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## COVID-19 Operational Plan

Date: May 5, 2020

### 1. Social Distancing and Carpooling

Subject to a provincial guide related to carpooling being produced, it is our understanding from conversations with Innovation PEI (Mike Gillis on May 4, 2020) that carpooling is permitted if:

- Occupants must be limited to two per vehicle, including the driver
- All touch surfaces are to be cleaned and disinfected – door handles etc.
- As much distance as possible between occupants must be maintained – the passenger should sit in the back, passenger side seat
- Employees cannot share vehicles for breaks

### 2. Policy for Exclusion of Employees Requiring Self-Isolation

1. By accepting a scheduled shift, all employees confirm that they have not been outside of PEI within the last 14 days and are not required to self-isolate. They further confirm that they are not exhibiting any COVID-19 related symptoms at the time of the assignment.
2. Traffic flaggers and security guards clock in via cell phone when they arrive at the location they are assigned to each day. This will re-affirm the above.
3. Each employee is assigned a dedicated Personal Identification number. There is an electronic report of each employee's name, location and start and end time. For employees with a cell phone, the clock in greeting is:

*"I declare by clocking into this job site that I have not been outside of PEI within the last 14 days and am not required to self-isolate."*

4. In the case where an employee does not have a cell phone, by accepting the shift and showing up at the site, they are re-affirming the above.

### 3. Illness/Exclusion Policy

- All staff must self-monitor for symptoms and report to their supervisor if they have concerns about possible COVID exposure or possible symptoms.
- Any staff member developing symptoms of COVID-19 at work must immediately perform hand hygiene, report to manager, avoid contact with staff and leave as soon as it is safe to do so. Please call 811 to arrange testing.
- Symptomatic staff will be required to self-isolate until tested for COVID-19 and the results are confirmed.
- If the test results are negative for COVID-19 but the staff member remains ill and/or symptomatic, they should remain on sick leave.

*Symptoms of COVID-19 include:*

- cough (new or exacerbated chronic)
- headache
- fever/chills
- sore throat
- marked fatigue
- sneezing
- congestion
- body aches
- runny nose

### 4. Enhanced Cleaning and Disinfection of Shared Areas and Surfaces

Each highway flagger is provided with a two-way radio, a supply of batteries and a highway traffic sign. The employee will not pass to each other or share equipment or any other items such as bug repellent, sunscreen etc. Employees will clean their equipment with disinfectant wipes daily and at regular intervals throughout the day.

East Coast Security will attempt to provide employees with disinfectant wipes and hand sanitizer or will reimburse employees who can source their own supply of these items.

### 5. Hand Washing /Sanitizer Stations

We all have to do our part to prevent the spread of illness. We know that practicing good hygiene is an essential part of preventing the spread of COVID-19. To protect yourself and others from getting sick, take the following precautions:

- wash your hands often (in addition to routine times such as after using the washroom, before eating, when handling food for the public),
- cough/sneeze into your elbow or tissue and throw away,
- avoid touching your eyes, nose and mouth with your hands,
- use alcohol-based hand sanitizer if soap and water are not readily available.

East Coast Security will attempt to provide its employees with disinfectant wipes and hand sanitizer or will reimburse employees who can source their own supplies

## **6. Compliance**

To the extent possible, East Coast Security Services and its staff will also endeavor to comply with its clients' COVID-19 Operational Plan. Should there be a conflict in procedure between our plan and our clients, we will review our plan to determine the safest approach for our staff.

A copy will be provided to each employee and the document will be available on our Website.