COVID-19 HEALTH AND SAFETY POLICIES AND PROCEDURES

General Information:

Purpose: We are committed to the health and safety of our staff, their families, our customers, our suppliers, and the people we interact with in the community. This document outlines the policies and procedures that we have implemented in direct response to the COVID-19 pandemic. It has been developed in accordance with the WorkSafe BC guidelines, the provincial health officer and the BC Centre for Disease Control. All staff and any visitors entering our facilities are expected to follow these policies and procedures, taking the necessary precautions to ensure our collective health and safety.

Responsibilities: The Waterplay Group and all employees are responsible for ensuring that reasonable actions are taken to help prevent the spread of COVID-19. These procedures should be considered an addition to our standard health and safety guidelines, on which all staff have been trained. We are in this together and need to be accountable for our actions. The company has:

- Implemented nightly professional cleaning for high touch point areas such as hand railings, doorknobs, bathroom touch points and shared spaces.

- Provided cleaning/sanitization supplies for staff to clean their own work areas, tools, desktops, phones, cellphones, etc. and ensured a liberal supply of sanitization stations throughout the building, Provided a mask and 2 bottles of hand sanitizer to all staff for personal use.

- Provided additional tools to reduce the need to share.

- Implemented "work from home" procedures and equipment for staff that can effectively and efficiently do their jobs from a home office in order to provide work hour flexibility and reduce the number of staff in the office at a time.

- Identified occupancy limits for all areas in order to support physical distancing protocols.

- Provided collaboration tools such as Zoom Meeting and Teams to support remote workers.

Policies and Procedures:

Daily Wellness Self Declaration:

In compliance with directives from the provincial health officer and WorkSafe BC, all employees in BC are required to complete a daily wellness self-declaration PRIOR to entering their place of work, either their home office or 805 Crowley. This information will be tracked by management daily to ensure compliance and records maintained indefinitely.

Last Updated November 25, 2020

To facilitate this, we have implemented two options – a daily electronic check-in or a paper check-in for those that may not have ready access to the electronic options prior to entering the workplace.

Potential Illness Procedures:

- If you are sick or feeling unwell, even if you believe it is unrelated to COVID-19, stay home and reach out to your manager for further instructions.

- If you or someone in your household are displaying symptoms of COVID-19, stay home, contact your manager and plan to self-isolate for 10 days.

- If you have come in contact with someone that is confirmed to have COVID-19 or have returned from outside of the country, stay home, contact your manager and self-isolate for 14 days.

- Once you are feeling better, or the isolation period has been completed with no symptoms, you must complete the COVID-19 return to work questionnaire before entering the building (see Appendix A: F001R COVID-19 Staff Assessment).

Business Travel:

Essential business travel must be pre-approved by a member of the Strategic Team who will be evaluating the need against the current government and health authority regulations.

Personal Travel:

We strongly recommend that employees avoid personal travel outside of their home province or state, or to any high-risk areas. Should you choose to disregard this recommendation, we ask that you act responsibly and notify your manager of your travel plans in advance. Upon your return, you may be expected to self-isolate as dictated by the current government and health regulations at that time.

Visitors to the Facility:

All visitors to the facility must be approved in advance by a member of the Strategic Team and complete a pre-screening protocol. They will be expected to wear a mask when entering the facility, check in at reception area, sanitize upon entry, confirm that they are symptom free, review these guidelines and procedures and agree to abide by them. Visitors should be limited to building maintenance/trades, vendors/suppliers that need to come to the facility to perform work, and business contacts. No personal/family visits are allowed at this time.

Limit direct contact with truck drivers as much as possible. If they must enter the facility, it should be through the loading area only and they are to use the designated washroom.

Last Updated November 25, 2020

Safe Work and Cleaning Practices:

- All staff and visitors are expected to wear a mask when moving through common areas, when venturing outside their immediate work area, and when physical distancing is not possible (inside or outside the facility). Masks may be removed once you are in your designated work area or in a meeting room where physical distancing is possible.

