A NOTE TO ALL READERS

The information contained in the J.D. Irving, Limited Work Plan relates to our current practices for operating our manufacturing, retail and other facilities during the COVID-19 pandemic. The health and safety of our employees is our number one priority, and our hope in sharing this information is that it may be of assistance to others as well. However, we ask that you review the disclaimer below in connection with your use of the Work Plan. Thank you.

DISCLAIMER

Please be advised that some or all of the information contained in this document may not be applicable to your business or place of work. We strongly recommend that before implementing any of the ideas contained in this document, you carefully evaluate and consult with your health and safety representative or other professional advisors familiar with the most current legal and regulatory requirements. Please also note that this is a “living” document and is being updated on a regular basis. Accordingly, J.D. Irving, Limited bears no responsibility for any circumstances arising from the adoption by any third party of any of the practices or procedures contained in our Work Plan.
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LETTER

Business and Community Leaders:

At J.D. Irving, Limited we are working hard to ensure the safety of our employees, our work sites, our customers and communities. This COVID-19 Work Plan shares how we are doing this.

As we continue to manage through this pandemic, we have developed and regularly update our COVID-19 Work Plan. We believe this Work Plan addresses many of the key elements contained in the COVID-19 Operational Plan now required by the New Brunswick Government for businesses and organizations to operate.

This has been a difficult time for all New Brunswickers, and it is important to get the economy working again while at the same time ensuring the safety of our employees and communities. It is our sincere hope that by sharing this information, you will find it helpful as you prepare your own Operational Plans.

Best regards and stay safe,

Jim Irving
Co- Chief Executive Officer
J.D. Irving, Limited

To see our signs in action - please click here: https://vimeo.com/jdirving/kenthomescovid19measuresapr7 (This video is best viewed when downloaded to your device.)

For details on sourcing items shown in the document – please view page 17
COVID-19 AWARENESS

Signage is required to promote proper hygiene and physical distancing. Signage sizing and application will vary based on your facility and should be placed at minimum at entrances and where employees and patrons frequent. Below are a few examples of what we have implemented into our business settings based on our requirements.

STOP THE SPREAD SIGNAGE

- **2’ x 3’ - Coreplast - To be placed on an easel**

BUSINESS RULES

- **8’ x 4’ - Foamcore Sign with grommets for hanging**

COVID-19 RULES

- Maintain 6-foot / 2 meter distance. Respect maximum occupancy in common areas.
- Wash or sanitize hands frequently for 20 seconds and avoid touching your face.
- Wipe down tools, keyboards and touch screens before use.
- Stay home if you’re sick.
- Cory Gallant and Mark Mosher
  - Working Together We Will Stop The Spread!
CORONA VIRUS (COVID-19) 
DO YOU HAVE THE FLU, COLD OR COVID-19?

<table>
<thead>
<tr>
<th>SYMPTOMS</th>
<th>CORONAVIRUS</th>
<th>COMMON COLD</th>
<th>FLU</th>
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<tbody>
<tr>
<td>FEVER</td>
<td>COMMON</td>
<td>RARE</td>
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<td>FATIGUE</td>
<td>COMMON</td>
<td>SOMETIMES</td>
<td>COMMON</td>
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<tr>
<td>COUGH</td>
<td>COMMON (USUALLY DRY)</td>
<td>COMMON</td>
<td>COMMON (USUALLY DRY)</td>
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<td>SNEEZING</td>
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<td>ACHES &amp; PAINS</td>
<td>SOMETIMES</td>
<td>SOMETIMES</td>
<td>COMMON</td>
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<td>RUNNY NOSE</td>
<td>SOMETIMES</td>
<td>COMMON</td>
<td>SOMETIMES</td>
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<td>SORE THROAT</td>
<td>SOMETIMES</td>
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<td>SOMETIMES</td>
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<td>DIARRHEA</td>
<td>SOMETIMES</td>
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<td>SOME TIMES FOR CHILDREN</td>
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<td>HEADACHES</td>
<td>SOMETIMES</td>
<td>RARE</td>
<td>COMMON</td>
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<tr>
<td>DIFFICULTY BREATHING</td>
<td>SOMETIMES</td>
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</tbody>
</table>

For more information call your local public health provider.

