



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 &amp; guidelines</i> <i>P PPE</i>
Packaging area	20-45	Packaging table  Tape gun  Bagger	Not in all instances	Most likely	EL: signage on the floor to encourage social distancing  A: occupancy limit  EL: shifts are staggered and don't overlap  EN: plexiglass to sperate people by Nov 20 <sup>th</sup>  PPE: mandatory use of face masks  A: daily announcement and hourly check from QA to reinforce social distancing and how to wear a mask – this is tracked

<b>Baking area</b>	10	None	Yes	Unlikely	EL: signage to encourage social distancing A: occupancy limit
<b>24<sup>th</sup> Avenue – blast freezer area</b>	5-15	Packaging table Tape gun Bagger and sauce spreader	Yes – hourly reminders by QA	Most likely	PPE: mandatory use of face masks EL: signage to encourage social distancing A: occupancy limit A: daily announcement and hourly check from QA to reinforce social distancing and how to wear a mask – this is tracked
<b>Shipping area</b>	5	Forklift Door Frequent contact with external drivers	Yes	Unlikely	EL: signage in multiple languages to encourage social distancing PPE: mandatory use of face masks for PBF shippers and external drivers A: waiting area for outside drivers EL: signage to encourage social distancing A: occupancy limit
<b>Lunchroom #1 /2nd floor</b>	All staff except office staff	Table. Micro-wave, fridge handles, 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 EL: separate entrance and exit

					EL: signage to encourage social distancing A: occupancy limit
<b>Lunchroom #2 /2nd floor</b>	All staff except office staff	Table. Micro-wave, handles, 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  EL: Plexiglass barrier installed on tables  EL: separate entrance and exit  EL: signage to encourage social distancing  A: occupancy limit
<b>Locker rooms</b>	All staff except office staff	Door	Yes-Men's room Yes-Women room (occupancy limits)	Unlikely (men) /Most likely (women)	A: Occupancy limits for workers A: COVID 19 policies and procedures are posted A: how to monitor symptoms notice is posted
<b>Office</b>	15	Copier  Boardroom	Yes	Unlikely	EL – virtual meetings  EN: 6 ft distancing between co-workers  A: Occupancy limit in boardroom  PPE: mandatory use of face masks in boardroom
<b>Lunchroom/ Office kitchen</b>	15	Table. Micro-wave, fridge	Yes	Unlikely	A: Occupancy limits for workers  EL: only 1 person can seat at table

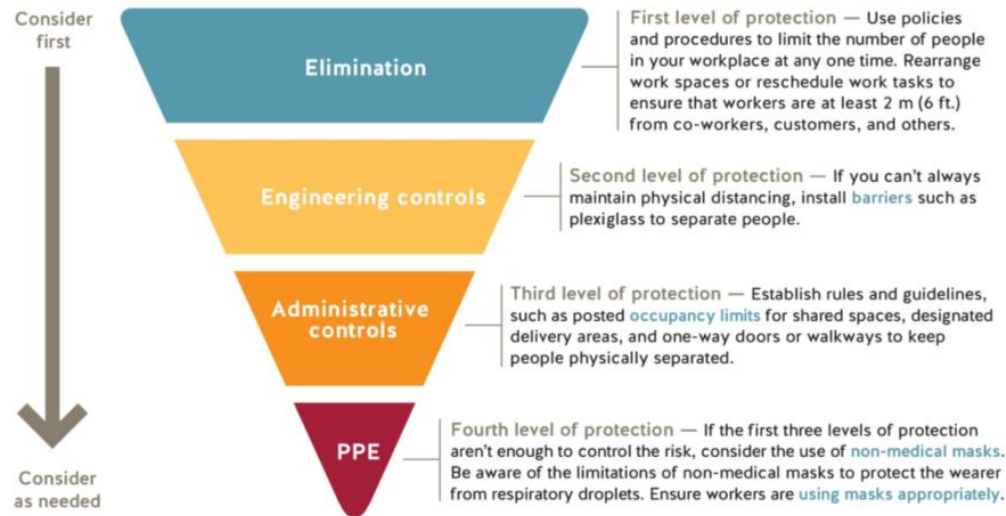
		handle, chairs			A: occupancy limit in kitchen + sanitizer to be used each time someone uses the kitchen
<b>Retail store</b>	1	Credit card machine, plastic bags, counter	Yes	Most likely	EL: reduced number of customers in store (5)  EL: signage on the floor to encourage social distancing  EN: Plexiglas barrier for cashier + table to create space between cashier and customers  PPE: mandatory use of face masks for retail staff and customers
<b>Employee entrance &amp; staircase</b>	5	N/A	Yes	Most likely	A: new exit door on main floor with hand sanitizer station  EL: Arrows on floor to indicate direction

**Risk Assessment Matrix**

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



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

## **\*PPE-additional measures**

- Everybody working in the packaging area should cover their mouth and nose with a face mask
- If workers use their own masks, they should wash it daily using the warmest water setting and machine dry daily after the shift
- Signage posted on how to wear masks correctly

## **Hygiene practices and Cleaning stations**

- PBF has enough handwashing facilities on site for all workers. Handwashing locations are visible and easily accessed
- Main handwashing station separated by plexiglass barrier
- Additional hand-washing instructions posted in multiple languages
- Hand sanitizer added by employee's entrance, exit, handwashing station, office entrance, visitor sign in at retail store and shipping
- Sanitizer spray located in three lunchrooms for tables etc.
- Daily cleaning of all common areas and surfaces, including washrooms, shared offices, common tables, desks, light switches and door handles
- Cleaning of handles of pallet jacks and forklifts every hour
- Daily announcements in English, Punjabi and Farsi on 6 ft distancing, hand washing and proper use of masks
- Hourly check from QA techs to stay 6ft apart and wear masks properly

### 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 who travels outside Canada must self-isolate for 14 days
- Avoid shared transport to and from work
- Anyone with symptoms of COVID-19, such as sore throat, coughing fever, shortness of breath, fatigue, headache, loss of taste/smell, runny nose, vomiting or diarrhea should:
  - Not come to work. Workers need to call their supervisor/manager to report their symptoms and absence from work
  - get tested for COVID-19
  - Self-isolate at home until the worker gets the results of the test and Inform HR
  - If experiencing symptoms while at work: workers need to report to 1st Aid, even with mild symptoms and go back home
- Anyone who tested positive for COVID-19, must:
  - not come to work
  - inform their Supervisor and HR immediately
  - Self-isolate at home for 10 days and until the symptoms are gone
- Anyone who has had contact with a confirmed COVID-19 case If you do not have any signs of illness, contact HR to advise of your situation and circumstances. Continue to monitor your health.
- Visitors and contractors are limited in the workplace and are required to wear PPE. Visitors must fill out the health assessment form and have their temperature checked



- All employees need to read the COVID questionnaire before starting their shift. The Supervisor will ask them if they answered yes to any of these questions, in which case the employee will be sent back home and HR will be informed
- Employees' check their body temperature before shift starts and before coming back from break
- PBF has a working alone policy in place
- 1<sup>st</sup> 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.
- 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
- New hires are trained on policies and procedures related to COVID 19 and sign a form to confirm they received the training
- All workers have received the policies for staying home when sick
- We have posted signage at the workplace on effective hygiene practices and proper wearing of masks
- We have posted signage:
  - In the retail store indicating occupancy limits, mandatory mask 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