- All staff and visitors are expected to maintain physical distancing of 2 metres (6 feet) at all times. Occupancy limits, work areas and desk spaces have been assigned in order to accommodate this requirement, but it should also be maintained when moving throughout the facility.

  If the task you need to accomplish does not allow for this distancing, discuss alternative methods/practices with your manager before proceeding. Non-medical masks are available to help reduce the spread when maintaining distancing is not possible. Please ensure that you are using them in accordance with the guidelines provided.

- Wash your hands frequently and avoid touching your face. At a minimum, wash or sanitize your hands upon entering the building, before and after breaks and before leaving the building. Signs are posted to encourage this behaviour and to identify correct handwashing procedures. Sanitization stations are located around the building for easy access.

- Disinfect your personal workspaces, desks, keyboards, telephones and cell phones daily.

- Disinfect surfaces in common spaces prior to every meeting/engagement. Sanitization products are provided.

- Disinfect common touch points like coffee pots, water cooler buttons, taps, etc. frequently throughout the day.

- Disinfect your hands before entering common areas such as the lunchroom/coffee stations and/or touching commonly used surfaces.

- As much as possible, do not share tools and disinfect all shared tools before returning them to their central location.

- Wear gloves while operating the forklifts and disinfect at the start of each shift and when returning from breaks. Maintain schedule in a logbook.

- Only 1 person is allowed in the company vehicle at a time. When dropping off or picking up materials at vendor sites, ensure that you are maintaining physical distancing. Disinfect the vehicle touch points and your hands before and after each visit. The vehicle will be equipped with the appropriate products and you should carry a personal mask in case it is needed.

Last Updated November 25, 2020

- Maintain similar practices during personal time in order to reduce the risk of exposure to yourself, your family and your co-workers.

For a further review of the items considered in building this safety plan and policy/procedure guidelines, see Appendix B: WorkSafe BC COVID-19 Safety Plan.
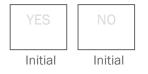
Last Updated November 25, 2020

APPENDIX A: F001R COVID-19 Staff Assessment

Managers are to review the following questions with their staff who have been off sick and are planning to return to work. In order to maintain the health and safety or our work environment and our staff, this assessment is to be completed and a record stored **prior to** allowing an employee to return to work. Completed records are to be stored here:

[\\splashmain.waterplay.com\share\ISO\ISO Records\F001R COVID-19 Staff Assessment](\\splashmain.waterplay.com\share\ISO\ISO Records\F001R COVID-19 Staff Assessment)

Date of assessment: _____

Manager: _____

Employee: _____

Employee return to work date: _____

1. Are you experiencing any of the following:

   - Severe difficulty breathing (e.g. struggling to breathe or speaking single words)
   - Severe chest pain
   - Having a very hard time waking up
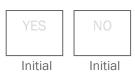   - Feeling confused
   - Losing consciousness

YES	NO
Initial	Initial

2. Are you experiencing any of the following:

   - Mild to moderate shortness of breath at rest
   - Inability to lie down because of difficulty breathing
   - Chronic health conditions that you are having difficulty managing because of difficulty breathing
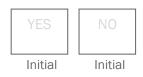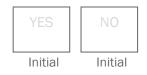
YES	NO
Initial	Initial

Last Updated November 25, 2020

3. Are you experiencing any of the following:

- Fever
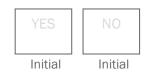- Cough
- Sneezing
- Sore Throat

YES	NO
Initial	Initial

4. Have you travelled to any countries outside of Canada (including the United States) within the last 14 days?

YES	NO
Initial	Initial

5. Did you **provide care** or have **close contact** with a person with COVID-19 (probable *or* confirmed) while they were ill (cough, fever, sneezing, or sore throat)?

YES	NO
Initial	Initial

6. Did you have **close contact** with a person who travelled outside of Canada in the last 14 days who has become ill (cough, fever, sneezing, or sore throat)?

