

# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide

### **GOAL**

This Pandemic Guide has been created to prepare for and respond to a pandemic COVID-19 outbreak in an appropriate and timely manner.

The plan's key objectives are to:

- Prepare and respond through clear processes for L.H.Gray & Son employees.
- To define the internal steps that would be followed in the event of a breakout of any kind that could impact the continuity of business
- To ensure that protocols are in place to minimize the impact on LH Gray & Son business and to ensure that Customers receive a reliable and continual supply of product

The guide is designed to help minimize the risk that a COVID-19 pandemic poses to the health & safety of employees, the continuity of business operations, and the effect on the community. See appendix A for additional COVID-19 facts and details.

### **COMPANY POLICIES**

LH Gray & Son takes guidance from the World Health Organization ([www.who.int](http://www.who.int)), Center for Disease Control ([www.cdc.gov](http://www.cdc.gov)), Health Canada ([www.hc-sc.gc.ca](http://www.hc-sc.gc.ca)), Public Health Ontario ([www.publichealthontario.ca](http://www.publichealthontario.ca)); BC Centre for Disease Control ([www.bccdc.ca](http://www.bccdc.ca)), Alberta Health Services ([www.albertahealthservices.ca](http://www.albertahealthservices.ca)) and AON Canada ([www.aon.com/canada](http://www.aon.com/canada)).

### **General Policies & Guidance Documents**

*As of March 4, 2020 the following precautions were taken:*

- General facts posting sent out to all facilities on how to protect yourself and others, what COVID-19 symptoms are and to ensure Human Resources is notified if traveling out of the province.

*Update on March 9, 2020*

*COVID-19 Precautions Memo Issued:*

- All employees who feel sick (i.e. fever, cough, shortness of breath etc.) are urged to stay home. Employees will still need to follow proper call-in procedures related to these absences.
- Employees should follow best practices in terms of preventative actions (i.e. wash hands frequently, use hand sanitizer, cover your mouth/nose with tissue if you are coughing/sneezing, and if tissue is unavailable cough/sneeze into your sleeve).
- All employees are prohibited from any business travel outside of Canada. Effective immediately, we are restricting all non-essential business air travel and putting some events and meetings on hold. This will remain in place at least through April 1, 2020.
- All air travel deemed as essential must be approved by exception.

# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide

- Previous travel bans and quarantine measures to, from and through China, Hong Kong, Italy, Iran, Macau, South Korea and Taiwan remain in place. COVID-19 is now spreading to other regions and these new measures are appropriate.
- While personal travel to a Risk Area (an area for which the WHO, CDC, Health Canada, or Public Health Ontario has issued a Travel Health Warning, Alert, Watch, or identified as “Destination with Risk of Community Spread”) is not prohibited, we strongly urge employees to reconsider those travel plans until further notice for their own health and safety. Employees who do travel for personal reasons will be required to self-quarantine at home for a minimum of 14 days (or latest CDC recommendation) upon return.
- Situations where travel plans can be proven to have been made prior to the date of this memo should be brought to the attention of your manager and HR immediately.
- If you are not comfortable with any business travel that is already planned or requested in the future, please discuss with your manager and /or HR to decide how to handle.

*Update on March 13, 2020*

*Travel memo issued:*

1. No business travel outside of Canada
2. Business travel by air within Canada must be deemed essential and approved by the Executive
3. No non-essential intercompany visits  
(i.e. Distribution drivers are deemed essential)
4. Personal travel outside of Canada whether driving or flying WILL require a 14-day Quarantine period following the date of return – employees MUST contact Human Resources upon return so each situation can be assessed on a case by case basis as virus updates are changing daily
5. No employee shall attend any event or social gathering with 250 people or more in attendance

*Update on March 16, 2020*

*Physical Facility Changes & Updates Started*

1. All external doors are locked to control visitor access.
2. All non essential contractors prevented from entering the facilities.
3. Postings put on all doors with key COVID-19 assessment questions to be self monitored by all employees before coming to work.

# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide

### *Three Questions to Ask Yourself About the Coronavirus*

#### *Are You at Risk?*

Please let us know if you have answered yes to any of these questions?

1. Have you or a member of your household recently traveled to an area with known local spread of COVID-19?
2. Have you come into close contact (within 6 feet) with someone who has travelled to an affected area or had a laboratory confirmed COVID-19 diagnosis in the past 14 days?
3. Do you have a fever (greater than 100.4F or 38.0C) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing?

---

If you have answered yes to any of the questions above, we respectfully request that you do not enter our facility at this time.

