



# COVID-19 • MARCH UPDATE

What We're Doing

What We Need From You

09 March 2021



## COVID-19 Update

Thank you for your ongoing commitment and support for the initiatives we have put in place. To date our collective response to Covid-19 has been effective, measured and allowed us to safely carry out our critical business activities *safely*.

Covid-19 remains a risk and it is essential that we do not ease off on the proactive measures that have kept us safe so far. As we continue to follow the directions from the various health authorities in the Provinces we operate within we will update our teams if there are any changes to the processes we have in place.



## **MASK USE**

As the Covid19 situation evolves we are seeing heightened recommendations around mask utilization and smaller gathering sizes in our operating regions across the network.

Mask use is mandatory in all common areas, hallways or any situation where minimum social distancing is not possible in or around our facilities. All Rosenau and Acropolis teams have been provided with reusable masks for employees and disposable masks for visitors to our various sites.

Masks can be removed when seated at a desk/workstation, meeting in boardroom (socially distanced), in lunchrooms or when they are operating or working on equipment alone (driving/shop/dock/warehouse) but must be worn the remainder of the time.



## **Screening for Temperature Upon Arrival**

All terminals have been equipped with a touchless thermometer to screen visitors and employees for fever symptoms.

Visitors will sign off on their screening form acknowledging being fever / symptom free.

Employees are to pre-screen upon arriving at work, the screening process takes seconds and provides an additional opportunity to prevent potential exposure within our workplaces.

If the device shows “Hi” and alerts with Red LED’s it indicates that it has detected a fever, please take a second measurement to confirm.

If both temperatures are showing a fever immediately self isolate, advise your supervisor of the situation (ideally by phone) and contact 8-11 for further direction from a medical professional.



## SUPPLIES AVAILABLE

Hand Sanitizer  
Reusable Masks

Surface Sanitizers  
Truck Cleaning Supplies

## HEALTH & SAFETY INITIATIVES

Increased Facility Cleaning  
Restricted Facility Access  
Social Distancing

BOL/POD Modifications  
Employee Assistance Program  
Work from Home Programs

## What Are We Doing?

**Managing your exposure is the most effective way to avoid COVID-19**

- **No group meetings / communal lunches without social distancing**
- Please eat lunch in your truck avoid common areas, restaurants
- **Cover your mouth / nose if sneezing or coughing**
- Wash your hands frequently
- **Stop Shaking Hands**
- Do not let customers hold PDAs or pen's – drivers are to write the shippers name in place of signature on PDA's
- **Practice social distancing recommendations being 5-6 feet in all circumstances**

## Driving Staff

The risk for COVID-19 is increased in certain settings and populations:

- Heavily Affected Areas
- Conferences And Other Large Gatherings In Enclosed Spaces
- Anyone 60+
- Individuals with compromised immune systems
- Individuals with chronic illnesses (Diabetes, Cancer)

It is important for anyone who's travelled internationally to:

- Self-isolate and monitor For Symptoms Of COVID-19 (Fever, Cough Or Difficulty Breathing) For 14 Days After Returning To Canada **OR** be cleared through a screening test by your provincial health authority

**If you have even mild symptoms, stay home and call 811 and inform them. They will provide advice on what you should do; please contact your supervisor by phone immediately following.**

## What Are We Doing?

**Managing your exposure is the most effective way to avoid COVID-19**

- **No group meetings / communal lunches without social distancing**
- Please eat lunch at your desk and avoid common areas
- **Cover your mouth / nose if sneezing or coughing**
- Wash your hands frequently
- **Stop Shaking Hands**
- Practice social distancing recommendations being 5-6 feet in all circumstances
- **Workspace Relocations**

## Office, Terminal & Dock Staff

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# WHEN DO I NEED TO SPEAK TO MY MANAGER?

