



March 24, 2020

## **DRIVER PROTOCOL**

Gay Lea Foods considers the health and safety our employees, families, and visitors is of extreme importance as we produce, warehouse, and transport high quality food products. With the recent COVID-19 outbreak, we are continuously looking for ways to help reduce the potential spread of the virus and asking for the understand and co-operation of our employees and our visitors during this time.

To help prevent the spread of the virus and reduce the potential risk of exposure to our workforce, visitors, and products, we are implementing the following additional preventive safety measures in all Gay Lea Foods facilities relating to the shipping, receiving, and delivery of products.

On an interim basis, we are suspending the practice of having Drivers present turn in their keys, allowing them to remain in their cab as much as possible, reducing personal contact. Drivers are to ensure their truck is fully load/unloaded prior to departing (green light, phone call, etc can be used depending on the location).

### **Brampton Distribution Centre (BDC)**

- Trucks should only arrive on site as close to the confirmed un/loading slot as possible; drivers arriving early may not be permitted in the yard
- All paperwork should be completed before entering the yard
- Drivers can only enter the facility through drivers lounge
- Drivers are to check in with LC office
- All persons entering the driver lounge must clean their hands with the sanitizer provided; GLF drivers must wash their hands again before entering the warehouse with the sanitizer provided
- All non-GLF Drivers must complete the Visitor Questionnaire and present to the LC before any work or transaction can begin
- Drivers are not permitted to enter lunchroom or other common facilities
- If a driver stays in the cabin, then needs to leave, they should only do so after making a Gay Lea Foods employee aware; Drivers are permitted to leave their cabin to verify load security
- Drivers can wait in the lounge, respecting social distancing; if that cannot be maintained, some drivers will be asked to wait in their trucks
- Use of the driver lounge washroom only is permitted

### **Non BDC Warehouses**

- Trucks should only arrive on site as close to the confirmed un/loading slot as possible; drivers arriving early may not be permitted in the yard
- All paperwork should be completed before entering the yard
- Drivers are to check in when arriving
- All persons entering a GLF facility must clean their hands with the sanitizer provided; GLF drivers must wash their hands again before entering the site with the sanitizer provided
- Drivers are not permitted to enter lunchroom or other common facilities, other than washroom facilities as posted locally
- All non-GLF Drivers must complete the Visitor Questionnaire and present as directed before entering any GLF facility
- Drivers are to stay in their cabin; if they need to leave, they should only do so after making a Gay Lea Foods employee aware; drivers are permitted to leave their cabin to verify load security

I thank you in advance for your understanding and commitment in helping us maintain a safe and healthy workplace for all.

A handwritten signature in blue ink, appearing to read "Luis Garcia".

Luis Garcia  
Vice President  
Supply Chain