

## Proshow COVID-19 Daily Operation Safety Plan

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**Updated: May 27, 2020**

The purpose of this document is to outline the safety procedures and protocols to be followed during any regular shift at a Proshow facility.

### **General**

Proshow will adhere to the advice and orders provided by Government Authorities and as a result this document is subject to change. Each facility will have a maximum occupancy in order to assist in Physical Distancing requirements of six feet. If a hallway or stairwell is occupied please wait till it is clear, do not try and pass someone. If you are unable to meet the physical distance requirement for more than a passing moment, it is recommended to wear a non-medical mask.

### **Self-Assessment**

In an effort to help keep fellow employees safe and to assist in reducing the spread of COVID-19, we are asking each employee to complete a quick self-assessment prior to coming into work each time. This assessment should include taking your temperature to ensure you don't have a fever, and checking yourself for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease. You are not required to report your assessment but if you find you are symptomatic, please refer to the COVID-19 Sick Policy.

### **Cleaning and Sanitizing**

**Start of Day** – When you first arrive, please wash your hands IMMEDIATELY. If you are first to arrive, prop open kitchen door(s) and check to make sure 70% alcohol solutions are present in bathrooms and kitchen.

**During Day** – It is important to reduce surface transmission. When using the kitchen wash your hands prior to touching anything or else you must wipe down all surfaces you touch prior to leaving the room. Do not reuse glasses or coffee mugs – use disposable paper cups for refills.

Practice good hand hygiene throughout day. After washroom use, wash your hands and wipe down touched surfaces. Please use the 70% isopropyl alcohol and paper towel for surface cleaning.

**End of Day** – Please ensure all occupied areas receive a complete sanitization and cleaning. All door handles, switches, shared keyboards, mice and any other common touched surfaces will need to be sanitized with the diluted bleach solution. When using this solution, it is important to wear gloves.

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### **Vancouver Occupancy Limits**

The Vancouver Facility will be divided into 3 zones: Warehouse, Lower Office and Upper Office.  
Warehouse Overall (15): Group Bathroom closed except for events (See Studio Event Protocol)  
Lower Office Overall (5): Server Room (1), First Aid Room (1) unless medical care is required at which point (2) with masks, Kitchen (2), Admin Boardroom (2)  
Upper Office Overall (5): Boardroom (4)

### **Calgary Occupancy Limits**

The Calgary Facility will be divided into two zones: Office and Warehouse.  
Warehouse Overall (15): Maint. Room (2)  
Office Overall (5): Kitchen (1), Reception (2), Boardroom (3)

### **COVID-19 Sick Policy**

During the time the CEWS is in effect (currently Aug 29, 2020) - the COVID/sick policy is:

- If you have ANY COVID19 or cold/flu type symptoms – do NOT come in
- If anyone you live with has COVID19 or cold/flu type symptoms – do NOT come in
- If you have had close contact in the past two weeks with anybody who has a suspected or confirmed COVID19 diagnosis – do NOT come in
- **YOU WILL STILL BE PAID!** – no need to go on sick leave, you will receive your current CEWS pay/salary even if you are unable to work due to the above.

If you become sick at work with COVID like symptoms (which include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache):

- Notify your supervisor while maintaining a safe distance
- Wash or sanitize your hands and put on a mask immediately
- Identify the surfaces you have touched to your supervisor that need to be sanitized
- Go straight home and consult the BC COVID-19 Self-Assessment Tool or call 8 1 1 for further guidance

Once the individual has been isolated or has left the building, follow the End of Day Sanitization process targeting the areas the sick worker identified.

### **Daily Schedule**

Please stay home unless you are scheduled to come in. For Daily operations there will be one entry for each location. There will be no warehouse activities if there is an event in the Virtual Studio. Each Friday, we will do the schedule for the following week.