

5/1/2021



Windsor Plywood COVID-19 Safety Plan

Washington State | Stores





Washington State Coronavirus Response (COVID-19)

WORKPLACE RISKS

CORONAVIRUS DISEASE (COVID-19) | VARIANTS OF CONCERN

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

WORKPLACE DISCRIMINATION

It is against the law for any employer to take any adverse action such as firing, demotion, or otherwise retaliate against a worker they suspect of exercising safety and health rights such as raising safety and health concerns to their employer, participating in activities concerning safety and health matters or filing a safety and health complaint

Employee Workplace Safety & Health complaints may be submitted to the L&I DOSH Safety Call Center: (1-800-423-7233) or via e-mail to adag235@lni.wa.gov.

EMPLOYEE INPUT

Windsor Plywood has involved the Store Owners | Managers, Health & Safety Representatives, all levels of staff and Senior Management in identifying the risks located at the Windsor Plywood Store. Employees can contact Human Resources directly for any questions, concerns or unsafe work reporting.

STATE-WIDE RESTRICTIONS

Restrictions are outlined on the <https://coronavirus.wa.gov/> website.

HIGH-RISK SPOTS

CONCENTRATION ZONES

- Breakroom
- Office
- Shipping Dept
- Washroom
- Door | Spray Shop
- Sales Counter
- Entry Doors
- Site Deliveries
- Car-Pooling
- Warehouse

CLOSE PROXIMITY TASKS

- Order Processing
- Shipping & Receiving
- Customer Interaction
- Two-Person Item Lifting
- Customer Line-Ups
- Training | Job Shadow

SHARED EQUIPMENT

- Printer | Copier
- Payment Terminal
- Paper Slots | Trays
- Kitchen Appliances
- Forklifts | Pallet Jack
- Vending Machine
- Shopping Baskets
- Woodworking Equipment

SHARED SURFACES

- Door handles
- Light switches
- Washroom Facilities
- Sales Counter
- Kitchen Counter
- Shipping Counter

RISK-REDUCING CONTROLS

FIRST LEVEL OF PROTECTION | ELIMINATION

HEALTH DEPARTMENT CONTACT INFORMATION

Contact your local Health Department or Washington State Department of Health at 2-1-1

STATE TESTING LOCATIONS

A resource for all residents of Washington State for information related to COVID19. To learn more: <https://www.doh.wa.gov/Emergencies/COVID19>



VACCINATION

We at Windsor Plywood encourage all employees who are able to be vaccinated to do so. Employees are permitted to use accrued Paid Time Off (PTO) for vaccination related absences.

- ✓ Time off to receive a Vaccine or assist dependent getting a Vaccine
 - Member of Household
 - Close Relative in need of care

DAILY HEALTH CHECK

All employees are required to complete a daily health-check screen to ensure the workplace remains protected from possible virus exposure.

This can be done several ways:

- ✓ Initialing next to name daily
- ✓ Signing a timecard daily
- ✓ Completing the paper form
- ✓ Using a mobile app

NO ENTRY IF SICK

Staff & Customers are not permitted to enter – or stay at - workplace if they are Sick. Employees must **follow the Windsor Plywood 10-Steps When Sick**

COVID-19 TESTING

Employees can schedule a test by calling their local Health Department or online at:

<https://www.doh.wa.gov/Emergencies/COVID19/TestingforCOVID19/TestingLocations>

SELF ISOLATE | QUARANTINE

Employees will be ordered to Self Isolate by Public Health if they contract COVID19. If employees are determined to be a **Close Contact** (e.g., household member) they will be ordered to Quarantine. Employees are legally required to quarantine for 14-Days from time they were exposed. If they become sick during this time, they will be required to quarantine for an additional 10 days from when symptoms began.

WINDSOR PLYWOOD EMPLOYEE DAILY HEALTH CHECK

WORKPLACE: _____

First Name _____

Last Name _____



Date _____

Do you have any of the following new or worsening symptoms?

Fever	Headache	Loss of smell/taste	Shortness of breath
Cough	Sore throat	Extreme tiredness	Digestive issues
Pink Eye	Body aches	Runny/stuffy nose	Loss of appetite

1. Within the past 14 days, have you been in close contact with anyone that you know had COVID-19 or COVID-like symptoms? Close contact is being within 6 feet for 15 minutes or more over a 24-hour period with a person; or having direct contact with fluids from a person with COVID-19 with or without wearing a mask.
2. Have you had a positive COVID-19 test for active virus in the past 10 days, or are you awaiting results of a COVID-19 test?
3. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?

