

Tiger COVID-19 Guidelines



Communication



Coordination



Travel



Hygiene



Isolation

Communication

- Perform wellness check on drivers each day through conversation on phones, not text message
- Keep all personnel informed of the area they are working in or may travel into. Example: places to shower, approved hotels to use
- Call or text customer before arriving on site
- Fill out all paperwork required by customer for site access prior to arrival where possible, and electronically submit them
- Inform driver of all customer requirements and procedures to meet their COVID 19 site access
- Frequent communications from Human resources department on COVID 19 with reminders about hygiene and social distancing and any changes that have been made to company policies
- Review the Employee/Contractor Questionnaire
 - a. Contractors and suppliers are asked to fill this out before site access is granted
 - b. Employees also must fill out questionnaire once returning to work from extended time off

Coordination

- Set unload times at a wider space interval, at both our Nisku and Slave Lake locations, as well as at customer locations in order to maintain minimum personnel on location
- Set up loading times at tank farm locations aimed to maintain a minimum amount of personnel on location at one time
- Maintain the working alone policy to ensure driver safety
- Coordinate with our customer for paperless delivery, driver finishes paperwork on tablet and dispatch can send BOL electronically to customer for signing

Travel

- Equipped trucks with refrigerators so that drivers may carry food with them to reduce or eliminate stops at restaurants
- Have drivers carry water, cleaning supplies, and hand sanitizer
- Encourage drivers to avoid using cash when possible and make purchases through electronic means of payments when they must stop
- Provide drivers with gloves to wear when fueling
- Drivers are to stay in regular contact with the office
- If hotel stays are needed, accommodations will be approved and booked by Tiger Calcium

Hygiene

- Janitorial services have been increased with disinfection protocols put in place on heavy traffic and common touch areas
 - There is also enhanced cleaning protocols on shower room and driver lounge
- All employees are to wash hands as often as possible, if soap and water are not available then hand sanitizer is to be used
- Drivers are encouraged to keep their unit clean and to frequently wipe down most common touched surfaces frequently throughout the day
- Shower daily if possible and change clothing regularly
- If you must cough or sneeze, please do so into your bent elbow and not into your hand.

Isolation

Tiger Calcium Services is currently following these guidelines for all employees:

- Applies to those who have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing illness or health condition
- Self-isolation period is for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer
- A longer, 14-day isolation period applies if returning from travel outside of Canada after March 12, or have been in close contact with a person who tested positive for COVID-19 (provides care, lives with or has close physical contact, or comes into direct contact with infectious body fluids)
- Drivers are all assigned their own units reducing the risk of transmission between personal moving from unit to unit.
 - If employees are to be moved to a new unit the truck is taken through the shop to be cleaned prior to the employee moving into it.

Social Distancing

- We have set parameters on social distancing and reduced work group size
 - Positions that are capable to work remotely from home have been set up do to so limiting amount of personnel in the office
 - Dispatch office has been reduced to only two people in the office at any time and is limited to two days per week to cover peak days, third and fourth must work remotely
 - A minimum distance of two meters must always be kept and enhanced cleaning step must be taken throughout the day
 - Slave Lake Plant has procedures set in place for non-contact loading of trucks, all communication through loading is done via radio
 - Radios are disinfected between each use
- If personnel will be in a situation where social distancing cannot take place the company is providing masks for them to wear.
- Truck repairs
 - Mitsue shop drivers must remain inside unit as repairs are made to the unit, if longer term repairs are needed the area will be cleared, the driver may then park the truck and exit the area
 - Nisku shop, the driver is to pull in the truck and park in the service bay once area is cleared and then exit to driver lounge area to wait for repairs. If longer term repairs are needed the driver will park unit in yard and designated personnel will move unit into shop for repairs
- Personnel are not to share cell phones, tablets or computers