

Monday, May 4th 2020



The health and safety of our staff is of the utmost importance to us here at Jeffery's Greenhouses. All measures taken to prevent the spread of COVID-19 have been done in compliance with requirements under the Occupational Health and Safety Act and associated regulations and public health directives issued by Public Health along with the provincial and federal governments.

In order to prevent further escalation of the virus, and continuing the flattening of the curve, our organization has enacted the following procedures for staff working at customer locations with no customer interaction. Once garden centers do open, further guidance will be provided.

Protecting yourself and your co-workers

Coronaviruses are spread through close contact, including at work. Here are some helpful tips to help prevent the spread of germs:

- Wash your hands often with soap and water or alcohol-based hand sanitizer.
- Sneeze and cough into your sleeve.
- If you use a tissue, discard immediately and wash your hands afterward.
- Avoid touching your eyes, nose or mouth.
- Avoid contact with people who are sick.
- Stay home if you are sick.
- Avoid high-touch areas, where possible, or ensure you clean your hands after.
- Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them.
- Wash your clothes as soon as you get home.
- If you are ill: notify your supervisor immediately, complete the self-assessment and follow the instructions you get.
- Information bulletins from public health have been linked to our website and staff are encouraged to reference them as required.

Screening Procedures

Supervisors are instructed to do daily self screenings. Those who are sick or have signs of illness (e.g. fever, coughing, sneezing, runny nose, tiredness, shortness of breath) must not enter the customer location, self isolate, notify both their Manager and Human Resources and call then their doctor or healthcare provider for additional guidance.

Reporting Illness

The symptoms of COVID-19 are like many other illnesses, including the cold and flu. At this time, it is recommended that any worker who has any symptoms related to cold, flu or COVID-19 should be sent home.

In addition all workers are encouraged to continue to self monitor and when required complete the online self-assessment (<https://covid-19.ontario.ca/self-assessment/>) or call either:

- Telehealth: 1-866-797-0000
- their primary care provider (for example, family physician)

Self Isolating

If you are advised by telehealth to either self-isolate or quarantine for 14 days you must follow their instructions exactly.

- Do not visit an assessment centre unless you have been referred by a health care professional.
- Do not call 911 unless it is an emergency.

There is no premature return even if you are feeling better and have no symptoms. If you get sent to have a Covid test taken, you must use the following guidelines by the public health department and keep Human Resources informed. You may not return until you have provided your clearance from public health to Human Resources.

Public Distancing

For the moment, supervisors will be in garden centers that are not open to the public. The only interaction will be with other Home Depot associates. When doing so it is essential to be mindful of the physical distancing guidelines that have been implemented;

- Practice physical distancing (staying 2 metres away from others) during work activities.
- Use provided hand sanitizer after touching common use items or areas.

- Use practical techniques such as bringing your own pen for use in the sign in book.
- Take your breaks in an isolated area such as your car.

On-site Sanitation

Coronaviruses are spread person to person through close contact, including at work. While employers always have an obligation to maintain clean worksites, that obligation is under sharper focus during an outbreak like the current COVID-19 pandemic. The following procedures are recommended;

- Proper handwashing is the key. Use good handwashing technique (suggestions provided further in this memo) and avoid touching your face. Extra handwashing is a good idea for everyone-and when that's not possible, a hand sanitizer with a minimum alcohol content of 60% should be used frequently. Disinfect your hands after interacting with people or completing tasks.
- Use the store provided hand sanitizing stations or washroom facilities.

Personal Protective Equipment (PPE) is effective only if it is appropriate for the situation and worn correctly. The following guidelines are recommended;

Gloves—can help limit contact with equipment, surfaces etc.. Gloves should be used as an additional measure, not as a substitute for hand washing.

- Hands should always be washed and/or sanitized prior to putting on gloves and after taking gloves off.
- Gloves should be changed when they become soiled or torn.
- Change gloves if you touch your face – eyes, nose or mouth – or cover a cough or sneeze with your hands while wearing gloves
- Reusable gloves must be cleaned and disinfected (washed) each day.

Please Note: Gloves are not a replacement for proper and frequent hand hygiene.

Masks-- A face mask should be used when you are unable to maintain a two-meter (six feet) distance from others. It has NOT been proven to protect the person wearing it and is not a substitute for physical distancing and hand washing.

However, it can be an additional measure taken to protect others around you, even if you have no symptoms. When worn properly, a person wearing a non-medical mask or face covering can reduce the spread of his or her own infectious respiratory droplets.

When to use while working

The provided face masks should be used whenever you are unable to maintain a two-meter (six feet) distance from others in your workspace. In the garden centers this is whenever you are interacting with Home Depot associates and eventually customers.

Cleaning and disposing of non-medical masks and face coverings

Since these are reusable masks, wash it before wearing it again. Change your cloth mask as soon as it gets damp or soiled by:

- Putting it directly into the washing machine
- Each night you can hand wash your mask with hot water and soap in the sink or (washing machine) and hang dry overnight.

Limitations

Re-usable masks are not medical devices and are not regulated like medical masks and respirators. Their use poses a number of limitations:

- They have not been tested to recognized standards.
- The fabrics are not the same as used in surgical masks or respirators.
- The edges are not designed to form a seal around the nose and mouth.
- They may not provide complete protection against virus-sized particles.
- They can be difficult to breathe through and can prevent you from getting the required amount of oxygen needed by your body.
- These types of masks may not be effective in blocking virus particles that maybe transmitted by coughing, sneezing or certain medical procedures.
- They do not provide complete protection from virus particles because of a potential loose fit and the materials used.

COVID-19 has presented challenges workplaces have never encountered before. Any adjustments made today may need readjusting tomorrow. Preventive measures set in place will be reviewed in an ongoing basis and employees are encouraged to bring any concerns to the attention of their Supervisor, Human Resources or a JHSC member.