



SGS Covid-19 Policy

March 13, 2020 (rev 02-02-21)

This is a challenging time around the world and here at home in Canada. 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)

- Wear masks when inside stops that you possibly will come in contact with customers
- Wear masks when in common areas of SGS office and warehouse or within 2 meters or co-workers.
- Maximum 2 Technicians in the SGS Tech area at any time
- Wash hands regularly
- Wear gloves regularly and as often as possible
- Avoid direct contact with customers. Do Not shake hands. Use Phone text or email when possible
- 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
- Masks will be worn in situations where social distancing is compromised or potentially compromised while at work or during personal activities
- Office common areas shall be sanitized twice daily.

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, text or email 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.

SGS personnel will travel 1 person PER VEHICLE (unless they are from the same “Family Group”)

SGS Personnel will practice social distancing at all times (at customers as well as SGS facilities)

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!
SGS Management Team



Individual Screening Form (2019-Novel Coronavirus Screening Tool)

Name			
Body Temperature: _____°C	Contact #		

1. Do you have any of the following **NEW OR WORSENING** symptoms or signs? Symptoms should not be chronic or related to other known causes or conditions

- | | | |
|---|------------------------------|-----------------------------|
| Fever or Chills | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Difficulty Breathing or shortness of breathe | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Cough | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sore throat, trouble swallowing | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Runny Nose/Stuffy nose or nasal congestion | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Decrease or loss of taste or smell | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Nausea, vomiting, diarrhea, abdominal pain | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Not feeling well, extreme tiredness, sore muscles | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

2. Have you travelled outside of Canada in the past 14 days?

- Yes No

3. Have you had close contact with a confirmed or probable case of COVID-19

- Yes No

If you have answered no to questions 1 to 3 you have passed and are able to start your work day.

If you have answered yes to any of the above questions Please call SGS Management and leave the workplace immediately

Signature

Date