



## DELIVERY LTD.

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# COVID-19 PREVENTION POLICY AND PROCEDURES

## Policy

F&G Delivery Ltd. is committed to providing essential services to its customers all while maintaining a healthy and safe workplace for its employees, dependent contractors and customers. This goal will be achieved by practicing industry approved practices in order to prevent any spread of the COVID-19 virus.

**Scope:** This policy and accompanying procedures apply to all employees and dependent contractors of F&G Delivery Ltd. as well as any visitors to F&G Delivery Ltd.'s head office in Port Kells, BC.

## Procedures

All workers must do the following:

- Practice social distancing: remain at least 1-2 metres away from any other person and not shake hands with others
- Wash or sanitize hands on a regular basis, and in the following situations:
  - Immediately after going to the washroom
  - Immediately after coughing or sneezing into your hands
  - Before eating
  - After refuelling a vehicle
  - Other situations where potential contact with virus is possible
- Sneeze or cough into your sleeve
- Avoid touching your face
- Clean and sanitize your workstation on, at least, a daily basis (I.E. desktops for office staff, inside of cab for drivers, crane controls for crane operators)
- Avoid any unnecessary public establishments or mass gatherings

If you have **recently returned** from a trip out of country, follow the self-isolating procedures communicated to you by the customs agent upon your return to Canadian territory.

If you have **come into contact** with anyone who has COVID-19, you must self-declare to the Company and to 8-1-1 or your health care practitioner and self-isolate if instructed by a health practitioner.

**If you have the symptoms of a cold, flu or COVID-19**, including a cough, sneezing, runny nose, sore throat, fatigue, you **must stay at home** (not come to work) and keep a safe distance from others until those symptoms have completely disappeared.

If you **exhibit symptoms** of COVID-19 (e.g., fever, dry cough, etc.), use the BC COVID-19 Symptom Self-Assessment Tool (<https://covid19.thrive.health/>), and act on the directions of that tool, including the requirement to self-isolate for up to 14 days pending test results and unless instructed otherwise by a health practitioner.

If you are unable to use the assessment tool, for whatever reason, and are exhibiting symptoms of COVID-19, you must immediately call 8-1-1 or your health practitioner and self-isolate for up to 14 days pending test results, unless instructed otherwise by a health practitioner.

In addition to the above procedures, F&G Delivery Ltd. has implemented the following preventive measures at our workplace situated in Port Kells and for dependent contractors:

#### **F&G office in Port Kells**

- All workers, inside and outside the building, must maintain social distancing
- Non-office personnel are not to enter the building without office staff approval
  - **Office: 604-888-5150, Safety (David) 778-984-2484**
  - Daily paperwork can be dropped off using the outdoor drop box
  - Trip sheets and waybills are available on a table outside the front door
  - Wait outside the front door to receive your paycheque (call to notify the office)
- Any person, including office staff, coming inside the office (behind the front counter), **MUST** fill out a COVID-19 Health Screening Form
  - Office staff are required to **fill out this form every day** and it may be completed on their personal computer by following this link to the online form:  
**<https://form.jotform.com/201465490629055>**
  - Any other person must fill out the paper form located at the front counter
  - All information gathered from these forms will be kept confidential
- The washrooms and lunchroom are closed to non-office personnel. A portable toilet with hand washing facilities is available to workers in the yard, next to the garbage bins.
- Hand sanitizer has been placed in multiple locations throughout the building
- Areas of the building that are frequently touched (door handles, light switches, sinks, etc.) are being cleaned at least three times a day and the cleaning is being recorded

#### **Dependent contractors at jobsites**

- All workers are required to obey site-specific rules and guidelines
- Signatures on waybills are no longer required, but the name of the shipper and receiver **must** be printed on the waybill