



Policy CO12 – Pandemic Practices

Policy Issued Date:	April 2020
Last Reviewed by Management:	July 2, 2020
Last Revision/Edit:	May 31, 2021

SCOPE:

Can-Weld's objective is to conduct business in the safest possible manner within their 4,000 square foot facility following Provincial and Federal Government Guidelines for economic stability during a pandemic. Can-Weld will continue to regulate good welding practices for individuals and career training for students.

POLICY:

From the onset of a Provincial and/or Federal Government Pandemic declaration, Can-Weld Training & Testing Centre will operate at a 75% maximum capacity, allowing individuals and staff the freedom to conduct work in a healthy and safe environment (*welding booths are centered 5 feet apart and separated by concrete walls and welding curtains*).

PROCEDURE:

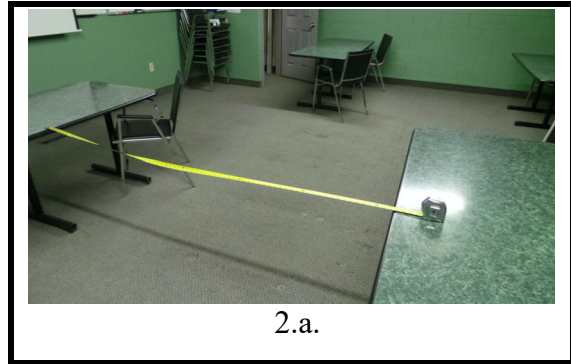
1. FACILITY MAIN FLOOR:

- a. Overall capacity will not exceed 35 individuals:
 - i. 3,000 sq ft, Back Shop limited to 30 individuals/students maximum.
 - ii. 1,000 sq ft, Front Office, Lobby, and/or Lunch Room limited to 5 individuals maximum 2 meter distance.
- b. All door handles and common areas to be disinfected (i.e., wiped down) 3 x daily:
 - i. After session starts (start time 7:30 am) at 8 am
 - ii. After break (break 10:00-10:15 am) at 10:30 am
 - iii. After session ends (end time 12 pm) at 12:30 pm
- c. All common areas including lobby, washrooms, staff lunchroom floors to be mopped with disinfectant.



2. FACILITY 2nd FLOOR:

- a. Overall capacity will not exceed 9 individuals. Second floor consists of 1 classroom limited to 8 students with 1 instructor maintaining at a 2 meter distance.



3. INSTRUCTION/TRAINING:

- a. No classroom instruction will be conducted at our facility until Provincial guidelines indicates permissible.
- b. Post secondary upgrading instruction will be conducted through virtual webinar.
- c. Only independent practice and training with personal protection equipment (PPE).



4. INDIVIDUAL:

- a. Individuals, students and welders in the back shop will be required to wear their shield, safety glasses and gloves (PPE). If not, individuals will maintain 2 meters between individuals.

5. ADMINISTRATION:

- a. General business activity will be conducted separated by wall and sliding window.
- b. Appointments will be scheduled on a private basis. The administration maximum capacity will be 5 people wearing applicable PPE.
- c. Subcontractors will check-in with front office upon arriving and will not exceed facility limits.
- d. The locked entry (i.e., buzzer) to the shop will remain engaged to assure facility limit.