### *Update on March 17, 2020*

#### *Medical Screening Form Issued*

1. Any employee who is not feeling well, please see your supervisor so your temperature can be self-assessed
2. To take your temperature, please do the following:
  - a. Remain 6 feet or more away from the person in the office with you
  - b. Put on rubber gloves before picking up the thermometer
  - c. Place it near your forehead as per the manufacturer's instructions
  - d. Read your temperature number out loud to the person in the office with you
  - e. Set the thermometer down on the desk before removing the gloves
3. The person will then assess the temperature number to determine if you need to seek medical attention for further assessment; if not, you are able to return to work providing you feel well enough to do so.

### *Update on March 18, 2020*

#### *Travel Memo Update*

- Updated point #4 to state no employee shall attend any event or social gathering with 50 people or more in attendance

# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide

*Update on March 30, 2020*

*Travel Memo Update*

- Updated point #4 to state no employee shall attend any event or social gathering with 5 people or more in attendance

*Update March 30, 2020*

*COVID-19 Precautions Memo Update*

- Previous travel bans and quarantine measures to, from and through China, Hong Kong, Italy, Iran, Macau, South Korea and Taiwan remain in place. COVID-19 is now spreading to other regions and these new measures are appropriate. As per Canadian Government requirements, no non-essential travel outside Canada is permitted. The border to the USA has been closed as of Friday, March 20<sup>th</sup> in an attempt to slow the spread of COVID-19.

*Update on March 30, 2020*

*Additional Handwashing Protocol Issued*

Implemented an extra handwashing step at the production facilities. Proper Handwashing is now to be done at a minimum frequency of:

1. At the start of your shift/return from break
2. Every hour throughout your shift (on a rotating basis)
3. At the end of your shift/start of your break

You are also encouraged to wash your hands more frequently. Please ensure social distancing guidelines are followed when washing your hands

*Update on April 24, 2020*

*Risk Assessment Of Employee's Living Situations Established*

- All employees being contacted by the Human Resource Department to determine if they currently live with anyone who works at a nursing home, hospital, or doctor's office.
- If the answer is yes to the above question, then the following precautions will be put in place:
  - Additional information will be obtained regarding the specific nursing home/hospital location, job function, additional safe guards in place, etc.
  - Employee will be required to establish at home good hygiene practices; such as increased hand washing, additional showering, separated laundry, etc.
  - Employee will be required to notify the company immediately if the nursing home/hospital where the significant other/roommate works has a documented positive case. At that time the LH Gray employee will be no longer be allowed onsite at our facility until the nursing home/hospital no longer has any documented cases.

# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide

Update April 27, 2020

Face Mask Policy/Memo Issued

- All employees now have access to company issued face masks, and are encouraged to voluntarily wear a mask.

Update May 11, 2020

Joint Health & Safety Committee (JHSC) Review

- The JHSC at each facility has reviewed the pandemic plan and had a meeting specifically to review the established Covid-19 precautions.
- Going forward Covid-19 will be an agenda topic at all JHSC meetings for 2020.

Update May 25, 2020

Face Protection Policy Updated

- All employees must now wear a face mask or face shield for the protection of themselves and their coworkers.

Update June 10, 2020

Active Health Assessments

- All employees must now have their temperature taken and answer questions about their health before they can enter the work place each day.

Update: June 22, 2020

Car Pooling Information

- All employees have been encouraged not to carpool to the work place.
- All employees have been given information on carpooling best practices and have access to carpooling kits containing gloves & masks.

# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide

### Self Quarantine & Return To Work

On a daily basis the COVID-19 Designate for each facility will provide any updated list of absent employees to the HR Director.

Before any employee can return to the workplace from self quarantine or isolation, it must be approved by the Site COVID-19 designate through the below COVID-19 screening assessment.

- A) For individuals who have been in isolation due to travel, due to a shared home with those who have travelled, were in close proximity with individuals with symptoms or have chosen to remain away from work due to other reasons the COVID-19 designate will contact the individual to review they have not had any of the COVID-19 symptoms AND to review any updated/revised policies in place since the employee has been away.
- B) For individuals who have been in home isolation due to the presence of symptoms, but HAVE NOT been tested for COVID-19 the designate will contact the individual to ensure the following conditions, as endorsed by CDC/Public Health have been met, and to review any updated/revised policies in place since the employee has been away.
  - a. At least 10 days have passed since symptoms first appeared in Alberta and BC, and at least 14 days in Ontario.
  - b. At least 3 days (72 hours) have passed with no fever without the use of fever reducing medications (such as Tylenol or Advil).
  - c. There is an improvement in other symptoms.
- C) For individuals who have been tested for COVID-19, they cannot return to work until official documentation can be provided indicating the results are negative **or they have been cleared by the local health unit.**

# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide

### Education

The key to preventing disease outbreak is understanding the disease. LH Gray & Son has implemented various educational initiatives.

