

---

## **ASC COVID-19 POLICY**

### **1. RISK ASSESSMENT AND MEASURES TO REDUCE RISK**

Arrow Speed Controls will identify places where the risk of transmission is introduced and continue to assess the workplace after operations resume to ensure risks are identified and managed. This process will involve workers, supervisors, and Arrow Speed Joint Health and Safety Committee.

---

#### **1.1 Lunchroom:**

Only one person per table in lunch room. Disinfecting solution and paper towel have been made available. Each person is responsible to disinfect his chair and table after use.

---

#### **1.2 Workstations:**

All employees must use their own workstation only. Any shared workstation – such as repair desks in Service area - must be disinfected before use.

---

#### **1.3 Washrooms:**

All washrooms are disinfected by selected employees at the beginning of each shift. Each person using the washroom MUST wash hands with soap and warm water for 20 seconds.

---

#### **1.4 Shared Areas:**

Shared equipment and areas such as ladders, coffee machine, door knobs, photocopiers, Vending machine and crane push button are disinfected by selected employees in the beginning and throughout each shift.

---

#### **1.5 Working in close proximity:**

When social distancing is not possible, gloves and masks must be used.



---

## 2. OTHER MEASURES TO REDUCE THE RISK

Arrow Speed Controls put the following measures in place to minimize the risk of transmission.

---

### 2.1 Cleaning and hygiene

---

- Arrow Speed has provided adequate hand-washing facilities on site for all workers. These facilities are visible and easily accessed.
- Workers **MUST** wash hands
  - upon arriving for work,
  - before and after breaks,
  - before and after handling common tools and equipment.
- Cleaning protocol for all common areas and surfaces, including washrooms, equipment, tools, common tables, desks, light switches, and door handles are in place. These areas are cleaned every morning before start of the shift by selected employees from each department.

## 3. MAINTAINING PHYSICAL DISTANCE

- Arrow Speed Control employees who can work from home may be requested to so in order to reduce the overall number of workers at the workplace at one time.
- Arrow Speed has ensure that the appropriate number of people are in each area of a workplace to prevent workers from coming too close to one another or members of the public.
- Employees are asked to maintain a distance of two metres between workers and others wherever possible, by revising work schedules and organizing work tasks.
- Employees are asked to follow cough and sneeze etiquette at all times.
- Where other measures are not sufficient, and social distancing is not possible employees **MUST** use masks and gloves, understanding that these have limitations.



---

## 4. POLICIES

The provincial health officer and the BC CDC have issued the following guidance around self-isolation, which are reflected in ASC policies:

- anyone with symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing, must self-isolate at home for a minimum of 10 days
- anyone under the direction of the provincial health officer to self-isolate must follow those instructions
- anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms

Arrow Speed Controls will follow the following policies:

- Any employee who feels COVID19 symptoms must inform his department manager immediately and stay home. ASC recommends calling 811 or seeing a doctor.
- When working at home, employees must ensure workers are working safely.
- When visitors/contractors are on Arrow Speed site they must follow all ASC policies and follow social distancing protocols.
- Anyone returning to work from COVID19 must pass 2 negative tests. Further requirement may be requested by ASC.

## 5. COMMUNICATION PLANS AND TRAINING

Arrow Speed Controls will ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while on Arrow Speed Site.

- All employees will be trained on the measures they have put in place and the policies around staying home when sick.
- Arrow Speed will post signage, including occupancy limits and effective hygiene practices where required.
- Workers are adequately supervised to ensure they know what to do.



- 
- All employees are encouraged to bring all ideas and concerns to Joint Health and Safety Committee.

## 6. REVIEW AND UPDATE

- Arrow Speed Controls will review this policy whenever a significant change occurs and within 12 months after the previous assessment or review.