



SGS Covid-19 Policy

March 13, 2020 (rev 03-18-20)

This is a challenging time around the world and here at home in Canada. Currently, COVID-19 poses a low risk to Canadians. Knowing that you might have concerns we want to reinforce that your health and safety as well as those of our customers are at the heart of everything we do at SGS. As we continue to learn more about the risks of COVID-19 (also known as the Coronavirus), we remain committed to ensuring your work experience is safe and comfortable.

A high percentage of our customers are involved in the Canadian food chain and SGS provides an essential service to these operation to ensure the quality of their products, and therefore the quality of Canadian food during this critical time

At SGS we take health and safety very seriously, and we strive to ensure that our staff, our customers, and the public are protected where possible.

COVID-19 is a type of the coronavirus group, common across the world. Typical symptoms of coronavirus include **fever** and a **cough** that may then progress to severe pneumonia (causing **shortness of breath and breathing difficulties**).

If you have flu-like symptoms, inform the people around you, postpone your travel plans and stay home. If your symptoms are severe, seek medical care and avoid contact with others.

Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, such as older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

For more information see links below

[The Government of Canada's Public Health Agency](#)

[Infection Prevention and Control Canada \(ipac\)](#)

Every SGS employee will:

Complete Daily the SGS Individual Screening Form (2019-Novel Coronavirus Screening) and leave with SGS Management. (form attached below)

- Wash hands regularly
- Wear gloves regularly and as often as possible
- Avoid direct contact with customers. Do Not shake hands
- Avoid face to face conversations
- Avoid Office/lunch room or any crowds
- Sneeze into tissues and dispose of responsibly or into elbow
- Avoid crowds and practice Social Distancing (stay 1-2 metres away from individuals)

We emphasize the importance of sanitation, and have implemented a more thorough hand sanitation procedure:

- Provide Disinfecting Wipes
- Provide Sanitizer Solution
- Require regularly wiping down of service vehicle Steering wheel, handles, Console
- Wash hands well and often

When servicing our customers, always follow the Covid-19 Policies set out by the customers as well as those set out by SGS.

When servicing locations requiring a sign in, if able, please call to sign in and avoid sign in books as these are known to be high volume areas. Where SGS Report Binders books are not accessible ask the contact if there is a place they would like reports left or we can email the reports or we can hold the reports until things go back to a normal setting.

Gloves: Please use new gloves at every stop and at the end of day use clean gloves to move dirty laundry to the office laundry bins.

We will be continually monitoring the situation and SGS will provide all employees updates to our policies as situations change.

The COVID-19 situation continues to evolve and we'll continue to respond to the latest developments.

Stay safe!



Individual Screening Form (2019-Novel Coronavirus Screening)

Name			
Body Temperature: _____°C	Contact #		

Questions:

If you are feeling unwell with any of the following symptoms:

- Fever, new cough or difficulty breathing (or a combination of these symptoms)?
- Muscle aches, fatigue, headache, sore throat, runny nose or diarrhea? Symptoms in young children may also be non-specific (for example, lethargy, poor feeding).

And have experienced any of the following:

- Have you travelled outside of Canada in the last 14 days?
- Does someone you are in close contact with have COVID-19 (for example, someone in your household or workplace)?
- Are you in close contact with a person who is sick with respiratory symptoms (for example, fever, cough or difficulty breathing) who recently travelled outside of Canada?

If you answered no to these questions, please:

- Continue to monitor your health for a full 14 days. If you develop any new symptoms, please seek clinical assessment and testing for COVID-19.
- If you start to feel worse or have questions or concerns about your health, call your local public health unit, primary care provider (for example, family doctor) or Telehealth Ontario at [1-866-797-0000](tel:1-866-797-0000).

Signature

Date

If the answer to ANY of the above questions is YES, notify the SGS Management.