As of March 4, 2020 frequent postings have been used to educate our employees about symptoms, prevention methods, social distancing best practices, mental health coping strategies, Employee Assistance Program (EAP) availability, etc. Each facility is keeping a log of education memos/posters that are being established, and the associated time lines.

Communication to our employees

- Signage and training material have been developed and posted in key locations throughout the facilities.
- Small group meetings have held to cover key changes and control measures as each location

### Physical Distancing

- Where possible employees have been asked to work from home
- Plant employees who report to work need to abide by our screening and **physical** distancing policies.
- While working on the production floor and other plant areas, all employees are asked to:
  - Wear the PPE that has been provided
  - Flow stated traffic flow patterns and added partitioning
  - Observe GMP's
  - Wash, sanitize hands regularly, cough/sneeze into upper sleeve or elbow
  - Avoid physical contact where ever possible
- Further preventative actions have also be taken, including:
  - Staggering start times and break times to avoid large groups of employees
  - Increasing sanitation and disinfection practices in support areas and high touch locations.
  - Each facility is keeping a log of social distancing and PPE improvements that are being established, and the associated timelines.

### Sanitation

As of March 16, 2020 each facility has increased the cleaning and disinfection of non production employee areas, such as; lunchrooms, washrooms, hand wash sinks, door handles, etc. These additional disinfection practices are being logged and maintained.

On April 7, 2020 direction was given to all facilities to order Divosan Spectrum from Diversey. This is a US product that has been given expedited clearance to use in Canada due to its emerging EPA claim for COVID-19 disinfection. All associated SDS, product data and approval information was provided to the facilities on April 2, 2020.

# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide

We believe that plant production areas that are cleaned and sanitized daily is sufficient to assure a safe environment for front line worker to manufacture food products every day.

In the event that one employee tests positive for COVID-19, cleaning/disinfection of common areas with Divosan Spectrum will occur as soon as safely possible. Anyone involved in the cleaning/disinfection or inspection process must wear a face mask/respirator, disposable gloves and eye protection/face shield.

In the event that multiple employees test positive, the impacted facility will undergo a deep clean procedure of all auxiliary areas, lunchrooms, washrooms, and any additionally requested areas. This deep clean will be done with guidance from the local health unit, CFIA, Diversey, the Corporate Crisis Management Team, and third party disinfection contractor (if required).

As of April 14, 2020 Belfor Property Restoration has been sourced as the third party disinfection company to assist with facility reset disinfection if required. Belfor can provide services across Canada and has a regional office within close proximity to all of our locations.

See Appendix D for additional information related to recommended Diversey disinfection practices and Appendix E for Belfor contacts.



# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide

### An Employee at a LH Gray Site Tests Positive For COVID-19

**Assume:** Employee receives notification while at home but has likely had the virus for 1+ days at work.

**Note:** Steps are to be completed with urgency and immediacy from “time zero” (notification of the positive COVID-19 case).

The LH Gray & Son site must use the following guidance to manage response.

#### EXPECT NOTICE

If an employee tests positive or is suspected (as defined by PHAC) for COVID-19, it is expected that the employee must notify the production site Human Resources Manager/Generalist (COVID-19 designate).

If the notice is given to someone other than the facility HR Manager/Generalist, than the person who is given notice of the employee’s status must contact the site’s COVID-19 designate to provide the employee’s name and work location at the site as soon as possible.

It is likely that the local municipality will share additional expectations at this time. Expectations may differ by municipality or region.

#### FOLLOW HEALTH INSTRUCTIONS

The site must consult with and follow public health’s recommendations relating to the site’s response and request for their assistance in determining the risks to the other employees (including CFIA employees). Any employee confirmed to test positive for COVID-19 (symptomatic or asymptomatic) must comply with public health’s instructions. The employee will not be permitted to return to work for at least 14 days and until deemed healthy (all clear) by Public Health.

#### PROTECT PERSONNEL INFORMATION

LH Gray & Son managing personnel must not release personal information about employee’s identity or health status. (Note: investigating team may include multiple managers/supervisors; all must comply with confidentiality and privacy obligations). Employees may voluntarily disclose their status (e.g., to colleagues). Anyone who has access to an employee’s medical information must ensure they comply with confidentiality and privacy obligations.

#### RESPONSE AT THE SITE

The site COVID-19 designate must immediately inform the Director of HR so that she/he can alert the corporate crisis management team. (See Appendix B).

# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide

Together, with facility management/facility crisis team, the corporate crisis management team must coordinate response and:

Assess the employee's contact and movements at the site, including mapping the employee movement. Also, take necessary steps to mitigate spread of the illness, including

**INTERVIEW** - To assess the employee's contact and movements at the LH Gray site, the site COVID/HR designate must quickly coordinate telephone or electronic outreach to the employee to collect work related information (see appendix C of associated questions). Ensure the positive or suspected positive employee is in quarantine. The information from this interview is to be shared confidentially with corporate crisis management team as soon as possible.

