**TEMPLATE**

COVID-19 Safety and Procedures for Employees

{COMPANY NAME} want to ensure we maintain the safest work environment possible for all our staff, clients and our community. We will be strictly following and enforcing all Federal and Provincial standards and regulations during this time. We understand this is an ongoing battle and we will update any and all protocols as more information and guidelines are available to maintain the safety of all affected during this time.

* If any employee is feeling any illness or symptoms, DO NOT come to work. Call 811 and follow their guidance and Self Isolation practices.
* Pre-work screening of employee’s health before shift starts.
* Prior to work, wash hands with soap and water for minimum 20 seconds or use proper hand sanitizer.
* Limit the size of crews to 3 people.
* Use proper precautions through the day and practice social distancing (2m distance apart whenever possible)
* No touching or shaking hands.
* Company will provide sterilizing equipment, and PPE needed to keep sanitary.
* Wear gloves through the day and avoid touching your face. If you do touch your face or gloves sterilize as needed, wash hands and replace gloves.
* 1 crew member per vehicle until further notice.
* 1 operator in a machine per day until further notice.
* All crews and crew members are assigned a color-coded tool to use for the day. Any tools that may be touched by multiple people will have to be sterilized prior to use by the next person.
* At the beginning and end of shift every employee is responsible to sterilize the tool that was used by them that day including trucks, skid steers and all equipment and hand tools at site. All opening latches and door handles will be included in this procedure.
* Order supplies before hand to limit exposure to others, if not possible, then practice social distancing and ensure proper measures are taken (i.e. hand sanitization and keeping 2m distance)
* No cell phones to be taken out on company time unless being called or messaged by a coworker regarding work.
* Pre pack lunches and stay at site for the day to avoid spreading.
* Use proper etiquette if coughing and sneezing.
* Practice good hygiene outside of work i.e. regular laundry and shower schedules.
* Practice social distancig outside of work to ensure your family and coworkers are safe.
* No sharing of food, cell phones, PPE, cigarettes or anything that has the ability to spread the virus.
* All smokers have to dispose of butts in pockets or garbage NOT on the ground.
* All employees have the right to refuse unsafe work.

We are closely monitoring the rapid changing situation and will update policies and protocols to keep up to date with the current safety standards. We are open to suggestions and opinions during this time to ensure everybody’s safety. All {COMPANY NAME} policies will be strictly enforced by our staff at this time with no acceptance of violation. Any violations will lead to investigation and appropriate actions taken by management. We appreciate everyone’s cooperation and patience during the COVID-19 Pandemic.