



COVID-19 EXPOSURE CONTROL PLAN

PURPOSE OF THE EXPOSURE CONTROL PLAN

Magnum Trailer has a duty to protect our workers from health hazards in our work environment. The COVID-19 worldwide pandemic has the ability to affect the health and safety of our workers if an outbreak in our work environment were to occur. Effective controls are available to protect workers from the potential of any harmful exposure.

A combination of control measures will be required to achieve this objective. We commit to being diligent in our efforts to select the most effective controls available, and to ensure that the best practices, as described in this ECP, are followed at our worksites to maintain workers exposures to this health hazard.

The work procedures we establish will protect not only our workers but will protect any human being who is present at our facility.

WHAT IS THE COVID-19 VIRUS?

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by this new coronavirus has been named COVID-19. While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases.

HOW DOES THE VIRUS SPREAD?

Coronavirus is spread from an infected person through:

- Droplets spread when a person coughs or sneezes
- It can be spread by touch if a person has used their hands to cover their mouth or nose when they cough or sneeze.
- Touching an object or surface with the virus on it, then touching your mouth, nose or eyes before washing your hands.

There have been instances of transmission before the person became sick or when a person's symptoms were so mild that they did not know they were sick. However, it is unclear if this contributes to significant spread of the virus in the population.

Most people become ill from being in close contact with someone who shows symptoms such as coughing and sneezing, therefore transmitting the virus through droplets.

WHAT IS THE TREATMENT FOR THIS VIRUS?

Right now, there are no vaccines to prevent COVID-19. However, researchers are working hard to develop a vaccine. There is no specific treatment for COVID-19.

Many of the symptoms can be managed with home treatment such as drinking plenty of fluids, rest and using a humidifier or hot shower to ease a cough or sore throat. Most people recover from coronaviruses on their own. For people with more serious illness supportive care in or out of hospital may be needed.



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HEALTH MONITORING

It is critical that employees are trained and made aware of the affects from COVID-19 exposure. It is equally as important that employees monitor their health and wellness in these conditions. Employees who notice the onset of symptoms relative to COVID-19 exposure must report their medical concerns to their immediate Supervisor without delay.

Initially, workers with COVID-19 may have no symptoms; however, as the disease progresses, a worker may experience some or all of these common symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

These symptoms can worsen over time and can lead to death in extreme cases. The following people may be classified as high risk:

- People over age 65 with chronic health conditions such as diabetes, heart disease and lung disease.
- Anyone who is immunocompromised due to autoimmune or rheumatologic disease, inflammatory bowel disease, kidney or liver disease, organ transplant, bone marrow or stem cell transplant, anyone who is having or recently had chemotherapy.
- Anyone with medical complexity and who uses the health care system more often than most people including asthma or COPD.

Employees who are at a higher risk should speak to their medical professional for advice with the individual needs and requirements.

In all cases, it is imperative that workers report these concerns to their immediate Supervisor and also seek medical treatment as quickly as possible by contacting 811.

Magnum has provided certified Level 2 First Aid Attendants who have been trained to conduct daily health screening assessments for all employees. This assessment includes questions regarding the current health status of each employee as well as a temperature check to ensure that employees are not feverish. If an employee expresses symptoms and/or has a positive test result for fever, they will be sent home to self-isolate for 14 days for their own protection and the protection of their co-workers.



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TESTING FOR COVID-19

If you develop cold, influenza or COVID-19 like symptoms, use the BC COVID-19 Self-Assessment Tool to determine if you need further assessment for COVID-19 testing by a healthcare provider or at a local collection centre. You can complete this assessment for yourself, or on behalf of someone else, if they are unable to.

If an individual has no symptoms, even if they are a contact of a confirmed case or a returning traveler, they do not require a test. Self-isolation guidelines remain in effect.

The BC COVID-19 Self-Assessment Tool will help determine if you need further assessment for COVID-19 testing by a physician, nurse practitioner or a local collection centre. Safe testing may be available at different health care settings, including your doctor's office, walk-in clinic, collection centre or urgent and primary care centre. Employees should call 811 for further assistance and information regarding testing requirements.

