



COVID 19 – Safety Plan

SJ Services has established the following practices in response to COVID-19. All employees are expected to adhere to following Safety Plan as a means to protect themselves as-well-as the general public.

SJ Services will:

- Provide the proper Personal Protection Equipment (PPE) for all employees engaging in the disinfecting/sanitizing buildings as a result of the COVID19 outbreak. This will include gloves, mask and coveralls (where applicable).
- SJS field managers will train employees how to properly use the required PPE to do the job and the proper removal/disposal of all PPE.
- SJS management will ensure that employees are trained on the hazards of the cleaning products they will use during this process to ensure safe use of all products through the use of SDS sheets.
- Employees will be made aware that the misuse of the products may result in personal harm or risk to others in the facility.

SJS Employees Must:

- Wear disposable gloves and masks for all cleaning tasks.
- Additional PPE may be required based on the manufacturer's recommendation for each product used.
- Properly remove all PPE carefully to avoid contamination of yourself or surrounding areas.
- Wash their hands for at least 20 seconds after all PPE is removed with warm water and soap.
- Report any breaches in PPE such as tears in gloves immediately to SJS supervision. Also dispose of properly and obtain new PPE.
- NEVER mix cleaning chemicals. Mixture of certain chemicals may result in risk to yourself and others in the facility. Always following manufacturer's recommendation when diluting chemicals.

COVID-19 Additional Reminders:

- Always wash your hands for 20 seconds with warm water and soap
 - After using the restroom
 - Before and after eating
 - After blowing one's nose, coughing or sneezing
 - After contact with animals
 - Before and after assisting someone else with their PPE
- HAND SANITIZER is to be used if soap/water is not available

- BE aware of the symptoms of COVID19. FEVER. COUGH. SHORTNESS OF BREATH.
- If an employee has any of these symptoms please notify your supervisor and DO NOT report to work.
- If an employee lives with someone or have been in close contact with someone who has been diagnosed with COVID19 you must NOT report to work and self-quarantine for 14 days.
- Employees must contact their health professional in either of the above cases and they will let you know what procedures to follow regarding your personal health care.
- Employees will be granted the appropriate time off. Sick/vacation time can be used and in most circumstances you will be allowed to collect unemployment during this time off