

Friday, August 21st 2020



As the Covid-19 pandemic continues, we all need to do our part to keep ourselves, workers, customers and the public safe and healthy so we can continue to crush the curve in Canada and stop the spread of this virus. Simply because most of the province is in stages 2 or even 3 does not mean that as citizens, we need to be any less vigilant. Protocols implemented this spring are still in place and as we go through this fall season, it is important to continually remind both ourselves and our teams of these measures.

Employers (including supervisors!) and workers in Ontario have certain duties and rights under the *Occupational Health and Safety Act* (OHSA) and its regulations. Employers should also review and follow any applicable directives and guidance coming from the Chief Medical Officer of Health and Ministry of Health. As this pandemic continues to unfold, these various resources aid in providing tips and best practices to assist employers and employees in helping prevent the spread of Covid-19 and work together to keep the province open.

Staff are reminded that while this “information sharing” process has certainly slowed down since this past spring; it is by no means stagnant. Information bulletins continue to be monitored on a regular basis and operational guidelines and decisions are made as appropriate. These are then communicated to you in a responsible, timely manner.

To protect yourself from some of the risk of exposure to Covid-19, Jeffery's Greenhouses Plant II supervisors and staff are reminded of the following measures;

Screening Procedures

To help protect yourselves, Jeffery's team, Home Depot associates as well as guests all staff are asked to do a health check before entering any Home Depot location. To meet this requirement, all Jeffery's staff must complete an **Active Screening** form on a daily basis. This includes both merchandisers and supervisors. Daily documented screening is due diligence which ensures only healthy workers are reporting to work. The survey can be found [here](#) on Jeffery's company website. For those using their phones or tablets, you can bookmark the page or create a short cut to your home screen for ease of use.

This must be completed within a two-hour window of the start of the employee's shift, before entering the building wherever possible. Employees that do not have phones can use the store computer to complete. However, if they are going to answer YES on any of the questions they should NOT be at the store and answer from home. Supervisors will be responsible for ensuring all staff scheduled to work for them that day have completed the form. Human Resources will be documenting as well but supervisors will be ensuring its completed. Brian will make sure that each supervisor has completed theirs for the day. Completed surveys go to HR, the chosen supervisor, and the employee (should they enter their email address). It will only be shared upon request from a government official (usually either an inspection or outbreak).

If an employee answers yes to any question they should contact both their supervisor and Human Resources. They should be directed to stay home for the day and contact their family doctor or public health for further instructions. They are not able to return until they are symptom free and have been cleared to do so by a medical professional. No notes will be required unless a Covid test is taken. Then we need a copy of the test results and/or a medical note clearing them to return should they test positive.

Instructions to add survey to home screen;

Iphones

1. Open Safari on iPhone
2. Navigate to jefferysgreenhouses.com and click on the COVID-19 drop down menu
3. Select "Employee Screening Tool"
4. Once on the page to complete the form, click the share icon at the bottom of the screen (box with arrow pointing upwards)
5. Scroll down to where it says "add to home screen"
6. The COVID-19 screening tool will now be added to home screen your iPhone for easier access

Androids

1. Launch "Chrome" app.
2. Open the website or web page you want to pin to your home screen.
3. Tap the menu icon (3 dots in upper right-hand corner) and tap Add to homescreen.
4. You'll be able to enter a name for the shortcut and then Chrome will add it to your home screen.

Sign-In Procedures

All staff are reminded that each time they enter a Home Depot you must use the vendor sign in book. Make sure to bring your own pen. If you forget to bring your

own pen and use the provided pen, make sure to use the provided hand sanitizer immediately afterwards. Alternatively, you can also sign wearing your gloves.

This sign-in procedure is mandatory and is critical for ensuring that Home Depot is aware always of which vendors are on site. It is also part of their notification process should an outbreak at a site occur. Do not forget to sign out when you leave!

Reporting Illness

The symptoms of COVID-19 are like many other illnesses, including the cold and flu. It is an ongoing recommendation, that any worker with presenting symptoms and answers “yes” to any of the questions on the provided screening questionnaire, not report to work. They are encouraged to contact one of the following for additional advice;

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

Should an employee start feeling sick while at work at Home Depot, they are to use the following procedures:

- As a Home Depot vendor, from a safe physical distance, contact a location leader, who will direct you to a designated location for isolation and assistance **or**
- Immediately return to your vehicle, only if you can safely do so, avoiding contact with others and surfaces while exiting the work place; **and**
- When you reach your vehicle—and before leaving the location, call the Home Depot location and speak to the manager on duty or a location leader to discuss whether you can return home safely or whether assistance is needed.
 - You will be asked to identify who you may have had prolonged close contact with (less than 2 meters for more than 15 minutes) while at the location and to trace where you travelled through the location to identify surfaces that need to be cleaned.
 - Further tracing for visits to other Home Depot locations will be done as follow up by your employer or public health.
 - You should also notify your Jeffery’s Supervisor who will let Human Resources know as well.
- This information is used to assess the risk of exposure and to prevent the spread of Covid-19. Your personal information will not be disclosed when informing others of the risk of exposure.

