



# COVID19

## Exposure Control Plan

### For Facilities in Manitoba

(updated: June 11, 2020)

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## **1. STATEMENT OF PURPOSE AND RESPONSIBILITIES**

Canlan Ice Sports Corp. endeavors to provide a safe, healthy, and secure environment in which to carry on its business. All possible preventive measures are taken to eliminate accidental injuries, occupational diseases, and risks to personal security.

Compliance with the Workers' Compensation Act, OSHA, WHMIS and related legislation is the minimum standard acceptable in Canlan Ice Sports facilities.

In accordance with Occupational Health and Safety Regulations, Canlan has developed this COVID19 Exposure Control Plan, a health and safety program, which includes:

- a. Administrative controls
- b. Game format controls
- c. Personal protective equipment
- d. Engineered controls
- e. Training

### **A. MANAGEMENT**

It is the responsibility of Management acting through the facility General Managers to:

- a. Provide a safe, healthy, and secure working environment.
- b. Ensure regular inspections are made and action taken as required to improve unsafe conditions.
- c. Ensure that health, safety, and personal security considerations form an integral part of the design, construction, purchase and maintenance of all buildings, equipment, and work processes.
- d. Provide first aid facilities where appropriate.
- e. Support supervisors and safety committees in the implementation of an effective health, safety, and security programs.
- f. Ensure compliance with various regulatory bodies and other applicable legislation.
- g. Establish a facility safety committee
- h. Communicate with affected groups about events or situations when potentially harmful conditions arise or are discovered.
- i. Provide training to employees with respect to safety related items.
- j. Ensure proper records are kept with respect to the above items
- k. Ensure adequate resources are available to implement appropriate procedures.

### **B. THE SUPERVISOR**

It is the responsibility of supervisory staff to:

- a. Formulate specific safety rules and safe work procedures for their area of supervision.
- b. Ensure that all employees under their supervision are aware of safety practices and follow safety procedures.
- c. Provide training in the safe operation of equipment.
- d. Regularly inspect their areas for hazardous conditions.
- e. Be responsible to concerns expressed about personal security and investigate any accidents, incidents or personal security concerns which have occurred in their area of responsibility.

- f. Report any accidents or incidents involving personal security to the appropriate authority.
- g. Participate, if requested, on facility safety committees.
- h. Maintains a level of knowledge with respect to safety through ongoing personal learning and training initiatives.

### **C. INDIVIDUAL STAFF**

It is the responsibility of individual staff members to:

- a. Observe safety rules and procedures established by supervisory staff and facility General Managers.
- b. Be safety-conscious in all activities.
- c. Report as soon as possible any accident, injury, unsafe condition, insecure condition, or threats to personal security to a supervisor or General Manager.
- d. Properly use and care for all personal protective equipment provided by Canlan Ice Sports.
- e. Attend training in safety related matters and update work procedures as a result.
- f. Participate, if elected or appointed, on facility safety committees.

### **D. CUSTOMERS & ATHLETES**

It is the responsibility of customers and athletes to:

- a. Observe safety rules and procedures established by Canlan Ice Sports.
- b. Be safety-conscious in all activities inside and outside the facility.
- c. Report as soon as possible any unsafe condition to Canlan management.
- d. Properly use and care for all personal protective equipment provided by Canlan Ice Sports.

### **E. SAFETY COMMITTEES**

It is the responsibility of safety committee members to:

- a. Work to achieve the above objectives by providing education and reviewing policies and procedures.
- b. Carry out the safety programs within their areas and make recommendations to ensure that the safety objectives can be achieved.
- c. Comply with the appropriate governing legislation.

### **F. SAFETY ACTIVITY RECORDS (INSPECTIONS, MEETINGS, TRAINING)**

Part of maintaining a safe workplace is keeping records with respect to training activities. Positive, detailed records are integral to Canlan's risk management duties. Records must be maintained with respect to inspections (both agency inspections and Canlan inspections), meetings and training initiatives (at the individual level as well as the group level). Employee training will be delivered through Canlan's online training portal (Canlan College) and records retained of course completion electronically.

### **G. PROCEDURES FOR UPDATING THE EXPOSURE CONTROL PLAN**

This COVID19 Exposure Control Plan is meant to be a living document and must be reviewed and updated at a minimum on a regular scheduled basis to reflect the changes mandated by regulation and industry best practices. Each quarter, (congruent to Canlan's financial reporting interval), the Joint Health and Safety Committee of each facility in conjunction with a representative from Canlan's Enterprise Risk Management Committee (ERMC) will review this plan in its entirety and make updates. Any changes to

the document will be communicated to the workforce through memorandum. Any changes to training, policies, and procedures will be made in Canlan's online training portal.

## **2. COVID19 EXPOSURE**

This section describes the hazards related to COVID19, the effects it has to humans, and the correct method of treatment to help mitigate health impacts.

### **A. BACKGROUND**

Coronaviruses are a large family of viruses. Some cause illness in people and others cause illness in animals. Human coronaviruses are common and are typically associated with mild illnesses, like the common cold.

Human coronaviruses cause infections of the nose, throat, and lungs. They are most commonly spread from an infected person through:

- a. respiratory droplets generated when you cough or sneeze
- b. close, prolonged personal contact, such as touching or shaking hands
- c. touching something with the virus on it, then touching your mouth, nose, or eyes before washing your hands

Current evidence suggests person-to-person spread is efficient when there is close contact.

COVID-19 is a new disease that has not been previously identified in humans. Rarely, animal coronaviruses can infect people, and more rarely, these can then spread from person to person through close contact.

### **B. EXPOSURE EFFECTS**

Those who are infected with COVID-19 may have little to no symptoms. You may not know you have symptoms of COVID-19 because they are like a cold or flu, including:

- a. cough
- b. fever
- c. difficulty breathing
- d. pneumonia in both lungs

In severe cases, infection can lead to death. Symptoms may take up to 14 days to appear after exposure to COVID-19. This is the longest known incubation period for this disease.

Recent evidence indicates that the virus can be transmitted to others from someone who is infected but not showing symptoms. This includes people who:

- a. have not yet developed symptoms (pre-symptomatic)
- b. never develop symptoms (asymptomatic)

While experts know that these kinds of transmissions are happening among those in close contact or in close physical settings, it is not known to what extent. This means it is extremely important to follow the proven preventative measures outlined in this plan.

### **C. VULNERABLE PERSONS**

There is an increased risk of more severe outcomes for those who are:

- a. aged 65 and over
- b. with compromised immune systems
- c. with underlying medical conditions

People who fall into these categories as vulnerable populations should not enter a Canlan facility.

Anyone demonstrating any of the symptoms related to COVID-19 (cough, fever or difficulty breathing), should not enter a Canlan facility either.

## **3. RISK IDENTIFICATION AND EXPOSURE TREATMENT**

Employees showing any of the symptoms of COVID19 must reduce contact with others by:

- a. Isolating yourself at home for 14 days to avoid spreading it to others
- b. If you live with others, stay in a separate room, or keep a 2-metre distance
- c. Visit a health care professional or call your local public health authority
- d. Call ahead to tell them your symptoms and follow their instructions

Isolation means staying at home when displaying the symptoms of COVID19. By avoiding contact with other people, the spread of disease to others in the community can be reduced. If an individual is observed to be displaying the symptoms of COVID19 in the workplace, any contact should be avoided by removing oneself from the immediate area. This should be reported to the immediate supervisor.

### Limit Contact

- a. Do not leave home unless it is to seek medical care
- b. Do not use public transportation (e.g. buses, taxis)
- c. Arrange to have groceries and supplies dropped off at your door to minimize contact
- d. Stay in a separate room and use a separate bathroom from others in your home, if possible
- e. If you must be in contact with others, practice physical distancing and keep at least 2 meters between yourself and the other person.
- f. Avoid contact with individuals with chronic conditions, compromised immune systems and older adults.
- g. Keep any interactions brief and wear a medical mask if available, or if not available, a non-medical mask or facial covering
- h. Avoid contact with animals, as there have been several reports of people transmitting COVID-19 to their pets.

### Wash Hands

- a. Wash your hands every 30 minutes with soap and water for at least 20 seconds, and dry with disposable paper towels or dry reusable towel, replacing it when it becomes wet.

- b. Wash your hands immediately after touching a surface, using hand tools, or using equipment that any other employee may have also used previously.
- c. You can also remove dirt with a wet wipe and then use an alcohol-based hand sanitizer.
- d. Avoid touching your eyes, nose, and mouth.
- e. Cough or sneeze into the bend of your arm or into a tissue.

### Avoid Contaminating Items & Surfaces

- a. At least once daily, clean and disinfect surfaces that you touch often, like toilets, bedside tables, doorknobs, phones, and television remotes.
- b. Do not share personal items with others, such as toothbrushes, towels, bed linen, utensils, or electronic devices.
- c. To disinfect, use only disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms the disinfectant product is approved and safe for use in Canada.
- d. Place contaminated items that cannot be cleaned in a lined container, secure the contents, and dispose of them with other household waste.
- e. Put the lid of the toilet down before flushing.
- f. Wearing a face mask, including a non-medical mask or facial covering (i.e., constructed to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops), may trap respiratory droplets and stop them from contaminating surfaces around you - but wearing a mask does not reduce the need for cleaning.

### Hygiene

Proper hygiene can help reduce the risk of infection or spreading infection to others:

- a. Wash your hands every 30 minutes with soap and water for at least 20 seconds, especially after using the washroom and when preparing food. Use alcohol-based hand sanitizer if soap and water are not available.
- b. When coughing or sneezing:
  - a. cough or sneeze into a tissue or the bend of your arm, not your hand
  - b. dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards
- c. Avoid touching your eyes, nose, or mouth with unwashed hands

### Cleaning

Coronaviruses are one of the easiest types of viruses to kill with the appropriate disinfectant product when used according to the label directions.

