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# **COVID-19 Safety Plan**

## TABLE OF CONTENTS

<i>1.1 – PURPOSE</i>	3
<i>1.2 – WHAT IS A PANDEMIC?</i>	3
<i>1.3 – HOW IT CAN AFFECT US</i>	3
<i>2.0 – WHAT IS COVID-19 (Corona Virus)</i>	4
<i>2.1 – HOW IS IT SPREAD?</i>	4
<i>3.0 – WHAT YOU CAN DO TO PROTECT YOURSELF</i>	4
<i>3.1 – WHAT YOU CAN DO TO PROTECT OTHERS</i>	5
<i>3.2 – MAINTAINING PHYSICAL DISTANCE IN THE WORKPLACE</i>	5
<i>3.2 – WHERE PHYSICAL DISTANCE CANNOT BE MAINTAINED</i>	6
<i>4.0 – SYMPTOMS OF COVID-19</i>	6
<i>5.0 – EMPLOYEE ILLNESS REPORTING POLICY</i>	7
<i>5.1 – ILLNESS POLICY REGARDING SICK LEAVE</i>	7
<i>6.0 – EMPLOYEE TRAVEL TO FOREIGN COUNTRIES POLICY</i>	8
<i>7.0 – INFECTION CONTROL MEASURES</i>	8
<i>7.0a – Personal Hygiene for all employees</i>	8
<i>7.0b – Cleaning Protocol – Office Common area and surfaces</i>	8
<i>7.0c – If You Are a Chauffeur</i>	8
<i>7.0d – Detailers</i>	8
<i>8.0 – VEHICLE SANITIZATION POLICY</i>	9
<i>9.0 – WORKING ALONE</i>	9
<i>10.0 – WORKING FROM HOME</i>	9

## **1.1 – PURPOSE**

This Pandemic Preparedness Plan has been developed to assist Star Limousine Service Ltd. in maintaining a healthy work environment in the event of a pandemic disease threatening our workforce. We have compiled information about COVID-19 and how it can affect us.

## **1.2 – WHAT IS A PANDEMIC?**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect people and can spread between people sustainably. Because there is little to no pre-existing immunity against the new virus, it spreads worldwide.

The virus that causes COVID-19 is infecting people and spreading easily from person-to-person. Cases have been detected in most countries worldwide and community spread is being detected in a growing number of countries.

## **1.3 – HOW IT CAN AFFECT US**

The virus has already begun to affect our industry. Cancellations of tours, cruise ship sailings, concerts and conferences to name a few directly affect us as we are the transportation provider to these events.

If one of our staff becomes sick with the virus, this could affect us operationally as well. We are putting new measures in place to try and avoid this from happening at all costs.

## 2.0 – WHAT IS COVID-19 (Corona Virus)

COVID-19 is a respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in more than 100 locations internationally, including in the United States. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”).

### 2.1 – HOW IS IT SPREAD?

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).

**The best way to prevent illness is to avoid being exposed to this virus.**

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

## 3.0 – WHAT YOU CAN DO TO PROTECT YOURSELF

Clean your hands often

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact** with people who are sick
- Put **distance between yourself and other people** if COVID-19 is spreading in your community. This is especially important for [people who are at higher risk of getting very sick](#).

### 3.1 – WHAT YOU CAN DO TO PROTECT OTHERS

Stay home if you're sick

- **Stay home** if you are sick, except to get medical care.

Cover coughs and sneezes

- **Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Wear a facemask if you are sick

- **If you are sick:** You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room. [Learn what to do if you are sick.](#)
- **If you are NOT sick:** Wear a facemask when around others.

Clean and disinfect

- **Clean AND disinfect [frequently touched surfaces](#) daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

### 3.2 – MAINTAINING PHYSICAL DISTANCE IN THE WORKPLACE

We will be taking steps to maintain physical distance when at work whenever possible. Some of these include:

OFFICE

- Staff that is able to work from home will work from home.
- All work stations are more than 6 feet apart
- Staff will maintain 6 ft. when entering common areas such as the kitchen, board room or

copy machine.

- When more than one person is working in the office, staff will be required to wear a facemask.

#### DRIVERS

- Drivers will no longer be allowed to enter the office under any circumstances. If printed paperwork is required it will be printed and available to them in the lobby.
- Drivers will be required to check in with dispatch via phone or window prior to leaving the office for any last minute instructions.
- No more than two people will be allowed in the lobby at any time and must keep 6 feet of distance.

### 3.2 – WHERE PHYSICAL DISTANCE CANNOT BE MAINTAINED

Due to the nature of our business it is not possible to keep 6 feet of distance at all times. When 6 feet of distance is not possible the following measures will be put in place:

- Drivers and passengers will be required to wear facemasks. If passengers do not have their own facemasks, one will be supplied.

