



Airborne
Engines Ltd

COVID-19 SAFETY PLAN

Table of Contents

Overview	2
Physical Distancing Measures	2
Availability and Use of Personal Protective Equipment (PPE):	2
Gloves	2
Face masks:.....	3
Face Shields	3
Plan for Cleaning and Disinfecting the Workplace.....	3
General	3
What employees Can Use to Clean and Disinfect	4
Personal Areas, Personal Belongings, and Low-Contact Surfaces.....	4
Machinery and Equipment Not Operated Frequently.....	4
High-Contact Surfaces	4
Janitorial Services	5
Personal Hygiene.....	5
Coughing and Sneezing.....	5
Handwashing and Sanitizing	5
Self Isolation and Sick Employees	5
General	5
Self Isolation	5
Employees Who Live with or Care for Someone Who is Sick	6
Employees Becoming Ill at Work	6
Sick Leave Policy	6
First Aid Protocols.....	6
Working from Home Policy	7
Becoming Sick While Working from Home.....	8
Domestic Violence and Abuse	8
Returning to Work.....	8
Self Assessment	8
Preparing the Workplace for Employees Return.....	8
Visitors.....	9
Monitoring and Updating this Plan	10
Periodic Reviews.....	10
Monitoring Public Health Orders and Recommendations	10
Updating the COVID-19 Safety Plan	10
Communications	10
Source of Information.....	10
Distribution of COVID-19 Safety Plan	10
Communication Plan.....	10

Overview

Airborne Engines is committed to helping stop the spread of COVID-19, and keeping employees, customers and the public safe and healthy.

Those who are infected with COVID-19 may have little to no symptoms. Those infected may not know they have symptoms of COVID-19 because they are like a cold or flu. Symptoms have included:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

It is every employee's responsibility to ensure that they act in accordance with this plan.

Employees at Airborne Engines have certain duties and rights under the Occupational Health and Safety Act (OHSA) and its regulations. The company routinely reviews applicable directives and guidance coming from the British Columbia Ministry of Health and the Provincial Health Officer. Airborne Engines objective is to follow those directives and guidance. This document outlines how Airborne Engines is working within those directives and guidelines to ensure continued safety of all employees and visitors of Airborne Engines.

Physical Distancing Measures

The following physical distancing measure are in place at Airborne Engines and apply to all employees and visitors:

- Maintain at least 2 meters between others;
 - If working closer than (2 meters), wear a face mask;
 - Adhere to maximum occupancy restrictions posted at entry ways to all rooms;
 - Work from home when possible. Work with your department to plan a schedule for your onsite presence, and work within this schedule.
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Availability and Use of Personal Protective Equipment (PPE):

Gloves

Gloves are available to all employees, but supplies may be limited due to supplier shortages. Below is how Airborne is handling the use of gloves to avoid shortages:

- If dealing with oily, greasy, or dirty areas, use of barrier hand creams as an alternative to gloves while working in the shop is acceptable. However, barrier creams have not been proven to protect against viruses. If using barrier creams, employees must ensure they wash their hands with soap and water prior to touching their face or handling food. PR88 barrier hand cream is made available in all shop areas. Speak to stores personnel if replenishment is needed;
- Use gloves during chemical handling as barrier cream is not suitable for this application;

Face masks:

Masks, when worn properly and for short periods, may offer some protection especially when you are not able to keep a 2-metre distance from others. Face masks are made available to all employees through stores. Employees must ensure they are wearing their face mask properly. Reference WorkSafe BC brochure “How to use a Mask”.

Alternatively, use of cloth masks (homemade or store bought) are acceptable for use; however, employees should be aware that Public Health authorities in British Columbia have not deemed these masks to be effective at preventing the spread of disease. Employees who chose to purchase a reusable face mask for personal use may submit their original receipt to their supervisor for reimbursement.

Used or damaged face masks must be disposed of properly. Reference the WorkSafe BC brochure “How to use a Mask” on the proper way to dispose of a face mask.

Face Shields

First Aid attendants must wear Face Shields if dealing with patients who are ill or have symptoms that are consistent with COVID-19;

- Face Shields are supplied directly to First Aid attendants to keep with their First Aid kits and PPE;
- Alternatively, use of safety glasses which protect access to the eyes from all around are also suitable for use;
- Employees who feel they need a face shield to perform their duties should ask a first aid attendant if one can be made available.

Plan for Cleaning and Disinfecting the Workplace

General

Airborne Engines staff will clean and disinfect all common surfaces that are touched by visitors and fellow workers. For example: doorknobs, light switches, handles, countertops, desks, tables, phones, keyboards, toilets, faucets, shop tools, vehicles, shop equipment.

