

This safety plan applies to all Dynacare workplaces across Canada. Many of the health and safety measures described in this plan have been in effect since March 2020, and we have continued to build on our health and safety measures throughout the COVID-19 Pandemic to ensure the health and safety (H&S) of all persons entering our workplaces. Our Safety Plan is described below and posted on facility H&S Boards.

### **CUSTOMER COMMUNICATIONS**

- Our Dynacare website describes practices in place for the health and safety of our customers.
- Our Specimen Collection Center / Laboratory Health Service Center (LHSC) employees communicate site-specific requirements during the customer screening process.

### **EMPLOYEE COMMUNICATIONS**

- Frequent (bi-weekly-monthly) all-employee video conference calls are held with our Executive Team to discuss COVID-19 related updates. Calls are recorded for staff who cannot attend live.
- 'CONNEXE', our Intranet, communicates updates under 'COVID-19 Information & Updates'.
- Joint Health and Safety Committee (JHSC) Co-Chair meetings include representation from each Dynacare facility across Canada. Shared information is cascaded to regional JHSCs.
- Safety Alert Memos and ongoing 'all employee emails' with updates regarding the pandemic, safety measures and supports for customers and employees are emailed and posted weekly.
- Facility-wide signage is posted (e.g., Precautionary Measures, Entry Requirements, Workplace Norms).
- Standard Operating Procedures (SOPs) describe COVID-19 related processes and training on these SOPs is assigned and completed in our online Document Training system.
- Front-line staff complete courses regarding COVID-19 health and safety procedures in our online Learning Management System.

### **SCREENING**

- Employee daily screening requires reading a sign, or in designated locations using an electronic or paper form before entry into any Dynacare facility; screening failures are emailed to the manager.
- Essential guest screening is conducted electronically; failures are emailed to the manager host.
- Customers at our LHSCs are screened at the entrance by the designated screener.
- Entrances to our LHSCs and large workplace facilities have a large A-frame sign with the screening questions. Smaller facilities have screening questions posted on the door.

### **PHYSICAL DISTANCING**

- Employees conduct their work remotely, unless the nature of their work requires they be on-site.
- Signage is posted:
  - Space 2m between people (throughout workplace).
  - Feet markers where line-ups occur and in hallways for directional purposes.
  - Maximum Capacity (employee washrooms, lunchrooms, and shared offices).

### **HAND HYGIENE**

- Sanitizer Stations are placed at all entrances to the workplace, lunchrooms, and hallways.
- Hand sanitizer is provided to all medical couriers, with refills available at their depot.
- Sanitizer is applied by the screener to our customer's hands before entering our LHSC.
- Signage is posted at sinks with 5-Steps to wash your hands and Hand Wash 20-seconds.

### **DISINFECTION**

- Disinfectant products are from the Health Canada website list as approved for Covid-19.
- Disinfectant solution is provided to our Medical Couriers to disinfectant high-touch vehicle surfaces daily.
- Cleaning stations are established in each facility with instructions and materials.
- Signage designates the Workplace Disinfection Station.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- **Masks**
  - Medical masks are provided while working in roles for LAB, LHSC's, and COURIERS.
  - All employees were provided with three (3) non-medical cloth masks. Masks are mandatory while in all non-lab/work areas, including hallways and other common areas.
  - A mask or face covering must be worn by customers and guests to enter any Dynacare workplace (exceptions allowed as per regulatory guidance).
- **Gloves**
  - Disposable medical gloves are provided in LABs and LHSCs for use as per our processes.
  - Disposable medical gloves are provided for discretionary use by COURIERS.
- **Eye Protection**
  - Goggles and face shields are provided for mandatory use by LHSC employees.
  - Eye protection is to be worn as per SOPs in the LAB.
- **Gown / Lab Coat**
  - Gowns are provided for mandatory use by LHSC employees
  - Lab coats are to be worn as per SOPs in LAB and LHSC sorting rooms.
- **Signage for how to Don and Doff all PPE**

**EMPLOYEE EXPOSURE NOTIFICATIONS AND HANDLING**

- Our COVID-19 Response Team has developed a COVID-19 Scenario document to help our leaders identify when self-isolation or self-monitoring will be applied.
- Employees notify their manager if they have respiratory-type symptoms, if exposed to COVID-19, or if they test positive. If an employee becomes symptomatic at work, the employee informs their manager/designate and leaves the workplace.
- Managers notify the Employee Experience Centre (EEC) in all instances of employees reporting COVID-like symptoms, exposures, and positive cases. The EEC provides direction and timelines to self-monitor or self-isolate based on the current COVID-19 Scenario document, and also notifies the Health and Safety Team and Disability Case Management Specialist.
- Managers notify the Rapid Response Team in all instances of an employee with a positive result. This team assesses the risk of exposures to other employees who were in the workplace prior to the employee testing positive. If an employee exposure occurred at the workplace, additional reporting action is taken by the Disability Case Management Specialist.
- Exposures and cases are logged. Our Disability Case Management Specialist screens employees to approve a return to work.

**CONFIRMING EFFECTIVENESS OF OUR WORKPLACE PRACTICES**

- Employee PPE Safety Ambassadors in every facility monitor supplies and answer questions.
- Our JHSC/H&S Representatives inspect for adherence to COVID-19 specific measures.
- Logged exposures and cases are monitored and reported to identify trends.

**MANAGING RISKS WITH SIGNIFICANT OPERATIONAL CHANGES**

- Our leadership engages our H&S Teams during planning to help identify potential risks of exposure to COVID-19, and appropriate controls to mitigate risk.
- H&S monitors provincial public health websites for changes to guidance.

Please direct any questions to [Safety@DynaCare.ca](mailto:Safety@DynaCare.ca) or to our Employee Wellness and Safety Team: Ben Lenton, Director ([LentonB@dynaCare.ca](mailto:LentonB@dynaCare.ca)); or Lori Gill, Manager ([Gillsavoie@dynaCare.ca](mailto:Gillsavoie@dynaCare.ca)).