YES	NO
Initial	Initial

Employee Signature

_____

Last Updated November 25, 2020

See next page for WorkSafe BC COVID-19 Safety Plan

Reviewing and updating your COVID-19 safety plan: A guide for employers

Employers are required to develop a COVID-19 Safety Plan that outlines the policies, guidelines, and procedures they have put in place to reduce the risk of COVID-19 transmission. Step 5 of the COVID-19 Safety Plan requires employers to monitor their workplace and update safety plans as necessary.

This guide will help you review your safety plan to ensure it's effective and functioning properly. This guide includes checklists that you can use to review each of the first five steps described in WorkSafeBC's COVID-19 Safety Plan.

Step 1: Assess the risks at your workplace

The first step in developing an effective COVID-19 Safety Plan is to assess the risks at your workplace. This includes doing a walk-through to identify areas where there may be a risk of COVID-19 transmission, either through close physical proximity or through contaminated surfaces. The following checklist will help you determine how well you did your risk assessment.

- ☑ Did you involve workers in your risk assessment? Workers can offer valuable information about their workday that might help identify areas where people congregate or surfaces that should be included in the cleaning plan.

- ☑ Did you involve your joint health and safety committee (or worker health and safety representative, if applicable)?

- ☑ Have you considered all the areas where people gather? This includes not only the main work areas but also break rooms, kitchens, washrooms, change rooms, and meeting rooms?

- ☑ Have you considered all the places where workers are close to customers or other members of the public? Consider entrances and exits, shop floors, aisles, service counters, and registers.

- ☑ Have you considered vehicle transportation? Do workers travel together or with members of the public? Do workers use vehicles that others may have driven?

- ☑ Have you identified the tools, machines, and equipment that workers share?

- ☑ Have you considered surfaces that people touch often, such as light switches, doorknobs, steering wheels, cash registers, phones, photocopiers, and washroom facilities?

Step 2: Implement protocols to reduce the risks

You should have a unique set of protocols to address the risks that are specific to your workplace. Consider your work practices, workplace configuration, and equipment.

- ☑ Did you review the industry-specific protocols on worksafebc.com that apply to your industry? Did you also review and consider other protocol pages that may contain useful information? For example, many workplaces may benefit from office protocols, even if the workplace is not in an office building.

- ☑ Did you review materials provided by your health and safety association, or other professional or industry associations?

- ☑ Have you been complying with all the orders, guidance, and notices issued by the provincial health officer that are relevant to your industry?

WORK SAFE BC

Last Updated November 25, 2020

WATERPLAY GROUP OF COMPANIES • KELOWNA, CANADA

☑ Have you reviewed your protocols since developing your original COVID-19 Safety Plan to ensure they are still appropriate?

☑ Have you selected the most appropriate controls that provide the highest degree of protection to your workers? When selecting controls, follow the hierarchy of controls. For more information on selecting controls, see the COVID-19 Safety Plan and Controlling Exposure.

Physical distancing

Limit the number of people in your workplace and ensure physical distance wherever possible.

☑ Have you identified workers who can work from home to reduce the number of people in the workplace? Are these workers currently working from home?

☑ Are you restricting the number of customers allowed in the workplace?

☑ Have you established and posted occupancy limits for the workplace and for rooms where occupancy needs to be managed, including kitchens, break rooms, elevators, and washrooms?

☑ Have you removed or rearranged furniture in work areas, including kitchens, break rooms, change rooms, and other locations where workers may be close to one another?

☑ Where possible, have you set up workstations so they are at least 2 m (6 ft.) apart?

☐ Have you modified work schedules so fewer people are onsite at any one time?

☑ Have workers reported any issues related to physical distancing in the workplace? Have you resolved these issues?

Barriers

If your workers can't keep physically distant from others, you should use barriers wherever possible to reduce the risk of transmission.

☐ Have you installed barriers at permanent work locations where people will be close to one another?

☐ Have your barriers been installed and maintained correctly?

☐ Have you had any issues with barriers, such as people moving around them to communicate?

☐ Have workers reported any issues relating to barriers in the workplace? Have you resolved these issues?

