



SM Products Limited

COVID-19 Safety Plan

(FOR COMPLIANCE TO WORKSAFEBC STANDARDS)

1. Informing workers about COVID-19

1. The Employee Handbook protocol/guidance is given to plant employees, which includes instructions regarding COVID-19.
2. All employees are re-trained on routine handwashing and personal hygiene. Included is the routine training new and contract employees on personal hygiene and handwashing.
Routine follow up as appropriate.
4. Discussed with the companies providing the contracted and temporary workers, on the importance of sick employees staying home, and their responsibilities with their employees.
5. Instructed employees to take personal responsibility to prevent the spread of the coronavirus, including:
 - If you are experiencing flu-like symptoms stay home, as a precautionary measure to avoid the spread of any virus, including this coronavirus. (Symptoms can include: Fever, Cough, Shortness of breath, Nausea, Muscle pain).
 - Continue to follow good hygiene practices, such as frequent handwashing and sanitizing hands.
 - Practice proper cough and sneeze etiquette.
 - Monitor your health.
 - Have your temperature taken by First Aid if are concerned. (A “no touch” thermometer will be used.)
 - Contact your doctor or 8-1-1 Health Link, if you have questions or concerns about your health. An alternative contact is the Health Canada coronavirus information line: 1-833-784-4397.
 - Please discuss with any manager or your supervisor if you have any concerns.

2. System in place where workers will inform management of concerns related to potential exposure to COVID-19 (ie non-compliance to BC CDC and Worksafebc standards)

1. Joint Health and Safety Committee meetings, and posted minutes.
2. Employees instructed to discuss with their supervisor or any management representative of any concerns related to the working conditions, including concerns with BC CDC and Worksafebc COVID-19 workplace compliance standards.
3. Employees are instructed to inform First Aid of any health concerns, including any flu-like symptoms which are similar to the symptoms of COVID-19.
4. Employees are instructed to immediately inform the Plant Manager, if they tested positive for COVID-19, or if they were exposed to anyone who tested positive for COVID-19.



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IDENTIFYING EXPOSURE HAZARDS AND DEVELOPING MEASURES TO CONTROL POTENTIAL EXPOSURE RISK

3. Actions to prevent workers from being exposed to COVID-19

1. Management walked through of the facility to identify specific conditions and specific tasks to reduce the risk of potential exposure of employees to COVID-19.
2. Joint Health and Safety Committee monthly safety meeting includes discussion of compliance with BC CDC and Worksafebc COVID-19 workplace compliance standards.
3. Continue to monitor updates from authorities and agencies (BC CDC, Fraser Health, Worksafebc, CFIA, CDC, WHO, and other authoritative websites and public announcements).

4. Controls developed to eliminate and/or minimize the risk of potential exposure to COVID-19

1. Employees who display possible symptoms of the flu will be sent home.
2. Physical (social) distancing is practised in the operation, and break times are staggered. In the processing operation to allow for social distancing -- there is a reduction of production volume, reduced number of workers, and slower filleting line speed. Face shields are available to production employees. Mask wearing is compulsory by all employees in the processing areas. Gloves are worn by all production employees.
3. Visitors to the office are limited to required visits by fishermen, and truck drivers making deliveries and pick-ups, and required service company visits. Physical distancing and limited interactions are followed. In the office -- installed a Plexiglas barrier at the receiving desk; limited the non SMP truck drivers and most production employees to the receiving area when they enter into the office.
4. Conduct active in-person health check screenings for all employees before the start of the each workday.
5. Before the start of each workday and routinely through-out the day, hand contact surfaces are sanitized (door handles, faucets, washrooms, tables, coffee machines, water coolers, soap and sanitizer dispensers, etc).
6. Installed new signage at the office entrance and variance other locations around the facility, related to BC CDC COVID-19 compliance standards.
7. Installed additional hand sanitizer dispensers at additional locations around the facility.
8. In the coffee rooms, replaced sugar cubes and coffee mate box with single serve sugar and creamers.
9. Management routinely monitors the effectiveness of the controls in place. Monitoring includes presence on the floor of the operation and video monitoring.



