



PBF Pita Bread Factory Ltd.

COVID 19 – Safety Plan

PBF has developed a COVID-19 Safety Plan that outlines the policies, guidelines, and procedures we have put in place to reduce the risk of COVID-19 transmission.

1. Risk Assessment

Area of risk	Workers affected	Shared tools & equipment	Enough space for 6 ft. physical distancing?	Likelihood of exposure	Control measures <i>EL Elimination</i> <i>EN Engineered</i> <i>A Administrative-rules & guidelines</i> <i>P PPE</i>
Packaging line	20-45	Packaging table Tape gun Bagger	No	Most likely	EL: signage on the floor to encourage social distancing PPE: mandatory use of face shields or surgical masks
Baking area	10	None	Yes	Unlikely	N/A
24th Avenue	5-15	Packaging table Tape gun Bagger and sauce spreader	No	Most likely	PPE: mandatory use of face shields or surgical masks

Shipping area	5	Forklift Door Frequent contact with external drivers	Yes	Unlikely	EL: signage in multiple languages to encourage social distancing PPE: mandatory use of face shields or surgical masks for PBF shippers and external drivers
Lunchroom/2nd floor	All staff except office staff	Table. Micro-wave, fridge handle, chairs	Yes	Unlikely	EL: signage on door to remind employees about social distancing+ lunch and breaks are staggered depending on start time EL: reduced seats per table EN: open 2 nd lunchroom
Locker rooms	All staff except office staff	Door	Yes-Men's room No-Women room	Unlikely (men) /Most likely (women)	A: Occupancy limits for workers
Office	15	Copier Space boardroom	Yes	Unlikely	EL – virtual meetings
Lunchroom/ 1st floor	15	Table. Micro-wave, fridge handle, chairs	No	Unlikely	A: Occupancy limits for workers
Retail store	1	Credit card machine, plastic bags, counter	No	Most likely	EL: reduced number of customers in store EL: signage on the floor to encourage social distancing EN: Plexiglas barrier for cashier + table to

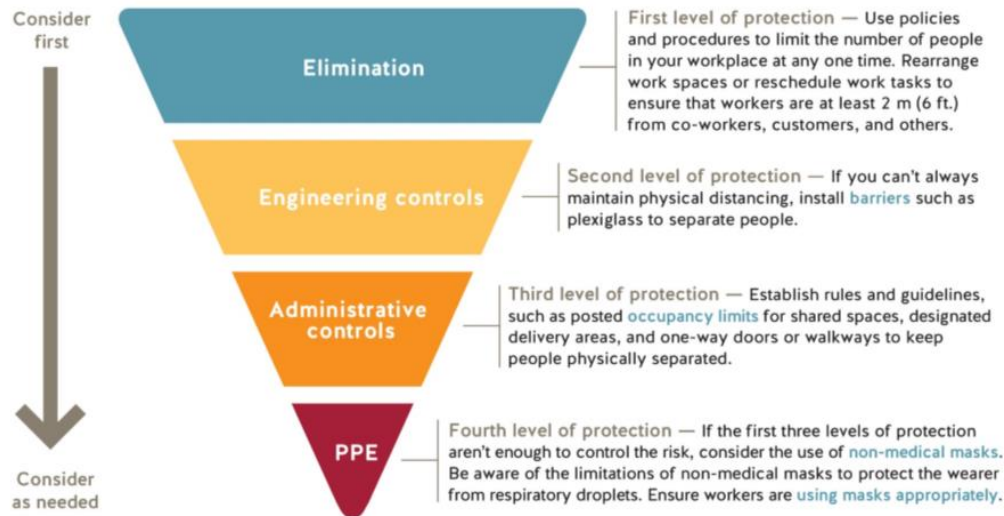
					create space between cashier and customers
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Risk Assessment Matrix

Risk Assessment Matrix		Consequence of Exposure				
		Insignificant	Minor	Moderate	Major	Extreme
Likelihood of Exposure	Certain Continuous close contact with infected workers/surfaces all day; within 2 m (6 ft.)	Low	Medium	High	High	Extreme
	Most Likely Close contact with infected workers/surfaces several times an hour; within 2 m (6 ft.)	Low	Medium	Medium	High	High
	Likely Close contact with infected workers/surfaces several times a day; within 2 m (6 ft.)	Very Low	Low	Medium	Medium	High
	Unlikely Minimum contact with infected workers/surfaces several times a day; more than 2 m (6 ft.)	Very Low	Low	Low	Medium	Medium
	Rare Minimal contact with infected workers/surfaces, once a day.	Very Low	Very Low	Very Low	Low	Low

2. Measures to reduce the risks

When considering how to reduce the risk, there is a certain order you should follow. This is called the hierarchy of controls. It is important to follow the hierarchy, as shown below, rather than start with the easiest control measures.



Elimination or Substitution (<i>aka Physical Distancing</i>)	Please look chart above / Control measures
Engineering controls	Please look chart above / Control measures
Administrative controls-rules & guidelines	Please look chart above / Control measures
PPE*	Please look chart above / Control measures

***PPE-additional measures**

- Effective April 29, 2020, everybody working in the packaging area should cover their face. There will be 2 options:
 - Wear the face shield provided by PBF
 - Bring your own mask.

Hygiene practices and Cleaning stations

- PBF has enough handwashing facilities on site for all workers. Handwashing locations are visible and easily accessed
- Additional hand-washing instructions posted in multiple languages
- Hand sanitizer added by employee's entrance and handwashing station
- Regular cleaning of all common areas and surfaces, including washrooms, shared offices, common tables, desks, light switches and door handles

3. COVID-19 policies and procedures

The following policies and procedures have been implemented to address illnesses that may arise in the workplace and how workers can be kept safe in adjusted working conditions:

- Avoid non-essential travel outside of Canada until further notice
- Anyone with symptoms of COVID-19, such as sore throat, fever, sneezing, or coughing to self-isolate at home for 10 days after onset of symptoms as well as anyone advised by public health to self-isolate. Inform HR
- Anyone who travels outside Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor symptoms. Inform HR
- Visitors and contractors are limited in the workplace and are required to wear PPE, virtual meetings are highly encouraged
- Employees' body temperature being checked on a regular basis
- PBF has a working alone policy in place
- 1st Aid Attendants have been provided OFAA protocols for use during the COVID19 pandemic
- Retail store employees have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace.
- **Sick workers should:**
 - report to 1st Aid, even with mild symptoms
 - be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. Inform HR
- If the worker is severely ill (ie difficulty breathing, chest pain), call 911
- Clean & disinfect any surfaces that the ill worker has come into contact with.

4. Communication plan & training

- Policies and procedures related to COVID 19 have been communicated to everyone
- All workers have received the policies for staying home when sick
- We have posted signage at the workplace on effective hygiene practices
- We have posted signage:
 - In the retail store indicating occupancy limits and distancing guidelines
 - the main entrance indicating who is restricted from entering the premises, including workers with symptoms
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed

5. Monitoring our workplace and adjusting our policies

- Workers know who to go to with health & safety concerns
- We have a plan in place with our Health & Safety Committee to monitor risks. We make changes to our policies and procedures as necessary.
- When resolving safety issues, we will involve our Health & Safety Committee

6. Assess and address risks from resuming operations

N/A