

Gescan COVID-19 Protocols
(as of May 19, 2020)

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1. Employee Responsibilities and information

a. Prevention At home

- i. Disinfect high-touch surfaces frequently
- ii. Household members should wash their hands frequently and each time they return home
- iii. Practice social distancing as much as possible both at home and when out in the public
- iv. Wash clothes between work shifts or going out in public

b. Prevention at work

- i. Do not come to work if you are sick with cold-like symptoms
 1. Cough, fever, runny nose, sore throat or shortness of breath
 2. Use the on-line self-assessment tool if you're not sure
- ii. Social distancing
 1. A minimum of 2 meters between all people is required at all times
 - a. If not possible, use masks and spit guards
 2. This includes private offices, washrooms, lunchrooms and meeting rooms
 3. No gatherings of more than 10 people
 4. Restrict number of office staff to ensure social distancing
- iii. Receiving department:
 1. Ok to process out of town deliveries
 2. Wait 24 hours to process in-town or courier received goods
- iv. Hygiene (refer to poster)
 1. Wash hands frequently
 2. Do not touch your face
 3. Disinfect high-touch surfaces frequently
 - a. Doorknobs, light switches, toilet handles, faucets, taps, railings, water dispenser lever
 - b. Phones, keyboards, remote controls, POS machine, alarm pad
 - c. Forklifts, pallet jacks, wire machine, cutting tools...etc
 - d. Customer counter, Kitchen, washrooms, meeting rooms...etc
 - e. Disinfect customer cart handles after each use
- v. PPE
 1. Use gloves as much as possible
 2. Use masks if required
 3. Use personal face shields with mask if working within 2 meters of others

c. Commuting safe practice

- i. Wear face mask when commuting with others in a car or public transit
- ii. Try to keep social distancing of 2 meters between you and others
- iii. Wash your hands as soon as you are able
- iv. Do not touch your face and limit touching clothing

1. Employee Responsibility...cont'd

d. What to do if you are sick with cold like symptoms

- At home:
 - If you live with others, stay in a separate room or keep a 2 meters distance
 - Self-assess using on-line tool
 - Call local COVID-19 number to review symptoms and setup testing if required
 - Call 911 if you require immediate medical attention
- Quarantine for 14 days:
 - If you are returning from travel outside of Canada
 - If you were in close contact with a person who tested positive for COVID-19
 - Remain at home and keep 2 meters distance from others at all times
- Isolate for 10 days or until symptoms resolve, whichever takes longer:
 - If you are diagnosed with the COVID19 virus
 - If you develop a cough, fever, shortness of breath/difficulty breathing, runny nose or sore throat not related to a pre-existing illness
- At work:
 - If you develop cold like symptoms while at work, isolate yourself from others immediately
 - Contact your manager right away for further steps
 - If not available, contact Karin Montgomery, Director of HR at 604-619-1186

2. Employee Support

a. Where to go for social and mental health support

- i. Refer to the Sonepar “Employee and Family Assistance Program”. **Appendix A**
 1. www.workhealthlife.com
 2. Or call 1.844.880.9142

b. What to expect if you are laid off due to COVID-19 business downturn

- i. Refer to the “Communicable Disease Policy” by Sonepar Canada. **Appendix B**

c. COVID-19 information and communication from Sonepar Canada

- i. Refer to this link:
https://sonepar.sharepoint.com/sites/CA_COVID19Resources/SitePages/Home.aspx

d. Right to refuse unsafe work conditions

- i. You have a right to refuse unsafe work
 1. If you find yourself in a position where you do not feel safe in your current working conditions:
 - a. Discuss with your branch manager or an OH&S Committee member who will bring the issue forward to management
 - b. Or contact Dan Viens, Director of Operations at 403-510-2072
 - c. Or contact Karin Montgomery, Director of HR at 604-619-1186

3. Employer Responsibility

a. Prevent the risk of Transmission

- No coffee or food for customers
- Enforce all Gescan COVID-19 protocols
 - Adapt and change as situations arise to ensure COVID-19 protocols are followed
- Do not allow anyone into the branch who is exhibiting cold like symptoms
 - 1. Refer to the document “Gescan-staff-and-visitor-screening” **appendix C**
- Monitor the health of staff, visitors and customers
- Enforce use of hand sanitizer for all persons entering the branch and the washrooms

b. Rapid response if a worker, customer or vendor develops symptoms of illness while in the branch

