



Taking care of Business during COVID-19

Pre-Screening!

- We are pre-screening Drivers and Visitors who enter our facility with a questionnaire.

Durham Pallet Services
Division of 1477124 Ontario Ltd.

DATE: March 13, 2020

Visitor policy

Name: AL

Effective immediately, as a precautionary measure Durham Pallet Services is open for business and need visitors to answer the following questions prior to meeting with anyone or signing in:

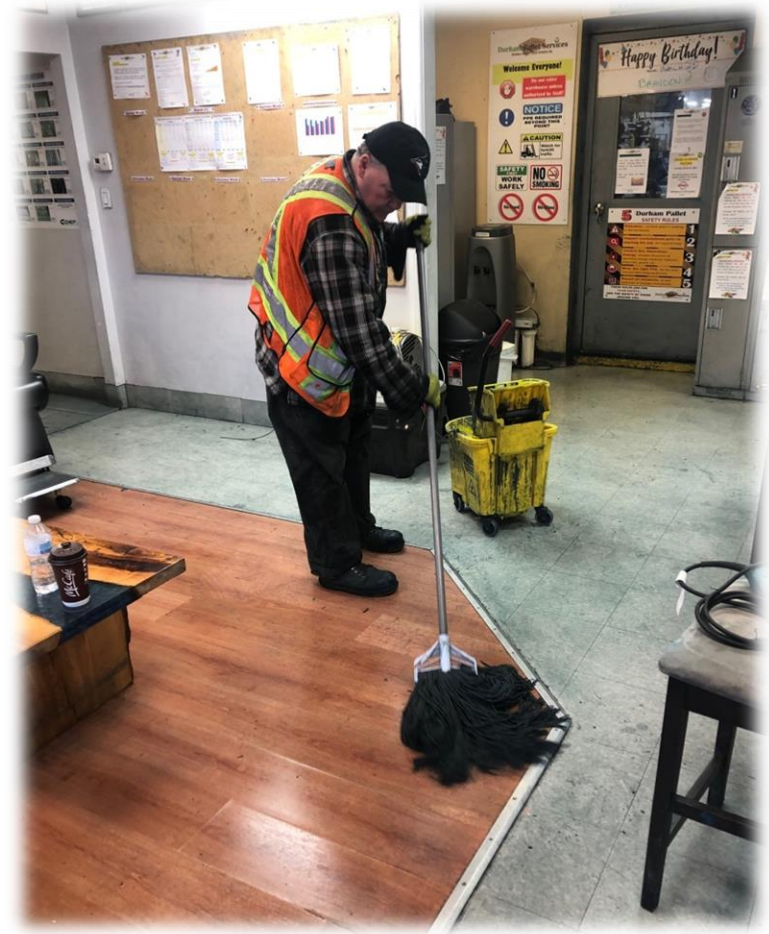
1. Did you use air travel or have been on a cruise ship in the past 7 days
YES ☐ NO ☒
2. Do you currently have any flu like symptoms i.e. Fever, sore throat, headache, runny nose etc. have you had a fever of 100. 4 or higher?
YES ☐ NO ☒
3. Have you, someone living in your household, a partner, or someone you care for, been diagnosed with COVID – 19 or had any contact with a confirmed case of COVID?
YES ☐ NO ☒
4. Have you, or any of your close contacts, traveled to or from any of the following countries in the past 14 days: China, Taiwan, Hong Kong, Singapore, South Korea, Japan, Thailand, Iran or Italy?
YES ☐ NO ☒

Durham Pallet is putting out this policy to protect our team members and their families.

Jason Nitchie
President
Durham Pallet Services

Extra Cleaning!

- We always strive to keep a clean workplace – right now we are putting extra effort in to ensure all staff are working in a safe environment.



Regular Posting Updates!

DIVISION OF 77124 Ontario Ltd.