If you answered YES to any of these questions please do not enter the Workplace and contact your local Health Department



CLOSE-CONTACT

Health Authorities have adopted the following criteria when determining a Close Contact that will be **required to Quarantine**

- Within 6 feet of a person who has COVID-19 for 15 minutes or more of cumulative contact – example: multiple interactions for a total of 15 minutes or more, **even if a mask was worn during that contact**
- Has had direct contact with bodily fluids of a person who has COVID-19 - coughed or sneezed on
- Has physical contact with a person who has COVID-19 - handshake or hug
- Shares items with a person who has COVID-19 such as drinks, cigarettes, vapes, lipstick, eating utensils

TRUCK DELIVERIES

Truck Drivers should not enter Store and must maintain physical distancing. A wall mounted wireless buzzer can be provided to alert Shipper upon arrival. Sanitizer and masks are made available for paper handling

PROTECTIVE GUARDS

Personal constructed shielded eating areas in the Break room have been constructed. Stores can contact Human Resources for plans that work for a variety of different breakrooms.

OCCUPANCY LEVEL | RETAIL STORE

Stores operating in Counties with high case numbers must limit their Store capacity to a maximum of 25% of regional Fire Code – **excluding employees**. Generally, this calculation is going to allow for more customers than a Store would reasonable feel comfortable with. Restrict number of customers permitted into Store at one time. Utilize door sign to communicate this. Stores must allow for maintenance of 6 feet of physical-distancing between all customers and employees. **Recommended Guideline: 54 Square Feet of unencumbered floor space per person.**

CUSTOMER INTERACTION

Eliminate customer hand-shakes, fist-bumps, hugs, or any other physical contact. Maintain physical distancing at all times if possible.

STORE RETAIL HOURS

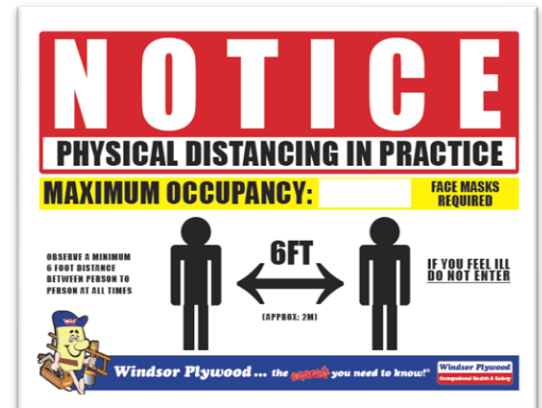
Store may consider reducing hours Store is available to retail customers. This may be necessary to accommodate staff shortages as a result of Self-Isolation or Quarantine orders. It also provides more time to allocate to Phone, Fax and email orders that have increased in volume. Additional time may be required for disinfecting the surfaces in the Store.

SHARED ITEMS | CALL-TO-ACTION SURFACES

Eliminate handing out water, coffee, candy, pastries and other food items to customers and employees. Remove displays that promote contact – such as touchscreen monitors and “feel the difference” product comparisons

WORK SPACES

Rearranged to ensure at least 6 feet of physical distancing is achieved between all employee work



spaces. Some spaces will require the installation of plastic shield barriers.

METHOD OF PAYMENT

Encourage customers to provide alternative methods of payments instead of Cash.

NOTICE

COVID-19 PROTOCOLS

STOP

DO NOT ENTER this yard if you are experiencing any of the following symptoms:

- Fever
- Sore Throat
- Shortness of Breath
- Headaches
- Unusual Muscle Pain
- Cough

**OCCUPATIONAL HEALTH & SAFETY
STORE VISITOR REQUIREMENTS**

Physical Distancing

2m
6ft

Visitors NOT Permitted to Use Staff Washrooms

Shipping Office **CLOSED** - Ring Buzzer or Knock at Office Door

Nitrile Gloves & Hand Sanitizer Provided for Handling Papers

COVID-19

Anyone can catch it. Anyone can spread it.

FACE MASKS ARE REQUIRED STATEWIDE

Please help keep everyone safe; wear a face covering.

#MaskUpWA
coronavirus.wa.gov

Spread the Facts

CURBSIDE PICKUP
Call when you arrive

SANITIZE HANDS HERE

PLEASE

NO CASH PAYMENT AT THIS TIME

CREDIT CARD AND CONTACTLESS PAYMENT ONLY AT THIS TIME

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SECOND LEVEL OF PROTECTION | ENGINEERING CONTROLS**PROTECTIVE GUARDS**

A plexiglass shield has been installed on the Sales Counter as a barrier between staff processing order and the customer order transaction.

CURB-SIDE | OFF-SITE DELIVERY

Provide options for customers to chose Curb-Side Service – customer stays outside of building and staff bring items outside and leave in an agreed to place – or arrange delivery options to home or another site. Consider use of mobile phones and video calling methods.

PRIVATE SERVICE | AFTER HOURS

Customers that are not able to wear a face mask and require entry into store can be provided an option of returning to workplace after hours in order to maintain physical distancing.

