



HONEY HARBOUR
BOAT CLUB'S
M A R I N A

P.O. Box 38, Honey Harbour
Ontario, Canada POE 1E0
Phone: 705-756-2411
Fax: 705-756-1126

COVID 19 SAFETY PLAN

The **Honey Harbour Boat Club** appoints, **Curtis Sallows** (GM) as a covid 19 compliance officer for the Honey Harbour Boat Club located at 2709 Honey Harbour rd, Georgian Bay ON, p0e1e0.

All employees must be aware and adhere to all Covid 19 protocols set out within. Masks, proper ppe and sanitizer will be provided to all employees.

1- If you are able to work from home, you are requested to work remotely from home and check in with Curtis Sallows for your daily routine.

2- All employees who are entering the workplace are required to have their screening sheet questions filled out prior to their arrival each day. If the employee answers yes to any of the screening questions, they are not to enter the workplace and will be asked to stay home. They will then contact Curtis for further direction. Each employee must use sanitization and proper physical distancing and wear masks when entering the place of business. Please enter the Blue shop entrance door in your morning arrival.

3- Physical distancing is a must, all employees are asked to maintain at least 2 meters (6ft) of distance from each other no matter where they are on the property. Applies for staff room, showroom, change room and offices also.

4- Physical barriers are allowed in between workspaces where distancing cannot be done i.e. plexiglass, doors, windows... However physical distancing is preferred.

5- Each member of the staff is required to wear a mask indoors where the public have access to the premises i.e. store/showroom. If at any point employee is around a person not wearing a mask... the employee must also wear eye protection such as safety glasses or face shield.

6- Indoor staff only areas, masks are required to be worn if employees cannot maintain a physical distance 2 meters or 6ft from each other. Also Eye protection must be worn if you cannot physical distance and one person is not wearing a mask. Eye protection should be safety glasses or visor worn in front of your mask and face.





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7- Hand sanitizer must be used at each entrance to the building and is provided at all staff and customer locations, store, shops, washrooms, lunch room, change room, cashier counters, gas docks and offices. Also masks are provided at entrance to all doors, in shops, and store/showroom.

8- Cleaning and sanitizing will be done 3 times daily and include all high touch areas such as washrooms, door handles, light switches, phones, computers, gas pumps, checkout area, dock carts will be sanitized after each use, as well as debit machines/ point of sale machines will be cleaned after every use. This applies to the customer public area as well as all staff areas.

9- Employees must use company vehicle with only one person at a time, if more than one person in the vehicle at any one time, employees must wear a mask.

10- Employees must wear a mask while operating the taxi boat if more than one employee is in it, or while it has any customers within the boat.

11- Proper ventilation is required to be run and will run throughout the building. Where there is no such system, windows and doors will be left open to allow proper air flow.

12- All extra ppe and sanitizing equipment are available at Curtis' office. If you require any assistance with proper ppe or are uncomfortable or feel unsafe in the work place for any reason. You are asked to speak to Curtis.

13- Employees who show signs or symptoms are required to stay at home for 14 days and provide a covid 19 negative test result prior to returning to work. Employees who feel they have come in close contact to anyone who has tested positive for covid 19, must stay at home, self-isolate and provide a covid 19 negative result prior to returning to work.

14- Notice of rules and regulations to the public for use at the Honey Harbour Boat Club, are posted on its website at www.hhbc.ca.

15- This covid 19 safety plan is also posted on the website for the public and staff to see. www.hhbc.ca click on the safety plan link.

Curtis Sallows
HHBC GM
705-756-2411, 705-756-2411, csallows@hhbc.ca

