



## Policy and protocol for Jobsite measures to protect and prevent the spread of COVID 19

This policy and protocol was designed to inform and create a safe workplace for employees of **Mitchell Fire Protection Systems**

### Part 1-Protecting Yourself and Others

- When entering the shop or office wash hands or use sanitizer
- Maintain a safe distance from all other individuals on the work site/ at shop or in the office. Number of workers on site will be reduced to allow social distancing measures.
- Avoid handshakes
- Employees are encouraged to wear work gloves and do not touch your face
- When possible avoid sharing tools
- Staggered break and lunch times to avoid gatherings
- Will take time to appropriately sanitize worksites and materials periodically throughout their daily schedule
- If a worker feels they are unsafe or the job site is unsafe he/she will communicate the concerns to their supervisor
- Wash your hands (use sanitizer when soap and water is not available) when you start on the jobsite, before eating or drinking, after touching shared tools or equipment, after using the washroom and before leaving the site
- Wash your clothes as soon as you get home and shower. Take your work boots off before entering your home and do not allow them inside your home.
- Do not come to work if you feel sick. Notify your supervisor immediately if you become ill at work





## **Part 2 – On-site Sanitation**

- Clean trucks/vans everyday by wiping down dash and console of truck/van with disinfectant. Focus on commonly touched surfaces for example door handles, steering wheel, gear shift, radio buttons etc.
- Regularly clean shared tools, ladders, lifts etc with soap and water or disinfectant when soap and water are not available. The frequency of cleaning will depend on the number of people using the equipment and if touched with bare hands.
- One driver has been assigned to each vehicle. Should another employee need to drive, the truck/van will be disinfected between driver changes

## **Part 3 – Site management**

- If jobsite requires a sign in, have one person per crew sign in the entire crew to minimize contact
- Meetings will be held outside or in a large space allowing for physical distancing ( at least 2 meters or 6 ft between people)

