



COVID-19 Safety Plan – Snapshot

This snapshot will be posted in a place where it can be seen easily by people entering the workplace.

Business name: MUSKOKA AUTO PARTS

Date completed: December, 23, 2020

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Each branch is required to post COVID procedures and policies at each branch as well as posters illustrating proper hand washing, mask requirements and safe distancing.

How we're screening for COVID-19

- All employees and visitors to Muskoka Auto Parts are required to complete a COVID screening questionnaire PRIOR to each shift/visit to Muskoka Auto Parts premises.

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

All employees, visitors and customers are instructed to maintain a 2 meter distance whenever possible.

All employees are required to stay within their designated work areas whenever possible.

Cleaning

Disinfectant cleaning schedule is required at each branch a minimum of twice a day, including but not limited to, all frequently touched areas and all shared equipment.

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- If a potential case or suspected exposure to COVID is determined within Muskoka Auto Parts, all relevant employees and management will be notified.

How we're managing any new risks caused by the changes made to the way we operate our business

- Please direct all questions and concerns to your supervisor/branch manager or contact Human Resources

How we're making sure our plan is working

- Branch Managers are required to complete a weekly report.