SELF ISOLATION

As a precaution, Public Health asks that if you have respiratory symptoms that can be managed at home, please self-isolate until the following criteria are met:

- At least 10 days have passed since the start of your symptoms, AND
- Your fever is gone without the use of fever-reducing medications (e.g. Tylenol, Advil), AND
- You are feeling better (e.g. improvement in runny nose, sore throat, nausea, vomiting, diarrhea, fatigue).

Coughing may persist for several weeks, so coughing alone does not require you to continue to isolate. If you are unsure whether your symptoms are related to allergies or an infection, then self-isolation is recommended.

Sometimes people with COVID have mild illness, but their symptoms may suddenly worsen in a few days. If your symptoms worsen or you become short of breath, call your family physician or nurse practitioner for immediate medical attention. If you are unable to reach your regular care provider, seek care in a COVID-19 Assessment and Treatment Centre, Urgent & Primary Care Centre (UPCC) or Emergency Department.

HOW CAN WORKERS BECOME EXPOSED TO COVID-19 IN THE WORKPLACE?

Workers can come into contact with the virus by being in close proximity to an infected person. The virus can be transmitted by droplets from a cough or sneeze. It can be spread by touch if an infected person has used their hands to cover their mouth or nose when they cough or sneeze. It can also be transmitted by touching an object or surface with the virus on it and then touching your mouth, nose or eyes before washing your hands.

COVID-19 viruses can survive on surfaces from several hours to days depending on several factors.

- *This may vary under different conditions such as surface type, relative temperature or humidity of the environment. The virus has been detectable up to four hours on copper, up to 24 hours on cardboard and up to two to three days on plastic and stainless steel.*



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- The virus is easily inactivated by using simple disinfectants such as store-bought disinfectants, and alternatively diluted bleach solution prepared daily.

RESPONSIBILITIES

Due to the risk posed by COVID-19, it is critical that all employees take specific action to ensure that, as much as possible, a hazard is not created.

The Employer is responsible for

- Ensuring that hazards are assessed and effective controls are implemented in the workplace in accordance with Work Safe BC & other regulatory standards.
- Providing an Exposure Control Plan which outlines in detail the work methods and practices that will be followed on each site.
- Providing an Outbreak Response Plan which outlines in detail the steps required should an outbreak in the facility occur.
- Conducting a periodic review of the effectiveness of the ECP and Outbreak Response Plan. This would include a review of the updated COVID related information, treatment and the evolution of the virus itself.
- Ensuring that all required tools, equipment, and personal protective equipment are readily available and used as required by the ECP.
- Ensuring supervisors and workers are educated and trained to an acceptable level of competency.
- Maintaining records of training, crew talks, and inspections (equipment, PPE, work methods/practices).

The Supervisor (foreman and lead hand) is responsible for:

- Providing adequate instruction to employees on the hazards involved with COVID-19 and on the precautions specified in the ECP.
- Obtaining a copy of the ECP from the employer and making it available at the worksite.
- Selecting, implementing, and documenting the appropriate site-specific control measures.
- Monitoring the workplace for additional hazards and making recommendations on control procedures.
- Monitoring employees to ensure that they are following all safe work practices in accordance with the ECP details.
- Enforcing policies and procedures and leading by example.
- Directing work in a manner that ensures the risk to employees is minimized and adequately controlled.

The Employee is responsible for:

- Knowing the hazards of COVID-19.
- Using the assigned protective equipment in an effective and safe manner.
- Setting up the operation in accordance with the site-specific plan.
- Following established work procedures as directed by the supervisor.
- Reporting any unsafe conditions or acts to the supervisor.
- Knowing how and when to report exposure incidents.



