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 disinfect 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 (Gillsoviel@dynacare.ca).