If you have been traveling to an identified Covid-19  
'hot spot' or exposed to someone potentially infected

You are displaying any  
symptoms of Covid-19:

Mild to severe respiratory illness  
Fever or Cough  
Shortness of breath

Prior to coming to work let your immediate supervisor know (call or speak with) and we will provide direction around next steps – all situations are managed on a case by case basis.

Our ultimate objective is the health and safety of all our team members and customers, we need to practice due diligence to ensure we all remain healthy and safe.





**How do I  
access our  
EAP Provider?**



**EAP Services are included as  
part of our Benefits program**

**[WWW.FSEAP.CA/MYFSEAP](http://WWW.FSEAP.CA/MYFSEAP)**

**Or Call: 1-800-667-0993**



# How to handwash

To wash hands properly, rub all parts of the hands and wrists with soap and water or an alcohol-based hand sanitizer. Wash hands for at least 20 seconds. Pay special attention to the areas of the hand most frequently missed.

- Keep nails short.
- Avoid wearing rings.
- Avoid artificial nails or nail varnish.
- Remove watches and bracelets.
- Wash wrists and forearms if they are likely to have been contaminated.
- Make sure that sleeves are rolled up and do not get wet during washing.

If you have further questions or concerns, please call **HEALTHLink** at 811.

Illustrations courtesy of Ontario Ministry of Health.

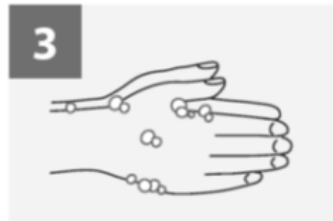
## Handwashing with soap and water



Wet hands and wrists.



Use a sufficient amount of soap.



Lather soap and scrub hands well, palm to palm.



Scrub in between and around fingers.



Scrub back of each hand with palm of other hand.



Scrub fingertips of each hand in opposite palm.



Scrub each thumb clasped in opposite hand.



Scrub each wrist clasped in opposite hand.



Rinse thoroughly under running water.



Wipe and dry hands well with paper towel.

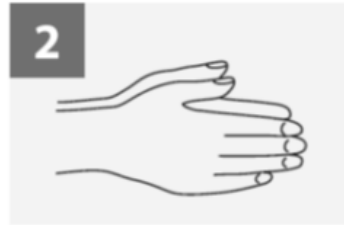


Turn off water using paper towel.

## Cleaning with alcohol sanitizers



1  
Apply enough sanitizer to open palms.



2  
Rub hands together, palm to palm.



3  
Rub in between and around fingers.



4  
Rub back of each hand with palm of other hand.



5  
Rub fingertips of each hand in opposite palm.



6  
Rub each thumb clasped in opposite hand.



7  
Rub each wrist clasped in opposite hand.



8  
Keep rubbing until hands are dry. Paper towels are not needed.

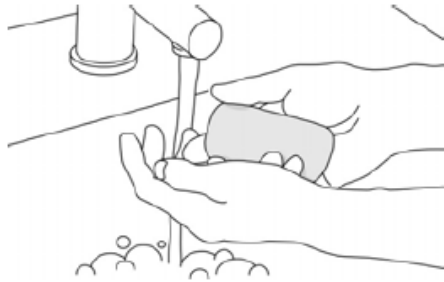


# How to Use a Face Mask: Putting on a Mask

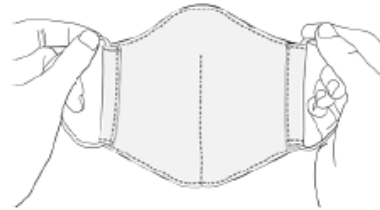
## General Guidelines

- Always use a new or properly disinfected reusable mask
- Always combine a mask with proper handwashing and physical distancing practices
- Follow the instructions below:

### Putting on a mask



1. Ensure you are using a clean mask.
2. Wash hands with soap and water or alcohol-based hand sanitizer before touching mask.



