

## 1. Purpose and Scope

EggSolutions-Vanderpols Inc. (ESV) is committed to the health and safety of all employees, and contractors who are performing essential work at ESV premises, during the time of COVID 19. ESV follows the guidelines set out by the Canadian Food Inspection Agency (CFIA). As per government requirements, establishments such as ESV, are required to have COVID 19 prevention documentation, as well as exposure control plans and procedures to address suspect cases or positive cases at the worksite. This procedure applies to all employees at EggSolutions-Vanderpols Inc.

## 2. Responsibilities

All direct supervisors and managers are expected to exercise due diligence in following the procedure(s). All employees are required to know these procedures as outlined in this document, and to follow them. The Occupational Health and Safety Coordinator or designate are responsible to:

- train all First Aid Attendants on first aid procedures related to respiratory distress,
- provide clarification on differences between a worker's normal respiratory illness and COVID 19.

## 3. References

- BC Centre of Disease Control website
- Government of Canada website: [canada.ca](http://canada.ca)
  - CFIA: Guidance to Meat Slaughter and Processing Establishments on Prevention and Response to Suspect and Confirmed COVID 19 Plant Employees
  - CFIA: expectations for the prevention of and response to suspect and confirmed cases onsite
- Health Link BC website
- LH Gray & Son Inc. COVID-19 Pandemic Guide
- Return to Work / Stay at Work Program Injury Management Policy (VEL-POL-HS1384)
- Violence Prevention Procedure (VEL-SOP-HS2804)
- BC Ministry of Health website

## 4. Definitions and Terms of Reference

**Close Contact:** a person that has been within six (6) feet of the infected person for a prolonged period of time, and/or physical contact with another individual, followed by touching the eyes, nose or mouth, especially in the individual cough or sneezed into their hands.

**CLOSE CONTACT definition by Government of Canada:** person who is living in the home with sick family member (presumed or confirmed), or a person who provided care for a positive COVID-19 patient, including healthcare workers, family members, or other caregivers.

**Suspect (person under investigation):** a person with COVID-19 symptoms who meets the exposure criteria and for whom a laboratory test for COVID-19 has been or is expected to be requested.

**Probable:** high probability of having COVID-19 due to symptoms with fever over 38 degrees Celsius and new onset of exacerbation of chronic cough, and who meets the COVID 19 exposure criteria, and in whom the laboratory diagnosis is inconclusive

**Positive or Confirmed:** tested and confirmed to have COVID-19, doctor's note and verification by phone.

**Sick:** coughing or sneezing more than explainable from dust or environmental issues (e.g. allergies)

The virus can be transmitted by:

- talking.
- breathing in droplets in the air that are generated when people cough or sneeze.

- close contact with other people (e.g. shaking hands or hugging) followed by touching the face, mouth or food.
- touching contaminated surfaces, followed by touching the face, mouth or food.
- touching a contaminated surface, followed by touching another surface may cause the virus to transfer from one surface to another.

Symptoms of the virus include but is not limited to:		
<b><u>Most common</u></b>	<b><u>Less common</u></b>	<b><u>Serious</u></b>
<ul style="list-style-type: none"> <li>• fever</li> <li>• dry cough</li> <li>• excessive fatigue</li> <li>• shortness of breathing or difficulty breathing</li> </ul>	<ul style="list-style-type: none"> <li>• aches and pains</li> <li>• sore throat</li> <li>• diarrhea</li> <li>• conjunctivitis (red itchy eyes)</li> <li>• headache</li> <li>• loss of taste or smell</li> <li>• rash on skin, discoloration on fingers or toes</li> </ul>	<ul style="list-style-type: none"> <li>• chest pains or pressure</li> <li>• loss of speech or movement</li> </ul>

Please note, these symptoms should be out of the ordinary for the individual. Keeping in mind allergy seasons and people may have pre-existing conditions, e.g. asthma, chronic bronchitis, or smoker’s cough.