SYMPTOMS POSTER ———— USE ELBOWS TO PUSH DOORS ————

8.5" x 11" - Printer Paper
11" x 17" - Printer Paper

USE ELBOWS TO PUSH DOOR

STOP THE SPREAD OF Coronavirus (COVID-19)

SIGNAGE (SCREENSAVERS, BULLETIN BOARDS, DIGITAL COMMUNICATIONS SCREENS)

COVID-19

2 0 2 0

SECONDS HAND WASHING
METERS DISTANCE
EXCUSES

1920 x 750 px - Signage or 8.5" x 11" printer paper

Last updated April 30, 2020
COVID-19 AWARENESS, CONTINUED

SIGNAGE (SCREENSAVERS, BULLETIN BOARDS, DIGITAL COMMUNICATIONS SCREENS)

STAY HEALTHY – Protect Yourself and Others

Take action to stop the spread of COVID-19

WASH your hands often with soap and water for at least 20 seconds
SANITIZE if soap and water are unavailable, use an alcohol-based hand sanitizer
DISINFECT and clean frequently touched objects and surfaces

STOP THE SPREAD

Of Coronavirus (COVID-19)

WASH your hands
STAY HOME if you are sick
Practice SOCIAL DISTANCING

COVER UP | Coughing and Sneezing Etiquette

Turn your head away from others and use a tissue to cover your nose and mouth.
Drop your tissue into a waste bin.
No Tissues? Use your sleeve, NOT your hands.
Clean your hands after discarding tissue using soap and water or alcohol for at least 20 seconds

1920 x 750 px - Signage or 8.5" x 11" printer paper
Employers must take reasonable steps to prevent people with symptoms of COVID-19 or who are required to self-isolate from entering their premises. Tools that can support your screening efforts include:

1. A self-assessment sign at the entrance.

2. Monitoring the temperature of people entering buildings is an additional level of screening and increases the awareness of symptom monitoring. No touch infrared scanners can vary from forehead thermometers to high end maintenance cameras with a setting to monitor human temperatures. Only use thermometers intended for use on people. See pages 8 & 9 for further details.

3. Most higher-end cameras will self-calibrate. Consult with electrical technician and/or manufacturer for subject matter expert.

Questions required on self-assessment signage are updated frequently by the Government of New Brunswick. Please review requirements frequently here https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus.html to ensure that your signs are updated accordingly.
INFRARED CAMERAS

STEP 1: SELF ASSESSMENT

1. Are you required to self-isolate because you have travelled outside of New Brunswick within the last 14 days? (YES/NO)
2. Are you experiencing or displaying symptoms of COVID-19 (e.g. fever over 38°C or 100.4°F, cough, or difficulty breathing)? (YES/NO)
3. Have you been directed by a public health authority to self-isolate or quarantine within the last 14 days? (YES/NO)

By entering this site, you agree that your answer to each question is NO as of the date and time you were admitted to the premises.

STEP 2: BODY TEMPERATURE SCREENING

IF TEMPERATURE IS LESS THAN 38°C / 100.4°F SITE ACCESS IS ALLOWED
IF TEMPERATURE IS GREATER THAN 38°C / 100.4°F SITE ACCESS DENIED CALL 811

Protect yourself and others!
CORONAVIRUS (COVID-19)

20” x 22” - Floor Decal. Footprint signs should be placed at 6FT intervals to ensure proper physical distancing while employees wait in line for their temperatures to be checked. They should also be placed 6FT away from the camera operator to display where the employee should stand for their temperature check.

2’ x 3’ - Foamcore - Signage to include the self-assessment screening questions as well as the process for monitoring body temperatures.
SCREENING TOOLS, CONTINUED

Face Capture Recognition
Load user database by capturing facial recognition. Can also use existing card access database.

Wrist Temperature Sensor
Wrist sensor is more accurate than thermal cameras. Spot measurement to targeted area. Similar to handheld infrared forehead thermometer.

See appendix on page 17 – for supplier information
PHYSICAL DISTANCING

- 6 feet / 2 meters physical separation everywhere
- Or barriers erected for protection between workers
- Capacity restrictions on all lunchrooms and meeting rooms to ensure 6 feet / 2 meters of separation everywhere
- Additional personal protective equipment

SAFETY OF OUR PEOPLE: PHYSICAL DISTANCING

Plexiglass face shields issued for all employees working in close quarters.

New floor to ceiling barriers made of plexiglass or wood have been added to the workspaces where physical distancing cannot be practiced.
COMMON AREAS

Sinks and urinals closed in multi-person washrooms to ensure proper physical distancing protocols and to focus cleaning efforts.

Social Distancing Everywhere!

Getting Through This Together
Thank You To The Team That’s Making It Happen!!

This sign is 6 Feet / 2 Meters

6’ x 1.5’ - coroplast with grommets across the top and bottom.
OFFICE AREAS

A decal is placed on desks where an employee is working to allow proper physical distancing protocols and to focus the effort of the cleaning staff on spaces in use.

Tables are marked with tape to communicate proper physical distancing for meeting rooms. Chairs are removed to ensure that measures are followed.

