

Fairbarn Electric Inc.

113 Blair St.
North Bay, On, P1A 4E9
705-497-0642
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www.fairbarnelectricnorthbay.ca

Pandemic Preparedness Plan

The office manager in cooperation with the site managers at Fairbarn Electric Inc. will collaborate daily to ensure communication of policies and procedures during a pandemic are followed in order to ensure the health and safety of each stake holder that influences the day to day operations of the corporation. These stakeholders include but are not limited to employees, customers, sub-contractors, the Electrical Safety Authority and suppliers. The policies and procedures put in place are to keep each stakeholder safe within the various work environments. Within the electrical contracting industry the workplace includes the head office, job sites, company vehicles, and suppliers warehouses. This plan will contribute to preventing the spread of the virus, illness or disease during a pandemic, including the current Covid-19 Pandemic.

Review of the Fairbarn Electric Inc. Pandemic Preparedness plan will take place throughout the Covid-19 Pandemic, and the policies and procedures put in place will be evaluated on their effectiveness when the World Health Organization declares that the pandemic has ended.

Communication with all stakeholders involved with the operating of Fairbarn Electric Inc. will be with reduced social contact by utilizing technology. Communication outlining policies and procedures that contribute to heightened health and safety during a pandemic, including the current Covid-19 Pandemic will increase safety as daily operations continue. Any changes initiated due to government control will be followed and communicated to all stakeholders via telephone, email, social media, and the Fairbarn Electric Inc. website.

Community, Provincial, National and World Health organization links that are relevant sources will be reviewed by Fairbarn Electric Inc. regularly and shared with all stake holders. When changes that effect safety and service are identified by these relevant sources, Fairbarn Electric Inc. will respond as directed and communicate the required protocol and policy changes to all stakeholders including but not limited to employees, customers, sub-contractors, the Electrical Safety Authority and suppliers via telephone, email, social media, and the Fairbarn Electric Inc. website.

Hand washing, social distancing and wiping down commonly used surfaces, are important practices to fight the spread of viruses and these practices will be heightened during a pandemic. At Fairbarn Electric Inc. government approved cleaning agents are used to clean the office, work trucks, tools and all employees hands.

Fairbarn Electric Inc. has reviewed the hand washing and social distancing protocol and policies with all employees and provided this information through visual posters and email. These policies will be reviewed regularly via email in order to address any new vetted information pertinent to the safety of employees, customers, sub-contractors, and suppliers.

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Hand washing and hygiene protocols:

- the office and work vehicles will be cleaned daily using government approved cleaning ingredients
- tools are wiped down with government approved cleaning ingredients daily
- employees are to wash their hands often with soap and water for at least 20 seconds, especially after using the washroom and when preparing food
- use alcohol-based hand sanitizer if soap and water are not available, this is available in each work vehicle
- when coughing or sneezing: cough or sneeze into the bend of your arm, not your hand
- dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards and wipe down any surfaces touched between the time of the sneeze and washing of your hands. Use a government approved cleaning product
- avoid touching your eyes, nose, or mouth with unwashed hands
- employees will wash their hands with hand sanitizer each time they enter and exit the work vehicle
- employees will wash hands with soap and water after entering the office and prior to exiting the Fairbarn Electric Inc. office site
- If Personal Protective Equipment is required by a contractor within their work site, the contractor must ensure that this is due to company regulations not threat of exposure to the Covid-19 virus
- If an employee feels any threat of exposure to the Covid-19 virus they vacate the work site immediately and report this via telephone call to the site manager who will then report to the office manager.

Social Distancing protocols:

Social Distancing can help to prevent the spread of viruses, this includes leading a lifestyle outside of the work place that respects this policy as well.

- stay home when you are sick
- avoid contact with people who are sick
- avoid large crowds at all times
- leave the job site immediately if someone on the site has presented as visibly ill
- leave the job site immediately if a person on the job site has shared that they have recently travelled outside of the country
- leave the job site immediately if a person on the job site has been to a large gathering in the last 14 days.

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If a shutdown is required, given the nature of the electrical contracting occupation, working remotely is difficult to facilitate during a health crisis such as a pandemic. Keeping employees and all stake holders safe is the upmost priority and if such an occasion arises, employees will be provided with two days of paid leave and directed to government agencies that help to financially assist workers during a time of work shortage due to a pandemic, missed work due to illness/quarantine, or caring for a sick relative.

To ensure that there is work after the pandemic alert is lifted, communication with general contractors, customers, suppliers the Electrical Safety Authority and employees will continue virtually throughout the crisis. The relationships that Fairbarn Electric Inc. has with these stakeholders is key to rebounding after the financial constraints that a pandemic health crisis can create.

The Current Covid-19 Pandemic

During the current Covid-19 crisis the following resources have been vetted and used for relevant up to date information that may contribute to a change in daily operations:

[North Bay Health Unit](#)

[Ontario Ministry of Health](#)

[Public Health](#)

[Public Health Agency of Canada](#)

[World Health Organization](#)

The following information regarding the Covid-19 Pandemic was provided by the Public Health Agency of Canada.

Symptoms of Covid-19 have included:

- cough
- fever
- difficulty breathing
- pneumonia in both lungs

In severe cases, infection can lead to death.

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Preventing Covid-19

- being prepared in case you or a family member become ill
- following the latest travel advice from federal and provincial public health leaders:
 - avoiding all non-essential travel, including cruise ships
 - self-isolating, and monitoring for symptoms (cough, fever or difficulty breathing) for 14 days if you have travelled outside of Canada
- reducing contact with others by following the guidance for self-monitoring, self-isolating, or isolating
- practicing social distancing and proper hygiene
- wearing masks, if necessary
- avoiding crowded places and non-essential gatherings
- avoiding common greetings, such as handshakes
- limiting contact with people at higher risk (e.g. older adults and those in poor health)
- keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible

The health and safety of our customers, employees, subcontractors, ESA partners and suppliers is of the utmost priority to Fairbarn Electric Inc. at all times. During the Covid-19 pandemic the policies and procedures of the *Fairbarn Electric Inc. Pandemic Preparedness Plan* will be communicated, evaluated, and adjusted as required in order to prevent the spread of Covid-19.