March 13 2020

Coronavirus update AKA COVID-19
Durham Pallet expects or will provide:

Top 10:

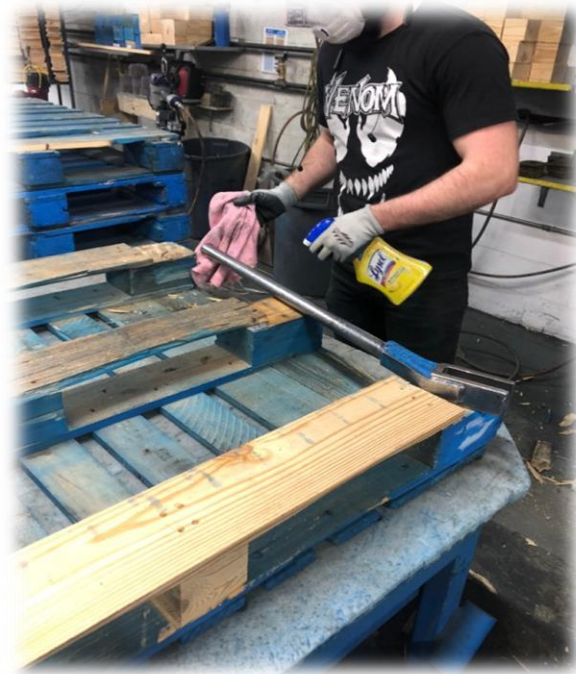
1. Full communication to every staff
2. Encourage preventive measures practised at work to continue at home
3. Hand Sanitizer in office area
4. Wash hands often with soap
5. Increasing cleaning standards of all commonly touchable areas; door handles, fridge, microwave, light switches, shipping areas
6. Clothing must be removed daily from Durham Pallet and taken home – no clothing to be left over night at Durham since this virus can live on clothing surface for up to 12 hours
7. Do not talk close with other staff – try to have 3ft between each other
8. Avoid touching your eyes, nose or mouth with unwashed hands
9. No sharing of cigarettes, drinks or other item entering the mouth
10. See posting on COVID-19 and if you have these symptoms seek medical attention and do not come to work – you must call into Durham Pallet if these exact symptoms are noticed

