



Employee Training Plan

Covid-19

Pyrotek Aerospace Ltd.

101-2285 Queen Street, Abbotsford, BC

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1) Covid-19 Risk Assessment

a) **Potential routes of transmission** for Pyrotek employees include:

- i) **Direct transmission:** via direct personal contact with employees, customers, or visitors
- ii) **Indirect transmission:** via lingering surface contact on delivered goods or materials
- iii) **Airborne transmission:** via socially-distanced interaction with employees, customers or visitors

b) **Risk Assessment:**

Very Low Risk: *Workers with limited contact with any external people and materials*

Low Risk: *Workers with limited to no contact with potentially infected people or materials*

Moderate Risk: *Workers who can have indirect contact with infected persons, or materials*

High Risk: *Workers who can have direct contact with infected persons or materials.*

Role	Task	Risk Level (Low, Moderate, or High)
Drivers	Pick-up and delivery of goods at customer sites	Direct Transmission – Low Indirect Transmission - Low <ul style="list-style-type: none"> • limited personal interaction, high safety/Covid-19 protocols at customer sites
Receiving	Receipt and inspection of incoming goods	Direct Transmission – Very Low Indirect Transmission - Low <ul style="list-style-type: none"> • limited personal interaction, physical separation at workstation, low likelihood of contamination for customer goods (handling, time and treatments)
Heat Treat	Handling, racking of goods pre and post processing	Direct Transmission – Very Low Indirect Transmission - Low

		<ul style="list-style-type: none"> limited personal interaction, physical separation at workstations, low likelihood of contamination for customer goods (handling, time and treatments)
Testing	Handling and testing of heat-treated materials	<p>Direct Transmission – Very Low Indirect Transmission - Very Low</p> <ul style="list-style-type: none"> limited personal interaction, physical separation at workstations, handling heat-treated materials
Front Office	Customer interaction, POD administration and quality management	<p>Direct Transmission – Very Low Indirect Transmission - Very Low:</p> <p>limited personal interaction, physical separation at workstations/remote work, limited handling of goods</p>

2) **Health and Safety Monitoring and Reporting**

- i) Any employee who is unwell, showing any symptoms or has had contact with an infected person, they are should not come to work, and instead contact management or the employer and report their symptoms or potential exposure.
- ii) Any employee who sees or is concerned about perceived or potentially unsafe work practices or environments is encouraged to raise their concerns with management.

3) **Hygiene and Decontamination Procedures**

a) **Workstation Cleaning**

- i) Each work cell / workstation has been provided with sanitizing wipes.
 - (1) Daily Cleaning: Employees are encouraged to wipe down their workstation at the end each day
 - (2) Weekly: Employees must clean their workstation at the end of each shift week. This includes a thorough wipe down of tools, testing equipment, keyboard, mouse and phone.

b) **Hand Hygiene:**

- i) Hand sanitizer and/or soap are available at each work cell, in common areas, and in each washroom. Employees must wash/sanitize their hands when arriving at work, after engaging with customers or visitors, and after breaks.

c) **Proper Hand Washing**

- i) Use soap and warm running water and wash your hands for 20-30 seconds.
- ii) Press hands palm to palm
- iii) Press each palm over back of opposing hand
- iv) Interlace fingers palm to palm
- v) Interlock fingers
- vi) Rotate each thing in palm
- vii) Rotate fingertips in palm

4) **Use and care of PPE**

- a) **Use of PPE:** Masks and gloves are being made available in each work cell and for each employee. If social distancing protocols (6' or greater) cannot be maintained OR if employees are concerned about their health, face masks, and gloves as feasible, should be worn.
- b) **How to put on a face mask:**
- i) Clean your hands with soap and water or hand sanitizer before touching the mask.
 - ii) Remove mask and inspect for damage and determine proper mask orientation.
 - iii) Face Mask with Ear loops:
 - (1) Hold the mask by the ear loops.
 - (2) Place a loop around each ear.
 - iv) Face Mask with Bands:
 - (1) Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands.
 - (2) Bring the mask to your nose level and pull the top strap over the top of your head.
 - (3) Pull the bottom strap over your head so that it rests at the nape of your neck.
 - v) Mold or pinch the stiff edge to the shape of your nose.
 - vi) Pull the bottom of the mask over your mouth and chin.
- c) **How to remove a face mask:**
- i) Clean your hands with soap and water or hand sanitizer before touching the mask. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
 - ii) Face Mask with Ear loops:
 - (1) Hold both of the ear loops and gently lift and remove the mask.
 - iii) Face Mask with Bands:
 - (1) Lift the bottom strap over your head first then pull the top strap over your head.
 - iv) Throw the mask in the trash. Clean your hands with soap and water or hand sanitizer
- d) **Taking off Gloves:**
- i) With both hands gloved, grasp the outside of one glove at the top of your wrist.
 - ii) Peel off this first glove, peeling away from your body and from wrist to fingertips, turning the glove inside out.
 - iii) Hold the glove you just removed in your gloved hand
 - iv) With your non-gloved hand, peel off the second glove by inserting your fingers inside the glove at the top of your wrist
 - v) Turn the second glove inside out while tilting it away from your body, leaving the first glove inside the second
 - vi) Dispose of the entire bundle promptly in a waterproof garbage bag. Do not reuse the gloves
 - vii) Wash your hands thoroughly with soap and water as soon as possible after removing the gloves and before touching any objects or surfaces.

