

**TV HAMILTON LIMITED
COVID-19 SAFETY PLAN**

COMPANY DETAILS			
Business Name:	TV Hamilton Limited	Developed By:	Bill Custers Senior Manager
Date Completed:	November 16, 2020	Others Consulted:	Health & Safety Committee
Division/Group:	All Employees	Revision Date:	VERSION 1.9 Updated: MARCH 2022

1. HOW WILL YOU ENSURE ALL WORKERS KNOW ABOUT AND ARE ABLE TO KEEP THEMSELVES SAFE FROM EXPOSURE TO COVID-19?

- Every department has been provided with COVID-19 related guidelines to ensure that all workers are aware of applicable infection control practices.
- Minutes from all Health and Safety Committee meetings are distributed via email to all staff within 24 hours of each meeting.
- Mandatory masking policy developed and implemented for company facilities. Specific operational details are included within paragraph three (3) of this Safety Plan.
- Signage regarding the use of PPE, public health guidelines and symptom recognition posted in common areas of the facilities.
- Ensure that current guidelines meet requirements under the Public Health Safety Agency of Canada (PHSAC)
- Provide regular applicable communication regarding changes to policies/procedures to impacted staff.
- Through active involvement with the City of Hamilton in the production and distribution of its COVID-19 related broadcasts, staff are exposed to the most current information and recommendations from Public Health officials at the local, Provincial and Federal levels of government.

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- Signage regarding symptom recognition is posted at all entrances and exits to the facilities.

3. HOW WILL YOU CONTROL THE RISK OF TRANSMISSION IN YOUR WORKPLACE?**ADMINISTRATIVE STRATEGIES**

Infection control practices have been developed following PHSAC guidelines to ensure that risk transmission is mitigated.

- Following ACGIH guidelines for workplace infection control by ensuring that applicable departments have applicable training and disinfectants to further reduce the risk of transmission.
- Joint Health and Safety Committee continuously monitors the work environment.
- Use of virtual meeting tools such as Google and Zoom implemented for both internal and external meetings where appropriate or preferred.
- Activities that require the removal of masks for extended periods of time (such as eating) should not be done in areas where more than one employee works.
- Production staff have been required to complete the Safe Sets™ COVID-19 (Level A) program designed to communicate the most current health and safety information relevant to the community of filmmakers, producers, crew, and industry professionals.
- General and mobile-specific health and safety documents have been prepared and distributed to all staff as appropriate.
- Masking is MANDATORY in all shared work areas. Masking is not required when working alone in a personal space such as a desk, edit suite, master control or office.
- Hand sanitizer will be placed in each vehicle, and cleaning supplies are available in the area where the vehicle keys are kept

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ENGINEERING STRATEGIES

- Conducted an assessment of HVAC systems, additional air purifiers purchased and deployed. Increased preventative maintenance inspection on HVAC systems.
- Plexiglass barriers are available for use in areas where physical distancing is not always possible, including the Control Room and Mobile production environments.
- Desks and workspaces are realigned to provide enhanced physical distancing across the facilities.

ENHANCED CLEANING AND DEPLOYMENT OF PPE

- Cleaning and disinfecting products placed in all common areas of the facility.
- Shared-use workstations and facilities identified and policies regarding sanitization before and after use implemented.
- Touchless hand soap and paper towel dispensers were purchased and deployed in washroom and kitchen areas.
- Centralized the purchase, usage tracking and storage of PPE, gloves, cleaning products, masks, hand sanitizer and signage.

4. WHAT WILL YOU DO IF THERE IS A POTENTIAL CASE OR SUSPECTED EXPOSURE TO COVID-19 AT YOUR WORKPLACE?

- In the event of a potential or suspected exposure, the Senior Management and Health and Safety Committee will immediately engage and follow Public Health guidelines as necessary.

5. HOW WILL YOU MANAGE ANY NEW RISKS CAUSED BY CHANGES TO THE WAY YOU OPERATE YOUR BUSINESS?

- We will ensure that we consult applicable external experts (such as environmental / designated substance testing/breathing tests / occupational exposures) and documentation so as to ensure that our actions and strategies are in line with the most updated industry infection control requirements.

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- We will continue regular check-ins with employees (quarterly Employee Town Hall Meetings, one-on-one touchpoint meetings, and employee engagement surveys) to ensure that we maintain an understanding of appropriate actions and employee comments.

6. HOW WILL YOU MAKE SURE YOUR PLAN IS WORKING?

- Establishing regular and special COVID-19 Health and Safety Committee Meetings (at the applicable frequency) to ensure that all concerns and issues are being reviewed, addressed and minuted.
- Regular communication is maintained with employees to ensure that they understand the changes that are being made.

7. EMPLOYEES WHO ARE FEELING ILL

- If you're feeling unwell, do not come to work.
- Follow Public Health guidelines on whether or not you are eligible for a test.
- In general, any employee displaying COVID-19 symptoms should avoid in-person work for 10 days unless otherwise directed by Public Health.
- Both the employee and the employer have a shared responsibility to maintain regular communication with each other during this period in order to complete any documentation, to check on progress, and to ensure the overall health and safety of the workplace for all employees.
- All return to work policies will be governed by the applicable guidance from Hamilton Public Health and are subject to change at any time.