

Affiliated Equipment COVID-19 Response Plan and Workplace Procedures

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1. General workplace guidelines

1. Employee Screening Procedures & Building Access¹

All AE employees will be required to adhere to the following screening procedures on a daily basis:

- Prior to arriving at work, AE employees will self-assess for the following criteria¹: (1) symptoms of fever, cough or difficulty breathing; (2) contact with a confirmed case of COVID-19 in the past 14 days; (3) current instruction by local public health authorities to self-isolate due to travel. If the answer is “yes” to any of these questions, the individual may not enter the building and should return home and refer to public health guidelines for seeking medical advice.
 - Management may actively screen employees by having them answer this series of questions.
- Any employees who appear to develop a fever or acute respiratory illness symptoms (i.e. cough, shortness of breath) during the day will be sent home immediately².
- Only AE employees are permitted to enter the front end of the building, including the washrooms, warehouse, and office space. Customers will be made aware that no washroom facility is available to them on site.
- Customers will only be permitted to access the cage and camera prep areas.
- In efforts to limit the introduction of pathogens into the facility, once an employee has arrived at work, they are only permitted to leave the building during their lunch break.

¹ <https://www.canada.ca/en/government/publicservice/covid-19/prevention-preparedness.html>

² https://www.toronto.ca/wp-content/uploads/2020/03/9538-Fact-Sheet-for-Workplaces-Non-Healthcare_final.pdf

- As a result, additional outdoor breaks throughout the day (e.g. smoke breaks), aside from scheduled lunch breaks, will not be permitted;
- If smoking on the premises during a lunch break, employees must leave a 2-meter berth around any doorways;
- Breaks may be taken in the facility kitchen/break room.

2. General Employee Hygiene Procedures and Environmental Cleaning Procedures

Proper hygiene is an important component of any strategy to reduce the risk of infection or transmission of COVID-19. The following procedures will be adhered to by all AE employees³:

- Employees will regularly wash their hands with soap for at least 20 seconds. Hand washing with soap is required in any case where hands become visibly dirty. Washing hands with soap and water for at least 20 seconds is the most effective strategy for removing the COVID-19 virus from hands⁴.
- In circumstances when washing with soap is infeasible, employees will disinfect their hands with a commercial, alcohol-based hand-sanitizing product. If you are unsure of whether your hand sanitizing product is suitable for use, consult the list of hand sanitizers authorized by Health Canada: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html>
- Employees will cough or sneeze into a tissue or the bend of their arm. They will immediately dispose of any tissues as soon as possible in a lined waste basket and disinfect their hands afterward.
- Employees will avoid touching their eyes, nose, or mouth with unwashed hands, and will wash or disinfect their hands after any occasions where they touch their eyes, nose or mouth.
- Employees will maintain a physical distance of at least 2 meters between all other persons in the office or on a job site. In the case that an employee must come within 2 meters of another person, they will wash or disinfect their hands as promptly as possible.
- Employees will minimize sharing of all equipment or office supplies, and utilize commercial disinfectants to clean shared equipment prior to use.
- Employees will not share personal work stations and will disinfect any frequently contacted areas within their work station at the beginning and end of each workday.
- Disinfecting solution will be made available in the washroom. Employees are to use cloths to disinfect any surfaces contacted by hand when using the washroom (e.g. door knobs, taps, toilet handles). A laundry bin will be placed outside the washroom door so that cloths can be washed.
- Interior doors, including washrooms, will be propped open throughout the workday, when conditions permit, to reduce the need to contact to open/close doors and to improve ventilation in the building. In the case that an employee must open/close any door, they will be responsible for disinfecting any surface they come in contact with. Clean cloths, a bucket of disinfecting solution and laundry bucket, for soiled cloths, will be provided at all building entries to facilitate this procedure.
- In addition to routine cleaning, frequently touched surfaces will be disinfected at least twice per day. This includes surfaces such as doorknobs, dock leveler and tailgate buttons,

³ https://www.toronto.ca/wp-content/uploads/2020/03/9538-Fact-Sheet-for-Workplaces-Non-Healthcare_final.pdf; <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html>

⁴ <https://www.cdc.gov/handwashing/show-me-the-science-handwashing.html>; <https://ncceh.ca/content/blog/when-hand-washing-not-handy-cautions-hand-sanitizer-use>

light switches, toilet handles, counters, handrails, touch screen surfaces and keypads. All AE employees will be required to participate in cleaning tasks in accordance to a posted schedule.

