



COVID-19 SAFETY PLAN

Fusion Cine is taking extraordinary measures to do its part to contain the spread of COVID-19.

We have, and always will, do the right thing to protect the health and safety of our staff members and clients. Over and above our already increased daily cleaning protocols, ongoing plans include enhanced cleaning and sanitizing practices of all areas, as well as all high touch common areas for staff and clients.

Fusion team members and customers alike who are feeling ill or sick in anyway are to not enter the building for any reason.

Building Safety- Administrative Controls

- In office workstations have been stationed throughout the building to ensure social distancing guidelines are followed.
- Front building door is always locked and only used now for an employee entrance.
- Rear building door is new client entrance and reception area and is not accessible to employees.
- Couriers using the client entrance may drop off/pick up packages on steel counter or mobile cart.
- Downstairs bathroom is for customer use only and Fusion staff must only use upstairs bathrooms.
- Prep lanes used by staff or clients for any reason, must have surfaces cleaned and sanitized and left empty every time.
- PPE provision stations have been added at both entrances of our building with sanitizer, gloves, and masks.
- All staff and customers must wear face masks when in the facility.
- Plexiglass barriers have been installed at our customer entrance to protect both staff and clients during drop offs and pick-ups.
- Plexiglass barriers have been installed between prep lanes to create “prep bubbles” where crews may work and not wear PPE if they don their masks when re-entering common workspaces.
- Equipment and shipment sanitization practices are done with disinfectant fogging, UV-C light, and quarantine measures.
- High traffic areas such as washrooms and shared work surfaces cleaned and sanitized twice every day.
- Staff are encouraged to wash their hands regularly as well as frequently disinfecting high-touch surfaces within their workspaces.
- Masks must be worn by all people in staff areas unless it's a staff member at their own desk/office.
- Donning & doffing of PPE training has been provided to staff to ensure the effective use of these measures.

Identified other at-risk areas of the building and identified procedures to mitigate risk

- Lunchroom: max occupancy 2 people, maintain distance. Only sink, fridge, and microwave may be used. Personal dishes must be washed, and counters wiped and sanitized immediately after use. Shared kitchen plates, bowls, glasses, cups, re-useable towels, various kitchen wares, and utensils have all been removed.
- Stairwells: one person at a time up or down.
- Personal desks / workspaces: maintain 2m distance.
- Equipment storage: masks required if more than one person. Gloves required for handling equipment.

Engineering Controls:

1. Sales and Warehouse

- Sales are now being processed through email and phone.
- All customer interactions are to be pre-arranged or by appointment only.
- Sales pick-ups are done through the rear of the building.
- Curb side (back alley) pickup is available for clients who prefer this method.
- All courier deliveries and pickups are done through the rear door.
- Equipment demos are encouraged to be done via Zoom.
- In-house demos and customer equipment testing may be done by appointment and in a rentals prep lane as long as masks and distancing are maintained at all times.

2. Rentals, Engineering and Service

- Prep lanes have been divided to ensure social distance requirements are met.
- We have invested in non-corrosive sanitization solution, foggers, and UV-C lighting products to disinfect rentals equipment prior to it leaving the building and upon its return.
- No contact pickup and return options available with added rental bay lockers.
- All service client interactions are done by rentals gear door.

3. Fusion Cine Staff

**This safety plan has been distributed to all staff and posted within the office

- Signs are posted at entrances and in common areas with guidance for occupancy limits, social distancing, and handwashing as per WorkSafe guidelines.

- Policy for illness:
 1. If any employee feels sick or exhibits symptoms while away from the office they must stay home from work, isolate from their community, and inform their manager immediately. If they are concerned about symptoms, they should call 811.
 2. If any employee becomes sick or starts exhibiting symptoms while at work, they must put on a mask, wash their hands, and go home to begin self-isolation. They must inform their manager immediately. If symptoms are severe then colleagues are to call 811 for medical assistance. If emergent, call 911 or go to the closest emergency room.
 3. In either case above, the employees work area and everything they have touched must be immediately disinfected and all staff informed by the manager.

- Employees are responsible for taking reasonable care for their own health and safety, including the following:
 1. Wash hands upon entering the building, and regularly thereafter.
 2. Physical distance wherever possible.
 3. Wear masks when working in proximity with a colleague and physical distance of 2m cannot be maintained.
 4. Immediately clean shared areas and/or shared items after each use.

Equipment and Cleaning supplies supplied by:

