

<p>HEALTH &amp; SAFETY</p> <hr/> <p>STANDARDS</p> <hr/> <p>SAFETY</p> <p>MANUAL</p>	<p>SUBJECT</p> <p>PANDEMIC PREPAREDNESS</p>	<p>SECTION: 6.3</p> <hr/> <p>ORIGINAL ISSUE DATE: Oct 1, 2009</p> <hr/> <p>REVISION DATE: February 2020</p> <hr/> <p>PAGE 1 OF 4</p>
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**PURPOSE:**

Payne Transportation Ltd. is committed to providing a safe and healthy workplace for all of our workers as well as the visitors who enter our facility. All employees are required to follow the procedures set out in this policy to prevent or reduce the risk of exposure to any viral influenza.

**APPLICATION:**

This policy and its related practices, applies to all Payne Transportation Employees.

**POLICY STATEMENT:**

The main reason the influenza virus spreads is coughing or sneezing by a person infected with the virus. People may also become infected by touching their mouth or nose after touching someone or something infected with the virus.

**RESPONSIBILITIES:**

**Administrators/Committee:**

Payne Transportation has made and will remain in regular contact with the local health authorities to seek advice on what to communicate to employees and our customers regarding the current influenza outbreak.

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**Staff:**

Influenza is caused by viruses, and is generally spread when an infected person coughs or sneezes. Here are six simple precautions:

1. Stay home when you are sick or have influenza symptoms. Get plenty of rest and check with a health care provider as needed.
2. Avoid close contact with people who are sick. If you are sick, keep your distance from others to protect them from getting sick.
3. Cover your mouth and nose with a tissue when coughing or sneezing, and throw the tissue away immediately. It may prevent those around you from getting sick.
4. Avoid touching your eyes, nose or mouth. You can become ill by touching a surface contaminated with the viruses and then touching your eyes, nose or mouth.
5. Practice other good health habits. Get plenty of sleep, be physically active, manage stress, drink plenty of fluids, eat nutritious foods, and avoid smoking, which may increase the risk of serious consequences if you do contract the influenza virus.
6. Wash your hands. Washing your hands often will help protect you from getting sick. When soap and water are not available, use alcohol based disposable hand wipes or sanitizers.

If you have a fever or cough illness, regardless of where you have travelled, stay home from work and limit contact with others to keep from infecting them. See a healthcare provider if your symptoms become worse but call ahead of time to let them know you have a fever or cough illness.

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**COMMUNICATION:**

All employees will receive the following communication:

1. The risks of exposure to influenza and the signs and symptoms of the disease.
2. Safe work procedures to be followed, including hand washing and cough/sneeze etiquette.
3. Location of dispensing stations for alcohol-based sanitizer.
4. How to report an exposure to or symptoms of the influenza.

**HEALTH MONITORING:**

Employees will promptly report any symptoms of influenza to their Team Leader or Human Resources.

**UPDATES:**

Payne Transportation will update all employees of significant changes or awareness of any flu outbreaks, including H1N1 & any Coronavirus Outbreak.



**COVID-19 Action Plan should you become unwell, the following procedures will be implemented for you and your family's peace of mind.**

1. In the event you (driver) feel unwell, immediately contact Driver Services @ 204-953-1520.
2. Next, we (Payne) will do a health assessment. This will be done by using either the phone or online version of the Government of Canada Assessment Tool.  
Call 1-877-308-9038 (Interactive Voice Response Screening Tool)  
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
3. Should you be well enough to drive, our planner will be instructed to plan you directly home.
4. Should you not feel well enough to drive, driver services will locate the nearest Medical Centre for you to be tested for COVID-19.
5. Should you be required, or feel the need to stop driving and self-isolate, driver services will arrange a room at a hotel with amenities. Once you feel well enough to travel towards home, you may continue your self-isolation in your cab until test results come back negative or the 14 day period has elapsed. The hotel costs will be covered by insurance or Payne.
6. Rest assured, should you be required to stay in hospital, you are insured by either Group Source coverage or your personal health coverage.

**We want to assure you and your family that your Payne family is here for you, you can trust that we will have your back during this time and we are well prepared to ensure you get the best care and attention should you require it.**