

COVID-19 safety plan

Business name: McHardy Vacuum Ltd.

Division/group: 2 Locations

Date completed: June 18, 2020

Revision date: June 19, 2020

Measures we're taking

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

- Maintain at least 6 feet of distance from others.
- Provide 12 square feet of space for every client.
- Wash hands or sanitize after every client interaction.
- Wear masks while assisting clients in our showrooms.
- Sanitize debit terminal after every transaction.
- Sanitize products that were handled by clients.
- Suggest contactless payment.
- Staggered lunch times to minimize groupings in lunch area.
- Free curbside pickup option.
- Free shipping within London on orders over \$50.
- Free shipping within Canada on orders over \$99
- Repairs are isolated for a minimum of 48 hours before being assessed.
- Offering free service advice over the phone.

How we're screening for COVID-19

- Store entrance checklist for clients who wish to come in.
- Employee checklist before starting shift.

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

Physical distancing and separation

- Lines and markers on the ground.
- Isolated demonstration areas.
- 12 square feet of space per client in our showrooms.
 - Dundas Store: Maximum 8 clients
 - Wonderland Location: Maximum 4 clients

Cleaning

- Common area surfaces cleaned 3x per day.
- Debit terminals sanitized after every transaction.
- Products handled by clients are disinfected before put away.
- Break room areas cleaned after break by the individual.

Other

- Products needing service will be isolated for a minimum of 48 hours before being assessed.
- Repaired products are sanitized on the outer surface.

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

- Self isolation for 14 days.

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

- We are currently seeking the advice of our operations from the Government of Ontario, Government of Canada and the Retail Council of Canada for advice, suggestions and regulations required to keep everyone safe.

How we're making sure our plan is working

- Our plans and procedures are reviewed weekly by management.