



# DICAM

## LANDSCAPING

### COVID 19 Safety Plan

#### **How are we ensuring workers know how to keep themselves safe from exposure to COVID-19?**

On a daily basis Brian VanHengstum will monitor COVID 19 statistics both locally and province wide and determine the implications of these statistics on DICAM Landscaping employees. If there are significant increases in cases which warrant changes in operations, Brian will discuss with management and communicate this to all staff. Additionally, all changes to business operations mandated by the City of Hamilton and other levels of government will be put into effect.

Both notices and graphics will be posted in common areas reminding employees of the risks of COVID 19 and their responsibilities to reduce the risk of transmission

We have also notified all clients that our physical office is closed to the public. In addition to this, all clients have been told the following;

- We will not be leaving paper quotes, estimates, or invoices to reduce the risk of spread. These will be delivered electronically.
- Keep your distance from DICAM staff and do not come out to interact with staff unless it is absolutely necessary. If it is necessary, please come outside and stay 2 meters away, for both your safety and their safety. Property managers were also asked to remind the condo residents of this.
- When it is necessary to meet with a team member, instead of a handshake we will be there with a smile and a wave from a safe distance.

#### **How are we screening for COVID-19?**

Before going to work, all employees are expected to self screen at home through a temperature check and assessment of their general health and at the shop using the self screening guidelines posted at the entrance. Employees who do not pass the self screening test may not enter the shop or should not go to work.

Human Resources will continue to monitor the news to determine if there are any changes in primary symptoms. If the current list of symptoms is revised, this will be communicated to staff and the self screening check at the door will be revised accordingly.

### **What measures are being used to control the risk of transmission in our workplace?**

COVID 19 can be spread by people who do not have symptoms. This is why it is very important to have effective control measures in the workplace.

The most effective way to reduce COVID 19 is to maintain physical distancing. Employees should maintain at least 6 feet from each other. If this is not possible, staff should wear a mask. In addition to this, all employees are strongly encouraged to maintain hand hygiene, particularly regular handwashing. Hand soap will be available at each sink.

In addition to this, all staff are expected to maintain the following guidelines;

- Travel separately to stay safe when possible
- Office staff are encouraged to work from home when possible to ensure there are less staff on site and reduce the risk of transmission and company spread.
- All employees who are required to self-isolate due to symptoms or because of close contact to a COVID-19 case will be supported in this.

Employees are expected to observe government regulations in their personal lives, so they do not present a risk to co-workers.

#### **Cleaning**

Employees are expected to disinfect their own workspace, truck, and tools regularly and at the end of the day. The office and back shop will be cleaned on a bi-weekly basis using reliable cleaning solutions.

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

If an employee has COVID 19 and has been in the office or in a vehicle with co-workers, all employees with direct contact to the sick employee in the 48 hours prior to symptoms or a test will work remotely for two weeks to stop the transmission in the workplace. Snow removal employees are considered essential workers. Therefore any employee who is not able to work will work-isolate for two weeks, in accordance with Public Health guidelines. This means that they will be self isolating with the exception of work. While at work, they will work alone in their own vehicle.

Any employee who is presenting symptoms related to COVID 19 and does not have an alternate explanation must return home immediately and self isolate. Employees sent home are expected to be tested for COVID 19 and must work remotely until they can provide proof of a negative test.

Dicam Landscaping will contact the Hamilton public health unit for guidance on what to do if an employee has a confirmed case of COVID-19. Public health will provide instructions and do contact tracing if needed.

**How are we managing any new risks caused by the changes made to the way we operate our business?**

At this time, we cannot identify any new risks that have not been addressed. However, we invite all employees to review current risks, controls and provide any feedback on how we can reduce these risks. When seasons and/or work practices change, we will reassess risks and determine any new risks and how these can be controlled. All staff are strongly encouraged to review this document and inform management of any necessary changes.