Although they do not claim to kill COVID-19, cleaners can play a role in limiting the transfer of microorganisms. Health Canada recommends cleaning high-touch hard surfaces often, using a disinfectant according to the label directions. These surfaces include:

- a. Toilets
- b. Phones
- c. Electronics
- d. Door handles



- e. Bedside tables
- f. Television remotes
- g. Hand tools
- h. Equipment, including Zamboni controls

Discarding Used PPE, Trash, Other Items

Previously used PPE such as gloves and disposable masks, as well as any other items intended to be discarded must be done in a manner that ensures surfaces that could potentially have the virus are not touched by an employee. Employees should wear disposable gloves when handling such items and once the work assignment has finished, the employee should wash hands thoroughly and apply hand sanitizer.

**A. MONITORING THE WORKPLACE**

Upon returning to work from layoff or upon hiring (new employee), the health status of all employees will be screened by their immediate supervisor to identify any underlying vulnerabilities related to COVID19 using a declaration checklist. Refer to Appendix A – Employee Protocol and Commitment to Safety for details. This form will be kept in the employee’s personnel file. In the event the screening of an employee reveals one or more vulnerabilities, the employee will not be allowed to enter the workforce.

Daily, all employees at the start of their shift will complete a self-screening checklist for COVID19-related vulnerabilities. Refer to Appendix B – Fit to Work Questionnaire for details. This form will be submitted to the immediate supervisor prior to commencing work activities and kept in a separate, secure file and shredded after 21 days. In the event the screening of an employee reveals one or more vulnerabilities, the employee will not be allowed to enter the workforce.

Anyone intending to enter a Canlan facility will be pre-screened for COVID19-related vulnerabilities. Refer to Appendix C – Visitor Questionnaire for details. In the event the screening of a visitor reveals one or more vulnerabilities, the visitor will not be allowed to enter the building and will be requested to leave the premise immediately.

**4. COVID19 EXPOSURE CONTROL**

This section outlines Canlan’s system to minimizing the risks associated with having its employees, contractors, and visitors unexpectedly exposed to COVID19. Canlan’s exposure control system is comprised of the following attributes:

- a. Administrative controls
- b. Game/practice format controls
- c. Use of personal protective equipment
- d. Engineered controls
- e. Training

### Protection Condition

Because Canlan operates in facilities located in different regions, each facility is subject to different rules, regulations, and guidelines put forth by public health officials and governing bodies which change over time as seen fit by these officials. With this in mind, Canlan has developed a system to determine the level of required personal protection that correlates with the regulatory requirements and guidelines within each region it operates.

Protection Level	Description
<b>RED</b>	Restrictions require use of full-face shields for hockey.
<b>YELLOW</b>	Restrictions require on-ice physical distancing. Full-face shields are recommended but not mandatory.
<b>GREEN</b>	No restrictions for hockey and no on-ice physical distancing required. Full-face shields are not recommended nor are they required.

Canlan's Enterprise Risk Management Committee (ERMC) will review regional regulations and guidelines on a daily basis and make adjustments to the Protection Condition in each region. Adjustments to the Protection Condition will be communicated to athletes of Canlan's various hockey leagues via email and enforced by the management team in each facility.

### A. ADMINISTRATIVE CONTROLS

Administrative controls are the policies and procedures developed for non-ice activities. These controls include:

- a. Canlan COVID19 Safety Policy – Refer to Appendix D
- b. Canlan COVID19 Safety Procedure – Refer to Appendix E
- c. Canlan Disinfecting Procedure – Refer to Appendix F
- d. Canlan Physical Distancing Procedure – Refer to Appendix G

### B. GAME/PRACTICE FORMAT CONTROLS

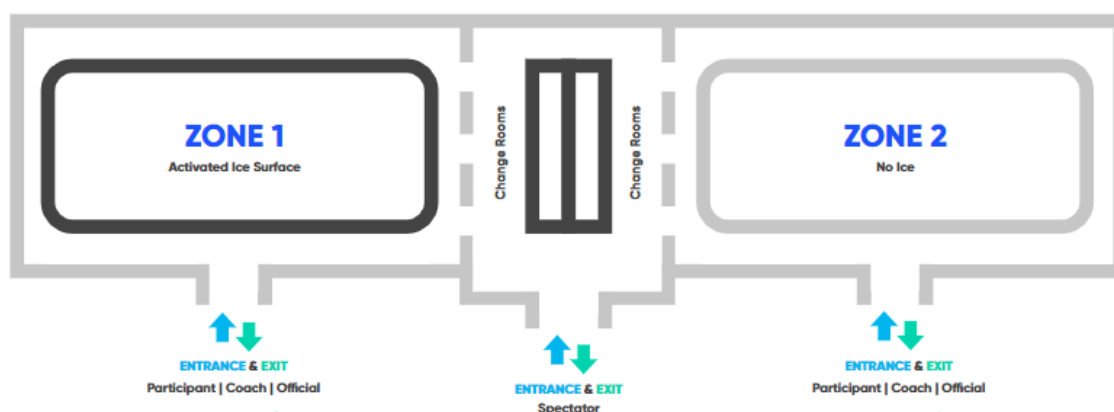
Game format controls are modifications made to the standard 5 on 5 hockey game that is played in most arenas in North America. To maximize physical distancing and limit the occupancy levels in facilities, Canlan has developed a game format that utilizes a maximum of eight skaters and one goalie per team. It also limits skater/coach numbers for both hockey practices and figure skating. Physical distancing while on ice is facilitated by a different set of game rules that are not part of the traditional hockey game which include but not limited to:

- a. No face-offs to start/restart game play,
- b. Penalties served through penalty shots,
- c. No handshakes or fist bumps; gloves on at all times,
- d. Athletes must play the puck at all times, not the opponent,

- e. Penalty for intentional player to player contact,
- f. Game ejection for egregious player to player contact (i.e. body checking)

### Facility Zones

Most Canlan facilities have multiple ice surfaces and are equipped with at least four change rooms per surface. The occupancy of change rooms that typically hold up to 17 players and 3 coaches will be limited based on Canlan's Physical Distancing Procedure. Occupancy will therefore range from 6 to 11 athletes depending on the size of the change room. For hockey games four change rooms per scheduled ice time. For practices and private rentals, two change rooms will be used per ice time. This provides effective physical distancing while athletes are changing.



Each ice pad and the viewing areas will be managed as separate zones with no zone exceeding 35 occupants. Athletes will be moved in and out of the facility through dedicated entrances and same will be true for spectators with their own dedicated entrances.

### Game Situation – Playing Zone Occupancy

Team 1 players	9
Team 2 players	9
Coaches	4
Referee	1
Safety Ambassador	1
Zamboni Driver	1
Janitor	1
<b>Total Zone Occupancy</b>	<b>26</b>

### Practice Situation – Playing Zone Occupancy

Team Players	10
Coaches	2
Safety Ambassador	1
Zamboni Driver/Janitor	2
<b>Total Zone Occupancy</b>	<b>15</b>

Figure Skating Situation – Playing Zone Occupancy

Skaters	10
Coaches	2
Safety Ambassador	1
Zamboni Driver/Janitor	2
<b>Total Zone Occupancy</b>	<b>15</b>

Viewing Area Zone

The viewing areas within Canlan facilities are mainly found at the mezzanine level overlooking the ice and are segregated from the athletes. As part of this game and practice format, athletes will only be permitted to have one spectator (normally a parent) in attendance to watch them play or practice. The restaurant and bar areas will be closed under this game and practice format; however, the concession will continue to operate on a takeout basis only. This operation will be staffed with a supervisor, cashier, runner, and one cook.

Viewing Zone Maximum Occupancy

Home Team Parents	9
Visitor Team Parents	9
<b>Total Zone Occupancy</b>	<b>18</b>

Food & Beverage Zone Maximum Occupancy (all orders via on-line for takeout; pick-up curbside)

Supervisor	1
Cook	1
Cashier	1
Runner	1
<b>Total Zone Occupancy</b>	<b>4</b>

Contractors

Contractors will be required to submit a practice/drill summary to the facility management. This summary must show which drills will be utilized and how physical distancing will be enforced throughout the entire session. Summaries not demonstrating physical distancing of participants will result in the ice contracts being terminated or put on hold until a proper summary has been provided.

Canlan Programming

All Canlan programs will be developed and executed with physical distancing measure incorporated into the curriculum. The management of the facility will review each program (camps or academies) and monitor regularly as the program is being executed to ensure compliance.

### **C. PERSONAL PROTECTIVE EQUIPMENT**

Personal protective equipment is to be used by employees, customers, athletes, and visitors entering the facility as outlined in the COVID19 Safety Policy and Standard Operating Procedures. This section outlines the approved PPE to be used at Canlan facilities.

#### Game Protection

Although the game format controls will significantly reduce the amount of close interaction between players, the Protection Condition Level may require athletes who are participating in hockey games to wear full-face shields for additional protection from COVID19. Refer to Appendix H – Hockey Face Shields for specifications.

#### Non-Medical Face Masks

Canlan employees are issued with non-medical face masks which must be laundered after each shift to allow for reuse without contamination. Refer to Appendix I – Non-Medical Face Masks for specifications of the masks supplied to Canlan employees.