Cleaning and disinfecting are done on a routine basis throughout the day, and janitorial services have been scheduled to also provide added cleaning services. Prior to using cleaning products to clean or disinfect, employees must review the WorkSafeBC brochure titled *COVID-19 Health and Safety: Cleaning*

and Disinfecting, be current in WHMIS training, and have reviewed this safety plan. A record of doing so is established by completing an Employee Training Record form and submitting to Quality Assurance.

This section details the measures in place to ensure the workplace is routinely and frequently clean and disinfected.

What employees Can Use to Clean and Disinfect

For cleaning, use regular soap and water or another suitable cleaning solution.

There are a few products employees can use for disinfecting of surfaces. Health Canada has a list of disinfectants for use against COVID-19 and are all assigned drug identification numbers. These are consumer products that do not require a safety data sheet, like other controlled products employees may be familiar with. However, it is still important to follow whatever safety information is available for the product. Use these products with caution, as directed on the label, to avoid introducing other hazards into the workplace.

Some sanitizing solutions contain up to 70 percent alcohol and will release flammable vapours. Use these with caution, and do not use them if there are ignition sources nearby.

Cleaning supplies such as disinfectant wipes are made available directly to Airborne staff tasked with cleaning and are also available through stores for those that may need some.

Personal Areas, Personal Belongings, and Low-Contact Surfaces

Employees are responsible for cleaning and disinfecting their personal work areas and personal belongings daily. Supervisors and managers are responsible for ensuring that low-contact areas that are in shared spaces are cleaned once per day:

- Personal areas and personal belongings must be cleaned and sanitized by their owner (personal work bench, desks, personal tools, etc.);
- Low-contact surfaces are cleaned once per day by Airborne staff tasked with doing so.

Machinery and Equipment Not Operated Frequently

Prior to using machinery or equipment that is not used often, operators should ensure that surfaces to be touched are cleaned and disinfected prior to using. This ensures employees are operating clean and disinfected machinery or equipment.

High-Contact Surfaces

All high-contact areas are cleaned and disinfected twice per day by Airborne staff tasked with doing so. These surfaces include door handles, countertops, tabletops, faucets, photocopier surfaces.

- Staff who are asked to participate in cleaning and disinfecting must follow the safety precautions of the product they are using;
- Cleaning and disinfecting are done as follows:
 - Cleaning is done by use of soap and water or another suitable cleaning agent, and thoroughly drying the area afterwards;

- Disinfectant wipes are used to sanitize surfaces after cleaning;
- For shop equipment, it is recommended that employees use a disinfectant wipe prior to use to ensure the equipment is sanitized as it may have been used since it was last sanitized.

Janitorial Services

In addition to Airborne's cleaning and disinfecting efforts, janitorial services provided to Airborne Engines have been increased to ensure specific areas of Airborne Engines are cleaned and disinfected daily.

Personal Hygiene

Coughing and Sneezing

Cough or sneeze into your sleeve or into a tissue. Wash your hands with soap and water or clean your hands with an alcohol-based hand sanitizer.

Handwashing and Sanitizing

Regular handwashing is an important part of maintaining clean surfaces and preventing the spread of COVID-19. All visitors must wash their hands thoroughly upon entering Airborne Engines. Employees should wash their hands regularly: at a minimum, when they arrive, after use of the washroom, immediately before and at conclusion of any breaks, and before leaving.

Alcohol based sanitizers are a suitable alternative to hand washing. Hand sanitizer stations are set up at Airborne Engines entrance and outside washrooms. Hand sanitizers issued for use by Airborne Engines must be authorized by Health Canada and have a Natural Product Number (NPN) or Drug Identification Number (DIN).

Self Isolation and Sick Employees

General

Employees who have any COVID-19 symptoms, are not to come to work. Sick employees must notify their supervisor and stay home. In addition, sick employees should advise their supervisor if they have been diagnosed with COVID-19.

Visitors must also be informed that they are not to enter Airborne Engines if they are sick or have any COVID-19 symptoms.

Self Isolation

Employees must self isolate for 14 days if one of the following applies:

- Directed to do so by a Public Health official;
- If employees arrived from outside of the country;
- If employees have been in contact with anyone with a confirmed COVID-19 case.