We are doing this for your protection – DPS cares about their staff members

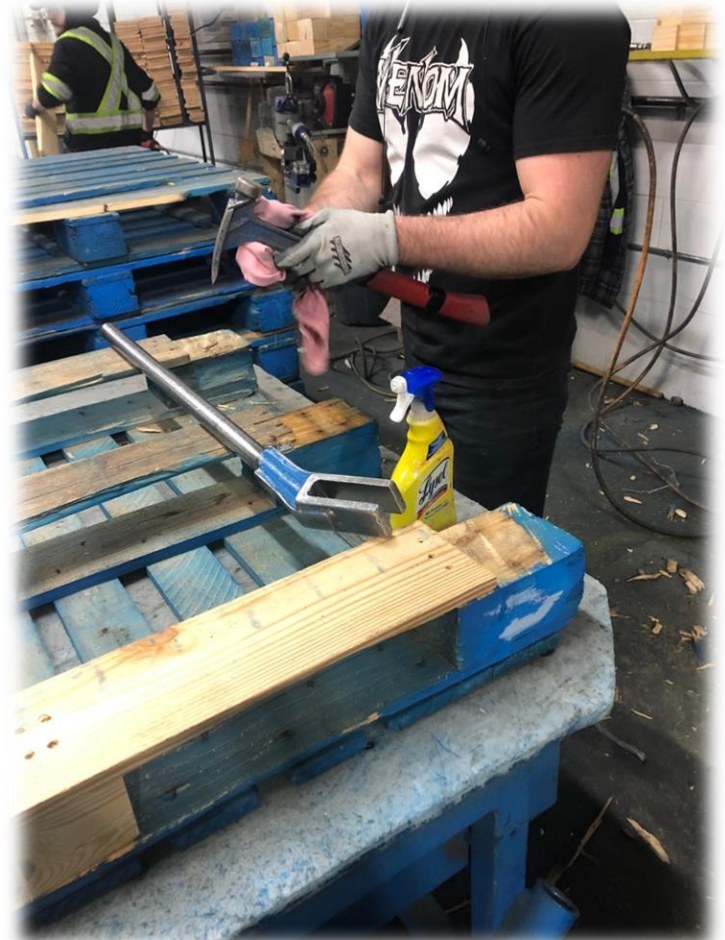
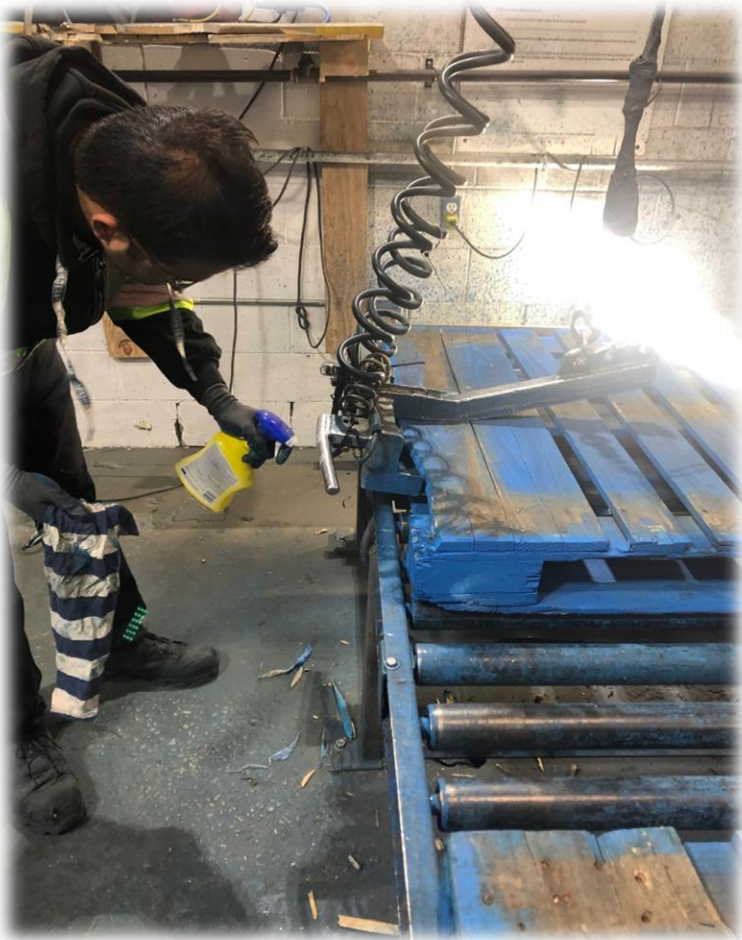
- With changes happening daily, we are staying on top of our communication with staff through regular postings and updates.

Workstation Sanitizing!

- All workstations are now equipped with disinfectant and clean rags. Staff are required to wipe down their areas before each shift.



Sanitizing Every Piece of Equipment!



Warehouse Sanitizing!

- Staff are working diligently to ensure all areas of the warehouse are cleaned regularly with disinfectants.



Forklift Sanitizing!