Have lots of hand sanitizer easily accessible for disinfecting and cleaning.
PHYSICAL DISTANCING, CONTINUED

RETAIL

Customer Notice

Dear Valued Customers,

While we are still accepting cash at this time, in an abundance of caution, we would prefer if our customers paid with debit, credit, gift card or mobile payment rather than cash.

Thank you,

Kent Building Supplies

- Reduced in-store number of customers to _______________.
- FREE local delivery on orders over $50.
- Increased disinfecting processes.
- Promoting social distancing.
- Promoting self-isolation.

STORE HOURS:

We remain open to serve our contractor and retail customers for important and essential items.
In an effort to maintain the health and safety of our customers and associates we have implemented the following measures:

URGENT: Please Stop & Read

Notices should be placed at entrances and at the cash to reduce the number of cash transactions where possible.

Signs should be placed at entrances to communicate new shopping protocols.

To respect social distancing in shopping aisles – apply stickers to the floor to showcase the direction of the aisle that customers should be following as well as 6FT distancing.

Where possible – plexiglass and additional protective equipment should be applied such as face shields and plexiglass.

To ensure customers are following proper physical distancing – apply partitions and stickering to manage cash lineups.
PHYSICAL DISTANCING, CONTINUED

INDUSTRIAL & MANUFACTURING

Reduce the number of seats by removing chairs and apply stickering to tables to support physical distancing.

If employees need to be within 6FT of each other to work – they should wear proper PPE including face shields or cloth masks.

If in-person meetings are required – ensure that they are brief and that they follow proper physical distancing protocols.

In common areas, mark floors with tape 6FT apart to guide physical distancing.
CLEANING & DISINFECTION

Cleaning must be completed two times each day, and more frequently in high traffic areas. Ensure that cleaners contain a disinfectant and follow directions carefully. Additional information on cleaning products is available on the next page and by clicking here. Assign someone for cleaning and monitoring inventory of supplies.

CLEANING CHECKLIST QUESTIONS

- **Signage**: Are COVID-19 Awareness signs visible and current?
- **Office and Desk Work Area(s)**: Does area allow for proper separation between people? (6 feet or 2 meters physical separation or other barriers)
- **Office and Desk Work Area(s)**: Are disinfectant products available in area?
- **Washroom Cleanliness**: Are 2x Daily Cleaning Checklists posted in washrooms?
- **Washroom Cleanliness**: Are Daily Cleaning Checklists maintained?
- **Common Areas Cleanliness**: Are 2x Daily Cleaning Checklists posted?
- **Common Areas Cleanliness**: Are Daily Cleaning Checklists maintained?
- **Lunchrooms and Meeting Room Occupancy**: Are Room Capacity Sheets posted to show Maximum Occupancy of the room?
- **Lunchrooms and Meeting Rooms Occupancy**: Is there tape or other marker on tables to indicate where people should sit to maintain 6 feet / 2 meters of physical separation?
- **Lunchrooms Cleanliness**: Are 2x Daily Cleaning Checklists posted?
- **Lunchrooms Cleanliness**: Are Daily Cleaning Checklists maintained?
- **Supervisor Daily Checks**: Is the area Supervisor or designate conducting checks throughout the shift to ensure 6 feet or 2 meters physical separation between people?
- **Other Work Areas**: Does each area have a cleaning guideline established?
- **Other Work Areas**: Is the area cleaned as outlined in the guideline?
- **Personal Hygiene**: Are there alcohol-based hand sanitizers available to workers?

<table>
<thead>
<tr>
<th>LOCATION:</th>
<th>CLEANED BY</th>
<th>CHECKED BY</th>
<th>DATE</th>
<th>TIME</th>
<th>DONE</th>
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Last updated March 20, 2020
GENERAL CLEANING PROTOCOL (TWICE PER 12 HOURS)

WHO: Site Cleaners

WHAT: General cleaning of site (floors, washrooms, common areas, surfaces (desks), lunchrooms, high traffic door knobs / pulls, other high traffic or high touch areas specific to the site)

FREQUENCY: Twice per 12 hour day or as defined by site

APPROVED PRODUCTS (UP TO 99.9% EFFECTIVENESS):

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>DIN / EPA #</th>
<th>WET TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vanguard</td>
<td>02213309</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Quat Plus</td>
<td>02295694</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Pinosan</td>
<td>02213133</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Simple Green Pro 3 Plus</td>
<td>10324-154-56782</td>
<td>10 minutes</td>
</tr>
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</table>

APPROVED CLOTHS / TOWELS: TigerTowel / J-Cloth / KimWipes

PPE REQUIRED: No

TRAINING REQUIRED: Use per SDS sheet

OTHER MATERIALS REQUIRED: Clean mop

OTHER: Empty bottles MUST BE RETURNED TO STOCKROOM OR DESIGNATED AREA FOR RECYCLING AND RETURN

DISINFECTION PROTOCOL (ONCE PER DAY / END OF SHIFT)

