gatherings and personal visits are not permitted at the shop at this time.
- Family members including children and pets are no longer permitted at the shop or office until further notice.
- Personal use of the shop and equipment for any reason is no longer permitted. The wash bay is closed to personal vehicles at this time.





### **Suspected cases/Self Quarantine:**

-Workers and staff who feel symptoms of illness are required to stay home, (call 811 Health Link) and will not be permitted to return to work until they have presented a “negative” test result for COVID-19, or until they have gone 14 consecutive days without symptoms. (Please be patient and keep calling 811 Health Link to discuss your symptoms. They will eventually get to your call. While waiting for 811 to take your call, you can do the COVID assessment on the Alberta Health Services website <https://www.albertahealthservices.ca>)

-Workers who are self quarantined for 14 days will be given support throughout their ordeal and will be able to contact the company for help and information regarding their employment rights and privileges.

-Workers who exhibit symptoms of COVID-19 such as runny nose, dry cough or fever will be placed on quarantine, and will not be permitted back to work until they have received a “negative” test result from their physician, or other reputable/approved testing facility.

-Workers who are proven to be in direct contact with suspected carriers of COVID-19 may be asked to self isolate for 14 days to protect the health and safety of the collective group.

### **Positive Cases:**

-Any workers who exhibit symptoms and/or have tested positive for the COVID-19 virus will be required to undergo quarantine at home for a minimum of 14 days.

-Quarantine will not be lifted for infected workers until a negative test result has been submitted to Elite Waste Disposal Inc. by way of physicians’ note. Workers will NOT be permitted to return to work under any circumstances until they have produced a physicians’ note.

-Benefits for workers will be made available on a case by case basis. Elite Waste Disposal Inc. will be following Alberta Labor standards for employee benefits and job protection. Changes made to the Labor Code based on the unprecedented and fast-changing nature of this situation will be shared with employees immediately and with full disclosure.

-Workers who are proven to have come in contact with a known carrier or high risk traveler will be immediately quarantined and will not be permitted to return to work until they can present a “negative” test result, or if they have shown no signs of infection for at least 14 consecutive days.





### **Industrial Hygiene:**

-All workspaces must be sanitized continuously throughout the workday. Lysol wipes and other disinfectants will be made available for all offices, trucks, sleepers and high traffic areas.

-Hand wash stations have been placed at every exit/entrance. Signage indicates that hands must be sanitized whenever someone enters or leaves an area of the building.

-One crew per truck until further notice. Crews are responsible to ensure their units are properly sanitized before going on location, and prior the end of each shift. Cabs, bunks and cabinets should all be washed and sanitized daily. Inspections will be conducted at a higher frequency to ensure compliance.

-Workers who are on shift are expected to observe the highest standards of personal hygiene. Clean clothes, clean bodies and clean mode of transportation. Workers who do not appear to be following this standard may be asked to go home.

### **Communication:**

-Elite Waste Disposal Inc. is working diligently with our labor standards lawyer to ensure that our workers are safe, taken care of and able to make a living to support themselves and their families throughout these uncertain times.

- Any changes to the above written policy will be drafted and communicated to all employees in the fastest and most concise way possible. We understand that this situation is rapidly changing, and we will do our best to stay on top of any news or information that may be pertinent to our employees.

- Please do not make assumptions regarding the future of your employment, possible benefits or financial support that you've heard you may be entitled to. If you have any questions or concerns, please do not hesitate to call the office to speak to Gary, Marc or Rocky.

For more information and new updates regarding COVID 19, please refer to the Alberta Health Services Website (<https://www.albertahealthservices.ca>)

Sincerely

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