



spence communications

COVID-19 OPERATIONAL PLAN

Spence Communications

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Date: July 2020

Owner/Protocol Officer: Spencer MacDonald

Spence Communications adheres to the COVID 19 policies and procedures required to be in place to operate under the updated Province of PEI Public Health Order issued on May 1, 2020.

These guidelines are to provide direction and guidance, and act as a resource for owners/staff to stay safe and help limit the spread of COVID-19. Please remember that these control measures and operational procedures need to be followed and are in place to keep everyone safe. Transmission of COVID-19 is mainly through direct or indirect contact with an infected person (respiratory droplets, direct contact and potentially contact with contaminated surfaces).

SELF ASSESSMENT TOOL:

<https://www.princeedwardisland.ca/en/service/self-assessment-covid-19>

SYMPTOMS OF COVID-19 INCLUDE:

- New or worsening cough
- Shortness of breath/difficulty breathing
- Headache
- Fever/chills
- Sore throat
- Fatigue/weakness
- Sneezing
- Runny nose/congestion
- Muscle/body aches
- New loss of smell or taste
- Gastrointestinal symptoms
- Feeling very unwell

POLICY FOR OWNERS/EMPLOYEES

"I declare that I have read and understand the COVID-19 Operational Plan and that I agree to abide by all guidelines as outlined. By signing this form, I declare I have not been outside the Atlantic Provinces within the last 14 days and will not be traveling outside Atlantic Canada without prior approval from Spence Communications which would require 14 days of self-isolation, upon return.

Owner/Employee

Date

SOCIAL DISTANCING

SOCIAL DISTANCING MEASURES	STEPS TO ENSURE MINIMAL INTERACTION OF PEOPLE
OWNER/EMPLOYEES	All people must self-monitor for symptoms and report to the Protocol Officer if they have concerns about positive COVID exposure or possible symptoms
	All people that have COVID-19 symptoms or that feel ill, must report to 811 immediately to arrange testing and avoid all other staff and clients
	Symptomatic people are required to self-isolate immediately until testing results are confirmed as being negative
	If test results are negative for COVID-19 but the owner/employee remains ill and/or symptomatic, they must remain at home
	Non-family members coming together for meetings, lunch, smoking, etc. are not permitted at any time unless distancing measures of 6 feet are in place
	People must self-distance by 6 feet unless required & approved to work closer. Must be approved by Spencer MacDonald
	People must keep a daily log record of all visitors, job sites, stops (i.e.: gas, coffee shops, lunch, personal, etc.), in the event that contact tracing is required
	People should not share drinks, food or utensils
	Access is restricted to 15 people at a time in a building (self-distancing) and 20 people outside
	People should cover hands when pumping fuel, touching service station door handles, filling windshield washer fluids & motor oils or wash hands or sanitize afterwards
	Hand sanitizers & gloves are provided to all employees and in all vehicles
	Keys, door handles, arm rests, steering wheels, shift levers, consoles, dashboards, power door locks, radio and climate control buttons, windows, and all other high touch services must be cleaned regularly or after each user.
CLIENTS	All clients are asked COVID-19 questions with regard to potential symptoms, at the time of booking services
	Clients must use hand sanitizer or gloves if touching any equipment belonging to Spence Communications
	Delivery people must confirm they are in good health when delivering supplies or equipment. Vehicle owners must confirm they are in good health when dropping off or picking up vehicles.
BETWEEN EMPLOYEES AND CLIENTS	Self-distancing between client and owner/employees is discussed at time of booking
	Clients are asked to move as much stuff out of the way as possible for easy access by Spence Communications when visiting the client's premises
	Staff/employees must self-distance by 6 feet from clients, at all times
	Clients are asked to minimize the number of people around their property while Spence Communications are on their premises.

ENHANCED CLEANING AND DISINFECTION OF SHARED AREAS AND SERVICES

Cleaning will remove visible soil/dirt from all surfaces. Disinfectant will destroy bacteria and viruses.

Cleaning product	Soap and Water
Disinfecting product	Spray 9 or alternative (approved) disinfection agent

Cleaning – Location	Frequency	Disinfecting - Location	Frequency
Spence vehicle(s)	After different users	Spence vehicle(s)	After different users
Client vehicles/machinery	Incoming/Outgoing	Client vehicles/machinery	Incoming/Outgoing
Tools/equipment	After different users	Tools/equipment	After different users

HAND WASHING / SANITIZATION

Practicing good hygiene is an essential part of preventing the spread of COVID-19. To protect yourself and others from getting sick, take the following precautions:

- wash your hands often (in addition to routine times such as after using the washroom, before eating, after eating, when handling food for the public),
- cough/sneeze into your elbow or tissue and throw away,
- avoid touching your eyes, nose and mouth with your hands,
- use alcohol-based hand sanitizer, if soap and water are not readily available.

Due to the nature of this operation the availability of water and hand soap may not always be possible. For this reason, we will ensure we have numerous hand sanitizer products available throughout the operation to encourage good hand hygiene.

Hand Washing	Location
Owner/employees	Restrooms (house/shop)
Public	Public do not have washroom access unless approved by owner/employees
Hand Sanitizer	Location
Staff	Use as required and in all vehicles (Clients and Owners)
Public	Available in Spence Communications shop where vehicles are