

# MIDLAND LIQUIDATORS' COVID-19 OPERATIONAL PLAN

Implemented June 12th, 2020 - present

Store Locations: -1234 Kingsway, Vancouver, V5V 3E1

-19335 Langley Bypass, Surrey, V3S 6K1

At Midland Liquidators, the health of our employees and customers are important to us. We have created this document to clarify the actions that Midland will take in order to ensure the wellbeing of everyone in our place of business and community. This document can be found in the Midland office and will regularly be updated by Cecily Carrillo. Should you have any questions, recommendations or concerns, please contact Cecily at [midland.cecily@gmail.com](mailto:midland.cecily@gmail.com).

## ***COVID-19 Emergency Resources:***

### **Vancouver:**

- COVID-19 Testing Centre (St. Vincent Drive-Up) 4875 Heather Street, Vancouver  
(Appointment and referral not required. Best times to go are 9:00-4:30)
- Self-Assessment & COVID-19 Doctor Information: <https://ubiquityhealth.ca/covidsites.html>
- Local Mental Health Resources:
  - Government of Canada: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/mental-health.html>
  - Vancouver Area: <https://vancouver-fraser.cmha.bc.ca/>

### **Langley/Surrey:**

- COVID-19 Testing Centre: Surrey Whalley UPCC COVID-19 Assessment Centre:  
9639 137a St, Surrey, BC V3T 0M1  
(236) 332-6497  
(Appointment and referral not required)
- Self Assessment Information: <https://bc.thrive.health/>
- Local Mental Health Resources:
  - Government of Canada: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/mental-health.html>
  - Fraser Health: <https://www.fraserhealth.ca/Service-Directory/Locations/Surrey/surrey-mental-health-centre#.XuEr0J5KjGI>

\*For more information: Call 8-1-1

### **Other Resources**

- Government of Canada – Advice for essential retailers during COVID-19 pandemic: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/advice-essential-retailers.html>
- Public Health Agency of Canada – Coronavirus disease (COVID-19): Outbreak update: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>
- Public Health Agency of Canada- Preventing COVID-19 in the Workplace: <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/preventing-covid-19-workplace-employers-employees-essential-service-workers/preventing-covid-19-workplace-employers-employees-essential-service-workers-eng.pdf>

## **COVID-19 SIGNAGE IN PUBLIC AREAS**

Midland Liquidators has affixed signage on proper hygiene and physical distancing information throughout the store. Should you have any questions, recommendations or concerns, please contact Slava Mykhalchenko at 604-875-9722.

The required signage has been affixed in this location in the appropriate locations:	Yes
<u>Public Health Authority Sign</u>	<input type="checkbox"/>
<u>Physical Distancing Sign</u>	<input type="checkbox"/>
Occupancy Limit Sign (visible at customer points of entry)	
<u>Screening &amp; Symptoms Sign</u>	<input type="checkbox"/>
<u>Employee Symptoms Sign</u>	<input type="checkbox"/>
<u>How to Wear a Face Mask</u>	<input type="checkbox"/>

<u>Hand Washing and Sanitizer Sign</u>	<input type="checkbox"/>
<u>Cleaning and Disinfecting Public Spaces</u>	<input type="checkbox"/>
A list of important emergency resources	<input type="checkbox"/>

## PHYSICAL DISTANCING MEASURES

Midland Liquidators will ensure the physical distancing of 2 meters (6 feet) at all times for both our customers and employees inside our business as well as any lines entering our place of business.

The following physical distancing measures are in place at this location:

- Customers and employees are not permitted to congregate in groups
- Customers and employees will avoid common greetings, (such as handshakes).
- Supervising employee will monitor adherence to physical distancing requirements on premises
- Customers may partake in their activity while maintaining physical distancing requirements
- Sales representatives will point to signs and floor markers to remind clients of physical distancing requirements
- The store has been be altered to ensure physical distancing requirements are met: all customer entrance/exit and line ups adhere to the visual cues on the floor.
- The Entrance/Exit Doors are always open to increase air flow and decrease door handle touch/spread of germs.
- Curbside pick-up/phone orders are available as an alternative option to shopping in store.

## CLEANING AND DISINFECTION PROCEDURES

Midland Liquidators has developed cleaning protocols to ensure that all common areas are disinfected 2-3 daily, or more often as required (I.e. if soiled). A daily disinfectant log is actively checked and signed off daily. Health and Safety is a responsibility that belongs to everyone in the workplace.

The following cleaning and disinfection procedures are in place at this location:

- Midland Liquidators will ensure that all the necessary supplies such as minimum 60% alcohol based hand sanitizer; toilet paper, cleaning and disinfecting supplies and personal protection equipment (non-medical masks and disposable gloves) are available as appropriate. There are several hand sanitizing stations throughout the stores.
- Midland Liquidators will ensure that employees are trained on how to clean and disinfect surfaces and use personal protection equipment if needed.
- Employees cleaning the workspaces should read and follow manufacturer's instruction for safe use of cleaning and disinfection, and used in accordance to the label directions and instruction on products.
- Employees and customers should not be present in the area during the cleaning of the workplace to allow enough contact time for disinfectants to kill germs based on the product being used.
- Countertops, carts, shared tools, phones, cash register, light switches, washrooms, doorknobs, and cabinet handles will be disinfected frequently throughout the day.

Replacement hand soap, disinfecting spray, and washroom cleaning supplies will be in bathroom cupboards. Additional disinfectant bottles will be located at the front of the store near the cash register. **Hand sanitizer stations (with minimum 60% alcohol based) will be located at the front of store, in the back warehouse, office, and lunchroom.**

# EMPLOYEE WELLNESS AND HYGIENE

Midland Liquidators will ensure that all employees are informed of the best practices to encourage proper hygiene etiquette. Additionally, the necessary products and equipment will be available to you in the workplace to follow these best practices. Health and Safety is a responsibility that belongs to everyone in the workplace. We have also reviewed our sick leave policy & Health and safety policy to ensure employees are not coming to work unless they are healthy.

The following employee wellness and hygiene procedures are in place at this location:

While at work to help stop the spread of germs:

- Avoid touching your eyes, nose or mouth
- Cover your mouth and nose with a tissue when you cough or sneeze and throw the used tissue in the trash;
- If you do not have a tissue, cough or sneeze into your elbow, not in your hands and then wash your hands immediately afterwards;
- When coming into work and leaving work, please wash/sanitize your hands for 20 seconds
- You are encouraged to clean/sanitize your cell phone
- Respect the 2-meter physical distancing measures with all customers and colleagues
- Handshakes, hugs and direct contact are not permitted
- Avoid contact with people who are sick

Should you feel unwell (coughing, fever, shortness of breath/difficulty breathing), think you have come into contact with someone with COVID-19, or have someone from your household return from travelling abroad:

- Notify Management immediately. Please use the [Screening Questionnaire](#) for COVID-19.
- We ask that you do not present yourself at work with COVID-19 symptoms and self-isolate for 10 consecutive days (unless you come back with a negative COVID test and symptoms have subsided.)
- If you test positive for COVID-19, you must quarantine for 14 days. Please be aware that you will be required to provide a [fit-to-work assessment](#) before coming back to Midland.

The following employee hygiene procedures guide/posters are in place at this location. All necessary information is posted in the staff room and/or bathrooms.

Hand Sanitizer, gloves, and face masks are available in the staff room. Additional hand sanitizer for customer use is available at the front of the store.