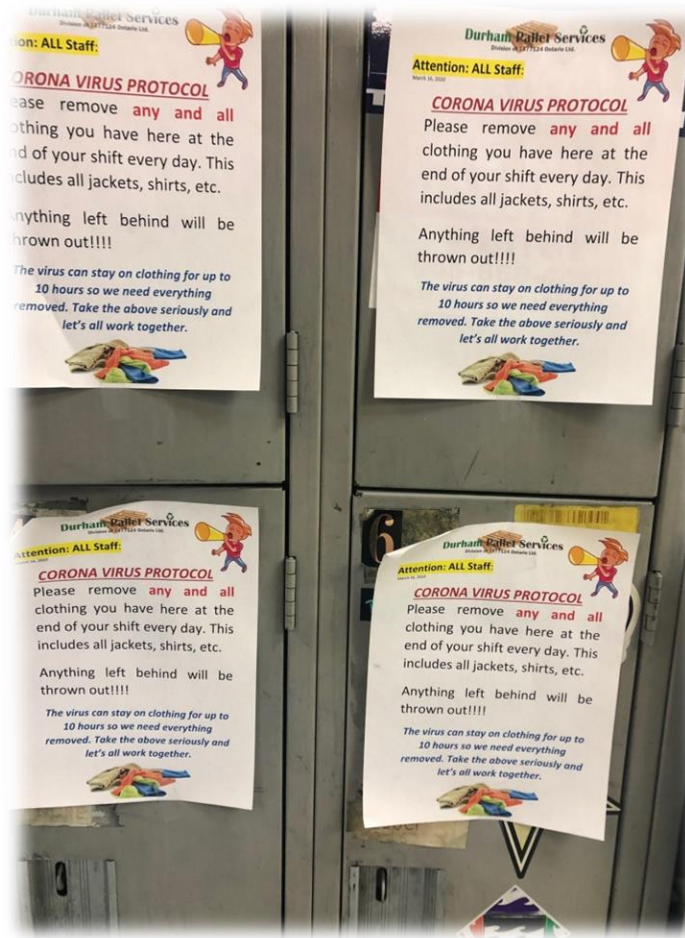
- No piece of machinery is left untouched or unsanitized! Even the well used forklifts.

Hand Sanitizers Everywhere!

- We have hand sanitizers, soaps, etc. everywhere and encourage all staff to wash their hands regularly and use sanitizers.



Clothing to be Removed!