**Exposure Criteria**

In the 14 days before onset of illness, a person who:

- Traveled to an affected area
- Has close contact with a confirmed or probable case of COVID 19
- Has close contact with a person with acute respiratory illness who has been to an affected area within 14 days prior to their illness onset
- Has laboratory exposure to biological material (e.g. primary clinical specimens, virus culture isolates) known to contain COVID 19.

**Physical Distancing**

- Employees are asked to maintain physical distance of 6 feet (2-metres) at minimum, unless not possible (such as while fixing machinery or providing assistance lifting heavy items)
- Employees are required to wear PPE that has been provided, wash, sanitize their hands and high touch areas regularly.
- Employees are asked to ensure distance is provided in the lunchroom; the organization has opened up meetings rooms for employees to have lunch in order to maintain distance.

**Government Orders – as of November 7, 2020**

- Avoid all social gathering – maintain your bubble to be those you reside with
- Avoid any indoor group activities
- Maintain physical distancing wherever possible
- Ensure you complete daily questionnaire and temperature check prior to entering the building.

**5. Procedures**

**How to report if you suspect an employee or individual onsite?**

Immediately inform the individual's direct supervisor, the Plant Manager or Human Resources, or in the case of a contractor, inform the ESV main contact for that individual. Do not approach the individual yourself.

**Employers and First Aid Attendants: how to approach somebody suspect of COVID-19.**

Don any PPE that you feel is necessary, e.g. respirator and face shield  
 Approach the individual, while maintaining the recommended two (2) meter distance.  
 Assess whether the individual should be onsite. In the case of a worker, assess the worker to see if they exhibit symptoms of COVID-19. Direct the worker with COVID-19 symptoms to:

- leave the premises,
- access the online self-assessment tool,
- call Health Link BC at 8-1-1 or 1-888-COVID19 for an assessment to determine any necessary next steps.

**First Aid Attendants: if somebody has symptoms but no fever and you do not suspect COVID:**

If an employee is experiencing symptoms they normally would, please have them follow the course of action, they normally would, e.g. inhaler, pain medication.

Remember there may be workers with pre-existing conditions that are managed by taking their medications, so please encourage the self-care. If you are uncertain, then send the employee with the symptoms to the Occupational Health and Safety Coordinator, so the worker can be provided with additional instructions and explanation.

***Regardless, report all encounters with workers showing any symptoms to the employee's direct supervisor or in the case of a contractor, inform the ESV main contact. The individual may already choose to go home and rest anyways, and the direct supervisor can allow them to make that decision.***

**Employees who ask for sick leave**

The BC Centre of Disease Control asks employers to excuse employees for sick leave, without requiring a doctor's note, if their employees are ill or required to self-isolate.

**Employees who feel uncomfortable to come to work due to potential exposure**

Employees who choose not to attend work due to fear of exposure, can inform their direct supervisor and Human Resources, of their concerns. Retention of the employee will be determined by Human Resources, the Area Manager, and the Plant Manager.

**Employees who are returning from outside of Canada or who live in the same household as a confirmed or clinical COVID-19 case, who is self-isolating, or who have been exposed to a confirmed COVID-19 infected person and advised by 811 BC Health Line to self-isolate.**

Employees are required to self-isolate from ESV for a minimum of fourteen (14) days, regardless of whether or not they exhibit symptoms or are asymptomatic. Employees are also asked to answer the BC Health Screening questions. Employees must report to their direct supervisor as a first point contact and inform them that they will not be reporting to work. Human Resources will take over as the main one-point contact to manage the case afterwards. Before any employee can return to the workplace from self quarantine or isolation, it must be approved by HR:

- do the online BC COVID-19 self-assessment.
- review with the employee that they have not had any of the COVID-19 symptoms within the past 72 hours without using any fever reducing medications (Tylenol or Advil).

- review any updated/revised policies in place, during their absence.

