



**EMPIRE STEVEDORING**  
**COVID-19 Safety Protocol**

Update March 13, 2020

In order to maintain the best possible safety for all personnel and visitors, Empire Stevedoring will have in place the following measures and advice:

**In the workplace**

- Cleanse regularly all commonly used office equipment, i.e. photocopiers, printers, telephones, etc.
- Cough or sneeze into your elbow; do not touch your eyes or face with hands
- When blowing your nose, discard tissue immediately and wash hands
- Use paper to handle common locations like door knobs, taps, switches, etc.
- In case of suspicious symptoms STAY HOME, advise your supervisor, call 811 and report your symptoms.

**For Staff working with Public (i.e. truckers, vessel/crew members, deliveries, maintenance, etc.)**

- Provide sanitizing stations at entrances to buildings/offices with appropriate and clear signage
- Staff be sure to wash or sanitize hands frequently, especially during exchange of documents
- If possible wear gloves when exchanging paper documents or other goods, objects with outsiders.
- Refrain from Hand Shaking until the threat of the virus has passed

**For Vessel Operations**

- Avoid contact with vessel crew members and keep a distance of at least 1.5 meters.
- If possible establish a practice, i.e. whereby Employees are on INSHORE side of vessel and Crew Members are on OFFSHORE side of vessel.



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**For Employees with young children in case of school closures**

- Speak with your supervisor to arrange for care of children, i.e. sharing/splitting absences with spouse, working from home, half days, etc.

**STAY HOME if**

- You are feeling sick – again, if you think you have COVID-19 symptoms call 811.
- You have a sick family member in your home.

**Travel**

- **If returning from travel abroad, contact your supervisor before returning to work.** You may be required to quarantine yourself for a period.
- The Canadian government is advising Canadians not to travel outside the country unless absolutely necessary. Canada's Chief Public Health Officer Theresa Tam says any non-essential trips should be cancelled or postponed. Besides the risk of catching the coronavirus, she further adds that there is a danger of getting caught in a travel ban or quarantine abroad.

PLEASE POST THIS DOCUMENT IN ALL OFFICES.