



A & A TRADING LTD.

COVID-19 Exposure Control Plan - Office

<p>Purpose</p>	<p>This document has been created due to the COVID-19 Global Pandemic. A&A has written this Office Exposure Control Plan to communicate and educate A&A employees and visitors in protocols regarding COVID-19.</p> <p>A&A has used the following resources in the creation of this Office Exposure Control Plan.</p> <ul style="list-style-type: none"> • Government of Canada – Public Health Services • Ministry of Public Health – British Columbia • Center for Disease Control and Prevention – British Columbia • WorkSafeBC • BC COVID Medical Student Response Team 	
<p>Scope</p>	<p>A&A staff and customers.</p>	
<p>Responsibilities</p>	<p>Executive Leadership</p>	<ul style="list-style-type: none"> • Approve and distribute A&A's COVID-19 Exposure Control Plan – Offices
	<p>Managers & Supervisors</p>	<ul style="list-style-type: none"> • To implement, communicate and train A&A's COVID- 19 Office Exposure Control Plan to all staff.
	<p>Employees & visitors</p>	<ul style="list-style-type: none"> • To adhere to A&A's Exposure Control Plans
	<p><u>Personal Hygiene:</u></p> <ul style="list-style-type: none"> • Hand washing using soap and water is the single most effective way of reducing the spread of infection. • When in the office wash your hands regularly with soap and warm water for at least 20 seconds. See proper handwashing technique diagram outlined in the A&A General Exposure Control Plan. • Do not touch your face, eyes, nose or mouth with unwashed hands. • Cover your mouth and nose with disposable tissue or the crease of your elbow when you sneeze or cough. • Use a soap and water solution from a spray bottle and paper towels or disinfectant wipes to disinfect personal work areas and high touch surfaces. It is recommended that these areas be cleaned twice per day. • Wash hands immediately upon entering the Office Kitchen. Once finished, disinfect all touched surfaces (e.g. microwaves and key pad, coffee makers, kettles and the refrigerator). Wash your hands prior leaving the kitchen area and disinfect the taps and sink before exiting. <p><u>Social Distancing:</u></p> <ul style="list-style-type: none"> • If you are meeting with others look at alternative arrangements such as video conferencing to minimize personal interaction. Prior to and after essential in-person meetings ensure that meeting room chairs, table and other high touch areas have been thoroughly cleaned and disinfected with a soap and water solution from a spray bottle and paper towels or disinfectant wipes. • In the event of an emergency and employees must evacuate the building to the designated muster point, employees will make every reasonable attempt to adhere to the social distancing protocol and remain 6 feet or 2 meters away from other employees. • One person at a time in the office Kitchens. 	



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Visitor Procedures:

- Visitors coming to A&A office(s) is restricted to essential meeting only. Where possible use alternate means for meetings (e.g. video conferencing).
- A&A staff inviting visitors to the office are responsible for communicating these office procedures to their visitor. All visitors must sign in as per A&A's office sign in procedures.
- Visitors not following these office procedures will be asked to leave.

Office Cleaning Procedures:

- Each office kitchen will have a spray bottle filled with a soap and water solution for employees to use. Employees will wash their hands before and after each use.
- All common surface areas in the office (handrails, doorknobs, faucets, counters, etc.) are to be cleaned with a soap and water solution from a spray bottle and paper towels or disinfectant wipes **twice a day**.
- Staff that must use common telephones will be required to clean them with a soap and water solution from a spray bottle and paper towels or disinfectant wipes after each use.
- Staff must use their allocated company laptops and not share equipment or work stations with other staff. If equipment **MUST BE SHARED**, then wipe it down thoroughly with a soap and water solution from a spray bottle and paper towels or disinfectant wipes before passing it on to the next person.

Handling Paperwork:

- If paperwork is required to be printed and given to others - please follow the following procedure:
 - When you send information to the printer, go directly to the printer to retrieve the printed information. Do not leave it in the print tray. When using or waiting for the printer maintain social distance.
 - Wipe any plastic binders down with soap and water solution from a spray bottle and paper towels or disinfectant wipes.
 - Place final paperwork destined for out of office delivery in a cardboard box or envelop for transport.
- Incoming mail and packages to the office must be disinfected prior to distribution within the office.
- Company notifications will be posted in an open location with easy access and that allows for social distancing to be maintain and/or sent by email.