**Employee who have been in self-isolation due to the presence of symptoms, but have not been tested for COVID-19**, HR will contact the employee to ensure the following conditions have been met, and review with the employee any updated/revised policies in place during the employee’s absence:

- at least 10 days have passed since symptoms first appeared in BC.
- at least 72 hours have passed with no fever without the use of fever reducing medications (e.g. Tylenol or Advil).
- there is an improvement in other symptoms.

**Employee who have been tested for COVID-19**

For employees who have been tested for COVID-19, they cannot return to work until they have been cleared by local health unit or have a negative result.

**6. Procedures for employees who suspect they have COVID-19 symptoms**

**Reporting Procedure**

This applies to cases where the workers/individuals are Cautionary Presumptive or Presumptive. Employees will immediately contact their direct supervisor via phone first to report that they cannot come to work.

The direct supervisor will immediately inform Human Resources, who will become the one-point contact in maintaining contact with the ill employee. Human Resources will start the contact log to keep track of communications with employees. Human Resources can decide about identifying the employee to management and supervisors, who needs to know, for example, Occupational Health and Safety Coordinator if the employee is an OFA Attendant.

While the employee is reporting to their direct supervisor, please ask the employee:

- What is the reason for the employee being “off-symptom”?
  - Determine whether these symptoms are routine during allergy season for this employee.
  - It is helpful to ask if the symptoms are getting worse since the onset of symptoms.
- Who they were in “close contact” with within the prior two weeks at the worksite?

Even if the employee does not remember all of whom they came into contact with, the **direct supervisor is expected to exercise due diligence in asking, and recording the answer, even if the employee says they don’t remember. The direct supervisor can then invite that the employee to communicate with them if or when they do remember.**

The direct supervisor will instruct the ill employee to:

- Contact BC Health 8-1-1,
- See their regular doctor if non-COVID, but is still ill and/or work-related injury,
- Report back to the direct supervisor.

If the employee is confirmed COVID like symptoms by 8-1-1, then HR will take over as the one-point contact. HR will determine in consultation with the ill employee about the rate of communications. All communications will occur by telephone call, so HR can hear if there is a difference in ability to speak.

The direct supervisor will report to Human Resources:

- Who is the employee?
- What the best number to contact the employee?
- What department?
- What is the reason for the employee being off symptoms?
- Start of the absence?

- Potential end of absence date?
- Any additional information that the employee has provided.

If a contractor is suspected as having COVID-19 symptoms, send them home and notify their manager.

During the fourteen (14) day self-isolation period, the employee will be provided with some general questions to help them to monitor themselves. Anybody who goes home for this reason must follow guidelines in respect to screening and self-isolation, and in the event that they are not recovering or getting worse, the employee will report to the hospital to get tested.

**Cleaning Procedures**

ESV will clean all work areas and surfaces that may have been contaminated, including mobile equipment. ESV will adjust the cleaning/sanitation schedule to address any concerns with the presence of COVID in the premises. All cleaning products and procedures used for cleaning must be verified that they are sufficient for disinfecting COVID-19. If products or procedures are deemed unreliable, they must be discontinued. While cleaning, the workers will wear gloves and a face shield, as well as be reminded to avoid touching their eyes, nose, mouth or ears. Workers must wash their hands after removal of gloves. The approved chemical for killing COVID-19 is Oxivir Tb CN-5871690. This chemical will also be confirmed to be food safe.

**7. Procedures for a reported confirmed case of COVID 19 at the worksite:**

**Isolation Requirements**

You must isolate for at least 14 days if you have:

- been diagnosed with COVID-19, or are waiting for laboratory test results for COVID-19
- been in contact with a person with a confirmed case of COVID-19
- be advised to do so by your public health authority

**Reporting Procedure**

This applies to cases where the workers/individuals are confirmed positive through testing. Employees will immediately contact their direct supervisor first to report that they are not able to come to work.

