



BARR Plastics Inc. – COVID-19 Safety Plan

February 2021

Our top priority is the health and well-being of our employees and customers. In efforts to reduce the risk of transmitting COVID 19 at our premises between our employees &/or customers, we have created the following protocols until further notice.

EMPLOYEES & CUSTOMERS

Please do not enter the workplace if you:

- Have travelled outside of Canada within the last 14 days
- Have been identified by Public Health as a close contact of someone with COVID-19
- Have been directed by Public Health to self-isolate
- Have had symptoms of COVID-19 in the past 10 days, such as fever, chills, cough, loss of smell or taste, difficulty breathing, sore throat, loss of appetite, extreme fatigue or tiredness, headache, body aches, nausea, vomiting or diarrhea

FIRST LEVEL PROTECTION – Elimination

- Our employees, if experiencing any of the above symptoms, are to be tested for COVID-19 and advised to stay or work from home until they cleared to return to work by Public Health or in the case of a negative result cleared to return by the General Manager or delegate.
- Expanded our office space to include a second floor to reduce the number of employees working in one area.
- Designated office employees have set up to work from home.
- Maximum occupancy signs have been posted in individual offices and common areas based on ability to social distance.
- Maximum customer occupancy has been established and customer access is limited to the sales/order desk area or yard when accompanied by a customer service representative.
- Drivers have been instructed through signage to call shipping receiving for assistance and not to enter the building.

SECOND LEVEL PROTECTION – Engineering

- Plexiglass has been installed at the Sales/Order desk protect employees and customers during payment processing.
- Decals have been placed on the floor advising customers where to stand.
- Barrier has been established in-front of the Sales/Order desk to ensure social distancing during customer interactions.

THIRD LEVEL PROTECTION – Administration

- Internal COVID 19 PROTOCOLS have been created which is reviewed and updated as required. Workplace procedures are in place for each department to avoid unnecessary travel between offices and departments. Use of phones and radios as opposed to in-person interactions.



THIRD LEVEL PROTECTION continued...

- Larger Sales and Operations in-person meetings have been cancelled. Larger meetings when required are held over video conferencing.
- Hygiene protocols have been reviewed and discussed with all employees. Posters have been placed in washrooms, lunchrooms, and common areas as a visual reminder.
- Each department lead is responsible to ensure cleaning protocols are carried out in their department. Customer Service Team Lead and Sales Support representative are responsible for ensuring Customer Order desk and sales office area are cleaned each morning. Cleaning products supplied though out the premises, common areas/touch points (such as lights switches, door handles, POS machine, shared equipment, counter surfaces etc.) are wiped down every morning and throughout the day. Hand sanitizer at every workstation and common area for customer and employee use.
- Washrooms and lunchrooms, coffee makers, microwaves etc. are cleaned after every use by each employee who has used.
- Frequent check-ins with team members to check on over-all wellbeing.

FOURTH LEVEL PROTECTION – PPE

- MASKS are to be worn by employees in all indoor areas while maintaining a 2-metre social distance. Exception – mask wearing optional when employees are working alone in individual offices/workspaces.
- MASKS are to be worn in all in all work areas including the yard where our employees are interacting with each other, with customers, with suppliers and drivers.