



Subject: Pandemic Outbreak Response - COVID 19
Policy # HS20
Date: March 9, 2020
Scope: All employees
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Approved

In the event of a pandemic DICAM Landscaping has instituted the following guidelines, to assist management in making decisions to protect the health and well being of all employees while protecting the vital interests of DICAM Landscaping so it can continue to operate and employ post pandemic.

In an effort to continually protect the health and safety of our workers, as we have committed to doing in DICAM's Health and Safety Policy, we encourage all employees to take action to protect themselves, protect their coworkers while management institutes guidelines to do the same.

During winter months, DICAM Landscaping is an essential service and employees are required to work, while taking the following precautions. During the remaining months, employees will work as needed, while complying with all government declarations.

Stay home from work if you are experiencing the following

- If you experience flu-like symptoms, such as fever, cough, or shortness of breath;
- Have been in close contact with anyone confirmed positive, quarantined or who is being evaluated for COVID-1;
- Traveled outside of Canada in the last 14 days, in which case you are expected to self quarantine for 14 days.

On site Work

- While at work, wash your hands regularly and maintain a social distance of approximately 6 feet from each other.
- Use the hand sanitizer stations available.
- Wear gloves at all times
- If you are sick, do not come into work.
- When meeting clients or others on site, maintain a 6 feet distance and do not shake hands.
- Do not enter any client office or homes
- Certain employees are asked to drive separately in their own personal vehicles to each job site, except the crew leaders. You will be provided with reimbursement for your travels from site to site.



- If it is absolutely necessary for two people to be in a truck they may not sit directly beside each other and there must be one space between them.
- Each employee to wipe down their area and the truck before and after a shift.
(Commonly used areas)
- All employees must have a distance to 2 metres when dealing with the public and other staff members.
- Be aware of personal hygiene for blowing noses (use Kleenex and dispose immediately, use hand sanitizer and no spitting).
- Mandatory hand washing station will be provided on trucks or trailers and will include jugs of water, soap, paper towels and hand sanitizers.
- If you stop at public washrooms, wash and sanitize your hands.
- There will be no fast food stops during work time during the threat of COVID-19. Employees are encouraged to bring in all personal lunches / coffee thermoses. This is to limit any outside contact with drive-through food and drinks.
- Do not pick up garbage by hand. Please use the garbage picker.
- All personal garbage must be kept separate in vehicles and disposed of the same day.
- When returning to the shop let the shop technician know what needs to be done via text or phone call. Complete end of day tasks in the truck and go directly to your personal car and do not enter the shop. If you do need to enter the shop, let the shop tech know so he can sanitize the area after use.
- Communicate online with others rather than in person. Communicate with site supervisors through alternate means such as phone calls, emails and texting.
- Follow Ontario and Canadian guidelines in your personal life. All crew members in a truck need to be comfortable that other members are following similar “outside of work” behaviors.
- If you have travelled out of the country, please self isolate for 14 days. Consider doing the same if you have traveled out of province.
- If you call in sick, please provide all your symptoms. If any symptoms relate to COVID 19, call telehealth for advice on seeking further testing. Do not come into work.

Equipment

- All employees must use their own personal delegated equipment whenever possible (i.e. truck, weed eaters, mowers, hand tools, etc.)
- Label your own Personal Protective Equipment. If you do not have all the equipment you need, ask Brian.
- If renting equipment is necessary, wipe down all cab areas or handles with sanitary products



Construction sites

- Certain employees are asked to drive separately in their own personal vehicles to the job site, except the crew leaders. If the job site is further than the shop, you will be provided with reimbursement.
- The crew leaders will arrive at the site with equipment and materials.
- One employee will pick up materials and deliver to job site.
- If possible, materials will be delivered to site by suppliers to limit contact in suppliers' yards.
- Use one person to handle material when possible on site. (ie, rolling out geo-textile, personal bundle of bricks, etc.)
- If possible, only one crew member will operate equipment on site.
- Suppliers may be asked to pick up products left on site. The crew must organize return products for pick up. (ie. Sort damaged product, shrink wrap, stack empty skids)
- Crews must clean up sites daily – Garbage, products, etc.

Please refer to the 'Working From Home' policy for guidelines for all office staff.

The Dicam office has imposed a "Locked Door" office policy for the public. If you need to contact the office please email Barb or Mary-Ann at barb@dicamlandscaping.ca or mary-ann@dicamlandscaping.ca.

In the event a co-worker is diagnosed with COVID-19

- If a COVID-19 positive case emerges at our workplace, we will immediately take steps to inform all employees. We will work closely with authorities to ensure we are keeping our staff as safe as possible.

In the event that an employee has had contact with someone who tested positive with COVID-19, follow the following guidelines

- The employee must immediately notify the Operations Manager. It is very likely that the employee will be requested to self-quarantine and work from home.

Compensation during illness or quarantine

Employees who are ill with COVID 19 or are in quarantine will be paid through EI or CERB. The government has eliminated the one week waiting period for all employees who are unable to work due to the coronavirus. Request a ROE immediately if you are not able to work due to the coronavirus. Apply for CERB immediately, even if you do not have an ROE.

Personal Travel

- During a global pandemic, all staff are encouraged not to travel.



- All employees who travel outside of Canada during a pandemic must self-isolate and take vacation days, unpaid time off or apply for EI upon your return from outside Canada for 14 days.

Pandemic Outbreaks are rapidly evolving situations and policies and company responses will be adjusted accordingly.