CUSTOMER LINE-UPS

Floor markings have been installed to ensure customers line up in the right direction and are maintaining physical distancing requirements. Larger stores will be required to install directional arrows to ensure the flow of customer traffic is maintained to avoid close contact between customers during busy periods.

PRODUCT RETURNS | DOOR MACHINE-TO-MATCH

A designated space in the Store has been established to accept these items and leave for further disinfecting to be completed. Employee assigned to this task is to be provided a KN95 Mask and hospital-grade disinfectant.

WASHROOM USE

Staff and Customers should be assigned separate washrooms to avoid cross-contamination. A hospital-grade disinfectant spray bottle is placed in each washroom to allow for users to clean surfaces they came in contact with during their use of washroom.

COAT RACKS | LOCKERS

Removal of coat-racks that are less than 6’ apart to avoid cross contamination between staff. The use of lockers or metal file cabinet drawers have been provided.

THIRD LEVEL OF PROTECTION | ADMINISTRATIVE CONTROLS**PHYSICAL-DISTANCING**

Policies outlined by State Health Authorities are expected to be practiced at all times throughout the workplace. Stores are to assign their Health & Safety Representative as a Physical-Distancing Monitor.

EMPLOYEE BULLETIN

Single-page bulletin is circulated by Human Resources regularly to all staff. It is delivered to Manager email – which is then forwarded to staff personal email addresses or posted on a bulletin board. These Bulletins contain timely information, resources, updates, new & evolving policy changes and health statistics.

PRE-ORDERS | PHONE

Encourage customers to research items with a Sales Associate on the phone before coming into the Store. Take pre-orders by phone, fax, email or online. Provide delivery and curbside pick up options.

DELIVERIES | PARCEL

Courier deliveries to Store are placed directly into an isolated bin. They are handled by Shipping/Receiving or the recipient who it is intended for.

DELIVERIES | FREIGHT

Shipments arriving on truck should be handled by Forklift or Shipping/Receiving staff who are trained with handling potentially contaminated product.

FOURTH LEVEL OF PROTECTION | PERSONAL PROTECTIVE EQUIPMENT

MANDATORY FACE COVERING | EMPLOYEES | KN95

All Employees are required to wear a face-covering at the workplace at all times. This includes when two employees are driving in the same vehicle. **A KN95 Mask is recommended and is provided by Windsor Plywood to employees at no charge.**

Exceptions are made for the following situations **AND** physical distancing can be maintained:

- ✓ Washrooms – when used privately
- ✓ Working alone in office or shielded work space
- ✓ Sitting in a private shielded eating space
- ✓ Smoking privately
- ✓ Shipping Yard
- ✓ Warehouse with no centralized HVAC



MANDATORY FACE COVERING | CUSTOMERS

All customers are required to wear a Face Mask while in a Windsor Plywood workplace. Signage is posted at the entry points along with provided disposable face masks should a customer not have one.

CUSTOMER MASK REFUSAL

Customers not able to wear face masks as a result of a medical reason or personal choice will not be permitted into the Store. Instead, customers should be directed to Curbside Delivery options and provided service from outside the Store. Customers refusing to cooperate should be reported to Management. Employees are to avoid confronting customers and creating an argumentative situation. Should a customer feel their rights have been violated they can contact Human Resources.

FACE MASK | 3-PLY DISPOSABLE NON-MEDICAL GRADE

Made available to staff to wear daily at workplace.

FACE MASK | REUSABLE CLOTH

Made available to staff to wear at workplace. Designed for a more comfortable and customized fit while allowing for enhanced filters to be used.

FACE SHIELDS AND NECK GAITERS

These types of face coverings **are not permitted.**

SELECTING THE RIGHT MASK

Each working task needs to be evaluated in order to determine the most effective and appropriate mask

for the application. Refer to following link for more information: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

DISINFECTANT SPRAY

Made available to Janitorial Services & Cleaning Staff throughout the Store for a ready-to-use disinfectant. Product is confirmed by Environmental Protection Agency to be **effective against 2019 novel Coronavirus | SARS-CoV-2, COVID-19**

**ALCOHOL-BASED HAND SANITIZER**

Made available for use throughout the Store. **Healthcare-Grade foaming solution**

EFFECTIVE CLEANING & HYGIENE PRACTICES**CLEANING & DISINFECTION**

Effective cleaning and disinfection are a **TWO-STAGE PROCESS**.

CLEANING

To disinfect a surface effectively, you must clean it first to remove surface dirt and debris. **Any residue left on work surfaces and equipment may deactivate the disinfectant.** Use soap or detergent as a cleaning agent.

DISINFECTION

After cleaning, apply a disinfectant to the surface. You need to leave the disinfectant on for a specified contact time to neutralize any remaining organisms. Look for recommended contact times on product instructions.