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SOURCE OF EXPOSURE	DETAILS	ENFORCED CONTROLS	OPTIONAL CONTROLS
Employee Transmission	An infected employee may come to work ill or in the incubation period before the onset of symptoms and therefore expose other employees to the virus.	<ul style="list-style-type: none"> • Employees who are experiencing any illness or symptoms <i>must</i> stay home to self-isolate for 14 days OR until they receive a negative COVID test result. • Employees must also self-isolate for 14 days if they have been in close contact with someone who has had a confirmed or probable case of COVID-19. • Employees who have travelled internationally are required to self-isolate for 14 days upon arrival to Canada. • Daily health screening performed by First Aid Attendants including digital temperature checks. • Social distancing required in all areas. • Occupancy limits identified for all common areas with signage indicating maximums. • Breaks & lunches staggered at Marshall facility to reduce amount of people in congested areas. • PPE (face shield) required when operating the scissor lift. • Open concept office spaces relocated to provide better distancing measures. • Partitions installed on desks where high volume traffic could occur. • Virtual meetings scheduled in lieu of physically attending meetings in the boardroom. • Additional hand sanitizer stations installed across all facilities. • Sales Representatives are prohibited from non-essential business travel. Trade shows and events must not be attended. • Permit work from home accommodations where practical and necessary. 	<ul style="list-style-type: none"> • Face masks can be worn by those who wish to do so.



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SOURCE OF EXPOSURE	DETAILS	ENFORCED CONTROLS	OPTIONAL CONTROLS
Customer Transmission	Customers entering the workplace may be ill or in the incubation period before the onset of symptoms and therefore expose employees to the virus.	<ul style="list-style-type: none"> • Designated customer drop-off area for units requiring service. • Main office area & entrance gate access restricted. • Plexiglass installed at service & parts counter. • Debit / Credit payments encouraged. Terminals to be wiped down after each use. • Wipe down procedures in place for any employee who is required to access a customer unit. Sign off required to show that unit has been disinfected. 	
Vendor / Supplier Transmission	Vendors / suppliers entering the workplace may be ill or in the incubation period before the onset of symptoms and therefore expose employees to the virus.	<ul style="list-style-type: none"> • Limited access for vendors / suppliers to facility. • Main entrance to facilities has been restricted. Phone contact with internal contact required when arriving at the facility. • Virtual meetings to be conducted in lieu in person meetings. 	
Materials / Supply Chain Transmission	Incoming materials sourced from supply chain are arriving at the worksite. The virus can remain active on various materials for significant periods of time if not disinfected. Our employees handling the materials could be exposed to the virus through handling procedures.	<ul style="list-style-type: none"> • Receivers must wear gloves when handling incoming product. • Quarantine materials for 3 days. If materials are required to be used prior to the 3 day quarantine, the exterior surfaces must be wiped & disinfected. Handlers must wear gloves and avoid touching their face. • Handler to routinely wash hands and avoid touching face. 	



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SOURCE OF EXPOSURE	DETAILS	ENFORCED CONTROLS	OPTIONAL CONTROLS
Surface Transmission	Shared common area surfaces such as tools, equipment, touch screens, lunchrooms, washrooms, door handles, etc. have a high potential for spreading the virus through employee contact.	<ul style="list-style-type: none"> • Employees are required to wash hands frequently and utilize disinfecting stations throughout the facility. • Employees are required to perform regular wipe downs of their workspace daily. • Employees should avoid using shared kitchen utensils by bringing their own containers to work. • Employees should avoid the transfer of paper and documents by going paperless and using electronic functions where possible. • Where paper cannot be eliminated, employees can wear gloves for handling materials and should wash their hands routinely / avoid touching their face. • Cleaning/Disinfecting schedule for all common touch points conducted routinely throughout shifts. • Automated gate installed at Riverside facility to limit access on property. • Commonly used doors to be propped open using door wedges or foot pedals where possible. Avoid propping open fire doors. • Facial recognition time and attendance software has been purchased and will be installed at all facilities to eliminate the need for manual entry by all employees. • Shared Magnum vehicles must be disinfected before and after use with a sign-off for employees to complete. • Shared tools, equipment and machinery must be wiped down / disinfected after each use. 	



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COVID-19 TASK FORCE

Magnum Trailer commits to developing knowledge and expertise about these controls, and to establish policies/procedures to protect workers from harmful exposure.

A COVID-19 Task Force has been established which includes a committee of employees who will project, manage, design, implement, and monitor all components of returning to work and managing workplace safety requirements relative to this virus.

This committee will closely follow government guidelines and procedures to allow Magnum to react quickly to new direction and information.

The committee will provide clear and regular communication to all employees, customers, and business partners around guidelines and other important information.