**LOCAL OFFICIALS** – The facility QA Manager or HACCP Coordinator will contact local Canadian Food Inspection Agency (CFIA).

The site Covid/HR designate will proactively contact the public health officials, follow recommendations of local public health, and manage site response. This process will be assisted by the Director of Food Safety, Director of Human Resources, the Executive Vice President and other key members of the Corporate Crisis Management Team.

**INFORM IMPACTED PERSONNEL** – While protecting the employee's identity and health status, with direction from the local Public Health Unit the COVID-19 Designate will inform employees who are potentially impacted by the movements of the infected employee of their possible exposure to COVID-19 in the workplace. If there is possible transmission the affected employees will go on the 14 day quarantine from day of contact.

Keep in mind to attempt to minimize any anxiety in the messaging. The confidentiality of the infected employee must be kept as required by applicable law. Employees exposed to a co-worker with confirmed COVID-19 must be directed to the local Public Health for guidance for how to conduct a risk assessment of their potential exposure. Care must be taken to protect the individual's (with confirmed COVID-19) identity.

**QUARANTINE & DISINFECTION** – Assemble the corporate & facility crisis management teams. The COVID-19 designate will provide the team with information from the employee interview and about the location(s) where the infected employee had contact with an employee movement map.

Minimize access to the impacted areas until a full assessment and disinfection has been conducted.

If multiple positive results determine the contamination source(s) and take a team approach to decide on the quarantine and disinfection option to proceed with. This decision will be based on internal information gathered and very important public health consultation, and potentially the consultation from the CFIA.

# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide

If it is determined that external disinfection services are required contact the assigned Belfor Properly Restoration representative for the affected facility. See appendix E for Belfor contacts.

See appendix D for the current proposed disinfection guidelines provided by Diversey.

**EMPLOYEE BASE STATEMENT** – If directed by the Public Health Unit or if there are multiple positive results the President will inform employees that there was a positive at the site (with no names mentioned due to confidentiality), and that appropriate measures have been taken with regards to deep cleaning, disinfection, distancing, history tracking, etc. The method in which this statement is delivered will be dependent on the location and circumstance.

**MEDIA STATEMENT** – If directed by the Public Health Unit, if there are multiple positive results or if there are media inquires the President will prepare a media statement and provide guidance with media communication. See appendix F for the proposed template.

**LEGAL COUNSEL** – If required, the CFO will be responsible for contacting our legal counsel to notify them of the situation and to ensure they are on call and available for consultation if required.

**CONTINUANCE OF OPERATIONS** – Upon completion of joint site visits/phone conversations the local health authority (potentially the CFIA) and LH Gray Management staff a decision will be taken regarding the mitigation measures in place and determination will be taken as to when work can recommence.

# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide

### Appendix A COVID-19 Information

#### What is Coronavirus?

Coronaviruses are a large family of viruses that usually cause respiratory illness. They include viruses that cause the common cold and seasonal flu, as well as more serious illnesses like Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS).

COVID-19 is a new strain that has not previously been identified in humans and was first identified in Wuhan, Hubei Province, China in 2019.

#### What are the symptoms?

Signs of infection include high fever (>38°C) together with one or more respiratory symptoms like coughing, shortness of breath and breathing difficulties.

Severe symptoms include pneumonia, severe acute respiratory syndrome and kidney failure.

#### Can the virus be passed on through food?

Experience with SARS and MERS suggest that people are not infected with the virus through food. So, it is unlikely the virus is passed on through food and there is no evidence yet of this happening with COVID-19 (coronavirus) to date.

Coronaviruses need a host (animal or human) to grow in and cannot grow in food. Thorough cooking is expected to kill the virus because we know that a heat treatment of at least 30min at 60°C is effective with SARS.

#### How is COVID-19 (coronavirus) passed on?

Coronaviruses are most commonly passed between animals and people and from person to person. The source of COVID-19 (coronavirus) is believed to be animals, but the exact source is not yet known.

The virus is commonly passed on:

- directly, through contact with an infected person's body fluids (for example, droplets from coughing or sneezing)
- indirectly, through contact with surfaces that an infected person has coughed or sneezed on
- Current information suggests that the virus may survive a few hours on surfaces.

