



# Covid-19 Pandemic Preparedness & Response Plan

Version 1.3

February 26<sup>th</sup>, 2021



## COVID-19 PANDEMIC PREPAREDNESS & RESPONSE PLAN

### 1. INTRODUCTION

Our company, Red Seal Industrial Coatings Inc, has developed the following plan to consolidate the measures we are taking to respond to the COVID-19 pandemic.

With this plan, we wish to communicate to our stakeholders, including our employees and customers, that our company has prepared to:

- Act promptly and effectively to participate in the collective effort to halt the spread of the pandemic.
- Maintain the continuity of our operations in order to continue to provide the level of service expected by our customers.
- Integrate the health and safety requirements that our customers have specifically developed to respond to the pandemic.

### 2. ROLES AND RESPONSIBILITIES

Our company has designated a Manager responsible for defining, implementing, updating, and monitoring the effectiveness of our COVID-19 Pandemic Preparedness and Response Plan.

ROLE	NAME & TITLE	DEPARTMENT /LOCATION	PHONE & EMAIL ADDRESS
Responsible Party	Christopher J. Mock President & CEO		778 788 6625 <a href="mailto:chris@redsealcoatings.com">chris@redsealcoatings.com</a>



### 3. BUSINESS CONTINUITY

Customer Requests: We regularly contact our customers to obtain the following information:

- What essential services do our customers expect from our company?
- What services do our customers ask us to cancel/delay?
- For each essential service required, do our customers have increased or decreased demand?
- Do our customers have changes in their requirements for our delivery of essential services?

Critical Activities: We have identified the operational activities of our company that are important to the continuation of our business, i.e., those required to perform the essential services requested by our customers and those that create the most value for our company. We have also identified the support processes necessary for the execution of our operational activities and the overall management of the business.

Government Decisions: We follow and implement announcements and directives from federal and provincial governments, as well as local public health authorities.

Human Resources: We have developed a workforce reduction scenario based on telework opportunities, the demographics of our workforce, the evolution of the pandemic in our region, and government measures applicable to date. This scenario is expected to change as the pandemic evolves. To date, there has been no reduction of our regular staff.

Based on this workforce reduction scenario, the needs of our customers for essential services and our identified critical activities, we will regularly assess how we can make up for any shortage of staff and how to ensure the competence of alternate staff (e.g., assigning employees to other positions, hiring temporary employees/contractors, etc.).

When we make reassignments or temporary hires, we ensure that the reassigned individuals meet the competency criteria for the task, particularly for regulated trades. In addition, we ensure that when we train an employee/temporary staff to perform a new task, we also train them in relation to the OHS hazards associated with the task. See chart below for measures to supplement our labour requirements to perform our critical activities

Finally, our Human Resources policies have been updated to ensure that our employees do not engage in behaviours that are contrary to public health policies.

Suppliers: We regularly assess our supply chain to provide us with the inputs needed to carry out our critical activities. We assess whether the supply chain is compromised by the pandemic and, if so, find alternatives and other solutions. Otherwise, as a last alternative, we will halt the affected operations and notify our customers. See chart below for our assessment of the strength of our supply chain and the mitigation measures we are taking, if any.



Critical activities & critical support processes	CUSTOMERS NEEDS		SUPPLY CHAIN			WORKFORCE	
	Confirmation by customer(s) of essential service	Demand decreasing, increasing, unaffected	Supplies, parts, equipment, systems required	Supplier contacted	Supply chain weakened and number of alternatives	Opportunity to train employees/hire temps or contractor	Telework
			Abrasive	Target	1. Two possible suppliers, Manus & Target; could be stock shortage; maintain online/phone orders; can pick up at their distribution centre. Will advise Red Seal of closure, so extra stock can be ordered	N/A	Office Admin.
			Fuel	Chevron	2. Usual supplier; Chevron Cardlock has kept its branches open, and they are an essential service, so no supply problems		
			Safety	Local Suppliers, Manus	3. Safety Supplies, local suppliers, Manus, could be stock shortages, 3-month supply in Red Seal inventory		
			Paint Supply	Local Suppliers	4. Local Supply as well as National Suppliers		

a. Communication

We have established ways to quickly reach our key stakeholders, such as our employees performing our critical activities, our customers requiring our essential services, and our essential suppliers and business partners.

We have minimized our in-person interactions with our customers, suppliers and employees.

