

Covid 19 Safety Protocols for Warehouse Staff and Visitors

- temperature checks required for all staff reporting for duty first thing before shift begins - less than 36C is acceptable
- outside carriers picking up export containers must wait outside or by door
- be report any persons exhibiting symptoms of covid19
- only 4 chairs in lunch room allowed
- social distance – stay 2 meters apart
- Covid19 H&S posters from region of peel have been placed around facility as reminder
- Masks are mandatory inside – while at desk if you are minimum 2 meters apart you may take off mask; however, when you are walking away from desk, mask is required
- Hand sanitizer stations to be added in office and warehouse
- encourage staff if they feel unwell to stay home
- wash hands frequently
- use phone conference calls, zoom calls or if absolutely needed meet outside with minimum 2 meters apart for meetings
- only two people in the drivers waiting area at one time
- only two visitors allowed in the shipping office waiting area
- no visitors allowed into warehouse unless absolutely needed
- Clean regularly touched items.
- Clean tools before and after use.
- Clean work surfaces often.
- Abide by Ontario Government rules and restrictions