- Isolate the individual
- Contact Karin Montgomery, Director of HR at 604-604-619-1186 to review process to follow which will include:
 - i. Informing staff who may have been exposed to a symptomatic worker of the need to self-monitor and report to management if symptoms develop
 - ii. Informing staff of legal obligation to prevent exposure to others during transport and isolation/quarantine periods at home
 - iii. Protocol for consultation with Provincial Health Authority before allowing the individual to leave work for isolation/quarantine

c. Communication to staff, customers, vendors and visitors

- Ensure posters and signage are posted as per the “COVID-19 signage Poster-MP-V6” document. **Appendix D**
 - Posters cover a range of COVID-19 protocols such as:
 - 1. Social distancing
 - 2. Occupancy limits
 - 3. Do not enter if you are sick
 - 4. Hand wash stations
 - 5. Identifying symptoms of COVID-19
 - 6. Increased cleaning and disinfecting
- COVID-19 information from Sonepar can be found at:
 - https://sonepar.sharepoint.com/sites/CA_COVID19Resources/SitePages/Home.aspx

3. Employer Responsibility...cont'd

d. Train Staff

- Requirement to stay home if they feel sick with cold like symptoms and to contact their manager
- On process to follow if they start feeling sick at work
- On proper use of PPE equipment such as gloves, masks, face shields
- Requirement to keep their work area sanitized
 - Keyboard, mouse, phone, POS machine...etc
- Requirement to keep the equipment they use sanitized on a regular basis
 - Items such as forklifts, pallet jacks, wire machine, hand tools..etc
- Requirement to follow COVID-19 protocols
 - Social distancing with other staff and everyone else
 1. In the branch as well as office areas such as open office area, private offices, washrooms, lunchrooms and meeting rooms
 2. In the yard area
 - Wash hands frequently
- Report COVID-19 infractions immediately to management so that it can be dealt with right away
- Where to go for support. Refer to section 2.

e. OH&S Committee member responsibilities

- Review and understand all COVID-19 branch protocols
- Regularly monitor for compliance
 - PPE use
 - Cleaning protocols are in place
 - Social distancing is being adhered to
 - Report non-compliance immediately to management
- Communicate regularly with staff to hear any concerns they may have.
 - Resolve issues or involve management if required
- Document and discuss COVID-19 topics at all monthly OH&S meetings

f. Occupancy limits and floor decals

- Post occupancy limits at the entrance of each branch
- Control the number of customers entering the building. No more than the occupancy limit
- Post occupancy limits on washroom door to ensure social distancing (if applicable)
- Install floor decals (“stand here” and directional arrows) as per the agreed layout for your branch

4. Employer Responsibility...cont'd

g. Controlling visitors into the office area:

- All visitors are to call for an appointment
- We are required to have all visitors answer the questions on the “Gescan-staff-and-visitor-screening” document **as soon as they enter the RECEPTION AREA.**
 - Anyone answering YES to any questions is not allowed in
- We are required to keep a record of visitors. Use the Gescan visitor log form
 - We are required to keep the form for 6 weeks so please file completed sheets

h. Public washroom protocols

- Are you required to provide a public washroom?
 - Branches who have the ability to have a washroom designated for customers only are to offer this service.
 - cleaning all touch points every 2 hours will be required for the customer washroom
 - for the employee washroom:
 - cleaning all touch points every 2 hours is optional but recommended
 - Branches who do not have the ability to separate washrooms for customers and staff
 - It's up to you if you want to offer the facilities to customers
 - If you do, cleaning all touch points every 2 hours will be required
- Setup washroom cleaning schedule to be completed every 2 hours
 - Post the attached “washroom cleaning log” at each public washroom and have staff fill it in every time they clean
 - Disinfect Doorknobs, light switches, toilet handles, faucets, taps, railings, paper towel dispenser lever
- Setup hand cleaning station on the outside of the washroom and attach the signage (hand washing and “stop, have you washed your hands” you received with the floor decals earlier this week (see attached)

i. Customer communication:

- The marketing group will be communicating to customers as well as posting on our many social sites updates related to “now open to customer traffic”.
- Please click on this link to view all communication. <https://b2b.gescan.com/articles/covid-19-updates>
- Our Websites will be updated with new information as needed