



Executive Air Conditioning & Refrigeration Ltd.

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COVID19 RETURN TO WORK - PLAN OF ACTION

As we begin to make plans for a gradual return to work in the midst of the COVID19 pandemic, we have been vigilant in keeping ourselves informed of all daily updates on both the Federal and Provincial Government levels in order to ensure we have the best plan of action in place to keep both our employees and customers as safe as possible.

We will continue to reassess this Plan of Action and make any necessary adjustments required as directed by Government and community officials, as well as our health care authorities, as we move through the ever changing landscape of COVID19.

Filters

As part of our Planned Preventative Maintenance, quarterly filter changes are done for any equipment that requires air filtration. The filters used have MERV ratings between MERV6 – MERV9, depending on the requirements of the specific equipment. If you are interested in upgrading your filters to a MERV13 filter which can help with blocking bacteria and viruses please let us know and we can provide a quote. Please note there is a substantial cost increase for these filters.

PPE

All technicians have been provided with and are required to wear appropriate PPE protection given site/job specific requirements:

- Gloves – technicians are required to wear gloves when entering any customer premises as a protective barrier between themselves and door handles, elevator buttons, entry keypads, thermostats, etc.
- Masks – technicians are encouraged to wear masks where they will be encountering other individuals or where physical distancing may be questionable. Masks should also be worn during filter changes
- Facial Protection – technicians have both masks and safety glasses to serve as facial protection is required

COVID19

RETURN TO WORK - PLAN OF ACTION

PPE (con't)

- Respirators – technicians are provided with respirators that can be used to provide a protective barrier to help prevent potential exposure to infectious disease
- Shields, Protective Suits & Booties will be provided to technicians when available
- Technicians are encouraged to wash their hands frequently or whenever possible. All service vehicles are equipped with hand sanitizer and disinfectant wipes

Health Screening

- Technicians are told to stay home if they begin to feel ill and should communicate immediately with the office so we are able to assess the situation and determine what further action is required ie. who have they been in contact with, etc.
- Technicians who have come into contact with a person infected with COVID19 are required to self-isolate for 14 days and should communicate immediately with the office so we are able to monitor the situation and determine what further action is required ie. who have they been in contact with, etc.
- Technicians have been provided with a link to access a self-assessment tool to help determine if they may require testing
- Technicians are encouraged to continue with recommended health/hygiene measures ie. frequent handwashing/sanitizer, respecting physical distance guidelines, frequent cleaning of high touch surfaces, etc.

Physical Distancing

We have implemented the following to ensure that physical distancing is respected in our work environment.

- Technicians will not have physical contact when greeting customers ie. handshaking
- A minimum 2 metre (6 ft) distance apart from others will be maintained
- Technicians will use separate vehicles if working in pairs is required
- Suppliers have advised that contractor purchases are to be made online or by phone call, and parts picked up outside or at 2 metre distance
- All Executive Air meetings are conducted virtually, and all Executive Air employees are set up to work remotely
- Currently reduced staffing levels are in place in our offices to maintain proper physical distancing