CONTROLS

We will reduce or eliminate worker exposure to COVID-19 by selecting a combination of the following controls listed in order of preference:

1. Elimination and substitution
2. Engineering
3. Administrative
4. Personal protective equipment

ELMINATION & SUBSTITUTION CONTROLS

- Until there is a successful vaccine in place for COVID-19, the elimination of this hazard is not possible.

ENGINEERING CONTROLS

- Plexiglass inserts have been installed in the Service & Parts areas to avoid air exchange between our employees and customers. Plexiglass inserts will also be used in other areas where it is common for employees to interact with one another (example: high traffic work stations etc.).
- An automated security gate has been installed at our Riverside facility to eliminate the general population from accessing our facility.
- Door wedges and/or foot pedals have been installed on doors to eliminate the need for employees to use their hands to push/pull common touch points.
- Facial recognition time clocks are being installed at all facilities to eliminate the need for the manual entry of clock in and outs by employees.



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ADMINISTRATIVE CONTROLS

We will follow these safe work practices:

- The exposure control plan and risk assessment will be available to all employees
- Social distancing will be enforced
- Daily Health screening is mandatory for all employees
- Attendance policies have been amended to reflect the requirement for employees to stay home when sick or symptomatic without penalization
- Virtual meetings will be held in lieu of physical meetings where possible
- Employees must go paperless where possible to avoid transferring documents
- Lunch & Break times have been staggered to limit the volume of workers in designated areas

PERSONAL PROTECTIVE EQUIPMENT

- Respirators should be worn by employees who require this as part of their regular job duties as per standard operating procedures.
- Face shields / masks must be worn at all times when employees cannot enforce safe social distancing (example: use of scissor lift).
- The use of a cloth mask is a personal choice and is not required as per the BC CDC.
- Gloves are optional and regular hand washing is required.

EDUCATION & TRAINING

We will train all workers in the following:

- Hazards associated with exposure to COVID-19
- The risks of exposure to COVID-19
- Signs and symptoms of the virus
- Safe operating procedures to be followed
- Use of personal protective equipment
- Use of control systems
- How to report an illness or potential exposure to COVID-19

Records of training will be kept by the Safety Coordinator, as specified in the Occupational Health and Safety Regulation.

PERSONAL HEALTH, WELLNESS & HYGIENE

- Employees must routinely wash their hands throughout their designated shifts.
- Employees must use the hand sanitizer provided throughout the facility when touching commonly used surfaces, equipment, tools etc.
- Employees must cover their mouth by coughing or sneezing into their elbow
- Employees must avoid touching their face and eyes
- Employees must stay home when sick or symptomatic
- Employees struggling with stress, anxiety or other mental health concerns must inform their immediate supervisor or HR department for assistance and support



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HOUSEKEEPING & DISPOSAL PROCEDURES

- All housekeeping will be done with a mind to eliminate the virus from all surfaces
- Surfaces must be cleaned regularly throughout the shift using a disinfectant or bleach
- Employees are responsible for cleaning their own work areas daily & routinely after someone has been in their work area
- Common touch points must be disinfected frequently and sign off verifying disinfecting has occurred is required:
 - Door handles
 - Telephones
 - Photocopiers / Scanners
 - Kebrite Terminals
 - Washrooms faucets and toilet handles
 - Coffee Machines / Water dispensers
 - Microwaves, fridge handles
 - Lunchroom chairs & tables
 - Shared tools & equipment
 - Company vehicles, forklifts, scissor lifts etc.
- Waste material must be disposed of immediately into designated trash bins

DOCUMENTATION & RECORDS

Records must be kept of the following:

- All workers who are symptomatic, OR have been exposed to a probable or confirmed case of COVID-19 OR those workers who have returned from international travel
- Worker education and training sessions
- Health Screening Assessment Records
- Medical notes & COVID Testing Results
- Meeting minutes from the COVID-19 Task Force
- Visitor Sign-in Logs

The exposure control plan must be reviewed periodically as changes to the COVID-19 Pandemic evolve (Monthly) and updated as necessary by the COVID-19 Task Force.

REVIEWED BY:

Crystal Holek – Director, HR & Safety

DATE REVIEWED:

May 19, 2020