

## RL7 SAFE WORK PROCEDURE and SAFE COMMUNITY PLAN for COVID 19

All RL7 Mechanical Ltd Employees must follow Safe Work Procedures and Safe Community Plan for COVID19 to ensure the safety of themselves, fellow employees, customers, and the general public.

1. Risk Assessment of workplace or customer home before entering
  - A. Has customer or employee had a cough, fever, or sore throat? Y\_\_N\_\_
  - B. Have customer or employee been in contact with anyone who has a probable or confirmed case of Covid19? Y\_\_N\_\_
  - C. Has customer or employee been out of country or been contact with anyone out of country in last 14 days? Y\_\_N\_\_
  - D. If answered yes, to any of the above questions employee must go home and self isolate for 14 days. If customer answers yes, to any of the above questions, do not enter and explain you can return in 14 days.
2. Wash hands frequently and thoroughly
3. Wear mask when interacting with customers and general public
4. Wear gloves when working in a customer's home or work space
5. Wear face shield as required upon doing a risk assessment of the work to be done.
6. Always keep 2 metres, 6 feet, proper social distance from fellow employees, customers and general public.
7. No unnecessary socializing with customers or general public.
8. Keep your work site and tools clean, disinfect any surfaces touched.
9. Avoid sharing or lending tools & equipment, clean and disinfect after.
10. If not feeling well please call in and Do Not Come to Work.

As an employee of RL7 Mechanical I agree to abide by the above RL7 Mechanical Ltd Safe Work Procedure and Safe Community Plan for COVID19 for the future health and safety of all:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Customer: \_\_\_\_\_ Date: \_\_\_\_\_