

This safety plan applies to all Dynacare workplaces across Canada. Many of the health and safety (H&S) measures described in this plan have been in effect since March 2020, and we have continued to build on our H&S measures throughout the COVID-19 Pandemic to ensure the health and safety of all persons entering our workplaces. Our Safety Plan is described below and is posted on facility H&S Boards. Our safety plan meets requirements from all provinces where we operate, and for Ontario also meets posting requirements as per Ontario Regulation 364/20 "Rules for Areas at Step 3 and at the Roadmap Exit Step".

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 when customers self-identify as meeting the criteria shown on our passive screening signage.

EMPLOYEE COMMUNICATIONS

- Frequent all-employee video conference calls are held with our Executive Team to discuss COVID-19 related updates and calls are recorded for Intranet access along with other 'COVID-19 Information & Updates'
- Joint Health and Safety Committee (JHSC) Co-Chair 'Covid-update meetings' are held across Canada as required
- 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 as processes change.
- Facility-wide signage is posted (e.g., Entry Requirements).
- Standard Operating Procedures (SOPs) describe COVID-19 related processes and training on these SOPs is assigned and completed in our online Document Training system.

SCREENING

- Employee daily screening requires completing 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.
- Passive signage at our LHSCs requests customers to self-screen at the entrance. Our employees confirm customers have read the sign when the customer presents at reception.
- Entrances to our LHSCs and our other large workplace facilities have a large A-frame sign with the screening questions. Smaller facilities have screening questions posted by the entrance.

PHYSICAL DISTANCING

- It is recommended to practice physical distancing where possible

HAND HYGIENE

- Sanitizer Stations are placed at entrances to the workplace, lunchrooms, and hallways.
- Hand sanitizer is provided to all medical couriers, with refills available at their depot.
- Hand sanitizer is available for use by our customers upon entering our LHSC.
- Signage is posted at sinks with instructions to wash hands.

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 signage, instructions and materials

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Signage posted for how to don and doff all PPE (mask, eye protection, gown, gloves, handwashing)

Masks

- Employees working inside a Dynacare workplace must wear an approved medical mask to enter, exit or be in the workplace. Employees working in an LHSC must wear an approved Level 3 medical mask. Courier employees must wear a medical mask when entering any indoor facility and may remove it while inside their vehicle, unless there is another person in the vehicle. All masks are supplied by Dynacare.

- Customers must wear a mask or face covering to enter an LHSC or Covid Assessment Centre (exceptions allowed as per regulatory guidance).
- Guests (contractors, service providers, inspectors, etc.) must wear a medical mask to enter
- Masks may be removed to consume food or drink, and must be put on as soon possible thereafter

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 employees working in a Covid Assessment and/or Testing Centre, or to conduct services in an LHSC when customers answer 'Yes' to screening questions, or when providing service within 2-metres when the customer is not masked.
- Otherwise, goggles and face shields are to be worn as per SOPs.

Gown / Lab Coat

- Gowns are provided for mandatory use by employees working in a Covid Assessment and/or Testing Centre, or to conduct services in an LHSC when customers answer 'Yes' to screening questions
- Otherwise, lab coats are to be worn as per SOPs

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 are to notify their manager if they have COVID-like symptoms, if exposed to COVID-19, or if they test positive for COVID-19. If an employee becomes symptomatic at work, the employee informs their manager/designate and leaves the workplace.
- Managers notify the COVID Response Team in all instances of employees reporting COVID-like symptoms, exposures, and positive cases.
 - The Employee Experience Centre (EEC) provides direction and timelines to self-monitor or self-isolate based on the current COVID-19 Scenario document, and also notifies the Disability Case Management Specialist.
- Managers are to notify the COVID Response Team in all instances where there may have been workplace transmission from an employee with a positive result. This team assesses the risk of exposures to others in the workplace. If there is a potential employee exposure at the workplace, direction is provided regarding self-isolation and post-exposure testing requirements.
- The Disability Case Management Specialist and/or H&S Manager conduct regulatory reporting and log exposures and cases. Managers screen employees before approving a return to work.

CONFIRMING EFFECTIVENESS OF OUR WORKPLACE PRACTICES

- Exposures and cases are logged, monitored and reported to identify trends.

MANAGING RISKS WITH SIGNIFICANT OPERATIONAL CHANGES

- Our leadership engages our H&S Team 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 or to our Employee Wellness and Safety Team: Ben Lenton, Director (LentonB@dynaCare.ca); or Lori Gill, Manager (Gillsavoie@dynaCare.ca).