WHO: Site Cleaners

WHAT: Desks, door knobs/pulls, common surfaces, tables, microwaves/ appliances, chair arms, desk phones

FREQUENCY: Once per Day / End of Shift

APPROVED PRODUCTS AND PRODUCT INSTRUCTIONS:

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>DIN / EPA #</th>
<th>WET TIME</th>
<th>INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.3% Diluted Bleach</td>
<td>Bleach</td>
<td>3 minutes</td>
<td>Spray on Cloth and wipe</td>
</tr>
<tr>
<td>Virox SRTU Wipes</td>
<td>02291193</td>
<td>5 minutes</td>
<td>Wipe directly on surface</td>
</tr>
<tr>
<td>Clorox Wipes</td>
<td>02430150</td>
<td>4 minutes</td>
<td>Wipe directly on surface</td>
</tr>
</tbody>
</table>

APPROVED CLOTHS / TOWELS: TigerTowel / J-Cloth / KimWipes

PPE REQUIRED: Gloves

TRAINING REQUIRED: Use per manufacturer instructions

OTHER MATERIALS REQUIRED: No

OTHER: Empty bottles MUST BE RETURNED TO STOCKROOM OR DESIGNATED AREA FOR RECYCLING AND RETURN

WORK-STATION DISINFECTION PROTOCOL

WHO: Operators / Associates / Drivers

WHAT: Controls, desk, computers, arm rests, levers, control panels, radio/CB, door knobs/pulls

FREQUENCY: Shift Change, Arrive/Return to Workstation

APPROVED PRODUCTS AND PRODUCT INSTRUCTIONS:

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>DIN / EPA #</th>
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<th>INSTRUCTIONS</th>
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APPROVED CLOTHS / TOWELS: TigerTowel / J-Cloth / KimWipes

PPE REQUIRED: Gloves

TRAINING REQUIRED: Use per manufacturer instructions

OTHER MATERIALS REQUIRED: No

OTHER: Empty bottles MUST BE RETURNED TO STOCKROOM OR DESIGNATED AREA FOR RECYCLING AND RETURN
VENDOR CONTACT INFORMATION:

There are several service providers available to support your needs. Below listed are some of our current suppliers.

**INFRARED CAMERAS** (the Flir and the Fluke)

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>CITY, PROVINCE</th>
<th>CONTACT NAME</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOURCE ATLANTIC</td>
<td>Saint John, New Brunswick</td>
<td>Keegan Drummond</td>
<td>506-654-0953</td>
</tr>
<tr>
<td>EPTIX ELECTRONICS</td>
<td>Anjou, Quebec</td>
<td>Johnny Ranno</td>
<td>514-789-1799</td>
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<tr>
<td>CHANDLER</td>
<td>Saint John, New Brunswick</td>
<td>Eric Lafrance</td>
<td>506-343-5228</td>
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**CLEANERS**

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>CITY, PROVINCE</th>
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<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAUL DAVIS</td>
<td>Rothesay, New Brunswick</td>
<td>Jeremey LeFort</td>
<td>506-644-9020</td>
</tr>
<tr>
<td>SERVICE MASTER</td>
<td>Saint John, New Brunswick</td>
<td>Keegan Colville</td>
<td>506-343-2150</td>
</tr>
<tr>
<td>RST INDUSTRIES</td>
<td>Saint John, New Brunswick</td>
<td>Chris Haines</td>
<td>877-624-8800</td>
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**CLEANING SUPPLIES** (Hand Sanitizers, Face Shields, Cloth Masks, Surgical Masks)

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>CITY, PROVINCE</th>
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<th>PHONE</th>
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<tbody>
<tr>
<td>CHANDLER</td>
<td>Saint John, New Brunswick</td>
<td>Jeannot Richard</td>
<td>506-658-8000</td>
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<tr>
<td></td>
<td></td>
<td>Catherine McRae</td>
<td>506-633-5416</td>
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**SIGNAGE**

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<tr>
<td>PLASTICRAFT</td>
<td>Saint John, New Brunswick</td>
<td>Jeannot Richard</td>
<td>506-658-8000</td>
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<td>Andrew Leslie</td>
<td>506-650-3076</td>
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Working Together We Will STOP The Spread Of Covid-19!

ADDITIONAL RESOURCES

For additional resources and information, please refer to the following sites.

For most recent copies of the State of Emergency and Guidance Documents for business operations:

WorkSafe NB: https://www.worksafenb.ca/


Office of Chief Medical Officer of Health: https://www2.gnb.ca/content/gnb/en/departments/ocmoh.html

For Resources and Posters:

Office of Chief Medical Officer of Health: https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus/resources.html

For up to date information on COVID-19 in Canada:


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