**Note:** When the employee brings the news to the employer about having a positive test for COVID 19, please ensure that you express concern and appreciate that the employee came forward with this information.

The direct supervisor will immediately inform Human Resources, who will be the one-point contact in maintaining contact with the ill employee on a pre-determined schedule. The direct supervisor will also start up the contact log to keep track of communications with employees, and hand that over to Human Resources. Human Resources can decide about identifying the employee, with suspect symptoms of COVID 19, to management and supervisors, who needs to know, for example, Occupational Health and Safety Coordinator if the employee is an OFA Attendant.

While the employee is reporting to their direct supervisor, please ask the employee:

- Who they were in “close contact” with within the prior two weeks at the worksite?

Even if the employee does not remember all of whom they came into contact with, the **direct supervisor is expected to exercise due diligence in asking, and recording the answer, even if the employee says they don’t remember. The direct supervisor can then invite that the employee to communicate with them if or when they do remember.**

The employee with a confirmed case of COVID-19 will be interviewed by HR, who is the designate and the following questions will be asked:

1. What approximate date did you start feeling ill?

2. Have you been tested for COVID-19?
  - a. If so, are the results available?
  - b. If the results are not available, when are they expected to be available?
  - c. What date did you test positive or were diagnosed with COVID-19?
3. Have you contacted or have you been contacted by your local public health unit for instructions on quarantine or testing for COVID-19?
4. Have you been advised by medical officials to isolate? If so, starting when and for how long?

All individuals that the employee came into contact with, will be informed that they were in the presence of the worker with confirmed COVID 19, and then asked to self-isolate for 14 days.

The identity of the employee will be kept confidential to prevent him/her from being ostracized. If there is an investigation arising out of the reported COVID-19 case, all members of the investigating team must comply with keeping the identity of the employee confidential. Any parties with access to the employee's medical information, must comply with keeping information and the identity of the employee confidential. Employees may voluntarily disclose their status (e.g. to colleagues).

In the event a confirmed case of COVID-19 was present on site, ESV will need to initiate remediation plans, which can include but is not limited to:

- ✓ inform all exposed employees, including guests and contractors.
- ✓ post on all doors indicating that employees or contractors not involved in the cleaning/disinfection cannot enter the premises, thus preventing people from entering the premises.
- ✓ employing ESV overnight sanitation crew to perform cleaning of the entire premises.
  - including mobile equipment if is a warehouse worker
- ✓ if overnight crew is affected or unwilling to come to the worksite due to perceived risk, then ESV will employ a professional cleaning and sanitation service to clean and sanitize all areas.
- ✓ employ a company for air monitoring and surface sampling as needed.
- ✓ perform a risk assessment of the positive COVID employee or outbreak onsite, specifically to employees, all contractors who are onsite, CFIA employees and LRM employees.

During the cleaning and sanitation process, ESV shall:

- ✓ secure the facility
- ✓ post on all doors indicating that employees or contractors not involved in the cleaning/disinfection cannot enter the premises.
- ✓ provide to the designated sanitation team, at minimum, respirators or face masks, hand protection and eye goggles or face shields.
- ✓ undergo a deep clean procedure of all auxiliary areas, lunchrooms, gathering places, washrooms, changerooms, first aid room, affected offices, and any additionally requested areas.

The deep clean process will follow the guidance of the following parties:

- ✓ ESV Emergency Response Team,
- ✓ Diversey,
- ✓ Canadian Food Inspection Agency,
- ✓ Third party contractors (if required), BELFOR Restorations, Scott Williams 604-756-5033.

If recommended by the local health authorities, or if agreed by ESV and CFIA, a site investigation shall be conducted, with the purpose to determine any health impacts to any persons onsite. The investigative team shall include the Plant Manager, a CFIA representative, and a Joint Health and Safety Committee member. If there is negligible or mitigated risk, the worksite can be cleared for opening.



**8. When an employee can return to work**

**An employee who was exhibiting COVID-19 symptoms and is not a positive case**, may return after fourteen (14) days of self-quarantine, if they have not exhibited any symptoms for three (3) days.

