



## **COVID-19: HEALTH AND SAFETY PLAN**

Precautionary Measures to Reduce Risk of Infection and Transmission of Virus

### **STANDARD PROTOCOL AT ALL QUEST LOCATIONS:**

- Wash hands properly and frequently and use hand sanitizer and/or sanitizing wipes if soap and water are not readily available.
- Masks are no longer required to be worn by Quest employees and volunteers. It is a personal choice if individuals wish to continue wearing masks while on Quest premises.
- Masks are no longer required to be worn by Quest Market clients. It is a personal choice if individuals wish to continue wearing masks while on Quest premises. Quest will continue to have a supply of disposable masks should clients request one.
- Wall mounted hand sanitizers available at all locations.
- Avoid touching the face; eyes, nose and mouth.
- Avoid handshaking and close contact with others.
- Disinfect personal workplace including desk, telephone, and keyboard tray. Use sanitizing wipes or disinfectant 3 X day (mid-morning, mid-afternoon and closing) and wipe down high touch surfaces including doorknobs, light switches, entrances.
- Sick Clients: Signage on all market doors requesting clients to refrain from entering the markets when ill
- Sick Employees: employees should not attend work when ill and only return to the place of work when they are symptom free.
- Employees: If you are symptom free but are concerned you may have been exposed to someone with Covid symptoms, we ask that you wear a mask on Quest premises and monitor for symptoms.
- First Aid attendants to follow *OFAA protocols during the Covid 10 Pandemic* (WSBC)

### **GROCERY MARKET LOCATIONS:**

#### **Sanitizing protocol:**

- Use sanitizing wipes or disinfectant 3 times per day (mid-morning, mid-afternoon and closing) and wipe down high touch surfaces including market entrance door handles, washroom doorknobs, handles on coolers and freezers, handles on shopping carts and shopping baskets, cashier touch screen, pin pad and cashier area. Record on High Contact Surface Sanitization Log.
- Sanitize belt at cashier till with disinfectant after each client.
- Close all markets 45 minutes early at the end of each day to enable staff to deep clean the market using concentrated disinfectant. Record on Deep Cleaning Log.

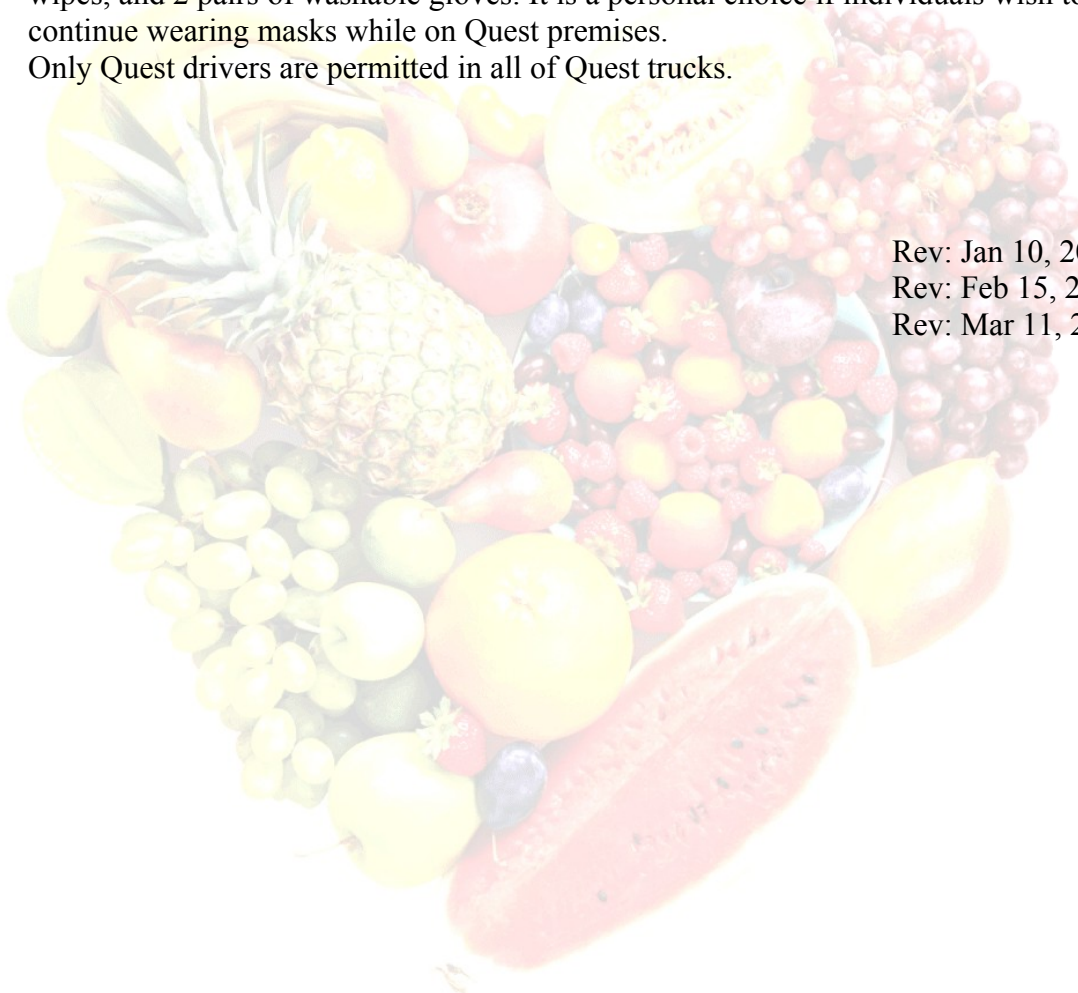
#### **Personal Protective Equipment:**

- Plexiglas shields installed at all tills to provide separation between cashier and clients.

- To increase ventilation, open windows if able and or open market doors at times of higher occupancy to increase ventilation and air exchange.

**DISTRIBUTION CENTRE:**

- Use sanitizing wipes or disinfectant 3x per day (mid-morning, mid-afternoon and closing) and wipe down high touch surfaces in the Distribution Centre and in trucks including truck interior and door handles etc. Record frequency of sanitization on logs
- Quest truck drivers are provided with protective gloves, hand sanitizer, disinfectant wipes, and 2 pairs of washable gloves. It is a personal choice if individuals wish to continue wearing masks while on Quest premises.
- Only Quest drivers are permitted in all of Quest trucks.



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