▪

# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide

▪  
▪

- Appendix B
- Corporate Crisis Management Team

NAME	CELL NUMBER	TITLE	DIVISON
Mike Walsh	519-671-3304	President	All LH Gray
Scott Brookshaw	519-671-7568	Executive Vice President of Processing	All LH Gray
John Leitch	519-639-0219	CFO	All LH Gray
Bill Gray	519-870-4590	CEO	All LH Gray
Robin Coomber	519-317-0532	Director of Human Resources	All LH Gray
Frank Curtis	604-302-1033	Western Grading Operations Manager	Golden Valley
Darryl Voin	519-616-1562	Director of Operations	Gray Ridge, Global Egg Elmira
Aaron Kwinter	416-562-4499	President	Global Eggs
Noelle Foote	416-427-8247	Human Resources Manager	Global Eggs
Mike Vanderpol	604-807-2535	President	Vanderpols, PCI
Lorna Nieuwenhuizen	519-319-0748	Director of Food Safety	Gray Ridge, Sparks, Golden Valley

Each facility will maintain and have on file their own Facility Crisis Management Team that will work in conjunction with the Corporate Crisis Management team.

# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide

### Appendix C

#### Interview Questions For COVID-19 Designate To Ask Employee Who Tests Positive

1. What was the reason that you went to get tested for Covid (close contact with someone, symptomatic, etc)?
2. Have you tested positive for COVID-19?
  - a. If so, when did you receive the results?
  - b. What area or health unit region do you live in?
3. What approximate date did you have the close contact or start feeling ill?
4. What are your specific symptoms?
4. Have you contacted or have you been contacted by your local public health unit for instructions on quarantine or contact tracing? If yes, please provide details.
5. Have you been advised by medical officials to isolate? If so, starting when and for how long?
6. When was the last date & time that you were at work?
7. Prior to commencing work on that date did you complete the daily health assessment check and have your temperature screened?
8. Describe your job functions and details the last time you were at work?
  - a. Start and end time
  - b. Job tasks/position
  - c. Location of work station/area

# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide

9. Besides your workstation, is there any other location at the LH Gray & Son facility where you spent more than 10 minutes? (example: lunch room, washrooms, boardroom, etc)
10. What personal protective equipment (example: face shields, gloves, etc) did you wear and where was it worn?
11. Who, if anyone, did you have close contact with (within 6' or 2m) at work or at this site with no partitions in place or a mask on?
12. How do you arrive to work or to this site (drive, transit/metro, bus, other)? Do you car pool?
13. Do you live with anyone else who works at the same location?
14. Do you regularly have close contact outside of work other employees who work at the same location?
15. Which door do you use when entering and departing your work area? Map employee movement.
16. Have you made any other employees aware of your test results?
17. Is there anything else we should be made aware of?

All information must be recorded and stored in a secure system to protect the interviewee's privacy.

# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide

### Appendix D Current Disinfection Guidelines From Diversey

Effective virucidal cleaning & disinfection

**Key Considerations**

EPA  
List-N

Disinfectant with virucidal claim.

Dosing and application system are accurate and in good condition.

Face mask and safety goggles (For factory deep cleaning and neat chemical handling a full face visor must be considered).

PPE must be in good condition and free from damage or tears. Gloves must be either vinyl or chemical resistant for dilute chemical application.

PPE thoroughly cleaned and disinfected after the task completed.

All Hygiene Operatives and site stakeholders should be reminded of the importance of good GMP and Hygiene Methodology as well as Hand Hygiene and the correct use of gloves.

Site Cleaning Protocols should follow the current procedures and chemical regime BUT with the addition of the extra Sanitizer Steps.

All Site stakeholders must understand why and when the Deep Clean is being carried out and who it is being signed off by.

**Dry Cleaning Protocol**

**Step 1**

- Remove gross debris manually and place in the designated waste container
- Vacuum to minimise the risk of cross contamination within the area.

**Step 2**

- Cover any electrical equipment.

**Step 3**

- Apply a spray of neat Alpet D2 (US) and 5UB93 (Canada) to all surfaces and after a 5 minute contact time use a disposable cloth to manually clean the surface. Do not apply Alpet D2 (US) or 5UB93 (Canada) onto hot surfaces or materials made of polycarbonate.

**Step 4**

- Visually inspect to ensure all surfaces are clean and free from debris
- Re Clean if necessary.

**Step 5**

- Apply a fine spray application of Dioxan Spectrum at the label recommended concentration and contact time to all surfaces paying particular attention to less accessible areas.
- Rinse with cloth.

**Step 6**

- Hygiene Manager / Supervisor to carry out visual checks to ensure that all equipment / direct / non direct contact surfaces are clean and free from debris.

Remember to clean and disinfect touch points; including buttons, handles, touchscreens

Remember to clean and disinfect mobile equipment wheels and footwear to avoid transfer

Remember to include thorough cleaning of air handling equipment including chillers / evaporator units and air socks. Where appropriate fogging with a disinfectant with virucidal claim should be considered

Remember to practice recommended hand hygiene frequently

© 2020 Diversey Inc. All Rights Reserved. 00000000000000000000



# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide



### Key Considerations



Disinfectant with virucidal claim.