### 4.0 – SYMPTOMS OF COVID-19

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.

The following symptoms may appear **2-14 days after exposure.**\*

- Fever
- Cough
- Shortness of breath

If you develop **emergency warning signs** for COVID-19 get **medical attention immediately.**

Emergency warning signs include\*:

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

\*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

## 5.0 – EMPLOYEE ILLNESS REPORTING POLICY

If you feel ill either while on shift or prior to your shift, report it to dispatch or your supervisor immediately so we can make other arrangements. We would rather you stay home than spreading your illness to others.

If you think you have been exposed or may have COVID-19:

- **Contact your healthcare provider**, or call 811 to discuss symptoms. They can arrange for proper screening.
- Let your manager know if your healthcare provider has scheduled you to be screened for COVID-19.
- **Inform manager of test results immediately.** This is extremely important to ensure we take proper action to prevent further spread of the virus at Star and to our customers.
- **Stay at home until instructed to leave:** Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low.
- **Talk to your healthcare provider:** The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and local health departments.
- Let your manager know when you are able to return to work.
- Doctors note must be provided to employer

## 5.1 – ILLNESS POLICY REGARDING SICK LEAVE

Employees that are ill should not come to work until their symptoms are gone and they feel 100% better. If you have COVID-19, you will be required to remain under home isolation for a minimum of 14 days and until your healthcare provider has said it is ok to do so. Doctor's note will be required. Employees that are required to take extended time off due to COVID-19 will qualify for EI benefits.

## **6.0 – EMPLOYEE TRAVEL TO FOREIGN COUNTRIES POLICY**

Any employees travelling out of the country will not be allowed back to work for 14 days to ensure they have not contracted COVID-19.

## **7.0 – INFECTION CONTROL MEASURES**

### **7.0a – Personal Hygiene for all employees**

All staff must wash hands upon arriving to work and prior to commencing daily duties, after breaks and before handling common tools or equipment.

- 1) Wash hands frequently and for 20 seconds at a time.
- 2) Cough & Sneeze into your sleeve.
- 3) Avoid touching your face

### **7.0b – Cleaning Protocol – Office Common area and surfaces**

Weekly:

- 1) Deep clean by cleaning staff

Daily:

- 1) Wipes will be left in common areas such as bathrooms, kitchen, near copier and key box. Surfaces should be wiped down after each use by the individual user.
- 2) Light switches should be wiped down in the morning and again at night by the person opening or closing the office

You can keep our office clean and prevent transmission of illness by: Regularly disinfecting and wiping down your workspace (keyboard, phones, and desk) and high touch areas around the office.

### **7.0c – If You Are a Chauffeur**

We will be distributing container of disinfecting wipes to each driver. This is YOUR container to keep with you. This should last you up to a month!

- 1) Wipe down steering wheel, handles, headrests, seats BEFORE after EACH passenger. ONE WIPE PER TRIP! We need to use the wipes sparingly since we don't know when or how many we will be able to purchase for use.
- 2) Let customer know that the vehicle has been disinfected just before they got in vehicle.
- 3) Use hand sanitizer whenever possible.

### **7.0d – Detailers**

- 1) Steam sanitize vehicle surfaces daily



- 2) Wipe down vehicles with disinfecting wipes as part of vehicle preparation
  - 3) Wipe down door knobs and high touch areas around office and shop such as Key Box and keys, hoes, vacuums and power-washer as well as detail supplies such as glass cleaner multiple times a day or after use if possible.
  - 4) Wipe down baby seats after each use.
- \*(Checklist in wash bay)

#### **8.0 – VEHICLE SANITIZATION POLICY**

- 1) Detailer will steam/sanitize vehicles daily (once or twice)
- 2) Wipe down vehicles with disinfecting wipes as part of vehicle prep
- 3) Distribute disinfecting wipes to drivers.
- 4) Wipe down steering wheel, handles, headrests, seats **before/after** EACH passenger.
- 5) Use alcohol based hand sanitizer whenever possible

#### **9.0 – WORKING ALONE**

With staff working from home whenever possible, some staff may find themselves working alone at the office and in a potentially vulnerable situation. Some precautions that should be taken are:

- 1) Keep front door locked at all times
- 2) Keep garage doors closed
- 3) Regular check-ins with supervisors or staff throughout the day. (Morning , afternoon, evening)

#### **10.0 – WORKING FROM HOME**

When working from home you may also be isolated and need to take some other considerations:

- 1) Check in with other co-workers throughout the day (morning, afternoon and evening)
- 2) Have a managers number programmed into your cell phone in case there is an emergency at home.
- 3) Make sure you have a comfortable and ergonomic work station to avoid related injuries.