

FABRICLAND MIDWEST & PACIFIC

COVID-19 HEALTH & SAFETY PROTOCOLS FOR STORE OPERATIONS

Updated: June 25, 2020

It is mandatory to follow these protocols at all stores:

1. Sanitation

Enhance the store's sanitation plan and schedule. Ensure you have an adequate supply of proper disinfectant. Increase cleaning and disinfection of commonly contacted areas, including doorknobs, handles, display racks, till areas, bathroom surfaces, lunch room surfaces, countertops, PIN pads, and light switches. Common touch areas include those accessed by customers and employees.

Ensure employee washrooms are always well stocked with liquid soap and paper towels, and that warm running water is available. Garbage bins should be emptied frequently.

Staff will use sanitizer which will be available at all work stations and other high-touch locations.

2. Staff Hygiene & Proper Coughing/Sneezing Etiquette

All staff must practice proper hygiene by:

- Washing hands often with soap and water for at least 20 seconds.
- Use hand sanitizer when hands are not visibly dirty and hand washing isn't available.
- Only use hand sanitizer approved by Health Canada (DIN or NPN number).
- Avoid touching your face, mouth, nose and eyes.
- Cough or sneeze into a tissue, then immediately dispose of the tissue and wash hands. If a tissue is not available, cough or sneeze into your elbow, not your hands. (If your cough or sneeze is a result of cold or flu symptoms, you should not be at work).

Place an alcohol-based hand sanitizer approved by Health Canada (DIN or NPN number) in dispensers near doors for customers and staff.

3. Monitoring for Symptoms, Self-Isolation and Testing

No employee is allowed to show up at work if they are experiencing any cold or flu symptoms and / or any COVID-19 symptoms.

The most common symptoms of COVID-19 include:

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- fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius or higher)
- chills
- cough that's new or worsening (continuous, more than usual)
- barking cough, making a whistling noise when breathing (croup)
- shortness of breath (out of breath, unable to breathe deeply)
- sore throat
- difficulty swallowing
- runny, stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)
- lost sense of taste or smell
- pink eye (conjunctivitis)
- headache that's unusual or long lasting
- digestive issues (nausea/vomiting, diarrhea, stomach pain)
- muscle aches
- extreme tiredness that is unusual (fatigue, lack of energy)
- falling down often

All workers should self-monitor for symptoms and use the self-assessment tool.

For more information and to take the self-assessment, please visit:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html>

Employees exhibiting the above symptoms will also be required to be tested for COVID-19 and to present the test results to their manager. Only if the test is negative can the employee be permitted to return to work.

If you have been in contact with anyone who has had the Covid 19 virus within the last 14 days, you cannot report to work until you have been tested for COVID and are able to present the test results. If negative, you may return to work.

If positive, you must quarantine for at least 14 days or longer until you are no longer exhibiting any symptoms and then you must get re-tested and provide the test result to your manager.

In the case of any positive test results, Fabricland will use contact tracing and everyone you have had contact with at the workplace will also be required to go home and be tested for COVID-19. Only those who test negative will be permitted to return to work.

If you have traveled outside of Canada within the last 14 days, you cannot come to work until you have self quarantined for a period of 14 days and you must be tested for COVID-19.

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4. Customer Service Safety

Provide clean carry-out bags, our plastic bags for purchased goods. During this time we will not charge the customer our usual plastic bag fee. Post signs indicating customers will not be allowed to use their own containers, reusable bags or boxes and no plastic bag fee.

Post signs indicating that no customer packaging is to be used or placed on checkout counters.

Customers should be encouraged to minimize touching merchandise. Post signs requesting them to only touch items they intend to buy.

Exchanges or returns are not allowed at this time.

Public bathrooms are not available at this time.

Customers are required to wear a face covering when entering stores. Children 2 years of age or younger are exempted.

5. Promote physical distancing of customers

- Use physical line controls, such as crowd control cordons at entrances and checkout lines. Place markers every two metres as visible cues to support physical distancing.
- Post clear signs in multiple locations that indicate the maximum number of customers allowed in the store at one time.
- Consider monitoring the number of customers entering and exiting the store. Once the maximum number of persons is reached, allow one person to enter for every one person who leaves.
- Ask customers who arrive with cold, influenza or COVID-19-like symptoms (fever, cough or breathing issues) to return home and use a delivery service instead.

6. Post signage in the workplace, encouraging proper cough etiquette and hand hygiene.

7. PPE (Personal Protective Equipment)

Fabricland will provide for all staff; face shields, gloves & materials to make face masks at no charge. In urgent situations where staff forget to bring their home made mask, Fabricland will provide a disposable non-medical mask for them to wear for that shift.

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Employees must wear either a mask or a face shield – this is mandatory. Face shields when used in a non healthcare setting can be reused. They must be washed with soap and water before being reused.

PPE is assigned to individual workers. Workers must not share PPE with others.

Fabricland will install cashier shields/barriers at all cash check outs.

8. Stay Informed / Resources

All staff have a responsibility to stay informed on the latest information on COVID-19 that is provided by the respective provincial governments and the Government of Canada. Please familiarize yourself with the information available on the following websites:

Manitoba: <https://www.gov.mb.ca/covid19/index.html>

Saskatchewan:

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus>

Alberta: <https://www.alberta.ca/coronavirus-info-for-albertans.aspx>

British Columbia:

<https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

Government of Canada:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>