3. Pick up mask by touching ear loops (or ties) only.
4. Avoid touching mask itself.



5. Hold both ear loops and place a loop around each ear.
6. Fit mask around mouth, nose, and chin.

# How to Use a Face Mask: **Wearing a Mask**

## General Guidelines

- Always use a new or properly disinfected reusable mask
- Always combine a mask with proper handwashing and physical distancing practices
- Follow the instructions below:

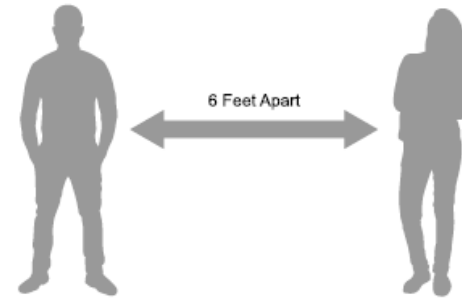
### While wearing a mask



- Mask should be either completely on or off; do not wear or rest under chin.
- Never wear mask inside-out.
- Remove mask if soiled or damp; do not reuse a single-use mask.



- Do not touch mask, face, or adjust mask while it is on.
- If you touch mask, wash hands with soap and water or hand sanitizer right away.



- Always follow physical distancing and good hygiene practices.

# How to Use a Face Mask: Putting on a mask

## General Guidelines

- Always use a new or properly disinfected reusable mask
- Always combine a mask with proper handwashing and physical distancing practices
- Follow the instructions below:

### Removing a mask



1. Grab ear loops only and lift the mask off ears.



2. Pull bottom of mask off and away from mouth and chin.

3. If you plan to reuse your mask right away, place it in a clean paper bag so it will not contaminate other surfaces. Otherwise, place it directly into your washing machine and follow instructions below.
4. If it is a single-use mask, discard it directly into the garbage.
5. Clean hands with soap and water or alcohol-based hand sanitizer.

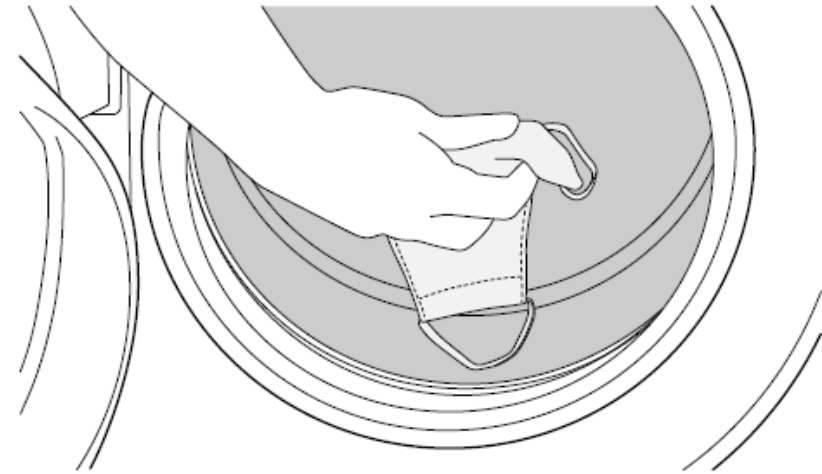
# How to Use a Face Mask: **Cleaning a Reusable Mask**

## General Guidelines

- Always use a new or properly disinfected reusable mask
- Always combine a mask with proper handwashing and physical distancing practices
- Follow the instructions below:

### Home cleaning instructions for reusable cloth masks

1. Launder the mask after use in your washing machine in HOT water using soap or detergent that leaves no residue.
2. Dry on HOT in your dryer.





COVID-19 INFORMATION

# HELP PREVENT THE SPREAD

Prevention starts with awareness.  
Be informed on how you can  
protect yourself and others from  
novel coronavirus:

- Self-isolate if you're feeling sick
- Wash your hands frequently
- Cover coughs and sneezes
- Avoid touching your face

Concerns about your health?  
Call Health Link 811.