

# Dryco COVID-19 Safety Policy

## Limiting Exposure:

- Managers must setup and enforce a maximum number of customers allowed in a showroom at any one time.
- Managers must setup a maximum number of people in break-rooms
- Employees must socially distance when in offices together.
- Employees must enforce social distancing within their yard and warehouse. Customers should be encouraged to remain in their vehicle or at minimum provide our employees with a 6 foot physical distance.
- Where possible on sites:
  - Managers please review Commercial Site notices sent out by Kevin Addy (BC) and Managers (AB) with your crews
  - Please be aware of site specific safety policies
  - Please socially distance on sites where possible. If not possible, please wear masks and gloves (these can be requested from your Manager)

## Barriers, Partitions, etc.:

- We have installed physical barriers (plexiglass) to protect both our customers and employees.
- Managers please enforce regular cleaning of the plexiglass, sales desks, POS machines, pens etc. Desks and plexiglass must be cleaned at least twice a day, or if noticeably dirty, POS machines, pens, etc must be cleaned after each use.
- Managers please enforce traffic flow per direction arrows and social distance markers.
- Customer Entry doors and heavily used door handles must be cleaned hourly.
- Do not share any equipment, including:
  - Computers
  - Phones
  - Safety Equipment
- Delivery equipment, such as Drywall carts, etc... should not be shared
- Managers to ensure all Bathrooms have sanitizer and paper towels. Employees, if at any time you find the bathrooms are out of stock please make your manager aware or take it upon yourself to replenish.

## Rules and Guidelines:

- Anyone who is sick must not come to work, contact your supervisor immediately.
- Anyone who lives with someone who is displaying COVID-19 symptoms must contact their supervisor immediately and not come into work until invited to do so.

## Personal Protective Equipment:

- Employees must wear gloves when stocking shelves
- Employees must wear masks and gloves if their environment does not allow them to socially distance
- Employees are encouraged to use sanitizer when entering the building or entering trucks.

**Experts predict that there WILL BE a second wave, as the provinces re-open it is important that we continue to follow all safety protocols as closely as possible.**