COMMON SURFACES

Start by cleaning high-contact common surfaces – identified at beginning of this document. Clean and disinfect surfaces inside and outside to limit the chance of the virus spreading through touching contaminated surfaces

CLEANING SCHEDULE & LOG

Daily schedule for all days the Store is open & operational. **Documented on a Log Sheet.**

HYGIENE PRACTICES**HANDWASHING**

Regular handwashing is an important part of maintaining clean surfaces and reducing risk of virus.

COUGHING & SNEEZING

Good personal hygiene practices help keep those around you safe & healthy. Each staff member is provided their own personal box of tissue for their workplace.

HAND-SANITIZER | YARD EMPLOYEES

Each staff member is provided a bottle for their workplace. Yard Workers should be provided a bottle with a carabiner clip along with disinfectant spray for Forklift.

**SANITATION | RECYCLING**

Garbage bins are emptied daily and lids are removed to avoid surface contact. Recycling program is suspended and staff are encouraged to bring personal recyclables home with them.

POLICY DEVELOPMENT**COVID-19 SAFETY PLAN | WASHINGTON STATE STORES**

A plan outlining the health and safety protocols for COVID-19 in the workplace. Designed and implemented by Human Resources with input from trusted sources.

COVID-19 STAFF & FAMILY PPE PURCHASING POLICY

PPE is not encouraged to be displayed for sell to customers. However, staff are provided the opportunity to purchase PPE for their family's personal use at a staff discount. Some items can be sold on a "as-needed" basis as directed by Management.

USA | FAMILIES FIRST CORONAVIRUS RESPONSE ACT | FFCRA

This Act provides Windsor Plywood with the option to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's Wage and Hour Division administers and enforces the new law's paid leave requirements.

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>

COVID-19 OCCUPATIONAL FIRST AID ATTENDANT POLICY

Attendants have been directed to change the level & process of care as it relates to COVID-19 health & safety protocols.

COMMUNICATION PLANS & TRAINING**EMERGENCY CONTACT INFORMATION**

All employee emergency contact information has been collected – including mobile phone, personal email and emergency contact individual's information. This is required for Exposure Assessments and Contact Tracing by Human Resources & Management.

HIGH-RISK EMPLOYEES

Employees have been identified that are at increased risk of a more severe illness because they are over 60 years old, or if they have compromised immune systems or underlying chronic medical conditions.

HEALTH & WELLNESS

- Virtual Health Care Providers
 - Virtual Pharmacy Providers
 - 3 Categories of Isolation
 - How to Isolate at Home
 - Caring for a Patient
 - Talking to Your Child about COVID-19
 - Emotional Well Being
- During Isolation
 - High Risk Health Markers for COVID-19
 - Block the Media Noise
 - Smoking & Vaping Cessation
 - Build Your Immunity
 - Recognizing Stress & Anxiety in Yourself



MONITOR & UPDATE PLANS

As Windsor Plywood moves forward, things will change. If you identify a new area of concern, or if it seems like something isn't working, take steps and inform your Manager or contact Human Resources.

HEALTH & SAFETY REPRESENTATIVE

COVID-19 health & safety protocols are the responsibility of the Store's Health & Safety Representative. Bring your ideas, concerns, and questions.

STORE POSITIVE-CASE IDENTIFIED

Employees contact Store Management immediately when they test positive for COVID-19. Manager will collect information from and inform Human Resources. Employee will then be contacted by Human Resources about next steps – which will include Contact-Tracing by Public Health Department.

CONTRACTING VIRUS AT THE WORKPLACE | WORKER'S COMPENSATION

Coverage for contracting COVID-19 at the workplace can be applied for through Washington State Department of Labour & Industries. To learn more visit:

<https://www.lni.wa.gov/agency/outreach/workers-compensation-coverage-and-coronavirus-covid-19-common-questions>

TRUSTED INFORMATION SOURCES

Windsor Plywood carefully selects where information that is acted on, is sourced. Some trusted information sources are listed below.

- Federal Government
- Center for Disease Control
- Vigilant Employment Law Group
- Washington State Department of Health
- Occupational Safety & Health Administration
- Washington State Department of Labor & Industries
- Employee Assistance Program | LifeWorks
- Employee Health Benefits Provider
- COMPWISE | Workers' Compensation
- Building Material Associations
- Chartered Professionals in Human Resources

MORE INFORMATION**Human Resources | Occupational Health & Safety**

604-455-9663

rhare@windsorplywood.com

Department of Health

www.doh.wa.gov/coronavirus

Center for Disease Control & Prevention

www.cdc.gov/coronavirus for updates on COVID-19

Occupational Health & Safety Administration

<https://www.osha.gov/SLTC/covid-19/standards.html>

Request Free Online Consultation | Washington State Labor & Industries

<https://lni.wa.gov/safety-health/preventing-injuries-illnesses/request-consultation/onsite-consultation>