

General Protocols

COVID- 19 Assessment – All employees and visitors must complete this COVID-19 Assessment prior to coming into work. If any individual is experiencing symptoms, they are not to come into work and are required to self-isolate and contact 811 immediately.

Link: [Daily Covid-19 Assessment - Direct Tap](#)

The Assessment includes the following questions:

- Are you having any difficulty breathing?
- Have you recently/do you currently have a fever or any body chills?
- Are you experiencing any of the following symptoms: A cough, sore throat, extreme fatigue, or body aches?
- Are you experiencing any loss of taste or sense of smell?
- Have you travelled outside of the country in the last 14 days?
- Have you been exposed or in contact with anyone who has tested positive for COVID-19 in the last 14 days?

If the worker is severely ill (eg. Difficult breathing, chest pain), worksite manager must dial 911 immediately.

Worksite manager must coordinate cleaning and disinfecting any surfaces that the ill worker has come into contact with, with disinfectant wipes.

It is everyone's responsibility to be mindful of others and physically distance where appropriate. If an employee has been in contact with or close proximity to someone who has tested positive for COVID-19 in any 14 day period, they must immediately report the exposure to their worksite manager and contact the local health authority for further instructions.

Employees must attempt to avoid close physical contact as much as possible. In the event where close physical interaction is required or physical distancing is not possible, employees must wear their non-medical mask. This applies to all FreshTAP Logistics Inc., facilities as well as partner facilities and licensee locations.

Worksite managers must conduct active daily in-person screening of all onsite workers using the COVID-19 symptom checklist. The checklist is on the last page of this safety plan.

- Workplaces must ensure that all workers and customers maintain appropriate physical distance and wear masks when appropriate
- Extra care should be taken in small office spaces, break rooms and kitchens

Masks/ Physical Distancing:

Masks are still highly recommended in indoor public spaces for people 12 and older who are not yet fully vaccinated (that means waiting at least 14 days after you receive your second dose).

Masks required in common areas

Maintaining physical distancing is still required by the Provincial Government of BC.

General Policies

Third party access to premise is restricted. Suppliers, maintenance personnel and essential service providers will only visit as required to sustain business operations at a basic level.

Third party freight drivers must leave their paperwork with Dispatch and return to their truck and FreshTAP Logistics employees will need to coordinate direct contact-free shipping or receiving.

Individual product pick ups are restricted to the reception area and dock.

All visitors and employees must report virtually to the supervisor or manager in charge of the worksite immediately, should any of the following apply to them. Individuals applicable are prohibited from entering the workplace and must self-isolate for 14 days and monitor for symptoms.

- Experiencing symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headaches.
- Directed by Public Health to self-isolate.
- Has arrived from outside of Canada or has had contact with a confirmed COVID-19 case.

Should an employee have any concerns, please contact your worksite manager. Worksite manager must investigate and address all legitimate concerns with the help of Joint Health and Safety Committee.

General Guidelines

- Individuals should practice physical distancing and ensure they are staying two meters apart under all circumstances.
- Employees should not have group gathering in close proximity on premise or at delivery destinations.
- Handshakes and other close contacts are strongly discouraged.
- Practice scrupulous handwashing.
- Use paper towel to turn off water and touching doorknob.

This safety plan will be monitored regularly and updated as required.

Vancouver Branch:

Meeting Room

Protocols

The meeting room is cleaned and disinfected by third party janitorial company after hours of operation twice a week.

Policies

Max occupancy for the meeting room is 5 people. All meetings exceeding 5 participants are required to be held in larger open space.

Guidelines

Everyone is strongly encouraged to hold meeting virtually.

Shared Office Space

Protocols

Staff are assigned fixed workstations.

Policies

Staff needs to be sitting two meters or 1 workstation apart.

Private Offices

Protocols

Staff are assigned fixed workstations.

Guidelines

Staff are encouraged to hold meetings virtually or physically outside of their private offices.

Bathrooms

All bathrooms are individual use bathrooms.

Lunch Area

Guidelines

Staff should sit two meters apart.

Kitchen

Protocols

The kitchen area is cleaned and disinfected by third party janitorial company on a semi-weekly basis, regardless of use.

Policies

Max occupancy for the kitchen is two people.

Guidelines

Employees are strongly encouraged to bring and use their own kitchenware and refrain from using shared plates and utensils.

Dispatch Box

Protocols

Employees must ask visitors to stay in the reception area outside of Dispatch or await by the dock when coordinating product movement. Employee must ensure direct contact-free interaction with visitors per instruction in general policies.

Policies

Max occupancy for the dispatch box is 4 people.