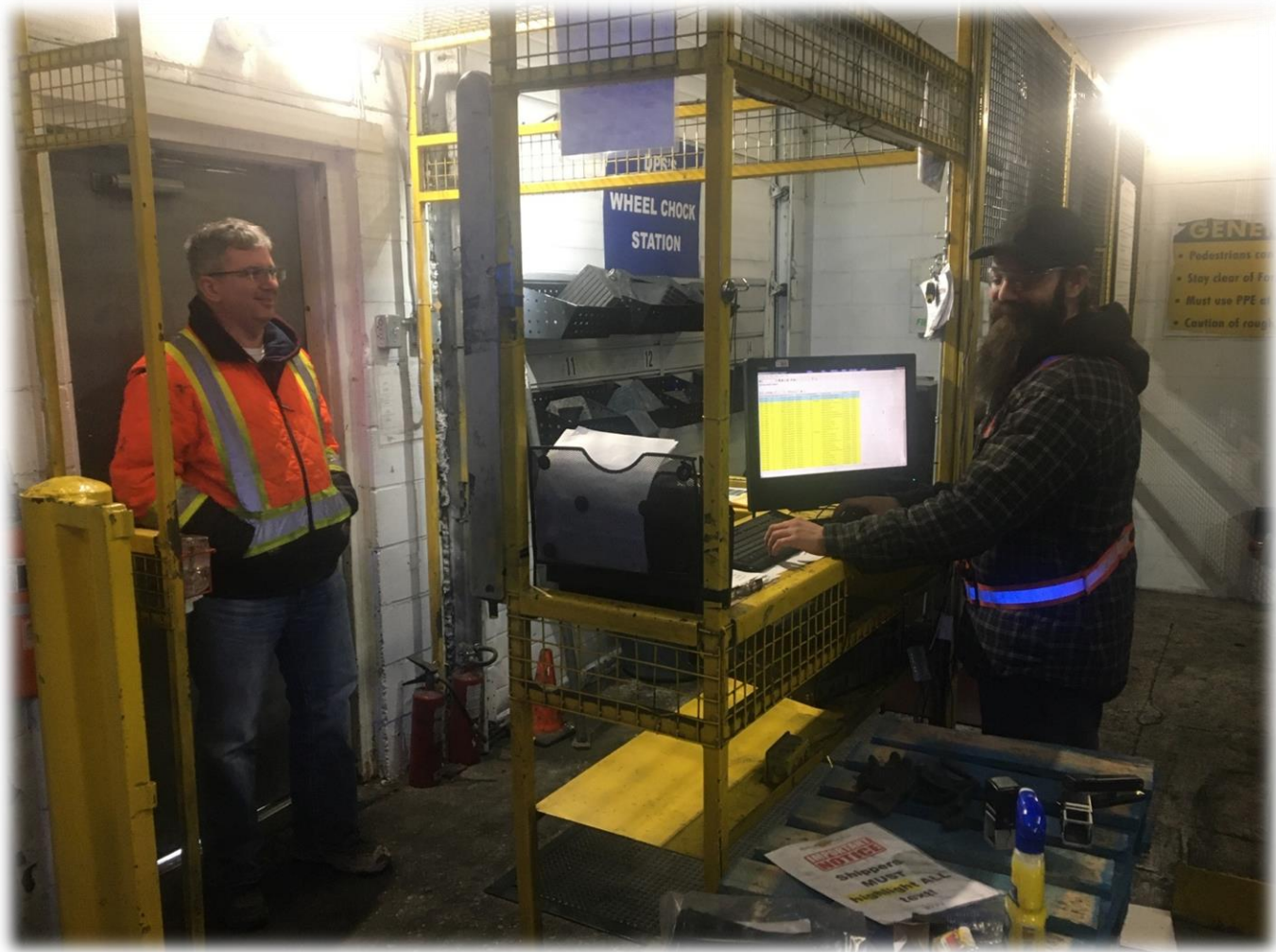


- All clothing must be taken home at the end of each shift to help prevent any viruses spreading.

Social Distancing!

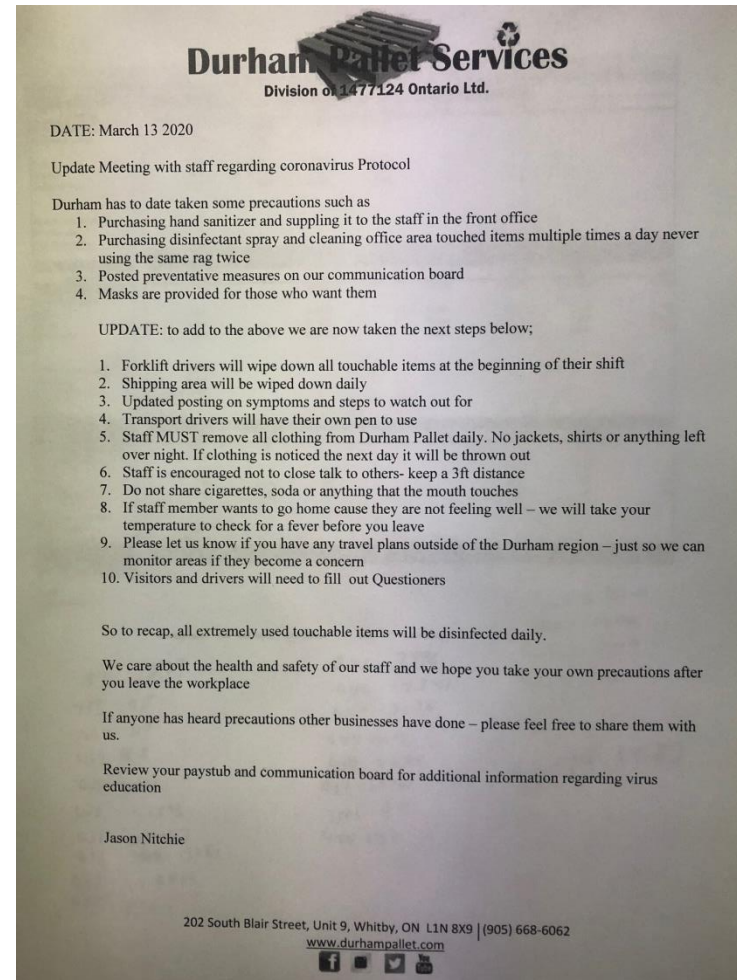


Driver Distancing!



Postings and Protocols!

- With regular postings, we are keeping all staff current to what practices/protocols are happening in our workplace. Staff are encouraged to notify us of any suggestions they may have to help ensure we are all staying healthy.



Daily and random temperature checks

Staff have their temperatures checked when they start the shift



Working Together!