Finally, we stay in touch in real time with all parties using different means of communication. We have ensured that we have all the contact information of our contributors in our computer system and communication devices, namely:

- Means of communication 1 (e.g. cell phone, Outlook,)

## MEASURES TO ELIMINATE THE SPREAD OF CORONAVIRUS

## b. Corporate Measures

We have established and communicated to our employees the following rules, which they are required to apply as part of their duties for our company. We align our actions with those of government and public health authorities.



## A. Compliance with our customers' COVID-19 rules

Our customers have implemented specific rules regarding their measures to control the spread of COVID-19. We proactively ask our customers what their measures are and communicate them to all our employees going to their sites, emphasizing the need to comply with them in full.

Among other things, our employees comply with our customers' screening controls for entry to their sites. They know they must answer honestly and inform us, and our customers, of any change in their condition related to the screening criteria.

## B. Self-isolation/quarantine

We prohibit our employees from reporting to work, including at our customers' sites, if they meet any of the following conditions. We then recommend that they follow government guidelines for isolation/quarantine.

Conditions for not reporting to work:

- Any and all Flu like symptoms
- Any travel outside of the country within the last 2 weeks
- Exposure to anyone who has tested positive for COVID-19, within the last 28 days

We refer our employees to Health Canada's COVID-19 Symptom Self-Assessment Tool, which provides official government guidance on the need/possibility for COVID-19 testing and the type of isolation/quarantine required: <https://ca.thrive.health/covid19/en>.

#### C. Return to work after diagnosis of COVID-19

We prohibit all our employees from reporting to work if they have COVID-19. They may return to work only if they meet one of the following conditions:

- Fever completely gone for at least three days AND improved respiratory symptoms (cough, difficulty breathing) AND at least fourteen days have passed since the initial onset of symptoms

or

- Fever completely gone AND improved respiratory symptoms (cough, difficulty breathing) AND negative results from the public authority's COVID-19 testing protocol (to date = two negative tests 24 hours apart)

It should be noted that return-to-work conditions are an evolving aspect of COVID-19. We will update these as recommended by government authorities.

#### D. Social distancing / Physical distancing

We have taken the following steps to comply with public health guidelines on social/physical distancing:

- Instructing employees to work a minimum of 2 metres apart  
For tasks that do not allow this distancing, we perform a risk analysis on the floor, i.e., we take a moment before starting the task to assess the physical distancing, asking if there is another way to perform the task. If the answer is no and the task is absolutely essential, we ensure that our employees wear the appropriate personal protective equipment, require that they wash their hands before and after the task, and that they do not touch their faces during the task.
- Telework for all critical support staff  
All of our support staff are teleworking. Our office is closed, except for certain accesses.



#### E. Individual protection

We have asked our employees to follow various measures to protect themselves and the health and safety of their colleagues and our customers. In fact, we have assigned all our employees the training (COVID-19 E-Learning from Cognibox) to ensure that they are all aware of these measures.

- Hand hygiene

All our sites have supplies/installations for our employees to wash/disinfect their hands. We have asked for our customers' cooperation to have access to running water at their sites and, if this is not possible, we have provided alternative means. We have asked our employees to follow the World Health Organization's method for effective hand washing and disinfection (<https://www.who.int/gpsc/tools/GPSC-HandRub-Wash.pdf?ua=1>). We have also instructed them not to touch their faces until they have washed their hands or removed their gloves.

- Respiratory hygiene

We have asked our employees to adopt the respiratory hygiene practices recommended by public health authorities, i.e.:

- Use a tissue, dispose of the tissue in the garbage after use and wash hands as required
- Cough into elbow
- Use of Dust Masks, Respirators, Fresh Air Breathing Apparatus, as required for the job.

#### F. Cleaning/disinfecting surfaces and objects

We have taken the following measures to reduce the spread of the virus by touching a contaminated surface:

##### Individual use of equipment

We ask our employees not to share materials (tools, equipment, supplies, etc.), as much as possible. Our teams bring everything they need to the sites in enough quantities so that each employee has their own equipment and have been trained on how to clean and maintain their equipment. There is, at no time, sharing of Personal PPE (Respirators, Gloves, Safety Glasses etc.)

##### Cleaning

We ask our employees to clean all equipment used to carry out their tasks (including transport vehicles). We provide our employees with cleaners and other cleaning supplies, and we have taught them safe and proper cleaning techniques. There is proper refuse disposal provided on the jobsite