

## Coronavirus COVID-19 Policy Amendment

All staff, employees, contractors, drivers, hourly, salary supervisors and management

### Re: **Coronavirus COVID-19**

Due to the rapid spread of the Corona Virus, Victoria Cooperative Fisheries will be adopting strict rules to protect our employees from any unintentional exposure. This amendment to the policy is in place to further protect you and your family. These measures that we are taking to help mitigate the risk of exposure to the Corona Virus are mandatory for employment at Victoria Cooperative Fisheries.

#### **Amended Policy**

Policy:

1. Victoria Cooperative COVID-19 signage posted at the entrance locations are to be read prior to entering the building. Employees must follow COVID-19 best Practices posted. As well,
2. All employees that have travelled outside of Canada or Domestically within the past 14 days are required to self isolate at home. This includes employees with family members that have travelled outside of the country. Self isolation will be for a period of 14 days.
3. Anyone with a current respiratory illness (cough, runny nose, chest congestion, fever) must stay home.
4. You must self isolate if you been in close contact (within 2 meters) of a person
  - a. with confirmed or suspect case of COVID-19.
  - b. with a person with a fever (>38 C)
  - c. or who has a cough and has travelled outside of Canada or domestically (from other provinces) within the past 14 days.
5. Employees entering the plant may be subjected to a non-invasive body temperature check. This will be done once daily (or as required) to give the employees the earliest indication of a medial concern. Employees with an elevated body temperature will be asked to contact public Health or their Doctor. This measure is in place to protect you and the personnel working next to you.

Anyone with these conditions should contact their immediate supervisor by phone, text or email. Personnel should also contact Public Health and their family Doctor.

#### **Additional Precautionary Measures**

Victoria Cooperative Fisheries Ltd takes the current precautionary measures being recommended by the Government of Nova Scotia & Government of Canada very seriously. For the health & safety of our employees, board members, customers and the general public the following additional precautionary measures for our employees will also be required

1. **(ALL)** Hand shaking will not be permitted.
2. **(ALL)** Where possible Social Distancing rules (2M+/ 6 ft) shall be observed.
3. **(PROCESSING FACILITY)** Where possible lunches and coffee breaks shall be staggered to keep groups to no more than 15 personnel.
4. **(PROCESSING FACILITY)** Masks and gloves in addition to full PPE will be required in all positions
5. **(RETAIL)** Where possible staff handling cash, credit/debit cards should wear disposable gloves.

6. **(PROCESSING FACILITY)** Enhanced hand washing and or sanitizing procedures will be followed. Employees will sanitize their hands when entering the building. Additional Hand cleaning (in addition to current practices) will also be mandatory when entering or exiting production areas. Frequent cleaning of hand rails, door knobs, and other frequently touched items will be done by all staff and cleaners.
7. **(PROCESSING FACILITY)** Processing personnel are not permitted to enter the maintenance shop. Maintenance personnel working in the process building will wear masks and gloves where practical.
8. Hand washing and foot dips will be supervised.
9. It is not permitted to touch (bare hand) snow crab between the cooker and the freezer.
10. Weighing of seafood product will be done pre-cook only for crab. Any product such as Lobster meat requiring handling after cook will only be by trained personnel with proper PPE.

Victoria Cooperative Fisheries reserves the right to rapidly amend the aforementioned policies in the event of any changes to CFIA, Federal or Provincial Corona Virus COVID-19 updates or to further protect its employees. Any changes to this policy will be posted in all areas for maximum distribution.