



COVID-19 safety plan

Company details

Business name: QRC Logisitcs (1978) Ltd.

Developed by: Human Resources

Date completed: September 25, 2020

Others consulted: VP of Operations,
Operations Manager, Health and Safety
Supervisor

Date distributed: October 1, 2020

Revision date: February 11, 2022

Intent

This document outlines the safety precautions that QRC Logistics is taking to protect its employees and visitors from exposure to COVID-19.

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Actions:

- Ensure our procedures are up to date by a daily review of Ministry of Health guidance.
- Communicate all new procedures on the bulletin email and employee communication board
- Post informative brochures/posters from the Ministry of Health, Halton Public Health and CDC websites to educate employees on COVID and precautions
- Post hand washing techniques, proper mask wearing diagram and social distancing protocols
- Send training videos from HR Downloads about COVID-19



2. How will you screen for COVID-19?

Actions:

- To find out if workers are well when they come to work, we will ask each worker basic questions about their physical health and symptoms using the provincial list of COVID-19 symptoms.
- Temperature checks at the employee Entrance for Retail & Whse A employees prior to start of shift and again after lunch.
- Temperature checks for Bauer employees conducted at daily meeting area prior to start of shift and after lunch.
- Temperature checks conducted at lockers for Transportation employees prior to start of shift and after lunch.
- All employees are informed of self screening tool found on Ministry of Health website. Must pre-screen self prior to coming in to work.
- Pre-screening questions asked by all Supervisors in document form or verbal prior to start of shift.
- Anyone exhibiting signs must be tested and provide proof of results
- Pre-screening declaration form for all visitors must be completed prior to entering the building and sent in to HR Department
- All visitors will have their temperature checked when entering the building

3. How will you control the risk of transmission in your workplace?

Actions:

- Policy implemented that limits staff lunchroom to 9 people at any given time based on square footage and ability to physically distance 6FT apart.
- Lunch room tables have been moved around to create individual seating only. No sharing tables and food.



- Implemented a new outdoor break area with picnic tables for further room to physically distance as weather permits
- Created new lunch areas throughout the warehouse to provide further ability to space and cohort departments
- Break times have been staggered and moved around to be able to accommodate 9 people at a time in the lunchroom. Breaks have been posted in lunch room. Enforced by Supervisors.
- Taping around punch clock that limits 1 person at time to use the punch clock in a “taped box”
- Taping around microwaves which allows for 1 person to use microwaves at a time
- Instructions on how to properly wash hands as per the CDC posted in all washrooms
- Mandatory mask wearing throughout the building. Signage posted
- Limits as to how many people can enter the washrooms based on square footage and ability to physically distance
- Limit to 1 person at a time in the office kitchen
- Limit as to how many people can enter CSR office and Admin office to allow for physical distancing
- Markings made on floor in office spaces to aid in keeping colleagues 6FT apart
- No visitors allowed unless emergency. Must wear mask and use hand sanitizer provided at lobby.
- Employees all provided with disinfectant wipes and hand sanitizer to wipe down equipment on a daily basis (computers, phones, keyboard, etc)
- A vaccine policy has been implemented and communicated to all staff, owner operators and visitors



4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Actions:

- Potential cases will be sent home and advised to contact local health department or family doctor.
- HR will contact Halton Public Health and advise of suspected case and work the department to follow protocols.
- List of possible exposed individuals will be sent by HR with all contact information required such as phone numbers, address and D.O.B in a spreadsheet form to public health
- MOL will be contacted if an employee is suspected of contracting COVID-19 at the workplace or we have 2 or more positive cases.
- Employees will be asked to self isolate until test results come in.
- Employees must request letter from Public Health in order to be able to return to work.
- Detail disinfecting of all areas plus a thorough clean/disinfecting of the areas a suspected case was in and around
- Communicate to all staff of positive cases through bulletin email and employee communication board

5. How will you manage any new risks caused by changes to the way you operate your business?

Actions:

- We will establish that Supervisors conduct regular check-ins with workers about how they're coping with the change to shift work.
- Increase screening protocols
- Conduct meetings with ownerships to inform of potential risks and create action plan to mitigate



- Staff are encouraged to speak to their supervisor, Human Resources, union rep or member of the Joint Health & Safety Committee (JHSC) if they have concerns or questions

6. How will you make sure your plan is working?

Actions:

- We will set up a weekly meeting between the VP of Operations, health and safety supervisor, and HR to discuss if plan needs revising
- Discuss and review plan at monthly JHSC meetings with all members able to provide input and suggestions
- Feedback from staff by continuing an open-door policy that allows employee suggestions or greivances in regards to the plan or current implementations
- Conduct daily walk throughs in the warehouse and office. Checking in with staff.
- Perform Monthly Health and Safety Walk throughs
- Employee feedback surveys

COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

Business name: QRC Logistics (1978) Ltd

Division/group: Warehousing & Logistics

Revision date: February 11, 2022

Date completed: September 25, 2020

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Ensure our procedures are up to date by a daily review of Ministry of Health guidance.



- Communicate all new procedures on the bulletin email and employee communication board
- Post informative brochures/posters from the Ministry of Health, Halton Public Health and CDC websites to educate employees on COVID and precautions
- Post hand washing techniques, proper mask wearing diagram and social distancing protocols
- Send training videos from HR Downloads about COVID-19
- Providing information on the benefits of being vaccinated. All information provided through WHO and Halton Public Health
- Provide hand sanitizers, disinfectant wipes, and PPE such as facial masks. KN95's.

How we're screening for COVID-19

- Temperature checks prior to start of shift
- All employees are informed of self screening tool found on Ministry of Health website. Must pre-screen self prior to coming in to work.
- Pre-screening questions asked by all Supervisors in document form or verbal prior to start of shift.

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- Limit of how many people can enter lunchroom, kitchen, washrooms and office areas
- Taping around punch clock to allow 1 person at a time
- Taping around microwaves to allow 1 person at a time
- Moving tables to create individual seating and spaced 6FT apart
- Taping around office desk that cannot be crossed to promote distancing

Cleaning

- All doors have remained propped open to avoid touching of handles
- High traffic areas are disinfected 2 times a day with bleach by Janitor



- In house cleaner disinfects all high traffic areas with diluted bleach
- Mops floors on a daily basis
- Washrooms cleaned on daily basis
- Kitchen and lunchrooms cleaned twice a day

Other

- Mandatory mask wearing throughout the entire building

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Employee will be sent home to self isolate and ordered to call Public Health or family doctor
- HR will contact Public Health and inform of potential/suspected case
- HR will contact Ministry of Labour if suspected workplace transmission of virus
- Communicate to all staff about positive cases through bulletin email and employee communication board

How we're managing any new risks caused by the changes made to the way we operate our business

- Supervisors will conduct regular check ins with employees to see how they are coping

How we're making sure our plan is working

- Conduct weekly meeting between the VP of Operations, health and safety supervisor, and HR to discuss if plan needs revising
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