

Canadians are counting on us, as their source for food, wellness and pharmacy support in countless communities across Canada, we are an essential service and we need to stay open to serve Canadians. In this challenging time, we are doing everything we can to help keep our colleagues safe when at work.

With this in mind, we have decided to set up private testing areas, that you can use prior to your shift to check your temperature. This check is not mandatory and is completely optional. You are also encouraged to regularly check your temperature at home.

This document is intended to provide guidelines on temperature monitoring for colleagues to mitigate the risk of potential exposure to COVID-19 within our stores/distribution centres.

## COVID-19 Protocol for Temperature Checks

- All colleagues are encouraged to check their temperature at work, before the start of their shift.
- Colleagues will have access to a “no touch” forehead thermometer, located at their store/distribution centre, so they can check their temperature for fever upon arrival at work.



### How to Set up a temperature check area

- Set up a private space preferably in a small empty office, community room or other out of the way area.
- If needed, set up privacy walls (similar to a voting tent or booth).
- If you have a large volume of colleagues checking their temperatures at work, you can set up more than one booth or area.  
Equip the area with:
  - Thermometers
  - Alcohol wipes
  - Garbage can
  - Disposable gloves
  - Hand sanitizers
  - Sanitizing wipes
  - A copy of this SOP
  - A copy of the “How to Use” the company-provided thermometers



### Colleagues Guidance - How to perform my temperature check at work

#### A normal temperature reading is below 38 degrees

- Proceed to the designated temperature check area if you wish to take your temperature taken, otherwise proceed to your work area as usual.
- To allow for a more accurate temperature reading, please remove outerwear clothing such as winter jackets, winter toques and baseball caps. Also refrain from eating and drinking a few minutes prior to checking your temperature.
- Wash your hands thoroughly for 20 seconds before entering the designated temperature check area or use the hand sanitizer provided.
- Go to the designated temperature check area and wait your turn, if required, practicing social distancing.
- Check your temperature as per thermometer manufacture guidelines as highlighted in the “how to use” document provided

## Coronavirus (COVID-19) Colleague Temperature Checks

- If temperature is **below 38 degrees**:
  - you can start your shift immediately. Clean the thermometer using alcohol/sanitizing wipes.
  - Wash your hands thoroughly for 20 seconds, or use hand sanitizer, before leaving the area.
- If your temperature is **above 38 degrees**:
  - Follow the steps listed on the box below **“What to do if your temperature is 38 degrees Celsius or higher”**.
  - Clean the thermometer using alcohol/sanitizing wipes.
  - Wash your hands thoroughly for 20 seconds, or use hand sanitizer



### What to do if you've taken your temperature at work and your temperature is 38 degrees Celcius or higher

- Remain in the private space.
- Wait 10 minutes and check your temperature a second time to confirm the first result. Please ensure that outwear clothing is removed prior to the second temperature check if not already removed.
- Check your temperature a second time to confirm the first result.
- immediately notify/call your supervisor/manager if your temperature is still high (38 degrees or higher) after the second check. You are not required to tell your supervisor/manager what your actual temperature reading is, only that it is over the threshold (38 degrees or higher).
- You will be asked to complete a Leave of Absence form before you leave the store/distribution centre
- You will not report for your shift and should go home immediately to rest
- At home, you must contact your Public Health office to seek their guidance for the required self-isolation period.
- Notify your workplace of this Public Health Office self-isolation directive and continue to report this absence per your usual absence protocols. Continue to check your temperature daily while at home. Do no report for work until you have completed your required self-isolation period and that your temperature is normal (37 degrees C or below) for a least 48 hours.
- Continue to report your absence from work in accordance with your store's/distribution centre's absence reporting procedure.



### Supervisors/Managers Responsibilities

- Strongly encourage colleagues to take their temperature for fever to help maintain a safe workplace. Do not force colleagues to participate if they choose not to do so.
- Provide instructions to colleagues on use of thermometers, if required, and returning thermometers after use. If you are providing help to colleague on how to use the thermometers, reminder to continue to practice your social distancing protocols
- Ensure that the company provided thermometers are properly sanitized after each use.
- Send colleague home if they report a temperature of 38 degrees Celsius or higher.
- Ensure area where the temperatures are taken at work is deep cleaned after a high temperature is reported by a colleague before further use. See *Incident Management Plan* for deep cleaning process.
- Ensure colleague's absence from work due to a high temperature is recorded and managed in accordance with your store's / distribution centre' illness reporting procedure and that the colleague completes a Leave of Absence Form prior to leaving the workplace and that the reason for absence is noted as "Temperature Check Program".
- Advise FT & PT colleagues, sent home from work due to a high temperature to apply to the Company's Pay Protection Program There are 2 programs: 1) for colleagues who are mandated to self isolate for 14 days or more or 2) for colleagues who were sent home from work due to a high temperature and who are mandated to self isolate for 13 days or less

## Coronavirus (COVID-19) Colleague Temperature Checks

- Advise temporary essential services colleagues they must also follow any self-isolation directive from Public Health. If they are mandated to self isolate for 14 days or more, they may be eligible for CERB (Canadian Emergency Relief Benefit) Advise all colleagues that a Fit for Duty Declaration form will must be completed before returning to work

*\*The company reserves the right, in its sole discretion, to change or amend its pay protection programs from time to time.*