

COVID-19 Safety Plan

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Actions:

- Sneeze guards at all points of sale. Replacements or additional units are available.
- Mandatory face covering policy. No covering, no work.
- Hourly cleaning/sanitizing schedule at each location.
- Hand sanitizer available at all locations for employee, vendor and customer use.
- Screening questions upon arrival to workplace for all workers and vendors.
- Daily monitoring of Ministry of Health, Ministry of Labour and Regional Public Health units communications for any changes to orders/law.

2. How will you screen for COVID-19?

Actions:

- Screening questionnaire upon arrival to workplace for all team members.
- Workers to verbally ask screening questions to all vendors and Little Short Stop workers from other locations.
- A “yes” answer to screening questions or refusal to answer screening questions will result in a denial of admittance to the workplace.
- A “yes” answer at any time will result in immediate reporting to the Manager via a telephone call or use of the emergency pager.
- If any conditions change during an individual's presence in the workplace that would result in a “yes” answer to any of the questions in the questionnaire, they must be removed from the workplace.

3. How will you control the risk of transmission in your workplace?

Actions:

- Mandatory face covering policy.
- Hourly cleaning/sanitizing schedule at each location.
- Sneeze guards at all points of sale. Replacements or additional units are available.
- Encourage frequent hand washing.
- Make Hand sanitizer available at all locations for team member, vendor and customer use. Additional hand sanitizer available.
- Physical distancing decals placed on floor at each point of sale.
- COVID safe place at each workplace.
- Encourage customers to check their own lottery tickets to reduce the amount of tickets handled by team members.
- Encourage the use of tap and electronic payment.
- Physically distance whenever possible.
- Encourage completing daily duties independently.
- Facilitate office staff working from home where possible.
- Restrict in person meetings to strictly essential group meetings. If any group meetings are deemed essential, face coverings and physical distancing must be practiced.

4. *What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?*

Actions:

- Any suspected team member cases:
 - Send worker home and suggest individual get a COVID test.
 - If not possible to leave the workplace immediately, isolate in COVID safe place.
 - Notify District Manager.
- Any suspected vendor cases:
 - Deny entry to workplace.
 - Notify District Manager.
- Any confirmed cases:
 - Complete team member contact tracing using schedules for the past 10 days.
 - Notify any team members with direct contact that they have been in contact with a confirmed case and instruct them to isolate and get tested.
 - Team members with confirmed direct contact will not be permitted to work until a negative test result is produced.
 - Complete vendor contact tracing using merchandise report sheets for the past 10 days.
 - Notify vendor companies contacts of their employee contact and date and time of contact.
 - Use merchant transaction records to inform public health of customers that may have been exposed to the positive case
 - Shutdown location until sanitized.

5. How will you manage any new risks caused by changes to the way you operate your business?

Actions:

- Daily communication between management and District Managers.
- Daily communication between District Managers and Store Managers.
- Daily Communication between Store Managers and Team Members.
- Use existing Health and Safety procedures to uncover and report any new risks that are identified. (Store Health and Safety Representatives, Monthly Workplace Risk Inspections, Health and Safety Coordinator)

6. How will you make sure your plan is working?

Actions:

- The Little Short Stop COVID-19 Safety Plan has been revised many times since March to adjust to any new and significant information on COVID-19 safety or changes in regulations
- This plan will be formally reviewed:
 - At least monthly.
 - When any new and significant information on COVID-19 safety is presented that warrants a review.
 - There is a change to regulations.
 - There is a change to provincial colour zone in any region where our business resides.
- Changes to this plan will be communicated through the standard avenues of communication in place as would be deemed appropriate when considering the nature of the specific changes.