



COVID-19 PANDEMIC

response plan

BRINK
forest products Ltd.

March 25, 2020

RE: COVID-19 Pandemic Response Plan

As an essential service manufacturer in British Columbia, Brink Forest Products LTD is committed to ensuring the safest possible workplace for its employees during this crisis by upholding the standards set out by Federal, Provincial and Local governments as well as the regional health authority in which we operate.

The following outlines the alterations and additions to our safety processes and procedures designed to maintain the health and safety of all Brink Forest Products LTD employees.

1. Signage has been placed throughout the buildings encouraging social distancing.
2. Production Coordinators have had their duties altered to allow them to provide constant visual attention to maintain social distancing rules (2 meters or greater between workers at all times).
3. All employees are required to wear (and are provided with) facemasks at all times while on site.
4. Call-in procedures strengthened by having all workers, regardless of shift/crew call a single phone number. When calling in, workers are asked to describe the symptoms of the illness for which they are calling. If symptoms match the criteria listed by the British Columbia CDC as possible COVID-19 symptoms, workers are required to self-isolate for 14 days.
5. Workers in self-isolation are recommended to call 811 to report their condition to the local health authority.
6. Toolbox meetings have been suspended to encourage social distancing. Instead, safety topics are being posted on the JOHSC bulletin boards to keep workers up to date on safety issues. Workers are encouraged to voice concerns about the pandemic and company response through the JOHSC safety representatives for their crews.
7. Three workers have been designated full-time sanitization crew. During regular operations there are workers whose job it is to use 10% bleach solution to sanitize all contact surfaces in all facilities and equipment (mobile and stationary) on a continual basis.
8. The Main Office and all production facilities have been closed to outside visitors, contractors and sales.
9. All rooms and walled-off areas adjacent to the production facilities are limited to no greater than 5 individuals at a time.
10. Lunchrooms have been closed to discourage gatherings of workers in smaller spaces.
11. First Aid attendants have been instructed to don an N95 respirator and face shield (in addition to standard first aid PPE) while performing first aid on any worker, regardless of the injury.
12. Production, Safety and Shift Superintendents maintain constant presence on the production floor to ensure workers are following social distancing and that sanitization practices are being conducted effectively and continually.
13. Break schedules have been staggered between all three production facilities to minimize direct interpersonal contact.
14. Workers are encouraged to increase their use the available hand washing facilities provided in each building.

15. Superintendent of Health and Safety maintains a list of all workers in self-isolation. Makes contact with workers in isolation on a regular basis and updates management team with the status of isolated workers on a weekly basis.