- Face masks or coverings are not required, but will be made available in the case that employees wish to wear them. In the case that a face mask/covering is being used, employees must follow best practices for hygienic use. This includes:
 - Before putting on your mask, wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer.
 - Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask.
 - Do not touch the front of the mask while you wear it. Wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer if you accidentally touch your mask.
 - Wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer after you have discarded your mask.
- Further information is available at: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-how-to-wear-mask.pdf?la=en>

3. Cleaning and Disinfection Procedures

- Cleaning versus disinfecting⁵
- Cleaning products, such as detergents and soaps, breakdown grit and remove organic material from surfaces, but are not always effective at killing germs;
- Cleaning is required prior to disinfecting to ensure the effectiveness of disinfecting agents, unless otherwise stated by the product manufacturer. Some products include both cleaners and disinfectants.
- Disinfectants are applied after cleaning to destroy germs. Disinfectants have a Drug Identification Number (DIN).
- Disinfectant wipes have combined cleaners and disinfectants in one solution.
- Disinfectant wipes are not effective if they become dry, and should be discarded in these cases;
- Disinfectant wipes are not recommended for heavily soiled surfaces.
- If you are unsure as to whether a product meets Health Canada's requirements for COVID-19 disinfection: (1) Locate the Drug Identification Number (DIN) on the disinfectant product label, and (2) Look for that number on the Disinfectants for Use Against SARS-CoV-2 (COVID-19) list, available at: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1>
- Follow all product guidelines, such as appropriate use of PPE, when handling cleaning and disinfecting products.

Disinfecting solutions for hard surfaces

- All surfaces must be cleaned to remove dirt and debris prior to disinfection.
- As a standard practice, AE employees will use an appropriate commercial disinfecting product, or 2-10% liquid bleach (sodium hypochlorite solution)⁶ mixed with cool tap water for disinfection of hard surfaces including any equipment cases, light stands, location supplies (tables, chairs, cones, etc.).
- Employees will ensure the bleach solution has not passed its printed expiration date;
- Mixed bleach solutions will be prepared on a daily basis to ensure efficacy;
- Bleach will not be mixed with any other solutions (ammonia, vinegar, etc.)
- If you are unsure of the dilution ratio for mixing bleach and water, use the Public Health Ontario online calculator, available at: <https://www.publichealthontario.ca/en/health-topics/environmental-occupational-health/water-quality/chlorine-dilution-calculator>

⁵ <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>

[https://www.journalofhospitalinfection.com/article/S0195-6701\(20\)30046-3/fulltext](https://www.journalofhospitalinfection.com/article/S0195-6701(20)30046-3/fulltext)

2. Rental Equipment Procedures

1. Risk Management

Affiliated Equipment has developed COVID-19 response procedures that take advantage of its small contingent of staff and compartmentalized facility design to mitigate risk to both customers and employees. As a result, there are several important changes to our general operator procedures that must be taken into consideration by our customers.

Epidemiological evidence suggests that the highest risk of transmission of COVID-19 is through respiratory droplets and contact with infected individuals. As a result, limiting physical interaction, maintaining distance between individuals and minimizing the number of people entering a work site are some of the most effective strategies in mitigating the risk of transmission.

Package truck rental is the most risk-averse option for customers, as it eliminates the need for AE or production company employees to handle equipment, and allows AE to ensure that all equipment is managed in a controlled environment following strict cleaning and disinfection procedures.

Transmission of COVID-19 is possible when an individual touches an object with the virus on it, then touches their mouth, nose or eyes before washing their hands. However, “coronaviruses are one of the easiest types of viruses to kill with the appropriate disinfectant product when used according to the label directions” (Health Canada, 2020⁷). As a result, AE is implementing strict cleaning and disinfecting procedures to mitigate the risk of transmission from rental equipment surfaces.

In cases where equipment cannot be effectively disinfected because of the materials or equipment design (e.g. soft, porous materials, deep crevices, etc.), equipment will be quarantined as an alternative. Current studies have found the survival of the COVID-19 virus on surface varies depending on a number of factors, including material type⁸. For this reason, a 72 hours quarantine period has been imposed on any equipment that cannot be effectively and efficiently cleaned and sanitized.

Equipment cleaning and disinfection procedures and/or equipment quarantine, are required regardless of whether a piece of equipment is used when on a job or not. As a result, **customers will be charged a rental fee for all equipment that is loaded in a cage or leaves the AE facility.** Under normal circumstances AE has been able to adjust customer orders or forgive rental fees in cases when equipment is returned within a reasonably short amount of time. In order to ensure a high standard of practice for our COVID-19 risk mitigation measures, this will not be possible at this time. Customers are encouraged to thoroughly review their orders to ensure it reflects their specific needs for the job.

2. Equipment Pick-up and Return

- Customers will be responsible for loading all equipment from appropriate cage. The following procedures have been put into place to mitigate risk to customers and AE employees:

⁷ <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html#p>

⁸ <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/assumptions.html>

- Only one job will be permitted to load/unload equipment at a time. It is essential that Production Managers schedule a pick-up time with AE in advance.
 - In the case of any unexpected delays, customers are encouraged to contact AE to reschedule their pick-up time, to ensure there will not be overlap with other jobs.
 - In the case that a customer arrives outside of their scheduled pick-up time and other job is on-site, the late customer will be required to remain in their vehicle until the cage has been cleared of all other customers and AE employees.
- Handling of light and grip equipment and entry to the cage area has been restricted to 3 designated AE employees who have been trained on use of PPE, equipment handling and disinfection procedures;
- All equipment will be cleaned and disinfected prior to being loaded in the cage(s). AE employees will use a new pair of disposable gloves when loading each job and dispose of these gloves upon completion of this work. Cases, handles and/or any other points of contact will be wiped down with a disinfecting solution upon being placed in the cage as a precautionary measure⁹.
- All points of contact will be cleaned and disinfected between customer pick-ups.
- No AE employees will be present in the cages while equipment is being loaded by customers.
- AE employees will ensure that all surfaces which customers be may required to come in contact with during equipment return are cleaned and sanitized prior to their entry. This includes door handles, locks, key pads, etc.
- Prior to entering the building, all customers are required to self-assess for the following criteria¹⁰: (1) symptoms of fever, cough or difficulty breathing; (2) contact with a confirmed case of COVID-19 in the past 14 days; (3) current instruction by local public health authorities to self-isolate due to travel. If the answer is “yes” to any of these questions, the individual may not enter the building and should follow local public health advice.
- Efforts should be made to minimize the number of individuals entering the building. Ideally, no more than 2 persons will be designated to load/unload gear, however, it is recognized that some occasions may require more than 2 individuals.
- Customers will not have access to washroom facilities or any other areas of the building and must plan their work schedule accordingly.

3. Camera Rentals and Prep

- Customers will be required to schedule a time slot for camera prep with Peter Parks, in advance. In order to facilitate scheduling, customers will be asked to expedite their prep, hopefully conducting it within a 4-hour time slot.
- Camera Assistants will be required to enter the AE via the green doors on the north side of the building. When ready to enter they must call to have the doors opened for them.
- All efforts will be made to schedule camera prep so that only 1 customer will be present on site.
- In the case that two customers require the same time slot, designated workspaces that allow for a minimum of 2 meters physical distance from all other persons will be provided.
- Camera Assistants will be restricted to the camera prep room, and will not be permitted access to other parts of the building, including washrooms.

⁹ Only products listed on Health Canada’s Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants for use against COVID-19 shall be used

¹⁰ <https://www.canada.ca/en/government/publicservice/covid-19/prevention-preparedness.html>

- Prior to entering the building, all customers are required to self-assess for the following criteria¹¹: (1) symptoms of fever, cough or difficulty breathing; (2) contact with a confirmed case of COVID-19 in the past 14 days; (3) current instruction by local public health authorities to self-isolate due to travel. If the answer is “yes” to any of these questions, the individual may not enter the building and should follow local public health advice.
- Customers will be provided with hand sanitizer and disposable gloves to use while on the premises. Guidance on the appropriate use of gloves and hand sanitizer will be posted in the camera area.
- Once camera prep has been completed and all camera assistants have exited the building, the equipment will be loaded into cages by the AE Camera Tech.
- AE will ensure that the camera room is cleaned and disinfected at the beginning and end of each workday; additional environmental cleaning may be conducted as required. In addition to this routine cleaning, all contact surfaces required for entry to the camera room (e.g. door knobs) and individual workspaces will be disinfected between new customer arrivals.

4. Package Truck Drivers/Equipment Managers

- Prior to arriving at work, AE drivers will self-asses for the following criteria¹²: (1) symptoms of fever, cough or difficulty breathing; (2) contact with a confirmed case of COVID-19 in the past 14 days; (3) current instruction by local public health authorities to self-isolate due to travel. If the answer is “yes” to any of these questions, the individual may not enter the building and should return home and refer to public health guidelines for seeking medical advice.
 - Management may actively screen employees by having them answer this series of questions.
- Drivers will be responsible for ensuring that the interior and exterior contact points (steering wheel, door handles, buckles, latches, etc.) are cleaned and disinfected at the beginning and end of all days when a vehicle is in use;
- Drivers will be provided with appropriate disinfectants, alcohol-based hand sanitizer, disposable gloves, disposable face masks¹³ and a designated waste disposal bag for their vehicle;
- Only the designated driver is permitted to enter the cab or cargo area of any AE vehicle.
- Customers must establish a drop off point at the job site with adequate space for trucks to park and drivers to unload equipment while maintaining a minimum distance of 2 meters from any other persons on site;
- Drivers are responsible for loading or unloading equipment to/from this designated area;
- Drivers will use a clean pair of disposable gloves and a face masks when loading/unloading equipment and immediately dispose of gloves/mask immediately after use in a designated waste disposal bag.
- Other than moving from the vehicle to the designated loading and unloading area, and to access lavatory facilities, drivers will not access any other spaces on a job site. Drivers will be required to wait in the vehicle while on a job site.
- Drivers will not be able to accept craft services while on a job site and will plan accordingly.

¹¹ <https://www.canada.ca/en/government/publicservice/covid-19/prevention-preparedness.html>

¹² <https://www.canada.ca/en/government/publicservice/covid-19/prevention-preparedness.html>

¹³ <https://www.toronto.ca/home/covid-19/covid-19-protect-yourself-others/covid-19-reduce-virus-spread/?accordion=face-masks-coverings>