



## **COVID-19 RESPONSE PLAN**

Shel-Bar Electronic Ind. Ltd. Has implemented the following response plan to ensure the safety of its employees, colleagues and the general public while still providing services.

During these unprecedented times the requirements and standards are constantly evolving. We will provide updates and revisions to this response plan as quickly as possible to all employees by means of emails, company memos and telephone.

**Shel-Bar Office** - To align with the recommendations the provincial government has issued we will be operating with an appointment only policy for anyone other than staff. Only essential staff will be at the office, but all Shel-Bar staff will be reachable by mobile or email. Client and Vendor meetings are to be kept to a minimum. Scheduled paperwork and supply pickup/drop off is required.

**Worksites**- All employees are to adhere to the below process and procedures:

### **Protocols:**

- Employees to complete and submit the daily Covid-19 form.
- All employees must adhere to the scheduled paperwork drop off.
- Employees are email the supplies they are picking up from the shop ahead of time so the order can be put together to limit time in the office.
- Contact clients to schedule appointments for services.
- Sanitizer spray/wipes have been provided to wash all tools, equipment, and materials as well as touch points in the work area at the end of each job/shift.
- Keep your distance while working around coworkers and the public: 2Meters (6 feet) is always to be kept between yourself and any other individual.
- Masks are always to be worn while at a worksite.
- Do not share tools, PPE, Food, etc.
- Refrain from handshakes or bodily contact of any kind.
- Hand Sanitizer is available and is to be used when handwashing is unavailable.
- All employees must notify management if they have travelled outside the country or may have been around someone exposed to Covid-19. All employees must follow the Government isolation & testing requirements.
- In the event a shutdown is required the company specified employee will ensure the site is left in a safe and secure state for a potentially indefinite duration.
- In the event a site is reported to have a Covid-19 related incident the site is to be shut down in a calm and organized manner, ensuring all protocols are being adhered to. The company specified employee is to follow the company emergency response plan.
- Employees are only to drive their assigned vehicles (no more sharing/multiple staff in a vehicle)

**Construction Site Specific Protocols:**

- All worksite protocols listed above are in place for construction sites.
- The site is to be clearly marked and entrance/exit points are to restrict unauthorized entry.
- The site general contractor will be responsible for site specific plan.
- Upon entry and exit of the site employees must wash their hands.
- Dust and Debris will be contained to reduce exposure to other individuals.

**Manpower and Supply-** Shel-Bar has provided cross training to its employees so in the event one of the employees is unable to perform their regular duties we are still able to conduct business as usual.

Shel-Bar has also implemented limits for employees congregating as well as limited access to main areas such as the office and warehouse to help ensure staff are in small groups or working individually. Employees are to coordinate with the office staff if any supplies are required from inventory.

Shel-Bar has been reaching out to our suppliers and we have ramped up our in-house inventory for the unforeseen future, as well as we are continuing to source out alternative suppliers and products to ensure we are able to continue to provide services to our clients. Our strong relationships with our suppliers have allowed us to be in close communication with updates of product. At this time we are continuing provide shipping and will also provide safe drop off/pick up to our clients.

Shel-Bar Electronic Ind. Ltd. adheres to all updated government guidelines for the best interest and protection of all our staff, colleagues and the general public.

We greatly appreciate your cooperation in keeping everyone safe and we ask you respect our need to stop work in the event that there is perceived to be or is present a health risk of Covid-19.

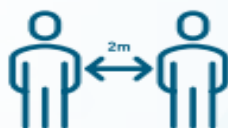
For the latest information from the Government of Alberta on Covid-19 please see the following link:

<https://www.alberta.ca/coronavirus-info-for-albertans.aspx>

# PHYSICAL DISTANCING

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Physical distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.

## What does physical distancing mean?



This means making changes in your everyday routines in order to minimize close contact with others, including:

- ▶ avoiding crowded places and non-essential gatherings
- ▶ avoiding common greetings, such as handshakes
- ▶ limiting contact with people at higher risk (e.g. older adults and those in poor health)
- ▶ keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible

## Here's how you can practice physical distancing:



- ▶ greet with a wave instead of a handshake, a kiss or a hug
- ▶ stay home as much as possible, including for meals and entertainment
- ▶ shop or take public transportation during off-peak hours
- ▶ conduct virtual meetings
- ▶ host virtual playdates for your kids
- ▶ use technology to keep in touch with friends and family



If possible,

- ▶ use food delivery services or online shopping
- ▶ exercise at home or outside
- ▶ work from home

## Remember to:



- ▶ wash your hands often for at least 20 seconds and avoid touching your face
- ▶ cough or sneeze into the bend of your arm
- ▶ avoid touching surfaces people touch often

## If you're concerned you may have COVID-19:



- ▶ separate yourself from others as soon as you have symptoms
- ▶ if you are outside the home when a symptom develops, go home immediately and avoid taking public transit
- ▶ stay home and follow the advice of your Public Health Authority, who may recommend isolation
- ▶ call ahead to a health care provider if you are ill and seeking medical attention

## FOR MORE INFORMATION:

@ [canada.ca/coronavirus](https://canada.ca/coronavirus)

☎ 1-833-784-4397



Public Health  
Agency of Canada

Agence de la santé  
publique du Canada

Canada



# REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.



1

Wet hands with warm water



2

Apply soap



3

For at least 20 seconds, make sure to wash:



4

Rinse well



5

Dry hands well with paper towel



6

Turn off tap using paper towel



palm and back of each hand



between fingers



under nails



thumbs

1-833-784-4397

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COVID-19 INFORMATION

# HOW TO WEAR A NON-MEDICAL MASK

Non-medical masks, including homemade cloth masks, can help prevent the spread COVID-19. They are another tool to use in places where it's difficult to keep two metres from other people for extended periods of time – such as public transit, grocery stores, pharmacies, hair salons, airplanes and some retail shops.

Masks do not replace proper hygiene, physical distancing or isolation to prevent the spread.

**SAFELY PUTTING A MASK ON**

- 1 Wash/sanitize your hands.
- 2 Inspect the mask, holding it by the ties or loops. Discard if damaged or dirty.
- 3 Open fully to cover from the bridge of your nose to your chin.
- 4 Adjust the mask to your face so there are no gaps on the side.
- 5 If mask has stiff edge, pinch to close gaps between nose and mask.
- 6 Keep your nose, mouth and chin covered at all times. **Avoid touching the mask.**

**SAFELY TAKING OFF A MASK**

- 1 Wash/sanitize your hands.
- 2 Remove it from the back by releasing ties or loops. Do not touch the front of the mask.
- 3 Discard the mask immediately if disposable. Wash thoroughly if reusable.
- 4 Wash/sanitize your hands.
- 5 Wash/sanitize your hands.

FOR MORE INFORMATION ON WEARING AND CARING FOR YOUR MASK

[alberta.ca/masks](https://alberta.ca/masks)

