



POLICY & PROCEDURE COVID-19

This Policy and Procedure will be reviewed and updated as needed / as required.

1. Purpose

The Employer, PND Soil & Gravel, takes the health and welfare of our employees extremely seriously and we understand our commitment and importance of keeping our employees working. In taking a proactive approach, this policy and procedure has been developed to assist with providing a safe work environment for all PND Soil & Gravel employees.

This Policy and Procedure is in place to:

- Provide preventative measures, and prevent the outbreak and spread of COVID-19 at the PND Soil & Gravel Mart office/soil yard

2. Daily Health Check

PND Soil & Gravel Employee

- A Daily Health Check sheet has been produced and provided to each PND Soil & Gravel employee
- Self assess and use of Daily Health Check sheet, with employees expected to review the Daily Health Check sheet prior to reporting to work and/or committing (being available) to work.
- Employee will inform the office immediately if unwell / ill to work

Subtrades

- COVID-19 Site Log – Health Check Subtrades log sheet has been produced and is used with the Subtrade Site Log hours sheet log
- Subtrade personnel are to sign both log sheets prior to commencing on-site work
- If Subtrade personnel does not meet / nor agree with PND Soil & Gravel COVID-19 Health Check sheet or COVID-19 Policy & Procedures, the Subtrade personnel will not be permitted at the workplace. PND Soil & Gravel Management will immediately follow-up with the Subtrade's employer regarding the event.

3. COVID-19 Symptoms Develop During Work Shift

- If COVID-19 symptoms develop during an employee's work shift, the employee is to immediately stop work, immediately inform the office and remove themselves from the workplace.
- Employee is to go straight home
- PND Soil & Gravel management/employer to notify all other PND Soil & Gravel employees of possible exposure event

4. Hygiene, Safety & Requirements

- PND Soil & Gravel management/employer and employees are to take mindful precautions to prevent themselves from contracting and spreading COVID-19 virus

- PND Soil & Gravel management/employer will provide necessary PPE (personal protection equipment, masks, sanitizing/disinfecting wipes) to all PND Soil & Gravel employees
- PND Soil & Gravel management/employer and employees are expected to practice COVID-19 protocol safety measures at the workplace, to include;
 - Maintain social distancing, as much as reasonably possible
 - Washing hands frequently with soap and hot water for at least 20 seconds
 - Do not touch face, eyes, nose or mouth with unwashed hands
 - Practice sneezing and coughing etiquette (use disposable tissue or crease of your elbow), and washing hands immediately afterwards
 - Regularly clean and sanitize/disinfect frequently touch surfaces
 - Office – regularly sanitize/disinfect frequently touch surfaces
 - Tools – Machines – Equipment – Trucks; the user/driver (employee) is responsible for sanitize/disinfect frequently touch surfaces before use and after use (enter/exit use of trucks, equipment, machines)
 - Do not share food, drinks, utensils, items
 - PND Soil & Gravel employees are expected to shower and wear clean clothing (washed) at start of each work shift
 - No gathering of more than 2 personnel (or 2 persons) in the PND Soil & Gravel office to respect social distancing protocols
 - Any employees/management diagnosed with COVID-19 or directly exposed are to stay home 14 days; remain away from the workplace during the length of their illness or until negative test results are confirmed or Doctor's clearance note
- COVID-19 protocol practices does not excuse the use of required safety equipment/clothing

5. Working Off-site & Deliveries

- PND Soil & Gravel employees are expected to follow all COVID-19 protocol practices as directed by job site supervisors when at working off-site locations; and as asked by home owners when doing residential deliveries
- Employees are to practice COVID-19 protocol safety measures when working off-site locations and during delivery activities
- Tandem gravel truck driver - not to permit persons climbing on the truck to speak with the driver to practice social distancing
- COVID-19 protocol practices does not excuse the use of required safety equipment/clothing