

Security measures for road employees – COVID-19

In order to protect the health of employees who are assigned to the office, the following safety measures are recommended by the CNESST, the Canadian Center for Occupational Health and Safety and the Public Health Agency of Canada.

- If you experience symptoms of COVID-19 or are in contact with someone who has symptoms or has COVID-19, **you should stay at home** and contact your immediate supervisor.
- You may have to complete a form attesting to your state of health at the start of each shift.
- As far as possible, you should practice social distancing by staying more than 2 meters from your colleagues.
- Avoid direct contact with your colleagues (shaking hands, hugs, etc.).
- Wash your hands as soon as you arrive at the office, before eating or drinking, after touching items such as common machines like printer / scanner, pens, papers, after using the toilet and at the end of your shift.
- If you use a tissue, throw it away immediately and wash your hands afterwards.
- Sneeze / cough in the crease of your elbow and wash your hands afterwards.
- Do not share communication devices, pencils and personal protective equipment.

DURING TRAVELLING

- Keep your position on board the vehicle (driver / passenger) for the duration of your shift.
- Avoid recirculating the air inside the truck.
- Keep windows down if weather conditions allow.
- Avoid any consumption of food or drink inside the vehicle.
- Clean, with the products supplied, frequently touched surfaces of the vehicle, such as the steering wheel, transmission arm, mirror, dashboard, seat belt and interior and exterior handles.
- Make sure before departure that you have in your possession all your personal protective equipment, a bottle of hydroalcoholic gel (Purell)
- Use the products provided to clean tools and equipment before and after each shift. The same is true for work surfaces in installation trucks.

AT THE CUSTOMER'S HOUSE

- Notify the client of your arrival at their home a few minutes before
- During this call, you must remind the client that he must maintain a distance of a minimum of 2 meters from you and your co-worker, if applicable.
- You must ask the client and any other person and pets not to stay in the same room as you during the work.
- You must ask the client to make sure to open all the doors and lights and to allow access to the workplace.
- Make sure upon arrival that the client respects the above-mentioned instructions, otherwise remind them.
- Avoid possible contact with the objects and surfaces of the residence.

- Avoid any physical contact with the client, such as a handshake, for example.
- If you cannot carry out the work within 2 meters of your colleague for more than 15 minutes, or if the client requires it, you must put on a surgical or artisanal type mask as well as protective glasses or, a visor covering the eyes and mouth.
- Ask the customer to sign the invoice with his own pen.
- Make sure to disinfect everything that the client could touch (sheet pad, pencils etc.)
- Make sure you clean your work tools well.
- Make sure to use the hydroalcoholic gel after removing your gloves and mask and avoid touching your face at all times.

EMERGENCY WORK AT A CUSTOMERS WITH SYMPTOMS OR COVID-19 POSITIVE

In addition to the security measures mentioned above,

- Ask the client to isolate themselves in a closed room after giving access to the residence.
- Put on the following personal protective equipment: work tracksuit (disposable), gloves, procedure mask (surgical or handcrafted) as well as eye protection or a visor
- Carry out the prescribed work, limiting yourself to the emergency situation.
- Do not have the customer sign the invoice - at the place provided for signature, you must write COVID CASE. However, leave the usual copy to the customer.
- When you exit, make sure the door is opened by an occupant of the residence, or if this is not possible, open the door yourself using a disposable paper towel or cloth.
- When you leave, you must remove the personal protective equipment in the following order and put them in a resealable bag or clean the reusable ones:
 - Gloves
 - Work tracksuits
 - Eye protection
 - Mask
- You must immediately wash your hands or use the hydroalcoholic gel while avoiding touching your face.
- You must immediately disinfect the equipment brought inside the residence (tools, cell phone, etc.)

NON-COMPLIANCE WITH MEASURES

Any employee whose actions are considered in violation of these security measures will receive disciplinary action up to and including termination of employment.

QUESTIONS

If you have any questions regarding these measures, please contact a Human Resources representative.