

A person wearing a cap with the Leisure Travel Vans logo, safety glasses, a respirator mask, and gloves is working in a laboratory or workshop. They are focused on a task, possibly involving a small object or tool. The background shows various pieces of equipment and a whiteboard, suggesting a technical or scientific environment. The entire image has a blue color overlay.

PANDEMIC PREPAREDNESS RESPONSE PLAN

Return to Work Playbook



LEVELS OF PANDEMIC PLAN

	What this means	What to do:
LEVEL BLUE	Normal Operations: No Outbreak Concerns	<ul style="list-style-type: none">• No restrictions on gatherings• Normal hygiene practices are recommended• No travel restrictions
LEVEL YELLOW	Zero Confirmed Cases	<ul style="list-style-type: none">• Practice physical distancing• Enhanced hygiene practices are recommended• Recommend cancelling all large gatherings• Recommend travel restrictions to high-risk places• Stay at home if sick• Introduce self-declaration before return to work• Minimal disruption to work
LEVEL ORANGE	Limited Confirmed Cases	<ul style="list-style-type: none">• Cancel all large gatherings• Visitor Restrictions• Recommend travel restrictions• Moderate disruption to work
LEVEL RED	Widespread Confirmed Cases	<ul style="list-style-type: none">• Cancel all gatherings• Travel restricted• Modifications of facilities• Major disruption of work or possible closure
Version 1 April 20, 2020	These recommendations will always be under advisement from Manitoba Public Health. Recognizing that this is a fluid situation, components and recommendations included above may be updated to reflect current conditions.	



During this time, we challenge you to **be a hero.**



Stay home if ill.



Cough or sneeze into elbow.



Clean & disinfect surfaces.



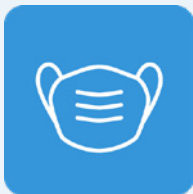
Practice Physical Distancing



Wash hands regularly.



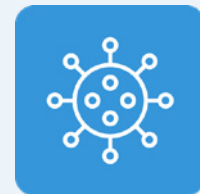
Keep workspaces tidy.



Wear a face mask according to levels.



Bring your own utensils, cream, and sugar.



Understand the symptoms of COVID-19.

WHY ARE ALL THESE THINGS IMPORTANT?

COVID-19 is spread through close contact with an infected person who is coughing or sneezing or by touching objects contaminated with the virus and then touching your mouth, eyes or nose. We want to ensure that we are creating a safe and respectful workplace and in order to support that, we have implemented many changes, some of which you will see throughout the playbook.



CHANGES

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**Our Culture
is in
Your Hands**

Physical Distancing Signage

Physical Distancing posters are posted throughout Triple E as a reminder to be respectful to those around you, also remember that not everyone thinks the same as you. Respect will be a key word moving forward



Hand Sanitation Stations

Hand Sanitation Stations will be at all major entry points into Triple E buildings and lunchrooms. These are to be used when entering into a building, before and after breaks, etc.



CHANGES

Ear Plugs

All ear plug dispensers with disposable ear plugs will not be available at this time. Please check with your supervisor to locate non disposable ear plugs.



CHANGES

Face Masks

Regardless of the current Level, face masks will be made available to all.

During Levels Blue and Yellow, masks will be optional. During Levels Orange and Red, face masks will be compulsory when in confined spaces, e.g. in a coach.

These masks do not replace your mandatory PPE required to complete your job. Again, please remember to be respectful of others.

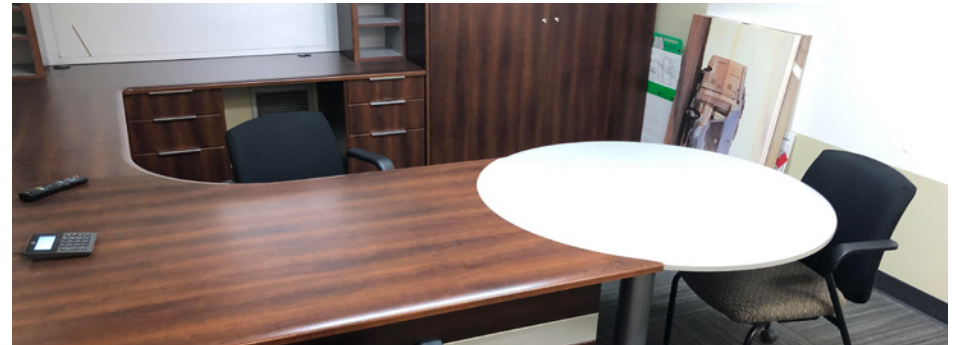


CHANGES

Meeting Rooms

All meeting rooms will have a maximum capacity posted on the door.

- R&D Meeting Room – Maximum 6 people, standing.
- Office Boardroom – Maximum 4 people.
- Plant 1 Upstairs Boardroom – Maximum 4 people.
- People & Culture Meeting Room – Maximum 3 people.
- Plant 3 Conference Room – Maximum 16 people.



CHANGES

Lunchrooms

The lunchroom tables are to have maximum 4 people per table. All employees will be required to their own utensils, cream, sugar, salt, pepper, toothpicks, and stir sticks.

In Plant 1, coffee, tea and hot water will be served at break times. No employees will be allowed to eat on the production floor moving forward. All employees must use either the lunchroom or the tent set up north of the hallway from Plant 1 to 2.



CHANGES

Water Fountains

In Plant 1, the water fountain is not available for use at this time, you will only be able to use the water bottle filler to fill reusable water bottles.

In all other plants, the water fountain is to be used only to fill reusable water bottles.

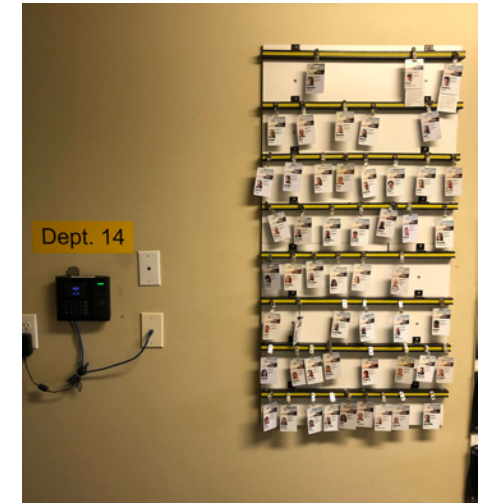


CHANGES

Swipe In Clocks

In Plant 1, a new swipe in location has been created to help reduce the number of people flowing through one area at a time.

- Swipe In clocks for Dept 14, 15, 16, 18, & 19 will remain at the current Employee Entrance.
- Swipe in clocks for Dept 11, 12, some 19, & 21 will be located at door 1M-2 East of reception.



CHANGES

Lockers

In Plant 1, there are two areas with lockers. One remains in the current spot with lockers for employees working in Dept 14, 15, & 19. Another section of lockers is now located near the temporary lunch area for employees working in Dept 11, 12, some 19 & 21.



CHANGES

Return to Work Protocol

To help keep everyone safe as we prepare to return to work, please read below what the return to work procedure will look like.

SELF DECLARATION

All employees will be required to complete a self-declaration after 7PM the day before their return to work date. The self-declaration will be received by the People & Culture team and you will receive a response from them determining if you can return to work the next day.

STAGGERED STARTS

Departments in plant 1 will have staggered start times to help support split breaks and limit the number of people using the washrooms and lunchroom at one time. These start times will be communicated to you when you have completed your Self-declaration and received a response from the People & Culture Team.

ROPE SET UP





Visit covid19.triplee.co for more information and resources.

Updated May 1, 2020
Triple E People & Culture