Masks

If people will be close to one another and barriers aren't feasible, you should use masks to reduce the risk of transmission.

☑ If workers are using masks, are all other appropriate protocols still being followed (i.e., physical distancing and barriers)? Remember, masks are not meant to replace other safety measures.

☑ Does your mask policy include the use of masks that are appropriate for the workplace and work processes?

☑ Do workers know how to use and care for masks?

☑ If customers will be close to workers, have you required or encouraged the customers to use masks?

☑ Have workers reported any issues relating to masks in the workplace? Have you resolved these issues?

WORK SAFE BC

Last Updated November 25, 2020

WATERPLAY GROUP OF COMPANIES • KELOWNA, CANADA

Cleaning and hygiene

Every workplace must implement effective cleaning and hygiene practices.

☑ Does your cleaning plan include all the high-contact surfaces identified in your risk assessment?

☑ Have you reviewed the information on cleaning and disinfecting surfaces?

☑ Have you provided appropriate training and materials for workers who have to clean the workplace?

☑ Have you developed an appropriate cleaning schedule for your workplace?

☑ Have you adjusted workplace schedules to allow time for proper cleaning?

☑ Have workers reported any issues related to cleaning the workplace? Have you resolved these issues?

☑ Have you developed and communicated policies for good hygiene practices? For handwashing and cover cough and sneezes posters, go to worksafebc.com.

Step 3: Develop policies

Policies support workers and employers by letting everyone know what's expected of them and how to conduct themselves safely. Make sure your policies are up to date and that everyone in your workplace knows them.

☑ Do you have a daily health check to ensure that workers and others with symptoms of COVID-19 are not entering the workplace? Your process may include daily sign-in sheets, questionnaires, or online forms. This should be supported by workplace signage that reminds workers and others that they should not enter the workplace if they are ill.

☑ Have you reviewed WorkSafeBC's COVID-19 Safety Plan for examples of other policies you may need to consider, such as a working alone policy and a work from home policy?

☐ Do you have a violence prevention policy, and have workers received training in violence prevention? Workers may be at risk of violence from members of the public reacting to your workplace restrictions or policies.

☐ Have workers raised concerns about violence in the workplace? Have you addressed these concerns?

☑ Have you communicated your policies to your workers and trained them? Have you reinforced your policies?

☑ Have you reviewed your policies since developing your original COVID-19 Safety Plan to make sure they're still appropriate?

☑ Are you monitoring whether or not workers are following the policies?

Step 4: Develop communication plans and training

Employers have a responsibility not only to develop a COVID-19 Safety Plan but also to make sure the plan is being followed. This means making sure that everyone knows what they need to do and that someone is responsible for monitoring the workplace to make sure protocols are being followed.

☑ Do all your workers know your workplace protocols and policies?

☑ Are supervisors monitoring workplace protocols to make sure they are being followed?

WORK SAFE BC

Last Updated November 25, 2020

WATERPLAY GROUP OF COMPANIES • KELOWNA, CANADA

☑ Have you posted signage that reinforces policies and procedures for workers and members of the public?

☑ Have you trained new workers on your policies and protocols?

☑ Have workers raised concerns about workers or members of the public not following protocols? What have you done to address these concerns?

Step 5: Monitor your workplace and update your plan as necessary

Workplaces change, so your COVID-19 Safety Plan should also change. As work processes, staffing, and work arrangements change over time, you should review and update your COVID-19 Safety Plan to address changing risks in the workplace.

☑ Have you reviewed your workplace protocols and policies to make sure they are still appropriate?

☑ Have you accounted for changes to your workplace in your COVID-19 Safety Plan?

☑ When was the last time you updated your plan? Does it still reflect your current workplace conditions? Have you posted your current plan?

☑ Have you communicated changes to your plan to workers?

☑ What process do you have in place for regular review of your plan?

☑ Do you have a mechanism for workers, joint committee members, and worker representatives to raise concerns about policies and protocols? How do you address these concerns?

Last Updated November 25, 2020

WATERPLAY GROUP OF COMPANIES • KELOWNA, CANADA