

## Commitment to Safety Policy Statement

At SHIP it is essential that health and safety be a priority for all aspects of our business. It is important that we comply with all health and safety expectations to maintain an atmosphere that is conducive to the health and safety of our staff.

We have a standard of cleanliness to limit the potential affect and impact of infectious diseases. Staff will meet the following key areas of infectious controls: Sanitization, Personal Hygiene and Physical Distancing.

### Symptom Management and Screening

Complete the daily staff risk screener and report your results prior to the start of the workday. Those feeling unwell should remain home and/or go home immediately if they start to feel ill at work. Upon arrival, a temperature check is required and proper PPE must be worn.

### Sanitization

Sanitize workspaces, i.e. desk, keyboard, telephone, etc., daily during a pandemic. SHIP contracts external cleaners to clean the environment daily and will be cleaning high volume touch point areas regularly. Disinfectant wipes are available throughout the offices and additional cleaning products are available upon request.

### Personal Hygiene

Be aware and follow SHIP's Hand Hygiene Policy. Staff need to wash their hands with soap and water regularly and/or when hands are visibly dirty. All employees are expected to use alcohol based hand sanitizer at the beginning of their shift and throughout the day.

### Physical Distancing

Keep a distance of 2 metres from others at work. Floor markings are outlined where possible, limits to work areas have been developed and are clearly posted (meeting rooms, offices, washrooms) and barriers have been introduced to ensure physical distancing. Where physical distancing is not possible masks or face coverings must be worn.

### Resources/Feedback

Please refer to the S: Drive for access to SHIP's IPAC & Health & Safety policies. Staff should contact David Marcy, Clearing House Agent when feeling ill or would like to report a significant behaviour issue or concern. Additional support with Infectious Controls should be directed to Anthony Mugo, Quality Manager.

SHIP is committed to your safety at all times. On behalf of SHIP I take the personal responsibility to ensure you can come to work safely every day. If you have any concerns, do not hesitate to contact me.

Yours Truly,

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Lesley Nagoda  
Acting Chief Executive Officer

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September 1, 2021  
Date