All employees wearing these masks should ensure the masks achieve the following:

- a. allow for easy breathing
- b. fit securely to the head with ties or ear loops
- c. maintain their shape after washing and drying
- d. be changed as soon as possible if damp or dirty
- e. be comfortable and not require frequent adjustment
- f. be large enough to cover the nose and mouth completely and comfortably without gaping

If any of these attributes are not achieved, the employee should bring this to the attention of his/her immediate supervisor for resolution.

#### Gloves

Disposable latex gloves are required to be worn by maintenance and janitorial staff while working in all areas of the building that are frequented by other employees, customers, and visitors. Refer to Appendix J – Disposable Latex Gloves for specifications of the gloves supplied to Canlan employees. After use, these gloves should be discarded in the appropriate garbage receptacle and the employee should immediately wash hands and apply hand sanitizer.

#### Face Shields

All Canlan employees who regularly interface with customers and athletes are required to wear face shields when not behind an installed sneeze shield on a countertop. Employees who are required to wear a face shield include janitors, servers, safety ambassadors, and convenors. Refer to Appendix K – Face Shields for specifications. Prior to use, the employee should clean the face shield with soap and water and then immediately wash hands and apply hand sanitizer.

### **D. ENGINEERED CONTROLS**

Canlan's use of engineered exposure controls include the products it uses for disinfecting, mechanical equipment, and providing barriers between customers and its employees.

### Disinfectants

Different areas of each facility are disinfected throughout the day by the maintenance and janitorial staff. These disinfectants are approved by Health Canada and are safe for use in Canlan facilities. In addition to this, dispensers for disinfectant wipes have been installed outside change rooms which players may use to disinfect contact areas. Refer to Appendix L – Approved Disinfectants for details.

### Hand Sanitizer

Hand sanitizing dispensers are in multiple areas of each facility and outside change rooms. The hand sanitizer is approved by Health Canada and authorized for use in commercial facilities. Refer to Appendix M – Hand Sanitizer for details.

### Mechanical Systems

Each Canlan facility is equipped with multiple air handling units that provide conditioned air into the facility. These units provide heating, cooling, and dehumidification. Confined spaces such as change rooms are serviced by dedicated make-up air units which provide 100% air exchange and therefore do not recirculate the air. This is mandatory under the National Building Code of Canada.

Other areas that are not confined spaces recirculate some of the air within the facility as an energy conservation measure. For these units, MERV 13 high efficiency filters have been installed to remove particles as small as .3 microns with 75% efficiency. Refer to Appendix N – MERV Filters for details.

### Sneeze Shields

Workstations that are staffed with Canlan personnel who interact with customers, have been outfitted with plexiglass transparent shields. These shields act as physical barriers between customers and employees. Workstations that now have these shields include:

- a. Concession cashier
- b. Front office reception
- c. Registration tables
- d. Public skate counter
- e. Sports store cashier

Refer to Appendix O – Sneeze Shields for details.

## **E. TRAINING**

Canlan utilizes mandatory training programs to ensure employees are properly trained to prevent and handle emergency situations. Training on the hazards and effects of COVID19 will be performed by the employer or the employer's designate. Records of attendance, dates of training and training material will be documented and retained. Additional training or reference material on COVID19 will be made available to employees upon request.

### Employee Training at Time of Hire

At the time of hire, employees are responsible to read and sign off on having read the COVID19 Exposure Control Plan. Local health and safety regulations for understanding safe work conditions and procedures for reporting unsafe work conditions are reviewed with the employee by the hiring supervisor. During

new hire orientation, using Canlan College online modules, workers also receive training on the following COVID19-related topics:

- a. Canlan's COVID19 Safety Policy
- b. Canlan's COVID19 Standard Operating Procedure
- c. The risk of exposure to COVID19 and the signs and symptoms of exposure
- d. Correct use and maintenance of personal protective equipment
- e. Canlan's Disinfecting Procedure
- f. Canlan's Physical Distancing Procedure
- g. Canlan's Harassment & Hostile Behaviors Policy
- h. Canlan's Violence in the Workplace Procedure

### Ongoing Employee Training

Canlan's COVID19 Exposure Control plan and all related policies and procedures are reviewed with workers annually and tracked using Canlan College. Workers are required to take a competency test with the results recorded on their personnel file. All employees will be retrained annually on the importance of reporting to their supervisor if they feel sick and the requirement to stay home if they feel sick, display the symptoms of COVID19, or identify any vulnerabilities to COVID19 through the self-screening and declaration questionnaires.

### Customer Training

At the time of registration, this Exposure Control Plan will be made available to all customers which includes Canlan's COVID19 Safety Policy and COVID19 Standard Operating Procedures. Customers will be required to review these documents and sign-off that they understand and will abide by them.

All Canlan facilities will be outfitted with high visibility signage outlining the operating rules, wayfinding, zones, physical distancing demarcation, hygiene procedures, and occupancy limits related to COVID19.

A Safety Ambassador will be stationed in each Zone of the building and provide on-going training to customers as they enter facilities and partake in activities. Safety Ambassadors will also oversee compliance to Canlan's policies, procedures, and operating rules for COVID19 safety.

## **5. REPORTING, INVESTIGATING, CONTACT TRACING**

In the event an employee has tested positive for COVID19, they must remain at home and report this to their immediate supervisor. The supervisor will determine the employee's last day of work and interaction with other employees, customers, and visitors to the facility. The supervisor will make a list of all known and potential contacts who may have interacted with the employee using attendance records, employee sign-in sheets, game sheets, and visitor sign-in sheets. The employee will remain at home until authorized by the supervisor to return to work which will require a physician's approval, as outlined in Canlan's COVID19 Standard Operating Procedure.

#### Disclosure

The contact information for those employees, customer, and visitors who may have become infected to COVID19 from interactions with the infected employee will be made available to public health officials upon their request.

#### Additional Infections

In the event more employees come forward who have tested positive for COVID19 at the same facility, the General Manager will report this to the facility's Joint Health and Safety Committee chair and Canlan's Enterprise Risk Management Committee, as well forward an investigation report to the local regulatory body responsible for workplace safety.

## **6. RESTARTING OPERATIONS**

Safe restarting of business operations after a prolonged shutdown requires refresher training of employees on various standard operating procedures (SOPs) that are found on Canlan's Quality Management System by accessing the following internal link:

<https://canlansports.sharepoint.com/operations/Quality%20Management%20System/Forms/AllItems.aspx>

#### Quality Management System

- a. Administrative
- b. Arena
- c. Change Rooms
- d. Floor Cleaning
- e. Building
- f. Health and Safety
- g. Life Safety Systems
- h. Mechanical Systems
- i. Refrigeration Plant
- j. Roof & Exterior
- k. Site
- l. Mobile Equipment
- m. Building Controls
- n. Environmental
- o. Facility Inspections (OSVs)
- p. Product Specifications
- q. Energy Management
- r. Asset Management
- s. Training



## Appendix A – Employee Protocol and Commitment to Safety Declaration



As an employee of Canlan, I will adhere to the noted company policies and protocols as outlined by my employer to ensure the safety of myself, my colleagues, my employer, and our guests.

### I agree to the following:

- I will not come in to work if I have or have had in the last 10 days symptoms of COVID-19 and will instead self-isolate if I have any of the symptoms (symptoms include: chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache).
- If I start to have symptoms of COVID-19 while on shift I will immediately advise my supervisor and make necessary arrangements to go home to self-isolate.
- I will abide by the company protocols on social distancing among staff, guests, and members of the public and will maintain a distance of two meters as much as possible while still being able to do my job efficiently and effectively.
- I will abide by the company protocol regarding handwashing and sanitizing my hands frequently
- I will abide by the company protocol for cleaning of our space to ensure safety of all staff, guests, and myself.
- I will advise my dedicated supervisor of any safety concerns I may have. This will help to ensure safety and confidence among my teammates, my employer, our guests, and myself.
- I will not come to work if directed by Public Health to self-isolate.

Before Each Shift, I commit to the company check which includes:

- Not having symptoms of COVID-19.
- I have not been in contact with someone who has COVID-19.
- I am not currently required to self-isolate.
- I have not been outside of my home Province or State in the last 14 days.

*Failure to report a known illness or exposure to COVID-19 will be grounds for termination.*

I acknowledge that I have read this condition of employment and I agree that I will inform my supervisor or manager, before starting any shift, if any of these factors apply to me.

Employee Name: \_\_\_\_\_

Facility & Department: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix B – Employee Fit to Work Questionnaire



We require you to fill out the below questionnaire to assist in determining your fitness to work. The information in this questionnaire is collected and will be used for the purposes of determining fitness for work or visitation during the COVID -19 pandemic.

Always ensure you are following Canlan's COVID – 19 protocols. The questionnaire intends to identify new symptoms or worsening symptoms that are related to allergies, chronic or pre-existing conditions. Those with symptoms related to pre-existing conditions or allergies can still go to work. Disclosure of the pre-existing condition is required.

<i>Printed Name:</i>	<i>Signature:</i>	<i>Date:</i>

### Risk Assessment: Screening Questions:

	<i>Please check</i>	✓	✓
1. Are you sick with a cold or flu or are you displaying any signs of COVID19 and/or flu-like symptoms?	YES		NO
2. Do you have any of the following symptoms which are new or worsened if associated with allergies, chronic or pre-existing conditions: fever, cough, shortness of breath, difficulty breathing, sore throat, and/or runny nose?	YES		NO
3. Have you returned from outside the country (including Canada to USA and vice versa) in the past 14 days?	YES		NO
4. In the past 14 days, at work or elsewhere, did you have close contact with someone who has a probable or confirmed case of COVID19?	YES		NO
5. In the past 14 days, at work or elsewhere, did you have close contact with a person who had acute respiratory illness that started within 14 days of their close contact to someone with a probable or confirmed case of COVID-19?	YES		NO
6. In the past 14 days, at work or elsewhere, did you have close contact with a person who had acute respiratory illness who returned from travel outside of the country in the 14 days before they became sick?	YES		NO
7. In the past 14 days have you been directed by Public Health to self-isolate?	YES		NO

If you answer "YES" to any of the questions, you are **not permitted to attend work**. If you answer "NO" to all the above, you can proceed to work. If you develop symptoms, please complete a new questionnaire, and advise your manager.

## Appendix C – Visitor Questionnaire





<i>Printed Name:</i>	<i>Nature of Visit:</i>	<i>Date:</i>

## Risk Assessment: Screening Questions:

	<i>Please check</i>	✓	✓
1. Are you sick with a cold or flu or are you displaying any signs of COVID19 and/or flu-like symptoms?	YES		NO
2. Do you have any of the following symptoms which are new or worsened if associated with allergies, chronic or pre-existing conditions: fever, cough, shortness of breath, difficulty breathing, sore throat, and/or runny nose?	YES		NO
3. Have you returned from outside the country (including Canada / USA) in the past 14 days?	YES		NO
4. In the past 14 days, at work or elsewhere, did you have close contact with someone who has a probable or confirmed case of COVID19?	YES		NO
5. In the past 14 days, at work or elsewhere, did you have close contact with a person who had acute respiratory illness that started within 14 days of their close contact to someone with a probable or confirmed case of COVID-19?	YES		NO
6. In the past 14 days, at work or elsewhere, did you have close contact with a person who had acute respiratory illness who returned from travel outside of the country in the 14 days before they became sick?	YES		NO
7. In the past 14 days have you been directed by Public Health to self-isolate?	YES		NO

Please share your completed questionnaire with the screener. If you answer “YES” to any of the above, you are **not permitted to enter the facility**. If you answer “NO” to all the above, you can enter the facility when instructed to do so.

## Appendix D - COVID19 Safety Policy

	CANLAN ICE SPORTS CORP.		POLICY STATEMENT	
	Applies to:		ALL LOCATIONS, Canada	
	Date Last Approved:		June 5, 2020	
	Approvals:		Management Committee	
<b>SUBJECT:</b>	<b>COVID 19 Safety Policy</b>			

### PURPOSE

Canlan endeavors to provide a safe, healthy, and secure environment in which to carry on its business. All possible preventive measures are taken to eliminate accidental injuries, occupational diseases, and risks to personal security.

Our goal is to minimize the health risk of COVID19 to employees, customers, and visitors of Canlan facilities by reducing exposure to the virus through adherence to strict protocols and physical barriers. COVID19 is a novel virus and as such has many properties and characteristics that are unknown by public health officials. This policy has been developed with an intention on minimizing health risk based on the information available to Canlan's management.

### APPLICATION

#### CANLAN EMPLOYEES

Employee safety will be guided by standard operating procedures (SOP's) and processes developed. As these SOP's will be modified through time, ongoing updates will be provided.

SOP's will identify personal protective equipment (gloves, masks, etc.), physical distancing, cleanliness & hand hygiene, and any other protocols developed by health authorities and / or industry experts.

Canlan will ensure all employees are informed and trained on these SOP's.

#### CUSTOMERS

Customer safety will be guided by standard operating procedures (SOP's) and processes developed. As these SOP's will modify through time, ongoing updates will be provided.

SOP's will identify protective equipment (gloves, masks, etc.), physical distancing guidelines, facility cleanliness & hand hygiene requirements (hand sanitizers, etc.), and any other protocols developed by health authorities and / or industry experts.

Canlan will ensure customers are informed of these SOP's through our marketing channels, signage (facility & website) and in-person contact with our employees.

### CONTRACTORS, VISITORS AND OR VENDORS

Contractor, visitor, and vendor safety will be guided by standard operating procedures (SOP's) and processes developed. As these SOP's will modify through time, ongoing updates will be provided.

SOP's will identify protective equipment (gloves, masks, etc.), physical distancing guidelines, facility cleanliness & hand hygiene requirements (hand sanitizers, etc.), and any other protocols developed by health authorities and / or industry experts.

Canlan will ensure contractors and vendors are informed of these SOP's through our email channels, signage (facility & website) and in-person contact with our managers & employees.

### TENANTS

Building tenants are an important revenue stream for Canlan however they must also comply with Canlan's safety protocols even if their rented space is segregated from the rest of the facility and has a separate entrance. Stopping the spread of the virus is the responsibility of all occupants of the building.

Tenant safety will be guided by standard operating procedures (SOP's) and processes developed. As these SOP's will modify through time, ongoing updates will be provided.

SOP's will identify protective equipment (gloves, masks, etc.), physical distancing guidelines, facility cleanliness & hand hygiene requirements (hand sanitizers, etc.), and any other protocols developed by health authorities and / or industry experts.

Canlan will also be cognizant of possible protocols related to the industry the tenant is part of. Example: Physiotherapy, Daycare, etc.

Canlan will ensure tenants are informed of these SOP's through our facility General Managers.

### CONTACT TRACING – FACILITY LEVEL

1. In the event an employee reports that he/she has tested positive for COVID19, the General Manager of the facility will immediately notify Canlan's Enterprise Risk Management Committee.
2. The General Manager will trace all other employees, contractors, and visitors that the employee came in contact with over the previous 14 days.
3. The General Manager will notify all personnel, at the direction of the ERM, that the employee may have been in contact with and possibly infected. Those employees will be directed to begin self-isolation for 14 days. After the self-isolation period is over, personnel will be required to complete the Fit to Work Questionnaire before returning to work if no vulnerabilities identified.

CONTACT TRACING – ENTERPRISE RISK MANAGEMENT COMMITTEE

1. Upon being notified of an employee testing positive for COVID19, the ERMCM will immediately convene and develop a communication plan that may involve employees, customers, and other visitors to the facility.
2. The ERMCM will stay in direct contact with the facility's General Manager and seek regular reports on the status of the infected employee and all others who have been contact traced.
3. The Chief Risk Officer will provide regular updates to Canlan's Board of Directors.
4. In the event other employees, customers, or visitors have been found to test positive for the virus, the facility may cease operations. All areas of the facility will be disinfected, and all employees will be monitored for a period of 14 days.
5. After the 14-day period has expired the ERMCM in conjunction with the Board of Directors will decide if the facility should be reopened.

## Appendix E - COVID19 Standard Operating Procedures

### COVID19 Standard Operating Procedures As at: June 5, 2020

---

#### General Procedures

The purpose of these procedures is to minimize the health risk of COVID19 to customers, employees, tenants, and visitors of Canlan facilities by reducing exposure to the virus through operating protocols and physical barriers. These procedures have been developed based on information from local public health authorities as well as requirements/policies issued by governments at all levels.

#### Canlan Employees

1. Upon hire or return to work from layoff, Canlan employees will be required to sign-off the Protocol and Commitment to Safety declaration.
2. Daily prior to commencing work, each Canlan employee will be required to complete the Fit to Work Questionnaire.
3. Canlan employees are required to wear face masks while working inside a facility including offices, rink spaces, restaurants, and maintenance areas when physical distancing is not 100% achievable at all times.
4. Canlan employees must follow physical distancing protocols at all times (inclusive of coffee and lunch breaks) by staying at least 6' (2 meters) apart from other employees, customers, and visitors.
5. Canlan employees must wash hands every 30 minutes and apply hand sanitizer. Supervisors will allow adequate time in work assignments and schedules to allow employees adequate time to carry-out this requirement.
6. Canlan employees who are required to administer First-Aid as part of their regular duties must wear disposable gloves, face shield, and a face mask at all times. Additionally, the patient receiving First-Aid, must always wear a face mask as well. The Occupational First Aid Attendants (OFFA) guide for pandemics will be followed at all times:  
<https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic?lang=en>
7. Upon entering a facility, employees should proceed to the nearest public washroom and thoroughly wash hands and apply hand sanitizer. In the event an employee leaves a facility, even for a short period of time, the employee must follow this procedure upon reentering the facility.
8. All salaried employees must sign-in to a logbook at the commencement of their shift. The clock-in/out procedure for hourly employees meets this requirement. This is to assist public health officials with contact tracing in the event of an outbreak.
9. In the event an employee feels sick, displays the symptoms of COVID19, or identifies vulnerabilities to COVID19 through the self-screening and declaration questionnaires, the employee must stay home and call their supervisor with an update.

10. Employees are required to report to their supervisor any suspected occurrences of illness within the workplace.
11. No employee will be disciplined for missing work due to COVID19 or preventing the spread by not coming to work when sick.
12. No employee will be disciplined for refusing to carryout assigned work due to fear of becoming infected from COVID19.
13. In the event an employee is uncomfortable of carrying-out a work assignment due to fear of becoming infected from COVID19, the employee should notify their immediate supervisor, General Manager, or the chair of the facility's Joint Health and Safety Committee.

#### Customers & Athletes

1. Athletes who are participating in hockey games may be required to wear a full-face shield depending on the Protection Condition Level established by Canlan's Enterprise Risks Management Committee.
2. Athletes who are not participating in a hockey game but are partaking in on-ice activities are not required to wear COVID19 personal protective equipment while skating and/or practicing on the ice.
3. Customers are to follow physical distancing protocols at all times by staying at least 6' (2 meters) apart from Canlan employees and other customers and visitors.
4. Customers are to apply hand sanitizer and ideally wash hands immediately upon entering a facility.
5. The total occupancy within a Canlan facility may be restricted by public health policy which means that some customers or spectators may not be permitted to enter a facility.
6. Customers and athletes who are deemed as "vulnerable persons" to COVID19, as defined by Health Canada or the Centers for Disease Control CDC, should not enter a Canlan facility.
  - a. [Health Canada](#)
  - b. [CDC \(USA\)](#)
7. Customers who are not following these safety protocols will be given the opportunity to comply if they are able to do so. In the event a customer chooses not to comply or is unable to do so, the customer will be asked to leave the premise.
8. All Canlan facilities are restricted to customers and athletes with a birth year of 2010 or older.

#### Contractors & Visitors

1. All Contractors hired to work inside a Canlan facility, and all visitors are required to formally sign-in at the front office. This is to assist public health officials with contact tracing in the event of an outbreak.
2. All Contractors and visitors entering a Canlan facility are required to complete the "Visitor Questionnaire" that is used for screening employees.



3. Upon entering a facility, contractors and visitors should proceed to the nearest public washrooms and thoroughly wash hands and apply hand sanitizer. In the event a contractor or visitor leaves a facility, even for a short period of time, the individual must follow this procedure upon reentering the facility.
4. The total occupancy within a Canlan facility may be restricted by public health policy which means that some contractors or visitors may not be able to enter a facility. Therefore, contractors and visitors should make appointments before coming to the facility.
5. Contractors or visitors that are not following these safety protocols will be given the opportunity to comply. In the event a contractor or visitor chooses not to comply, they will be asked to leave the premise.

### Tenants

Tenants are required to follow Canlan's COVID19 safety protocols even if their rented space is segregated from the rest of the facility and has a separate entrance. Stopping the spread of the virus is the responsibility of all occupants of the building. Tenants are required to follow the guidelines, policies, and regulations established by Federal, regional, and local government authorities, Public Health Agencies, and agencies overseeing worker protection. Tenants must provide Canlan with a copy of their COVID19 exposure control plans and demonstrate how they will follow their own documented controls, regulations and guidelines established by officials and agencies in the region they operate.

The following procedures should be implemented by the management of Canlan's tenants:

1. Employees are to follow physical distancing protocols at all times (including lunch and coffee breaks) by staying at least 6' (2 meters) apart from other employees, customers, and visitors.
2. Employees should proceed to the nearest public washrooms and thoroughly wash hands and apply hand sanitizer. In the event an employee leaves a facility, even for a short period of time, the employee must follow this procedure upon reentering the facility.
3. Employees must sign-in to a logbook to assist public health officials with contact tracing in the event of an outbreak.
4. Where possible, tenants should maintain a logbook of customer and visitor attendance.
5. In the event an employee feels sick or displays the symptoms of COVID19, the employee must stay home and call supervisor with an update. The tenant must immediately notify the General Manager of the facility.

## Appendix F – Disinfecting Procedure

### COVID19 Disinfecting Procedures As at: June 5, 2020

#### General Procedures

The purpose of this procedure is to minimize the health risk of COVID19 to customers, employees, tenants, and visitors of Canlan facilities by reducing exposure to the virus through disinfection of touch points and high traffic areas. These procedures have been developed based on information from local public health authorities as well as requirements/policies issued by governments at all levels.

Area	Frequency	Product
Handrails, door push bars, water fill stations: Entire building	1. Hourly	Virox or Oxivir, microfiber rags
Public washroom counters, sinks, faucets, paper dispensers	1. Hourly	Virox or Oxivir, microfiber rags
Employee washroom counters, sinks, faucets, paper dispensers	1. Hourly	Virox or Oxivir, microfiber rags
Ice resurfacers (Zamboni) driver controls	1. Before each use	Virox or Oxivir, microfiber rags
Hand tools and equipment	1. Before each use	Virox or Oxivir, microfiber rags
F&B tables, chairs, counters	1. Hourly and after each use	Virox or Oxivir, microfiber rags
Sports store counter & merchandise	1. Hourly and after each use	Virox or Oxivir, microfiber rags
Players benches, penalty box, timekeeper box	At end of each game or rental and at end of each night: 1. Sprayed with Virox or Oxivir 2. Wiped down 3. Sprayed with Virox or Oxivir	Virox or Oxivir, microfiber rags, pump sprayer
Changeroom benches, floor, lower walls	At end of each game or rental and at end of night 1. Sprayed with Virox or Oxivir 2. Wiped down	Virox or Oxivir, microfiber rags, pump sprayer

Virox and Oxivir are supplied by Diversey and are the only approved disinfectants to be used in Canlan facilities.

This disinfecting activity is in addition to the regular cleaning duties already in place at each facility and is not meant to be a substitute for the efforts already taking place to keep our buildings clean.

## Appendix G – Physical Distancing Procedure

### COVID19 Physical Distancing Procedure As at: June 5, 2020

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#### **General Procedures**

The purpose of this procedure is to minimize the health risk of COVID19 to customers, employees, tenants, and visitors of Canlan facilities by reducing exposure to the virus through physical distancing of occupants and limiting the occupancy levels within each facility to the maximum allowable under public health restrictions in each region. These procedures have been developed based on information from local public health authorities as well as requirements/policies issued by governments at all levels.

#### Building Occupancy

1. Total headcount within each facility is to be tracked on an ongoing basis while in operation.
  - The number of occupants leaving and entering predetermined zones within the facilities will be tracked to ensure that the total occupancy does not exceed the maximum allowable number of people per zone
2. A Zone Control Attendant will be deployed to each entrance/exit to control the flow of occupants in and out of a zone. The Zone Control Attendant will have the authority to prevent visitors from entering the facility when total headcount has reached the maximum allowable.
3. Athletes will be restricted from entering the facility until 20 minutes before game time.
4. Customers will be restricted from entering the facility until 10 minutes before their scheduled time.
5. Athletes will be mandated to leave the facility within 15 minutes after game activities have ceased.
6. Customers will be mandated to leave the facility immediately after the activity has ceased.

#### Physical Distancing

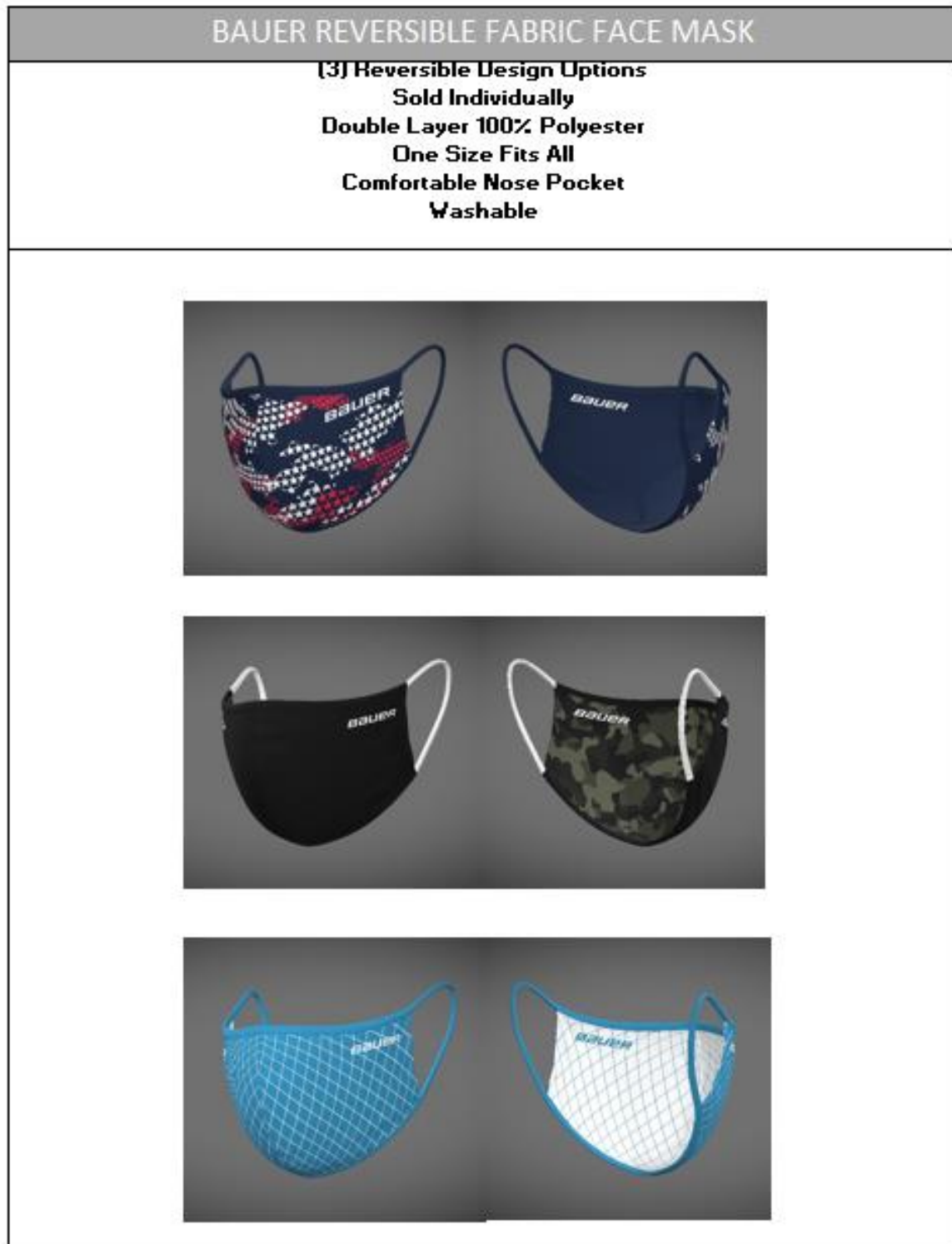
1. All building occupants will remain 6' (2 meters) apart from each other at all times. This includes but not limited to:
  - Playing surfaces
  - Entrance into the facility
  - Restaurant and concession
  - Viewing areas
  - Rink spaces
  - Public washrooms
  - Offices
  - Sports store

2. Athletes are required to follow Physical distancing practices while in change rooms, walking to/from change rooms, walking to/from players benches, while on players benches, and walking to exit the facility.
3. During game activities athletes may come within 6' (2 meters) of each other however when play has stopped, players must follow Physical distancing practices.
4. Loitering and crowd gathering outside the facility are prohibited.

## Appendix H – Hockey Face Shield



## Appendix I – Non-Medical Face Masks



## APPENDIX J – DISPOSABLE LATEX GLOVES

### Product Details



Pictures accompanying product descriptions are provided for example only. Actual products and packaging may differ. Items may not be to scale.

Description: 223BF SMALL 4MIL VINYL DISPOSABLE  
GLOVE POWDER FREE CFIA COMPLIANT

Veritiv Code: 123180

Pack Size(s): 100/PKG  
1000/CS

Weight: 19.00

Weight Per: M(1000)

Manufacturer: RONCO PROTECTIVE PRODUCTS

Manufacturer Code: 223BF

Colour: BLUE

## APPENDIX K – FACE SHIELDS





## APPENDIX L – APPROVED DISINFECTANTS

HEALTH CANADA DRUG IDENTIFICATION NUMBER: 02332965



SDS MEDIA CENTER BIDDS CAREERS A

COVID19

SOLUTIONS

INDUSTRY SECTORS

TOOLS &amp; RESOURCES

SUSTAINABILITY

PRODUCT CATALOGUE / OXIVIR® FIVE 16 CONCENTRATE

## Oxivir® Five 16 Concentrate

[LEAVE A REVIEW](#) | [HAVE QUESTIONS?](#)

A one-step disinfectant cleaner based on proprietary Accelerated Hydrogen Peroxide (AHP®) technology to deliver fast, effective cleaning performance. At 1:16 dilution, disinfects in five minutes. Virucide, bactericide, fungicide, mildewcide and non-food contact sanitizer. Kills MRSA, Norovirus and Canine parvovirus. Concentrate delivers economical performance. Meets bloodborne pathogen standards for decontaminating blood and body fluids. Colorless with a characteristic scent.

SELECT A SIZE

**4 x 1 gal/3.78 L Containers**  
SKU: 4963314

## Certifications

- EPA
- FDA

## Features

- Kills MRSA, VRE and Norovirus and Canine Parvovirus
- Based on proprietary hydrogen peroxide technology (AHP®)
- Disinfects in 5 minutes at 1:16 dilution

[SHOW MORE](#)

PRODUCT SKU: 4963314





PRODUCT CATALOGUE / VIROXTM/MC 5

## Virox™/MC 5

[LEAVE A REVIEW](#) | [HAVE QUESTIONS?](#)

A one-step disinfectant cleaner based on proprietary hydrogen peroxide (AHP®) technology to deliver fast and effective cleaning performance. Product is both virucidal and bactericidal. Disinfection requires a five-minute contact time. Also provides broad spectrum sanitizing on hard surfaces in 30 seconds. Concentrate delivers economical performance. Meets bloodborne pathogen standards for decontaminating blood and body fluids. Colorless and odorless.

SELECT A SIZE

**2 x 84.5 oz./2.5 L J-Fill®**  
SKU: 2963741



### Certifications

- DIN

### Features

- Disinfects in 5 minutes at 1:16 dilution. Environmentally-responsible; no VOC's, no added fragrance, no NPE's
- Provides broad spectrum sanitizing on hard surfaces in 30 seconds. Designed for cleaning and disinfection of hard, non-porous surfaces.
- Proven effectiveness against the Polio virus, Sabin strain type 1 (ATCC VR 192) allows for a General Virucide claim against most enveloped and non-enveloped viruses. Kills Norovirus, MRSA and VRE in 5 minutes.

[SHOW MORE](#)

PRODUCT SKU: 2963741



## APPENDIX M – APPROVED HAND SANITIZER

HEALTH CANADA DRUG IDENTIFICATION NUMBER: 80098194

### SAFETY DATA SHEET

#### Beattie's Distillers Hand Sanitizer

Version 1.1

Date of issue: March 23, 2020



### SECTION 1. IDENTIFICATION

Product Name : Beattie's Distillers Hand Sanitizer

#### Manufacturer or supplier's details

Company name of supplier : Beattie's Distillers Inc.

Address : 6673 13<sup>th</sup> Line, Alliston, Ontario, L9R 1V4

Telephone : (705) 435-2444

Emergency telephone : Chemical Emergency Preparedness and Response Unit  
(613) 946-5690

#### Recommended use of the chemical and restrictions on use

Recommended use : Hand Sanitizer

Restrictions on use : This is a personal care or cosmetic product that is safe for consumers and other users under normal and reasonably foreseeable use. Cosmetics and consumer products, specifically defined by regulations around the world, are exempt from the requirement of an SDS for the consumer. While this material is not considered hazardous, this SDS contains valuable information critical to the safe handling and proper use of the product for industrial workplace conditions as well as unusual and unintended exposures such as large spills. This SDS should be retained and available for employees and other users of this product. For specific intended-use guidance, please refer to the information provided on the package or instruction sheet.

### SECTION 2. HAZARDS IDENTIFICATION

#### GHS Classification

Flammable liquids : Category 3

Eye irritation : Category 2A

## SAFETY DATA SHEET

**Beattie's Distillers Hand Sanitizer**


Version 1.1

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# BEATTIE'S

**DISTILLERS™**

## GHS Label element

Hazard pictograms	:	 
Signal Word	:	Warning
Hazard Statements	:	Flammable liquid and vapor. Causes serious eye irritation.
Precautionary Statements	:	<b>Prevention:</b> Keep away from heat/sparks/open flames/hot surfaces. Keep container tightly closed. Use explosion-proof electrical/ ventilating/ lighting/ equipment. Use only non-sparking tools. Take precautionary measures against static discharge. Wash skin thoroughly after handling. Wear protective gloves/ eye protection/ face protection. <b>Response:</b> IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice/attention. <b>Storage:</b> Store in a well-ventilated place. Keep cool. <b>Disposal:</b> Dispose of contents/ container to an approved waste disposal plant.

## Other hazards

Vapors may form explosive mixture with air.

## SECTION 3. COMPOSITION/INFORMATION ON INGREDIENTS

Substance/ Mixture : Mixture

## Hazardous ingredients

Chemical Name	Concentration (%)
Ethanol	80% v/v
Glycerol	1.45% v/v
Hydrogen peroxide	0.125% v/v

SAFETY DATA SHEET

**Beattie's Distillers Hand Sanitizer**

Version 1.1

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**SECTION 4: FIRST AID MEASURES**

General advice	:	In the case of an accident or if you feel unwell, seek medical advice immediately. When symptoms persist or in all cases of doubt consult a medical professional.
If inhaled	:	If inhaled, remove to fresh air. Get medical attention if symptoms occur.
In case of eye contact	:	In case of contact, immediately flush eyes with plenty of water for at least 15 minutes. If easy to do, remove contact lens, if worn. Get medical attention.
If swallowed	:	If swallowed, DO NOT induce vomiting. Call a poison control centre or get medical attention immediately.
Most important symptoms and effects, both acute and delayed	:	Causes serious eye irritation.
Protection of first-aiders	:	First Aid responders should pay attention to self-protection, and use the recommended personal protective equipment when the potential for exposure exists.
Notes to physician	:	Treat symptomatically and supportively.

**SECTION 5. FIRE-FIGHTING MEASURES**

Suitable extinguishing media	:	Water spray Alcohol-resistant foam Dry chemical Carbon dioxide (CO2)
Unsuitable extinguishing media	:	High volume water jet
Specific hazards during fire	:	Do not use a solid water stream as it may scatter and spread fire. Flash back possible over considerable distance. Vapors may form explosive mixtures with air. Exposure to combustion products may be a hazard to health.

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### Beattie's Distillers Hand Sanitizer

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Hazardous combustion products:	Carbon oxides
Specific extinguishing methods :	Use extinguishing measures that are appropriate to local circumstances and the surrounding environment. Use water spray to cool unopened containers. If it is safe to do so, remove undamaged containers from fire area. Evacuate area.
Special protective equipment :	In the event of fire, wear self-contained breathing apparatus. Use personal protective equipment.

#### SECTION 6. ACCIDENTAL RELEASE MEASURES

Personal precautions :	Remove all sources of ignition.
Protective equipment :	Use personal protective equipment. Follow safe handling advice and personal protective equipment recommendations.
Environmental precautions :	Discharge into the environment must be avoided. If safe to do so, prevent further leakage or spillage. Prevent spreading over a wide area (e.g. by containment or oil barriers). Retain and dispose of contaminated wash water. Local authorities should be advised if significant spillages cannot be contained.
Methods and materials :	Non-sparking tools should be used. Soak up with inert absorbent material. Suppress gases/vapors/mists with a water spray jet. For large spills, provide diking or other appropriate containment to keep material from spreading. If diked material can be pumped, store recovered material in appropriate container. Clean up remaining materials from spill with suitable absorbent. Local or national regulations may apply to releases and disposal of this material, as well as those materials and items employed in the cleanup of releases. You will need to determine which regulations are applicable.