Dosing and application system are accurate and in good condition.



Face mask and safety goggles (For factory deep cleaning and neat chemical handling a full face visor must be considered).



PPE must be in good condition and free from damage or tears. Gloves must be either vinyl or chemical resistant for dilute chemical application.



PPE thoroughly cleaned and disinfected after the task completed.

All Hygiene Operatives and site stakeholders should be reminded of the importance of good GMP and Hygiene Methodology as well as Hand Hygiene and the correct use of gloves.

Site Cleaning Protocols should follow the current procedures and chemical regime BUT with the addition of the extra Sanitizer Steps.

All Site stakeholders must understand why and when the Deep Clean is being carried out and who it is being signed off by.

### Wet Cleaning of Production Area / Equipment

**Step 1 Gross Debris Removal**

- Remove gross debris manually and place in the designated waste container.
- Cover any water sensitive equipment with suitable plastic sheeting.

**Step 2 Pre Rinse**

- Using a low pressure hose and a designated rinse nozzle, rinse all surfaces from top to bottom with warm water.
- Next carry out any dismantling of equipment according to the current Site Cleaning Protocol.

**Step 3 Detergent Clean**

- Using your normal daily detergent (Ideally Chlorinated foam at 5%), apply as a foam to all surfaces and place any small dismantled equipment to soak in a solution of the same detergent.
- Next manually scrub any stubborn stains.

**Step 4 Post Rinse**

- Rinse all surfaces and dismantled equipment thoroughly with clean fresh water.
- Visually inspect to ensure all surfaces are clean and free from debris.
- Clean again if necessary by repeating Steps 3 and 4.

**Step 5 Disinfect**

- Disinfect all surfaces and equipment using Divosan Spectrum at the label recommended concentration and contact time.

**Step 6 Sanitize**

- Rinse all surfaces with clean fresh water and then apply a no-rinse approved sanitizer.

**Step 7 Inspect and Tidy Up**

- Remove any plastic sheeting and spray control panels with neat SU393.
- Hygiene Manager / Supervisor to carry out visual checks to ensure that all equipment / direct / non direct contact surfaces are clean and free from debris.
- All PPE and cleaning equipment should be thoroughly rinsed and then soaked in a no-rinse approved sanitizer.

