



1.0 General

The health and safety of all New World Technologies employees continue to be our top priority. In response to the current pandemic situation, we require all employees to adhere to the recommendations from the Canada Health Website:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/being-prepared.html?topic=tilelink>

Our NWT -PPP (Pandemic Preparedness Plan) is based on the above recommendations and are daily changing and evolving. In order to reduce the risk of contracting or spreading Coronavirus (COVID-19) we want to ask each employee to step up and help keep our workplace safe.

2.0 Scope

This Guidance Document is intended to provide Supervisors and employees clear expectations on the measures to be taken in reducing the risk of contracting or spreading COVID-19.

3.0 Definitions

COVID-19:

Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases. COVID-19 is the disease caused by a coronavirus that had not been previously identified in humans. (<https://www.who.int/health-topics/coronavirus>)

Close Contact:

The Centers for Disease Control (CDC) defines close contact as:

- being within approximately 6 feet of a COVID-19 case for more than 15 minutes of time;
- caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case; or
- having direct contact with infectious secretions of a COVID-19 infected person (e.g., being coughed on).

Self-Isolation:

To separate yourself from others and stay home, with the purpose of preventing the spread of the virus in your community, including those within your home. Stay at home and monitor yourself for symptoms in the event you become symptomatic or because you are exhibiting symptoms, and avoid contact with other people. If you are ill, you should be separated from others in your household to the greatest extent possible. (<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/self-monitoring-self-isolation-isolation-for-covid-19.html>)

Physical Distancing:

Taking steps to limit the number of people who come in close contact with each other to help limit the spread of COVID-19. Social distancing includes, but is not limited to:

- Avoiding non-essential trips in the community.
- Host virtual and on-line meetings instead of in person.
- Stay in your work space (Bubble) and work where employees can maintain a 6-foot distance from each other, if you cannot maintain this distance, wear a mask.

4.0 NWT Specific Pandemic Preparedness Planning

4.1 Access to hand washing and/or hand sanitizing stations

- Hot and cold running water, soap, paper towels and trash bins should be available outside of breakrooms and bathrooms, so the door handles do not need to be touched.
- It is recommended to have Hand Wash Stations located at high volume and common areas. Use an alcohol-based hand sanitizer with at least 60% alcohol.

4.2 Cleaning and disinfecting requirements for frequently touched objects and surfaces

- Increase the cleaning frequency of common areas for those areas which have shift work to once per day per shift.
- All cleaning plans will need to meet the cleaning and disinfecting of public spaces recommendations of the PHAC which can be found here: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19.html>
- Have a supply of surface disinfectant, Clorox wipes (or similar), Hand Soap and Hand Sanitizer available.
- While not sustainable, for now we recommend using disposable utensils, plates, and cups. Maintain a good supply on hand. Require anyone bringing a container to rinse it themselves and take home for thorough cleaning.

4.3 COVID-19 Communication requirements

- Each building to post signage and poster on basic respiratory prevention hygiene:
- Post signs encouraging proper hand hygiene and stopping the spread of germs.
- Post information at entry points, break and lunchrooms, restroom facilities, on safety boards.

4.4 COVID Exposure reduction strategies for employees

- Stay home if the employee is experiencing symptoms and does not feel well. If you are sick, you need to report to your managers and HR as soon as possible, and prior to your shift if reasonable.
- Implement the **COVID-19 Health Check Questionnaire**:
 1. All employees, (hourly and salary) at the beginning of the week or the start of a new rotation/shift, fill out the Questionnaire. * (every day when required to do so, by health authority)
 2. There are two ways to fill out the questionnaire, paper based or via on line access including QC Code.
 3. All visitors will complete questionnaire before meeting with any of our employees. This will include vendors, sales, and employee interviews and hire on orientations.
 4. We encourage supervisors and team leads to monitor all employees and if employees are showing symptoms, react appropriately
- Limit sizes of gatherings/meetings/huddles:
 1. Conduct meetings in spaces that allow for social distancing between meeting attendees. Where and when possible, maintain a 6 ft. distance from each other while gathering. These meetings must not exceed 6 people *(limited with health authority changes Nov 7, 2020)
 2. Run meetings via conference call when possible. Encourage those in the same office area to call in separately versus sitting in a room together.
- Implement strategies to support Physical Distancing where possible:
 1. Reduce density of worker in work areas where possible
 2. Arrange lunch/break areas so that all workers are not joined together in same common area.
 3. Limit visitors and non-essential personnel.

4.5 COVID Exposure reduction strategies for work areas, tools & equipment

- Define distinct work areas where possible (Bubbles) of employees and their work environments
- Limit the number of people in each distinct work areas at one time
- Add additional tools & equipment to ensure they do not need to transfer between distinct work areas
- Provide limited number of persons in any common areas (lunch rooms and break rooms) to limit cross contamination between divided shift crews.

5.0 Supply Chain Audit

Complete a supply chain audit to identify potential risk, determine the impact and identify mitigation strategies for supply chain interruption including but not limited to the following:

- Possible shortages of raw materials, shortages of finished products, cost escalation of products or materials and any vulnerabilities to the supply chain

6.0 Exposure Emergency Response Planning

Determine specific response requirements according to the local authorities. (Fraser Health District)

<https://www.fraserhealth.ca/news/2020/Mar/coronavirus-testing#>. in the event we receive notification that a person who was present at work in the past 14 days has tested positive for COVID-19.

This includes:

1. Name the employee and shift he/she is on, who they interacted with, their specific or various work areas, tools & equipment, and common areas exposed to a positively infected, or suspected positive as far back as 72 hours prior to the individual becoming symptomatic.
2. Provide a current cleaning and disinfecting plan for each building or work team.

Questions or Inquiries can be directed to HR at hr@radtorque.com