Covid-19 Testing

If an employee is advised to go for a Covid-19 test, they must notify their Supervisor and Human Resources immediately. They must stay home and self-isolate and can not return to work until cleared to do so by Public Health. **This notification must occur regardless whether the exposure is deemed to have occurred at work, at home or is unknown.** Jeffery's is taking detailed statistics of all employee testing to show inspectors that we are continuing to conduct due diligence and implement our covid-19 safety plan for the protection of all employees. Without this information being provided, then procedures fail and people are put at risk.

Employees are reminded that they can obtain the results of their Covid-19 tests online. Go directly to the Ontario Public Health Covid test results website: <https://www.publichealthontario.ca/en/laboratory-services/test-results>. A copy of the negative results does need to be provided to Human Resources prior to returning.

Self Isolating

If you are advised by Telehealth or your physician 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 (such as difficulty breathing).

Once told to stay home by a health official, you may not return until you are symptom free and have been cleared by a medical professional to return. You must verbally share this clearance with your supervisor and Human Resources. Clearance medical notes are only required in the event of a positive Covid case.

Physical Distancing

Continuing to practice physical distancing, minimize contact, keep hands clean, and prevent contact with potentially infected people are all critically important measures.

Physical distancing is defined as maintaining at least 6 feet (2 meters) apart from others at all times and avoiding close contact. Home Depot has chosen to define close contact as less than 6 feet (2meters) apart for more than 5 minutes.

Home Depot has encouraged guests to limit the number of people who shop together and keep social distancing while they are shopping. Associates and Vendors are encouraged to use the hand sanitizing stations located throughout

the stores not just when they enter the facility but also repeatedly during their shift.

When physical distancing can not be met, then masks must be worn. All Home Depots locations now mandate this of guests, associates, and vendors. Jeffery's staff must wear masks while working in proximity (within 2 meters) to guests or Home Depot associates.

Wearing non-medical masks or face coverings is an added way to protect others around you, particularly where physical distancing may be challenging. COVID-19 can be spread from infected individuals who have a few or no symptoms and are unaware that they may be infected. A non-medical mask or face covering is intended to protect others from your infectious droplets. It may also prevent other people's droplets from landing in your mouth or nose. No specific design or material is known to be better than others. Staff may use the masks provided or find one that works for them. Consult Ontario Public Health for further info on PPE usage during a pandemic.

In situations where a team member can not wear a mask due to medical or other valid issues, they should review alternative accommodations with their supervisor such as working before or after the store closes.

Carpooling & Public Transportation

Carpooling is not appropriate during a pandemic and should be avoided. Unless they are members of the same household, carpooling workers increases the risk. If carpooling is unavoidable, riders should take precautions to ensure that physical distancing measures are being met and wear masks the entire journey. Do not touch your face while in the car and sanitize your hands before and after the ride. Cars being used for carpooling should be sanitized each day. Avoid public transport but when necessary use a mask.

Hiring Procedures

As of the writing of this memo, most hiring has been completed for the year. A strong reminder for all future hires---just because we are in the midst of a pandemic, there is never an excuse to skip corners and rush or delay processes. All new hires must go through the full onboarding procedures. The critical documents that must be handed in first are as follows.

- 1) Seasonal Work Agreement
- 2) Employee Info Record (including viewing their SIN and banking info)
- 3) Ministry of Labour Worker Awareness Certificate.
- 4) Remainder of training documents using the provided checklist in your HR Toolkit.

This established onboarding process is mandatory and has been created to provide liability protection for you as a supervisor as well as your employer. It **MUST** be done properly on their first day worked. It must be done before you even start to do on the job training in the garden center itself. It is proven that when corners are cut, and the onboarding process is rushed or skipped, the odds of a new hire quitting in the first 30 days increase dramatically. In addition, the odds of a workplace injury also increase. Bottom line. Do not start anyone in a Home Depot Garden Center without sitting down with them for the entire onboarding process. Yes, a thoroughly **documented** onboarding process takes time. But when not done properly, the costs (liability, turnover, and safety) are greater.

Covid 19 Alert App

This 2020 Fall Covid-2019 update would not be complete if we did not promote Ontario's new Covid-19 Alert App. Together, let's limit the spread of COVID-19 and prevent future outbreaks. The COVID Alert helps us break the cycle of infection. The app can let people know of possible exposures before any symptoms appear. That way, we can take care of ourselves and protect our communities. COVID Alert does not use GPS or track your location. It has no way of knowing your location, name or address, your phone contacts, your health information, or the information of anyone you are near. Nobody will get any information about you or the time you were near them.

How it works

- The app uses Bluetooth to exchange random codes with nearby phones.
- Every day, it checks a list of random codes from people who tell the app they tested positive.
- If you have been near one of those codes in the past 14 days, you'll get a notification.

Ontario is the first province where people can use COVID Alert to report a COVID-19 diagnosis. COVID Alert is just one part of the public health effort to limit the spread of COVID-19. As employees who work with the public, downloading the COVID alert app is the prudent step to take to protect both yourself and others. Go to your Apple or Google Play store and download it today.

Thank You

Together, we made it through an unprecedented spring season. Together, we will work through whatever challenges fall or winter bring. Continue to follow the guidelines and procedures provided. Continue to remind your staff to do so as well. Together, we will get through these tumultuous times.

Keep Well, Keep Safe, Keep Positive