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CONTROLLING THE NUMBER OF PEOPLE ON SITE

5. Control of the number of workers and other people at the workplace

1. Core operations are maintained. The number of employees is restricted to meet the daily production volume; there are no non-essential employees on the site and non SMP employees are restricted to truck drivers and other essential third party service providers.
2. Breaks are staggered for the production employees, to allow for social distancing during the breaks.
3. The production facility is cleaned and sanitized at the end of each production day, as required of a food processing facility. Additionally, before the start of each workday and routinely through-out the day, hand contact surfaces are sanitized (door handles, faucets, washrooms, tables, coffee machines, water coolers, soap and sanitizer dispensers, etc).

6. Steps taken to ensure the prevention or reduction of the risk of potential exposure to COVID-19 in the workplace

1. Positioned production employees to allow for physical distancing. And, keep minimum two meters between all workers, customers, clients and visiting non SMP employees. Plexiglas barriers installed on the filleting line.
2. Soap and water and hand sanitizers are in place, with additional hand sanitizer devices installed at locations around the facility. All employees routinely wash hands frequently.
3. Enhanced cleaning includes -- before the start of each workday and routinely through-out the day, hand contact surfaces are sanitized (door handles, faucets, washrooms, tables, coffee machines, water coolers, soap and sanitizer dispensers, etc).

7. Checking and tracking that the above steps are taken

1. Management routinely monitors the effectiveness of the controls in place. Monitoring includes presence on the floor of the operation and video monitoring.
2. Documentation includes the CFIA sanitation and GMP inspection checklists. There is also a daily checklist for the enhanced cleaning.



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PROHIBITION OF WORKERS WHO ARE SICK AND THOSE RETURNING FROM OUTSIDE CANADA

8. Actions taken by SMP management and supervisors to prohibit workers with high risk of exposure to COVID-19

1. Workers who are feeling ill on the site are instructed to consult with First Aid. First Aid will take the employee's body temperature, then First Aid will instruct the employee to go home and to consult their physician. First Aid will inform the Plant Manager. The employee will advise the Plant Manager of the actions and results from the decision by the physician, and any next steps before returning to work.
2. Employees who travel internationally will inform the Plant Manager. Employees who travel internationally will self-isolate for fourteen days.
3. Employees who live in the same household as, or who has been exposed to, a confirmed or clinical COVID-19 case, will inform the Plant Manager. The employee will be instructed to self-isolate or as instructed by their physician.
4. A log is kept of each employee who is required to take preventative actions required by the COVID-19 protocols.

9. Communication of these COVID-19 policies and protocols with managers, supervisors and workers

1. The Employee Handbook includes the above guidances and instructions to production employees, and is reviewed and signed by each employee.
2. New COVID-19 signage installed around the operation, which includes the above requirements of employment.
3. Verbal communications with employees, and contacted labour.
4. Joint Health and Safety Committee meetings, and posted minutes.

10. Tracking and communicating with employees who become ill, travel internationally, or live with or are exposed to a confirmed or clinical COVID-19 case

1. The Plant Manager or President of SMP will directly telephone and speak with any affected employees, for progress and updates of their condition.



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ADDITIONAL REQUIREMENTS BY MANAGEMENT TO INFORM THE LOCAL HEALTH UNIT AND CFIA

1. Notify the local public health authority, when receiving information of a COVID-19 positive employee. Request their assistance determining the risks to other employees, and other corrective actions
2. Notify CFIA immediately upon receipt of information of:
 - a public health request for COVID-19 testing of a plant employee
 - a COVID-19 positive employee
3. Information provided should include all pertinent details such as:
 - The date of confirmed diagnosis (if applicable)
 - The date of onset of symptoms and if the employee was at the establishment
 - The locations at the establishment where the employee delivered their functions, were likely present (lunch room, etc.) or travelled through (specific corridors, stairways, etc.)
 - Any other information relevant to identifying individuals who may have had contact with the positive employee.

Contact numbers:

North Delta Public Health Unit

(604) 507-5400

CFIA rep: Phong Ly

Phong.Ly@canada.ca

(604) 666-0590

References:

<https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/what-employers-should-do>

<https://www.worksafebc.com/en/resources/about-us/guides/preventing-exposure-to-covid-19-in-the-workplace?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23q%3Dpreventing%2520exposure%2520to%2520covid%26sort%3Drelevancy%26f%3Alanguage-facet%3D%5BEnglish%5D>

<https://inspection.gc.ca/covid-19/cfia-information-for-industry/guidance-to-meat-slaughter-and-processing-establish/eng/1585620151816/1585620617343>