Warehouse Box

Policies

Max occupancy for the warehouse box is 4 people.

Warehouse Areas

Guidelines

The warehouse is an open space. Warehouse staff should be wearing work gloves and individuals should be using a fixed equipment. Equipment includes forklift and pallet jack.

Trucks

Policies

Max occupancy per truck is 1 person. No Driver Assistants will be assigned for any drivers. Each operating truck should have an instruction sheet for proper use of face masks.

Guidelines

Drivers should be assigned a fixed truck, hand truck, and pallet jack.

Delivery Destinations and Pick Up Locations

Guidelines

Non-medical face masks and gloves have been made available to the drivers as they deliver to liquor stores, pubs, and restaurants. Drivers are encouraged to use them appropriately. Worksite manager should train the employee on how to use masks per WorkSafe standard.

Emergency Exits

Protocols

In case of fire or other emergencies, employees must exit the building in a calm manner, individually and two meters apart, via the 14 emergency exits front and back of the building.

Guidelines

To ensure physical distancing, employees are encouraged to consider using all emergency exits, provided it is safe to do so.

Victoria Branch:

Meeting Room

Protocols

The meeting room is cleaned and disinfected by third party janitorial company after hours of operation once a week.

Policies

Max occupancy for the meeting room is 5 people. All meetings exceeding 5 participants are required to be held in larger open space.

Guidelines

Everyone is strongly encouraged to hold meeting virtually.

Shared Office Space

Protocols

Staff are assigned fixed workstations.

Policies

Staff needs to be sitting two meters or 1 workstation apart.

Private Offices

Protocols

Staff are assigned fixed workstations.

Guidelines

Staff are encouraged to hold meetings virtually or physically outside of their private offices.

Bathrooms

Max occupancy for each bathroom is 1 person.

Lunch/Break Room

Policies

Max occupancy for the lunch/break room is 2 person.

Warehouse Areas

Guidelines

The warehouse is an open space. Warehouse staff should be wearing work gloves and individuals should be using a fixed equipment. Equipment includes forklift and pallet jack.

Trucks

Policies

Max occupancy per truck is 1 person. No Driver Assistants will be assigned for any drivers. Each operating truck should have an instruction sheet for proper use of face masks.

Guidelines

Drivers should be assigned a fixed truck, hand truck, and pallet jack.

Delivery Destinations and Pick Up Locations

Guidelines

Non-medical face masks and gloves have been made available to the drivers as they deliver to liquor stores, pubs, and restaurants. Drivers are encouraged to use them appropriately. Worksite manager should train the employee on how to use masks per WorkSafe standard.

Emergency Exits

Protocols

In case of fire or other emergencies, employees must exit the building in a calm manner, individually and two meters apart, via the emergency exit front of office or dock.

Guidelines

To ensure physical distancing, employees are encouraged to consider using all exits, provided it is safe to do so.

West Kelowna Branch:

Meeting Room

Protocols

The meeting room is cleaned and disinfected by third party janitorial company after hours of operation once a week.

Policies

Max occupancy for the meeting room is 2 people. All meetings exceeding 2 participants are required to be held in larger open space.

Guidelines

Everyone is strongly encouraged to hold meeting virtually.

Shared Office Space

Protocols

Staff are assigned fixed workstations.

Policies

Staff needs to be sitting two meters or 1 workstation apart.

Bathrooms

Policies

Max occupancy for each bathroom is 1 person.

Kitchen and Lunchroom

Policies

Max occupancy for the lunchroom is 3 people.

Guidelines

Employees are strongly encouraged to bring and use their own kitchenware and refrain from using shared plates and utensils.

Warehouse Areas

Guidelines

The warehouse is an open space. Warehouse staff should be wearing work gloves and individuals should be using a fixed equipment. Equipment includes forklift and pallet jack.

Trucks

Policies

Max occupancy per truck is 1 person. No Driver Assistants will be assigned for any drivers. Each operating truck should have an instruction sheet for proper use of face masks.

Guidelines

Drivers should be assigned a fixed truck, hand truck, and pallet jack.

Delivery Destinations and Pick Up Locations

Guidelines

Non-medical face masks and gloves have been made available to the drivers as they deliver to liquor stores, pubs, and restaurants. Drivers are encouraged to use them appropriately. Worksite manager should train the employee on how to use masks per WorkSafe standard.

Emergency Exits

Protocols

In case of fire or other emergencies, employees must exit the building in a calm manner, individually and two meters apart, via the 3 emergency exits front of the building.

Guidelines

To ensure physical distancing, employees are encouraged to consider using all emergency exits, provided it is safe to do so.