Remember to practice recommended hand hygiene frequently

# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide

### Diversey Disinfecting Protocol

<b>Area To Be Disinfected</b> <b>Non- Food contact surfaces</b>		<b>Customer:</b> Diversey F&B customer	<b>Protocol #:</b> 01																								
<b>Food Contact surfaces</b>		<b>Location:</b> Anywhere, USA/Canada	<b>Page:</b> <b>Date:</b> 3/26/2020																								
<b>Products</b>  Divosan Spectrum (625 ppm minimum)	<b>Conc.</b>  625 PPM (min) 4 oz / 5 gal H2O	<b>Disinfecting Protocol</b>																									
<b>Test Kits Required</b>  Cationic test kit #409882 <b>Protocol Performed By:</b> Trained Sanitation Employee		1. Area Preparation - gross soil removal, cover water sensitive equipment, food products and packaging must be removed from the area or carefully protected 2. Pre-Rinse all surfaces. Top to Bottom. Pick up large soils. Rinse Floors. 3. Detergent Clean. Use recommended alkaline or chlorinated alkaline detergent at the label recommended concentration. Foam all surfaces from bottom to top including walls and floors. Do not allow foam detergent to dry onto surfaces. Recommended contact time 5-10 min 4. Post Rinse. Low pressure water, top down. Include floors and walls. 5. Post-Op(Pre-Op) . Inspect all surfaces. Perform re-clean if necessary 6. Reassemble equipment (if necessary) 7. a) Apply Disinfectant Use Solution evenly over surface. For sprayer applications use a coarse spray device. For use on floors, walls and storage areas, mix 4 fl. oz. to 5 gallons of water (or equivalent use dilution) (625 ppm active quat). Be sure to wet all surfaces thoroughly. b) Allow product to remain on surface for ten (10) minutes. c) Allow surface to drain and remove excess liquid d) When disinfecting food contact surfaces, rinse surfaces thoroughly with potable water prior to food processing. e) After food contact surfaces have been rinsed with potable water it is recommended to apply a final sanitizer at or below no rinse approved levels, allow excess to drain. <b>NOTE: This product must not be used to clean the following surfaces: utensils, glassware, and dishes.</b>																									
<b>Disinfecting Frequency</b> As needed		<b>Additional Safety Precautions:</b> <ul style="list-style-type: none"> <li>All associates involved in mixing and/or cleaning processes shall be trained. All training shall be documented.</li> <li>Product shall be used in well-ventilated areas.</li> <li>Proper PPE shall be donned during every application process.</li> <li>All secondary containers shall be labeled.</li> <li>Product shall only be accessible / used by trained employees.</li> <li>Employee shall be aware of product SDS and hazard communication requirements.</li> </ul>																									
<b>Cleaning Method</b> Manual, open plant cleaning		<b>Personal Protective Equipment</b>																									
<b>Safety Equipment</b> See safety equipment table		<table border="1"> <thead> <tr> <th>Required PPE</th> <th>Concentrate / Mixing</th> <th>Diluted (Wipe Application)</th> <th>Diluted (Spray Application)</th> </tr> </thead> <tbody> <tr> <td>Safety Glasses/ Safety Goggles</td> <td>✓</td> <td></td> <td>✓</td> </tr> <tr> <td>Face Shield</td> <td>✓ <small>(large batch making if splash hazard exists)</small></td> <td></td> <td></td> </tr> <tr> <td>Gloves (Rubber)</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Chemical Resistant Apron</td> <td>✓ <small>(large batch making if splash hazard exists)</small></td> <td></td> <td></td> </tr> <tr> <td>Safety Footwear</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> </tbody> </table>		Required PPE	Concentrate / Mixing	Diluted (Wipe Application)	Diluted (Spray Application)	Safety Glasses/ Safety Goggles	✓		✓	Face Shield	✓ <small>(large batch making if splash hazard exists)</small>			Gloves (Rubber)	✓	✓	✓	Chemical Resistant Apron	✓ <small>(large batch making if splash hazard exists)</small>			Safety Footwear	✓	✓	✓
Required PPE	Concentrate / Mixing	Diluted (Wipe Application)	Diluted (Spray Application)																								
Safety Glasses/ Safety Goggles	✓		✓																								
Face Shield	✓ <small>(large batch making if splash hazard exists)</small>																										
Gloves (Rubber)	✓	✓	✓																								
Chemical Resistant Apron	✓ <small>(large batch making if splash hazard exists)</small>																										
Safety Footwear	✓	✓	✓																								
<b>Tools and Equipment</b> Bucket Brush, Wipes, cloth, sponge Pump up Sprayer Foamer		o Consult product label for additional Instructions																									
<b>Safety Precautions</b> Always wear proper PPE. Never add water to chemicals. Always add chemical to water. Report all incidents immediately!!																											
Diversey Rep  Soap E Sales 800-SOA-PMAN Customer Service Center 1 – 800 / 233 – 1000																											

Copyright © 2020 Diversey. All rights reserved.

# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide

### Appendix E External Disinfection Company Contacts

LH Gray & Son Facility	Address	Belfor Location	Belfor Contact
Golden Valley	3841 Vanderpol Court Abbotsford, BC V2T 5W5	102 – 30701 Simpson Rd. <b>Abbotsford</b> V2T 6Y7	Scott Williams <a href="mailto:scott.williams@ca.belfor.com">scott.williams@ca.belfor.com</a> 604.756.5099 Direct: 778.819.1709
Vanderpol's Eggs	3911 Mt. Lehman Rd Abbotsford, BC V2T 5W5	102 – 30701 Simpson Rd. <b>Abbotsford</b> V2T 6Y7	Scott Williams <a href="mailto:scott.williams@ca.belfor.com">scott.williams@ca.belfor.com</a> 604.756.5099 Direct: 778.819.1709
Epic Eggs	2525-36 St N Lethbridge, AB T1H 5L1	250 24 <sup>th</sup> St N Lethbridg, AB T1H 3T8	Don Locking <a href="mailto:don.locking@ca.belfor.com">don.locking@ca.belfor.com</a> Direct: 403-329-6146
Sparks Eggs	283 Range Rd RR 6 LCD 9 Calgary, AB T2M 4L5	#6, 640 42 Avenue NE, <b>Calgary, AB</b> T2E 7J9	Malcolm MacDougall <a href="mailto:malcolm.macdougall@ca.belfor.com">malcolm.macdougall@ca.belfor.com</a> 403.215.5555 Direct: 403.215.5552
Sparks Eggs New	10690 42 <sup>nd</sup> St NE Calgary, AB T3N 1A7	#6, 640 42 Avenue NE, <b>Calgary, AB</b> T2E 7J9	Malcolm MacDougall <a href="mailto:malcolm.macdougall@ca.belfor.com">malcolm.macdougall@ca.belfor.com</a> 403.215.5555 Direct: 403.215.5552
Gray Ridge Eggs Strathroy	644 Wright Street Strathroy, ON N7G 3H8	60 Enterprise Dr. <b>London, ON</b> N6N 1A7	Neal Galajda <a href="mailto:neal.galajda@ca.belfor.com">neal.galajda@ca.belfor.com</a> 519.652.1172 Direct: 519.521.6725
Gray Ridge Eggs Listowel	955 Tremaine Ave S Listowel, ON N4W 3G9	457 Douro Street, <b>Stratford, ON</b> N5A 3S9	Eli Bernard <a href="mailto:eli.bernard@ca.belfor.com">eli.bernard@ca.belfor.com</a> 519.271.1129 Direct: 519.276.8867
Global Eggs Newbridge	25 Newbridge Rd Etobicoke, ON M8Z 2L6	6497 Edwards Blvd, <b>Mississauga, ON</b> L5T 2V2	Eric Beauchamp <a href="mailto:eric.beauchamp@ca.belfor.com">eric.beauchamp@ca.belfor.com</a> 905.564.5777 416.553.4130
Global Eggs Horner	283 Horner Ave Etobicoke, ON M8Z 4Y4	6497 Edwards Blvd, <b>Mississauga, ON</b> L5T 2V2	Eric Beauchamp <a href="mailto:eric.beauchamp@ca.belfor.com">eric.beauchamp@ca.belfor.com</a> 905.564.5777 416.553.4130

# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide

Global Eggs Elmira	115 Bonnie Crescent Elmira, ON N3B 2C9	457 Douro Street, <b>Stratford, ON</b> N5A 3S9	Eli Bernard <a href="mailto:eli.bernard@ca.belfor.com">eli.bernard@ca.belfor.com</a> 519.271.1129 Direct: 519.276.8867
Perth County Ingredients	20 Thames Road St. Mary's, ON W4X 1C4	457 Douro Street, <b>Stratford, ON</b> N5A 3S9	Eli Bernard <a href="mailto:eli.bernard@ca.belfor.com">eli.bernard@ca.belfor.com</a> 519.271.1129 Direct: 519.276.8867

# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide

### Appendix F Media Statement Template

< Company logo and letterhead >

For <Company X> the health and safety of all employees, visitors and inspectors is our top priority.

We have worked in collaboration with local public health authorities <of Province X> and the Canadian Food Inspection Agency to develop and implement accepted best practices for the prevention and mitigation of COVID-19.

< # > of COVID-19 positive individuals with in our establishment <Company X> have been confirmed. We will continue to collaborate with public health authorities and the Canadian Food Inspection Agency to assess the situation and take appropriate action to ensure that the health and safety of all employees, visitors and inspectors can be assured.

Food security is vital to all Canadians and the entire industry, including <Company X> is working to ensure that poultry <and egg> supply chains is/are maintained while prioritizing health and safety of our employees, visitors and inspectors.

The Canadian Food Inspection Agency has stated that there is currently no evidence of food, nor food packaging, being associated with the transmission of COVID-19.

# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide

### Log of Changes

Date	Reason for Change & Description of Change	Changes Completed By
April 8, 2020	Plan Creation	LN
April 14, 2020	Added Belfor information & appendix contacts	LN
April 17, 2020	Added Epic site details into appendix E Added " Suspected COVID-19" as defined by PHAC into the action plan	LN
April 28, 2020	Updated the General Policy & Guidance section to include: April 24 <sup>th</sup> – Risk assessment questions related to employee living arrangements. April 27 <sup>th</sup> – Mask policy and availability	LN
June 22, 2020	<u>Updated the company policies section to include:</u> Reference to BC Centre for Disease Control and Alberta Health Services.  <u>Updated the General Policy &amp; Guidance section to include:</u> May 11 <sup>th</sup> – JHSC at each facility has reviewed the pandemic plan and had a meeting to review the actions/precautions to date. May 25 <sup>th</sup> – All employees must now wear face protection June 10 <sup>th</sup> – All employees have active health assessments each day (temperature monitoring and health related questions). June 22 <sup>nd</sup> – All facilities have provided employees with car pooling best practice information  <u>Updated Self Quarantine &amp; Return to Work section to include:</u> Under the self isolation section - A Minimum of 10 days of symptom onset for Alberta & BC, and 14 days for Ontario.	LN
November 10, 2020	Replaced the words social distancing with physical distancing throughout the plan  In the sanitation section added the differences in cleaning practices based on one employee being positive versus multiple employees testing positive.  In the interview section for positive cases added referral to appendix C (interview questions). Updated Appendix C to include specific questions for contact tracing and decisions making. Trying to extract as much relative information as possible from the employee.  In the employee base statement section added the information related to "as directed by public health or if there are multiple positives".  In the media statement section added the information related to "as directed by public	LN

# L.H. Gray & Son Inc.



Last Update: November 10, 2020

## COVID-19 Pandemic Guide

	health, if there are multiple positives or if there are media inquires". Appendix F: Updated the medi statement to include reference to the number of positive individuals	
--	---	--