

Nanaimo Port Authority (NPA) – COVID-19 *Safety First* Safety Plan

The NPA is committed to providing a safe workplace that protects people, property and the environment. The Port has taken extensive measures to ensure the health and well-being of employees, subcontractors, consultants, worksite visitors, clients and the public.

The NPA has consistently followed the guidelines issued by **Transport Canada**, the **Public Health Agency of Canada** and the **Center for Disease Control for the Province of British Columbia**.

We have developed and implemented a **COVID-19 Safety Plan** to safeguard our employees, the health of our employees' families and the best interests of the NPA, our clients and stakeholders and the public.

When you visit an NPA facility you can be assured that the following measures are in place to safeguard everyone:

- Extensive **signage** at the entrance to all NPA facilities advising everyone of **limits on number** of personnel allowed in the facility, the need for **everyone to wear a mask** if they are going to enter the facility and **guidelines** for everyone to follow if they are **experiencing any symptoms or feeling unwell**.
- The Wharfinger office has a **2 m plexiglass barrier** at the front counter, entrance to the office is **restricted to 2 customers**. **All touchpads, copiers and phones are cleaned regularly during the day**.
- **All NPA personnel** have their **temperature taken and recorded before they start work everyday** and **advised to not come to work if they are feeling unwell or are experiencing any symptoms of COVID-19**.
- The NPA has measures in place to assist any employee who may have been exposed to a positive or suspected case.
- The NPA has measures in place to assist the appropriate Government agencies if an employee is required to participate in contact tracing.
- **All NPA personnel wear non-medical masks when they are dealing with members of the public**.
- **Any facility that is accessible to the public is cleaned and sanitized on an enhanced schedule**.
- **All NPA personnel receive updates from Transport Canada, The Public Health of Agency of Canada and the Center for Disease Control for the Province of British Columbia as they become available**.
- The NPA's COVID-19 Safety Plan, Risk Assessment for Infectious Diseases and relevant Safe Work Procedures are **regularly reviewed and revised as required to meet all appropriate standards**.

- **Updated November 27-2020**