

# COVID19

## **Special work procedures, effective April 14 2020 until further notice**

- All employees will be working on a "staggered" schedule to minimize interactions. See schedule below.
- All employees feeling sick, with a fever or having being in contact with someone caring covid19 shall stay home for at least 14 days and get tested. If result return positive, the township shall be advice.
- All employees must respect the provincial covid19 directives.
- Garage access will be close to public, deliveries will be deposited in a provided bin outside of building.
- All employees must wash their hands before and after entering the door, and disinfect the door.
- All employees must respect social distances and avoid contact with each other.
- All employees must limit the sharing of vehicle. After used all vehicle must be disinfected.
- Lunch rooms and Break areas will be closed.
- Bathroom must be disinfected after each use.
- All tools must be clean after use.
- Assigned work will be posted.

## **Schedule**

**Monday to Thursday 9hrs. Shift, Friday 4hrs. Shift, 30 min. Lunch time**

Name	Start	Finish	Lunch
Dominic	0630	1600	1130-1200
Alex	0700	1630	1200-1230
Trevor	0730	1730	1230-1300
Gilles	0800	1800	1300-1330

I have read and understand the procedures

Dominic Normand \_\_\_\_\_ Date: \_\_\_\_\_

Alexandre Cardinal \_\_\_\_\_ Date: \_\_\_\_\_

Trevor Bates \_\_\_\_\_ Date: \_\_\_\_\_

Gilles Lanthier \_\_\_\_\_ Date: \_\_\_\_\_