

## Symptoms reporting procedure during work shift

Scope	Allstaff, without exception
Version	1.0
Date of creation	April 2020

### Introduction

Under section 49 of the Occupational Health and Safety Act (OHSA), employees must take the necessary steps to protect their health, safety or physical integrity and must ensure that the health, safety or physical integrity of others in the workplace or near the workplace is not at risk.

This procedure applies if an employee feels an onset of symptoms during his shift or if the worker learns during his shift that he has been in contact with a person who is symptomatic or has COVID-19.

### ROAD EMPLOYEES

As soon as a road employee does not feel well, or experiences one or more of the following symptoms:

- Cough
- Respiratory difficulty
- Sudden loss of smell without congestion with or without loss of taste
- Fever;

Or that he learns that he has been in contact with a person with COVID-19 or symptomatic of one or more of the symptoms mentioned above

The employee must:

- Stop the work he is currently doing;
- Immediately contact his immediate supervisor and notify him of the situation and provide him with the names of co-workers with whom he would have been in contact in the last 48 hours, within 2 meters for at least 15 minutes.
- Go to your work establishment without stopping or detouring
- Wear personal protective equipment, either mask or visor and gloves etc. when returning to the work establishment
- Park the truck in a specific location that will be indicated to him by his immediate superior and leave his cell phone, and all work tools inside the truck.

**It is strictly forbidden to enter the workplace.**

The employee and his work partner will be contacted quickly by the human resources department to discuss the next steps.

The superior must coordinate the vehicle's deposit with the dispatcher and Claude Dumais to ensure that the vehicle's keys are insulated and that the vehicle remains unused for **72 hours** before it is cleaned and disinfected.

#### **OFFICE AND WAREHOUSE EMPLOYEES**

As soon as an office employee or an employee assigned to the warehouse does not feel well or experiences one or more of the following symptoms:

- **Cough**
- **Respiratory difficulty**
- **Sudden loss of smell without congestion, with or without loss of taste**
- **Fever;**

Or that he learns that he has been in contact with a person with COVID-19 or symptomatic of one or more of the symptoms mentioned above

The employee must:

- Stop the work he is doing.
- Leave the workplace while avoiding approaching a co-worker, or touching items they would not have already touched.
- After leaving the premises, contact his superior immediately and notify him of the situation and provide him with the names of the co-workers with whom he would have been in contact in the last 48 hours within 2 meters for more than 15 minutes.

The employee will be contacted quickly by the human resources department for the next steps.

This employee's office must remain unused and will be displayed as out of service for **72 hours** before being cleaned and disinfected.

For the warehouse, the work areas occupied by the employee must be immediately disinfected and the employee assigned to this task must ensure that the personal protective equipment is worn (gloves, mask or visor) before cleaning.

#### **Questions**

If you have any questions about this policy, please contact a Human Resources representative.