**Employees who are returning from outside of Canada or who live in the same household as a confirmed or clinical COVID-19 case, who is self-isolating, or who have been exposed to a confirmed COVID-19 infected person and advised by 811 BC Health Line to self-isolate.**

Before any employee can return to the workplace from self quarantine or isolation, it must be approved by HR:

- do a COVID-19 screening assessment.
- review with the employee that they have not had any of the COVID-19 symptoms.
- review any updated/revised policies in place, during their absence.

**Employees who have been in self-isolation due to the presence of symptoms, but have not been tested for COVID-19**, HR will contact the employee to ensure the following conditions have been met, and review with the employee any updated/revised policies in place during the employee’s absence:

- at least 10 days have passed since symptoms first appeared in BC.
- at least 72 hours have passed with no fever without the use of fever reducing medications (e.g. Tylenol or Advil).
- there is an improvement in other symptoms.

**Employees who have been tested for COVID-19**

For employees who have been tested for COVID-19, they cannot return to work until they provide official documentation indicating the results are negative, or they have been cleared by the local health unit. If the doctor expresses that the worker needs to begin on a modified plan as they make their full recovery. The direct supervisor and HR will monitor the employee and review any updated/revised policies in place since the employee has been away.

**9. Communication with All Employees**

In the event of a positive case, the employer will perform the following steps of communication by email to all remote working employees, and by announcement to all employees onsite:

**To the ESV employees:**

“Someone in our workplace has tested positive for COVID 19, and they have identified you as a close contact, according to the definition of the Centre of Disease Control. We are here to support you. If you are at work, please prepare to leave as quickly as you can. Once you get home – or if you are already working from there, find a place to self-isolate, monitor yourself for any symptoms, and talk to your doctors.”


Depending on the nature of the contact and mitigation measures present (e.g. PPE, ventilation, task at hand), employees may be asked to not return to work for the recommended fourteen (14) day period.

**To all employees on premises who are not ESV employees:**

- Notify CFIA, LRM, and external contractors immediately upon receipt of information of:
  - A public health authority request for COVID-19 testing of a plant employee
  - COVID-19 positive employee(s)

CFIA Office ext. 578 and leave a voice mail, as well as:

- [michelle.frost@canada.ca](mailto:michelle.frost@canada.ca)
- [george.ferguson@canada.ca](mailto:george.ferguson@canada.ca)

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- as well as the onsite inspector ( [deanna.zgrablic@canada.ca](mailto:deanna.zgrablic@canada.ca) or [gurlal.dhaliwal@canada.ca](mailto:gurlal.dhaliwal@canada.ca) or [michael.andres@canada.ca](mailto:michael.andres@canada.ca) )

LRM Office ext. 586

- Liane Ross-Martin – [lrn\\_inspect@shaw.ca](mailto:lrn_inspect@shaw.ca)
- Nancy Arnold -work– [ng\\_lrm@telus.net](mailto:ng_lrm@telus.net) and - home– [nlarnold@telus.net](mailto:nlarnold@telus.net)

**Information communicated will include to all ESV employees and non-ESV employees by HR:**

- Date of confirmed diagnosis
- Date of onset of symptoms
- Whether or not the employee was at the establishment
- Location onsite where the employee traveled through

**10. Consequences for False Reporting**

If the event, that an employee falsely reports to management that they are tested positive for COVID-19, (e.g. forged doctor’s note). The consequences can include and is not limited to the following procedures:

- report to the police,
- criminal charges laid,
- charges laid for compensation of all expenses incurred, related to the false report.
- potential dismissal from ESV.

These measures may seem harsh, but there is a significant impact on all employees, the company and its customers.

**11. Frequency of Review of this procedure.**

This procedure will be reviewed weekly by the OHS Coordinator and Human Resources Generalist, as there is changing news on a weekly basis.