

COVID-19 SAFETY PLAN

Local Rental Solutions Ltd. (LRS) takes the health and safety of our employees very seriously. In response to the coronavirus or “COVID-19” pandemic and in order to safely maintain operations, we have developed a COVID-19 Safety Plan.

The purpose of this plan is to communicate how LRS is protecting the health of all workers, customers and site visitors. This plan is based on information available at the time of its development, and is subject to change based on further information provided by the CDC, Health Canada and other public officials. This plan may also be amended based on company operational needs.

RESPONSIBILITY OF MANAGERS AND SUPERVISORS

All managers and supervisors must be familiar with this plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this plan at all times and encourage the same behaviour from all employees.

RESPONSIBILITY OF EMPLOYEES

LRS is asking all employees to be responsible for your own health and assist with our prevention efforts while at work. To minimize the spread of COVID-19 at our worksites, everyone must do their part. We are instituting various housekeeping, physical distancing and other best practices to prevent the spread of COVID-19. All employees must follow these practices. Questions regarding this plan should be directed to your manager or supervisor.

The following are best practices for control and prevention, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze. Or cough or sneeze into your elbow, not your hands. Then wash your hands or use hand sanitizer.

LRS will not be performing daily health screening on employees. Employees will be provided with a COVID-19 Checklist and are asked to self assess daily. All employees are expected to immediately report to their manager or supervisor if they are experiencing signs or symptoms of COVID-19. **DO NOT COME TO WORK.**

The BC Center for Disease Control lists the following symptoms as being consistent with COVID-19; employees must familiarize themselves with these symptoms:

- Fever (average normal body temperature taken orally is about 37°C)
- Chills
- Cough or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches

While less common, symptoms can also include:

- Stuffy nose
- Conjunctivitis (pink eye)
- Dizziness, confusion
- Abdominal pain
- Skin rashes or discoloration of fingers or toes

COVID-19 symptoms can range from mild to severe. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days.

WORKSITE PROTECTIVE MEASURES

Local Rental Solutions Ltd. has instituted the following protective measures:

General Safety Policies and Social Distance Rules

- Signs will be posted at the entrance discouraging any person who is showing symptoms of COVID-19 from entering the business.
- Work stations will be separated to create an effective two meter separation where feasible.
- Office space is limited to the employee who the office is assigned to.
- Employees must maintain at least two meters of physical distance from each other, when feasible. Breaks and lunches will be staggered to prevent the grouping of employees and require at least a two meter distance between employees.

- All meetings will be held in a large space to allow at least a two meter distance between employees.
- In addition to access to running water and soap in the washroom, coffee station and tool room. Employees and customers have access to a hand sanitizer stations located in the show room beside the main door. Employees must wash their hands upon arriving for work, before and after breaks, after handling cash or other material, and before and after handling common tools.
- Employees should limit the use of co-workers' tools and equipment. To the extent tools must be shared, a disinfecting solution will be provided to clean tools before and after use.
- Employees are encouraged to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation and a maximum of two employees with passenger sitting in back seat on the right hand side of the vehicle. The use of masks is recommended.
- The company will provide a disinfecting solution to be use to clean contact points in vehicles and equipment before and after use.

Delivered or Returned Rented Equipment

- Customer returned equipment is to be sprayed with a disinfecting solution and wiped down upon return.
- Equipment is to be sprayed with a disinfecting solution and wiped down prior to any repairs commencing.
- Delivered equipment is to be sprayed with a disinfecting solution and wiped down prior to being handed over to the customer.

Worksite Visitors and Customers

- Signs will be posted at the entrance discouraging any person who is showing symptoms of COVID-19 from entering the business.
- Customers will be asked to use the provided hand sanitizer.
- The number of customers will be limited to a maximum of two in the showroom at one time.
- LRS will install physical barriers or markings to indicate physical distance of two meters between another employee or customer.
- Site deliveries will be permitted but should be properly coordinated in line with minimal contact and cleaning protocols.

WORKPLACE CLEANING AND DISINFECTING

Local Rental Solutions Ltd. has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Lunchrooms, boardrooms, washrooms, coffee station areas will be cleaned at least once per day. Employees performing cleaning will have access to proper personal protective equipment such as latex or vinyl gloves.
- High-touch surfaces such as photocopiers, printers, door handles, light switches, toilets, keyboards, telephones, pens and clipboards will be disinfected frequently.
- Any surfaces touched by customers such as pens and credit card machines, will be disinfected before and after use.
- Vehicles, equipment and tool touch points should be cleaned at least once per day and before change in operator.
- The company will maintain Safety Data Sheets of all disinfectants used on site.

EXPOSURE AND RESPONSE PLAN

Employee Exhibiting COVID-19 Symptoms

If an employee exhibits COVID-19 symptoms the employee must contact their manager or supervisor, remain at home and contact their health provider. Employees can return to work after 10 days since symptoms first appear and 72 hours with no fever (without the use of fever-reducing medications) if other symptoms of COVID-19 are improving or they provide negative COVID-19 test result.

Employee Test Positive for COVID-19

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work for 14 days and provide a doctor's note that they are fit to return to work.

RESPONSE PLAN

In the event an employee or customer tests positive for COVID-19, Local Rental Solutions Ltd. will conduct an investigation to determine employees who may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals to self-quarantine for 14 days from the last date of close contact.

If an employee learns he or she has come into close contact with an individual who has tested positive for COVID-19 they must alert their manager or supervisor and will be directed to self-quarantine for 14 days from the last date of close contact with that individual.

CONFIDENTIALITY/PRIVACY

Except for circumstances in which LRS is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. LRS reserves the right to inform other employees, sub-contractors, customers or visitors that an unnamed employee has been diagnosed with COVID-19 if the others might have been exposed to the disease so they may take measures to protect their own health.