

CORPORATION

Do not come to an ERTH office or jobsite if you are feeling unwell

Screening for COVID-19

Visitor Screening

All visitors to ERTH office or jobsite to complete Visitor Screening Questionnaire prior to entry.

Questionnaires can be completed on ERTH websites, or in print at offices and jobsites.

Employees to direct visitors to questionnaire prior to visit and submit completed paper forms to kmcgregor@erthcorp.com. Online forms are submitted automatically.

COVID Alert App

ERTH recommends that all visitors install the government contact tracing app on their phones.



Controlling the Risk

Visitor Access

Visitor access is restricted to deliveries, couriers, cleaning staff and emergency maintenance personnel unless otherwise approved by an employee's supervisor.



Employees are responsible for informing visitors about protocols and ensuring screening is completed. Public entrances will remain locked until further notice.

Physical Distancing & Barriers

Visitors are to maintain 6 feet / 2 metres distance or wear a mask if not possible. The number of entrants to common areas (kitchen, washroom, meeting rooms) restricted to limits posted



outside the rooms. Do not exceed posted limits.

Stairwells are restricted to one person.

Face Coverings

Face coverings (mask or face shield) to be worn by **visitors** as follows:

- Upon entry to office until seated.
- Walking between workstation /shared work area and common areas (e.g. washroom, lunchroom, hallways, meeting rooms) until seated
- Anytime an visitor is performing work at another employee's workstation
- Anyone working within 6 feet/2 meters of each other



Masks are not required indoors where physical distance can be maintained (e.g. truck bays, shops, warehouse)

Disposable masks are available to visitors, however, visitors are encouraged to bring their own.

Handwashing & Sanitizer

Handwashing is the more effective way to clean virus from hands. Visitors are to wash their hands often following posted guidelines.

Handwashing stations equipped with soap and paper towel are located throughout ERTH's offices.

Handwashing facilities are available on all jobsites. Talk to the jobsite foreperson

Handsanitizer is available throughout ERTH's offices and worksites.



Enhanced Cleaning Protocols

Professional cleaning has been increased at all occupied office locations, with focus on cleaning high touch surfaces. All workstations or work areas, vehicles and common areas are equipped with disinfectant spray. Visitors are encouraged to disinfect all items they use.

Air purifiers have been placed in most common areas. Do not shut off, move or adjust the settings without permission.



Meetings

ERTH is encouraging its employees to meet by telephone or video conference. Face-to-face meetings at ERTH must be no longer than 2 hours and respect meeting room occupancy limits posted on the doors.



COVID-19 Case in the Workplace

Visitors will be contacted in the event of a potential exposure to COVID-19 while visiting an ERTH office or jobsite. The visitor will be contacted using the information provided on the visitor screening form.

Visitors must contact ERTH immediately if they test positive or have been exposed to a COVID-19 positive person within 14 days of their visit to an ERTH office.