#### SECTION 7. HANDLING AND STORAGE

Technical measures :	See Engineering measures under EXPOSURE CONTROLS/PERSONAL PROTECTION section.
Local/Total ventilation :	Use the local exhaust ventilation. Use only in an area equipped with explosion proof exhaust ventilation.

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Advice on safe handling	:	<p>Do not breathe vapors or spray mist.                      Do not swallow/ingest.                      Do not get in eyes.                      Handle in accordance with good industrial hygiene and safety practice.                      Non-sparking tools should be used.                      Keep container tightly closed.                      Keep away from heat and sources of ignition.                      Take precautionary measures against static discharges.                      Take care to prevent spills, waste and minimize release to the environment.</p>
Conditions for safe storage	:	<p>Keep in properly labeled containers.                      Keep tightly closed.                      Keep in a cool, well-ventilated place.                      Store in accordance with the particular national regulations.                      Keep away from heat and sources of ignition.</p>
Materials to avoid	:	<p>Do not store with the following product types:</p> <ul style="list-style-type: none"> <li>• Strong oxidizing agents</li> <li>• Organic peroxides</li> <li>• Flammable solids</li> <li>• Pyrophoric solids</li> <li>• Self-heating substances and mixtures</li> <li>• Substances and mixtures which in contact with water emit flammable gases</li> <li>• Explosives</li> <li>• Gases</li> </ul>

**SECTION 8: EXPOSURE CONTROLS/PERSONAL PROTECTION**

Engineering measures	:	<p>Minimize workplace exposure concentrations. Use only in an area equipped with explosion proof exhaust ventilation. Use with local exhaust ventilation.</p>
Personal protective equipment	:	
Respiratory protection	:	<p>General and local exhaust ventilation is recommended to maintain vapor exposures below recommended limits. Where concentrations are above recommended limits or are unknown, appropriate respiratory protection should be worn. Protection provided by air purifying respirators against exposure to any</p>



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hazardous chemical is limited. Use a positive pressure air supplied respirator if there is any potential for uncontrolled release, exposure levels are unknown, or any other circumstance where air purifying respirators may not provide adequate protection.

Eye protection	:	Wear the following personal protective equipment: Safety goggles.
Hygiene measures	:	Ensure that eye flushing systems and safety showers are located close to the working place. When using do not eat, drink or smoke. Wash contaminated clothing before re-use.

**SECTION 9. PHYSICAL AND CHEMICAL PROPERTIES**

Appearance	:	Liquid
Colour	:	Clear, colourless
Odor	:	Ethanol
Density	:	0.991 g/ml
Solubility	:	Soluble
Explosive properties	:	Not explosive
Oxidizing properties	:	The formula is classified as oxidizing when combined with an oxidizing agent.

**SECTION 10. STABILITY AND REACTIVITY**

Reactivity	:	Not classified as a reactivity hazard.
Chemical stability	:	Stable under normal conditions.
Possible hazardous reactions	:	Flammable liquid and vapour. Vapours may form explosive mixture with air. Can react with strong oxidizing agents.



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Conditions to avoid	:	Heat, flames and sparks.
Incompatible materials	:	Oxidizing agents
Hazardous decomposition	:	No hazardous decomposition products are known.

**SECTION 11. TOXICOLOGY INFORMATION**

**Information on likely routes of exposure**

Inhalation

Skin contact

Ingestion

Eye contact

**SECTION 12. ECOLOGICAL INFORMATION**

No data available

**SECTION 13. DISPOSAL CONSIDERATIONS**

**Disposal methods**

Waste from residues	:	Dispose of in accordance with local regulations.
Contaminated packaging	:	Dispose of as unused product. Empty containers should be taken to an approved waste handling site for recycling or disposal. Do not burn, or use a cutting torch on, the empty drum.

**SECTION 14. TRANSPORT INFORMATION**

No data available

**SECTION 15. REGULATORY INFORMATION**

No data available

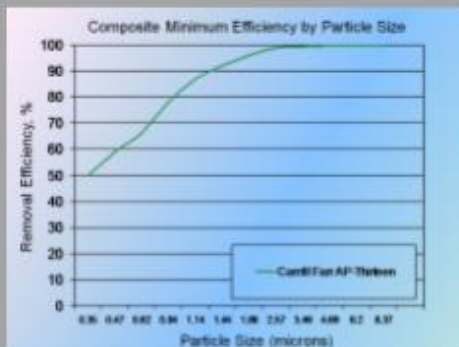
**SECTION 16. OTHER INFORMATION**

No data available

## APPENDIX N – MERV FILTERS



**High efficiency filtration meeting the needs for a 2" or 4" deep MERV 13 pleated panel for LEED facility certification**



The efficiency chart above is extrapolated from particle size versus efficiency information when evaluated per ASHRAE Standard 52.2.

The Camfil AP-Thirteen extended surface pleated filter offers filtration for applications that have 2" or 4" deep filter tracks. The AP-Thirteen is a MERV 13 filter when evaluated per ASHRAE Standard 52.2 and meets the requirements for minimum filtration efficiency, as published in LEED manuals for new or existing buildings. The AP-Thirteen may reduce the size of the HVAC system, saving valuable mechanical area floor space. It also simplifies the upgrading of in-place systems, allowing existing units to meet LEED requirements without major equipment modification.

Standard pleated filters remove nuisance dusts, lint and contaminants associated with staining, and are primarily designed to protect equipment and act as prefilters. As a stand-alone filter, the AP-Thirteen will perform these tasks and removes sub-micron particles, defined as lung-damaging by cognizant authorities. The AP-Thirteen, according to filtration application design manuals, can be used as the only filter for special process areas, electrical shops, paint shops, average general offices and laboratories. Other applications include analytical laboratories, electronics shops, drafting areas, conference rooms, and above-average general offices.

Built for today's HVAC systems, the AP-Thirteen:

- Has 15 pleats per linear foot in a 2" nominal depth or 11 pleats per linear foot in a 4" nominal depth. The radial pleat design ensures full use of media area and a longer filter life.
- Includes a synthetic fiber blend with a unique media loft that provides high efficiency ASHRAE MERV 13 performance and high dust-holding capacity.
- Has a welded wire media grid backing, treated for corrosion resistance, preventing media oscillation or filter pack failure as filter pressure drop increases.
- Has a high wet-strength beverage board frame that creates a rigid and durable filter pack. The AP-Thirteen will not bow or deflect and is guaranteed to 2.0" w.g.

These combined features allow the AP-Thirteen to outlast other MERV 13 pleated panels by a factor of 20% or more resulting in the lowest total cost of ownership (TCO).

\* LEED, Leadership in Energy and Environmental Design is a registered trademark of the United States Green Building Council.

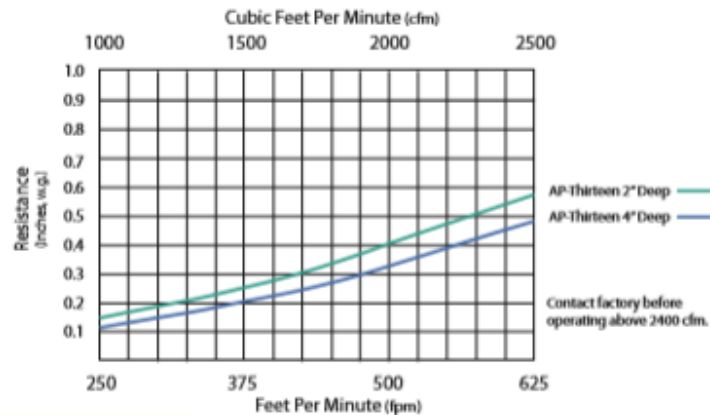


### Performance Data

Part Number	Nominal Depth (Inches)	Nominal Size (Inches)	Actual Size (Inches)			Initial Resistance (Inches, w.g.)	Airflow Capacity (cfm)	Total Media Area (square feet)	Number of Pleats
			Depth	Height	Width				
405414-004	4	20 x 16	3.75	19.38	15.38	0.33	1110	15.6	11 pleats per linear foot
405414-003		20 x 20		19.38	19.38		1390	18.8	
405414-002		24 x 12		23.38	11.38		1000	13.8	
405414-009		24 x 16		23.38	15.38		1330	18.7	
405414-008		24 x 18		23.38	17.38		1500	20.1	
405414-007		24 x 20		23.38	19.38		1670	22.5	
405414-001		24 x 24		23.38	23.38		2000	27.5	
405414-005		25 x 16		24.38	15.38		1390	19.5	
405414-006		25 x 20		24.38	19.38		1740	23.5	
405413-010	2	20 x 14	1.75	19.50	13.50	0.41	975	8.3	15 pleats per linear foot
405413-014		20 x 12		19.50	11.50		830	7.3	
405413-001		20 x 16		19.50	15.50		1110	9.8	
405413-002		20 x 20		19.50	19.50		1390	11.7	
405413-006		24 x 12		23.38	11.38		1000	8.3	
405413-012		24 x 16		23.50	15.50		1335	11.8	
405413-008		24 x 18		23.50	17.50		1500	12.9	
405413-007		24 x 20		23.50	19.50		1670	14.1	
405413-005		24 x 24		23.38	23.38		2000	17.3	
405413-004		25 x 16		24.50	15.50		1390	12.3	
405413-009		25 x 18		24.50	17.50		1565	13.5	
405413-003		25 x 20		24.50	19.50		1740	14.7	
405413-011		25 x 14		24.50	13.50		1220	10.4	
405413-012		24 x 16		23.50	15.50		1335	11.8	
405413-013		25 x 25		24.50	24.50		2170	19.0	

DATA NOTES:  
 1.0" w.g. recommended maximum final resistance. System design may dictate a lower change-out point.  
 The AP-Thirteen filter is classified by Underwriters Laboratories as UL 900. Maximum operating temperature 200° F (93° C).  
 Performance in tolerance with ARI Standard 850.