Employees Who Live with or Care for Someone Who is Sick

Employees who live with or care for someone who is sick or shows signs of COVID-19 should stay home and take necessary precautions against COVID-19. Affected employees should contact HealthLink BC by dialing 811 to seek medical guidance on how to proceed with such circumstances. Furthermore, employees must notify their supervisor or manager of the circumstances and remain in continued communication. Information on your ability to return to work should be shared with your supervisor or manager.

Employees Becoming Ill at Work

Employees feel any COVID-19 symptoms (even if they are mild) while at work must immediately notify their supervisor and go to the First Aid room. A First Aid attendant will immediately follow and evaluate their condition. A determination will be made as to the treatment best needed. This may include employees being asked to immediately go home and seek medical attention. Precautions should be taken to ensure that surfaces are not touched and that the employees work area has been sanitized.

Employees or visitors who fall ill and have difficulty breathing or have chest pains, must immediately notify a First Aid attendant, go to the first aid room, and call 911. A First Aid attendant will tend to employees immediately.

Sick Leave Policy

With exception to required doctors' notes, the Airborne Engines sick policy continues to apply for all sick leaves related to COVID-19 related absences. Doctors notes are waived as getting one for prolonged COVID-19 related absences may be difficult. The sick policy is found in the employee handbook. In the event an employee's sick leave exceeds policy allowance, contact Human Resources or your supervisor/manager for more information.

First Aid Protocols

Per WorkSafeBC guidelines, added protocols are in place for dealing with first aid patients. The following apply when dealing with a first aid call:

1. When a call for first aid is received, if possible, the following information should be gathered:
 - What are the circumstances surrounding the call for assistance?
 - Are critical interventions required?
 - If so, call 911 or have an emergency transport vehicle (ETV) prepared.
 - Are there any obvious signs of COVID-19? If so, the patient should go home or, if needed, to a hospital for further care.

2. If no critical interventions are required, if possible and appropriate, first aid attendants should interview the patient from a distance. The following questions should be asked:
 - Is anyone sick or in self-isolation in your household?
 - Have you been in contact with anyone who has been sick?
3. First Aid attendants will assess the situation upon their arrival at a patient's location:
 - Does the patient have a minor injury that the patient can self-treat while you provide direction and supplies? If yes, direct the patient to self-treat per your OFA protocols (see the self-treatment scenario below);
4. If the patient cannot self-treat, don the appropriate level of personal protective equipment (PPE) for the situation. PPE could include the following items:
 - Face shield or surgical-type mask;
 - Pocket mask;
 - Gloves;
 - Coveralls (disposable or washable);
 - Apron or lab coat;
 - Glasses or goggles;

(WorkSafeBC: OFAA protocols during the COVID-19 pandemic A guide for employers and occupational first aid attendants)

Working from Home Policy

Employees may be asked to work from home to promote physical distancing. If working from home, employees must ensure they have a suitable workspace; the workspace should be safe from physical hazards and should be ergonomically fit to them for their needs.

All Airborne Engines policies and procedures continue to apply while working from home. In addition, if asked to work from home, employees are responsible for the following:

- Identifying a safe evacuation plan in case of emergencies;
- Identifying conditions that may cause injury or illness. Some factors to consider include the following:
 - Environment (e.g., asbestos, mold, tobacco smoke);
 - Electrical safety;
 - Slips, trips, and falls;
 - Violence;
 - Working alone;

- Ensuring ergonomic considerations are made with regard to their workspace;
- Applying safe work practices;
- Employees must report any work-related incidents or injuries from home to their supervisor as soon as it is practicable;
- If employees are working alone, employees need to check in with their supervisor or manager at least once per day. (In most cases, a brief email is enough.)

Setting up a safe workspace at home will be different for everyone, but there are some common risks. If employees need any resources to carry out their tasks adequately or safely from home, they should consult with their supervisor and develop a plan to make sure they have what they need.

Becoming Sick While Working from Home

If while working from home you become sick and are unable to do your job, notify your supervisor or manager of the circumstances. Doing so will allow your supervisor or manager to provide assistance or reassign your tasks to someone else.

Domestic Violence and Abuse

The Airborne Engines Workplace Violence Policy ensures that the company is committed to a safe workplace free from violence and abuse; this commitment continues to apply to all employees being asked to work from home. Airborne Engines is further committed to ensuring that reasonable actions are taken to protect employees from being exposed to such conditions when they become known.

Employees who feel that working from home exposes them to domestic violence or abuse, or employees who become knowledgeable of others experiencing such situations, are encouraged to report them to Human Resources, so that appropriate actions can be taken.

Returning to Work

Self Assessment

Following any illness, period of self-isolation, or any duration whereby an employee has been working from home, they must carry out a self assessment to determine whether they pose any risk to the workplace.

