



## Protocols to prevent COVID 19

All Staff and truck drivers:

Your safety is our priority. Therefore, we ask you to practice the following measures in the office and warehouse:

- Follow guidelines and recommendations of the Chief Public Health Officer and see the latest updates posted on the office board.
- **Stay at home if you are not feeling well, coughing, have fever, flu-like or Covid-19 symptoms (refer to BC Health guide posted in the lunchroom).**
- Practice physical distancing (at least 2 meters or 6 feet).
- Use your assigned forklift and assigned warehouse equipment only, do not switch
- **Drivers and sales staff must wear a face mask and gloves when visiting stores or delivering to orders to customers. Sanitize after each stop.**
- **3rd party carriers must wear a face mask when entering our facility. You are not allowed to use our equipment to load & unload. Sanitize when entering.**
- **Customers pick up paperwork posted on the bulletin board by back door. Proceed to the office only if payment needs to be made.**
- 2-way radio to be used between office and shipping to communicate for loading.
- **Customers must wait by the backdoor or beside the vehicle while warehouse staff are loading.**
- The lunchroom has been limited to 3-4 people at the same time. Partitions installed on the lunch table to prevent any contamination. Clean-up your space after eating.
- Sanitizers, disinfectant wipes, masks, and gloves are available for Warehouse staff.
- **Report to the warehouse supervisor if you have any symptoms or if any of your family members infected. Self-isolate and call your family physician immediately. Advise us ASAP if your living arrangements change.**