### Initial Resistance Versus Airflow



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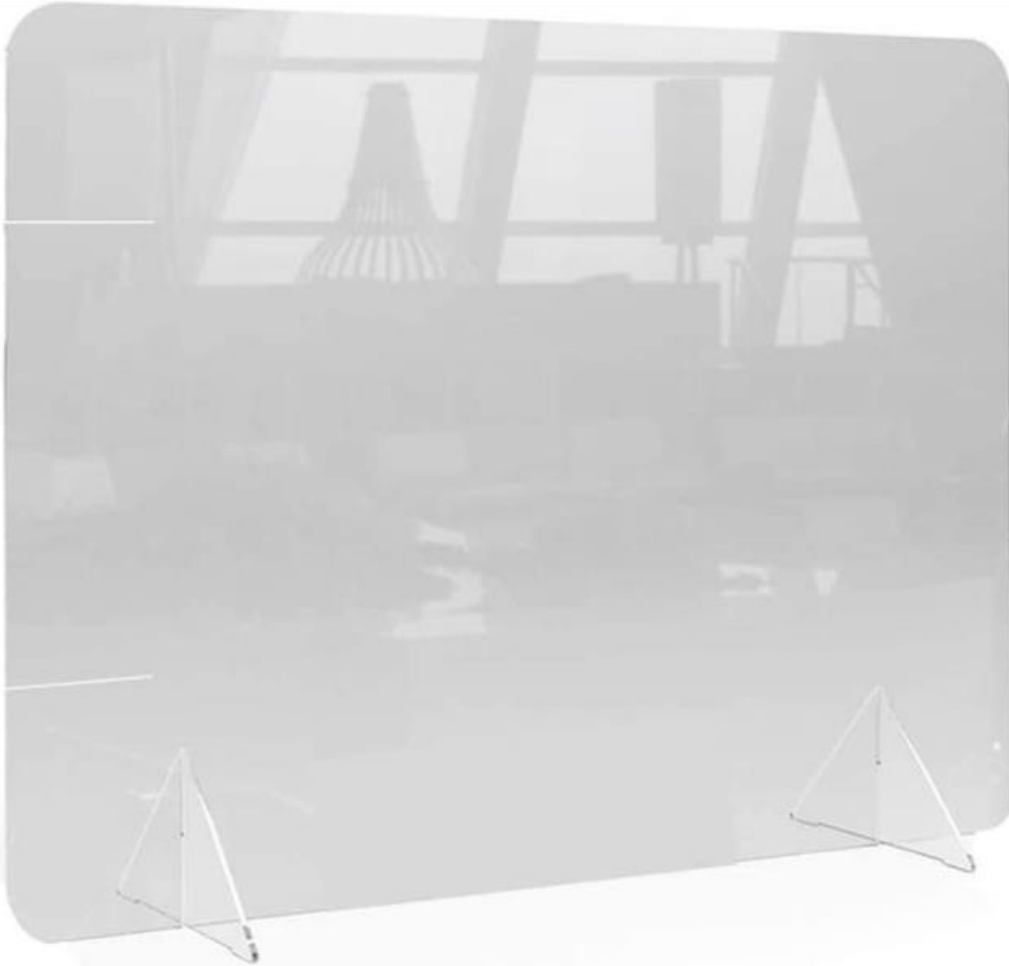
For detailed specifications please consult your local Camfil Distributor or Representative or [www.camfil.com](http://www.camfil.com).  
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## APPENDIX O – SNEEZE SHIELDS



# Physical Properties of Acrylite® FF

ACRYLIC SHEET

Property <sup>(a)</sup>	ASTM Method	Typical Value (0.250" Thickness) <sup>(b)</sup>
<b>Mechanical</b>	Specific Gravity	1.19
	Tensile Strength	10,000 psi (69 M Pa)
	Elongation, Rupture	4.5%
	Modulus of Elasticity	400,000 psi (2800 M Pa)
	Flexural Strength	17,000 psi (117 M Pa)
	Modulus of Elasticity	480,000 psi (3300 M Pa)
	Compressive Strength (Yield)	17,000 psi (117 M Pa)
	Impact Strength	0.4 ft. lbs/in. of notch
	Izod Milled Notch	(21.6 J/m of notch)
	Rockwell Hardness	M-93
	Barcol Hardness	48
	Refractive Index	1.49
	Light Transmission, Total	92%
<b>Optical</b>		
<b>Thermal</b>	Forming Temperature	Approx. 300°F (149°C)
	Deflection Temperature under load, 264 psi	195°F (91°C)
	Vicat Softening Point	220°F (105°C)
	Maximum Recommended Continuous Service Temperature	160°F(c) (71°C)
	Coefficient of Linear Thermal Expansion	0.000040 in/in - °F (0.000072 m/m - °C)
	Coefficient of Thermal Conductivity	1.3 BTU/(Hr) (Sq. Ft.) (°F / in.) (0.19 w/m•K)
	Flammability, Burning Rate (0.125" thickness)	1.0 in/min. (25 mm/min.)
	Self Ignition Temperature	850°F(455°C)
	Specific Heat @ 77°F	0.35 BTU/(lb.) (°F) (1470J/Kg•K)
	Smoke Density Rating	4.8%
	Dielectric Strength Short Time (0.125")	430 volts/mil (17 KV/mm)
	Dielectric Constant	
<b>Electrical</b>	60 Hertz	3.6
	1000 Hertz	3.3
	1000000 Hertz	2.8
	Dissipation Factor	
	60 Hertz	0.06
	1000 Hertz	0.04
	1000000 Hertz	0.02
	Volume Resistivity	10 <sup>16</sup> ohm-cm
	Surface Resistivity	10 <sup>16</sup> ohms
	Water Absorption 24 hrs @ 73°F	0.2%
<b>Odor</b>	—	None
<b>Taste</b>	—	None

**NOTES:** (a) Typical values; should not be used for specification purposes.  
 (b) Values shown are for 0.250" thickness. Some values will change with thickness or pigmentation.

(c) It is recommended that temperatures not exceed 160°F for continuous service, or 190°F for short intermittent use.



## Chemical Resistance of Acrylite® FF

ACRYLIC SHEET

The table below gives an indication of the chemical resistance of ACRYLITE FF sheet. The code used to describe chemical resistance is as follows:

**R = Resistant**

ACRYLITE FF sheet withstands this substance for long periods and at temperatures up to 120°F (49°C).

**LR = Limited Resistance**

ACRYLITE FF sheet only resists the action of this substances for short periods at room temperatures. The resistance for a particular application must be determined.

**N = Not Resistant**

ACRYLITE FF sheet is not resistant to this substance. It is either swelled, attacked, dissolved or damaged in some manner.

Plastic materials can be attacked by chemicals in

several ways. The methods of fabrication and/or conditions of exposure of ACRYLITE FF sheet, as well as the manner in which the chemicals are applied, can influence the final results even for "R" coded chemicals. Some of these factors are listed below.

**Fabrication** — Stress generated while sawing, sanding, machining, drilling, and/or forming.

**Exposure** — Length of exposure, stresses induced during the life of the product due to various loads, changes in temperatures, etc.

**Application of Chemicals** — by contact, rubbing, wiping, spraying, etc.

**The table should therefore be used as only a general guide and, in case of doubt, it should be supplemented by tests made under actual working conditions.**

Chemical	Code	Chemical	Code
Acetic Acid (5%)	LR	Hydrogen Peroxide (<40%)	R
Acetic Acid (Glacial)	N	Hydrogen Peroxide (>40%)	LR
Acetone	N	Isopropyl Alcohol	LR
Ammonium Chloride	R	Kerosene	R
Ammonium Hydroxide (10%)	R	Lacquer Thinner	N
Ammonium Hydroxide (Conc.)	R	Methyl Alcohol (30%)	LR
Aniline	N	Methyl Alcohol (100%)	N
Battery Acid	R	Methyl Ethyl Ketone (MEK)	N
Benzene	N	Methylene Chloride	N
Butyl Acetate	N	Mineral Oil	R
Calcium Chloride (Sat.)	R	Nitric Acid (10%)	R
Calcium Hypochlorite	R	Nitric Acid (40%)	LR
Carbon Tetrachloride	N	Nitric Acid (Conc.)	N
Chloroform	N	Oleic Acid	R
Chromic Acid	LR	Olive Oil	R
Citric Acid (20%)	R	Phenol Solution (5%)	N
Cottonseed Oil (Edible)	R	Soap Solution (Mild dish soap)	R
Detergent Solution (Heavy Duty)	R	Sodium Carbonate (2%)	R
Diesel Oil	R	Sodium Carbonate (20%)	R
Diethyl Ether	N	Sodium Chloride (10%)	R
Dimethyl Formamide	N	Sodium Hydroxide (1 %)	R
Diethyl Phthalate	N	Sodium Hydroxide (10%)	R
Ethyl Acetate	N	Sodium Hydroxide (60%)	R
Ethyl Alcohol (30%)	LR	Sodium Hypochlorite (5%)	R
Ethyl Alcohol (95%)	N	Sulfuric Acid (3%)	R
Ethylene Dichloride	N	Sulfuric Acid (30%)	R
Ethylene Glycol	R	Sulfuric Acid (Conc.)	N
Gasoline	LR	Toluene	N
Glycerine	R	Transformer Oil	R
Heptane	R	Trichloroethylene	N
Hexane	R	Turpentine	R
Hydrochloric Acid	R	Water	R
Hydrofluoric Acid (25%)	N	Xylene	N