Self assessments can be conducted using online tools made available by the Government of Canada as well as the British Columbia Ministry of Health at <https://ca.thrive.health/covid19/en>. When an employee is ready to return to the workplace, they must notify their supervisor or manager.

Preparing the Workplace for Employees Return

In preparation for an employee return, the supervisor or manager of that employee should review the employee's workspace to ensure it maintains a safe physical distance and that it has been cleaned and sanitized. In addition, the COVID-19 Safety Plan should be reviewed as necessary to ensure the

employee is aware of the preventative measures in place. If COVID-19 Safety Plan training has not yet been completed by the employee, they must do so immediately upon their return to the workplace.

Visitors

Per WorkSafe BC Recommendations, the following Visitor Policy will be posted for all visitors to Airborne Engines:

Please do not enter this workplace if you:

- *Have any of the following symptoms:*
 - *Fever*
 - *Chills*
 - *New or worsening cough*
 - *Shortness of breath*
 - *New muscle aches or headache*
 - *Sore throat*
- *Have travelled outside of Canada within the last 14 days;*
- *Are in close contact with a person who has tested positive for COVID-19;*

All other visitors, please wash your hands or clean them with hand sanitizer before and after your visit. Please maintain physical distancing of 2 meters.

In order to facilitate this, employees are asked to assist within the following guidelines:

- Essential Service providers (cleaning staff, drinking water replacement, maintenance, etc.)
 - Ensure they are made aware of the Visitor Policy prior to arriving (Policy will be posted on our website and made available in PDF format);
 - Request that visitors provide and wear their own face mask. Offer disposable facemasks to be worn only if visitors arrive and do not have a face mask;
 - Visitor Sign-in forms are to be completed by Airborne Engines staff;
- Above guidelines apply to all customers, non-essential vendors, and other voluntary visitors, as well as;
 - Encourage visitors to schedule their visit when fewer employees are in the building, i.e., after 2:30 PM
 - Encourage one visitor per company.

Monitoring and Updating this Plan

Periodic Reviews

The Health & Safety Committee will review this plan during monthly Health & Safety meetings to ensure it continues to meet both provincial and Federal requirements, and that Airborne's actions continue to be effective. Changes needed will be communicated to responsible managers. In addition, senior management may review this plan as needed.

Monitoring Public Health Orders and Recommendations

All employees are encouraged to monitor changes to Public Health orders and recommendations made by public health officials.

Managers and Health & Safety chairpersons will monitor Public Health orders and recommendations daily for changes that affect this plan.

Updating the COVID-19 Safety Plan

All needed changes should be communicated to the Health & Safety Committee chairpersons for implementation.

Changes to the COVID-19 Safety Plan will be communicated throughout the company as soon as those changes are made.

Communications

Source of Information

Only information made available by public health authorities including Government of Canada, British Columbia Ministry of Health, British Columbia Public Health Officer, and Canada Chief Health Officer will be shared. Information from other sources should be reviewed by the company prior to sharing to ensure its accuracy.

Distribution of COVID-19 Safety Plan

This plan will be publicly posted via the company website, as well as within the company via the public network drive. In addition, the Airborne Engines COVID-19 Safety Plan must be made available by any employee to any person who requests to view it.

Communication Plan

To ensure that information is effectively communicated when needed, Airborne Engines has developed a communication plan. All employees should follow this plan. See table 1 for the detailed communication plan.

TABLE 1 - AIRBORNE ENGINES COVID-19 SAFETY PLAN COMMUNICATION PLAN.

Information to be Shared	When to Share	How to Share?	Who Should Share?	Recipient of Information
Changes to the Airborne Engines COVID-19 Safety Plan	Upon revision	Employees will receive a notification via email.	A Chair member of the Health & Safety Committee or Senior Manager	All employees
If employees are sick and cannot come to work	Prior to shift start	Email or phone call	Any sick employee	Their supervisor or manager
Someone becomes ill at Airborne Engines	Immediately	Verbal communication	Anyone who feels sick or observes someone to be sick	Their supervisor and/or manager, and a first aid attendant
PPE is not made available upon request	When PPE is needed but not made available	Verbal communication or email message	Any employee	Supervisor or manager, and Health & Safety committee chairs
Cleaning supplies are low or run out	When employees notice	Email message	Any person that discovers a shortage	Stores or Purchasing
Visitors not following Airborne Engines COVID-19 Safety Plan	When noticed	Verbal Communication and an email follow-up	Anyone who observes a violation of the COVID-19 Safety Plan	Nearest Manager