



Canadian Mill Services Association

#200, 601-6th Street, New Westminster, B.C. V3L 3C1

Tel: (604) 523-1288 Fax: (604) 523-1289 Web: www.canserve.org

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CMSA COVID-19 Guidelines

CMSA staff and associates are required to follow the guidelines issued by the BC Health Authority, Worksafe BC and other BC Government Agencies. These guidelines will change as more knowledge is acquired regarding COVID-19 safety.

In all cases, it is everyone's responsibility to follow safety procedures designed to protect yourself and those around you at all times. These include:

- SAFE DISTANCING - maintain a minimum of 2 meters (6 ft.) from others.
- WEAR A MASK / FACE SHEILD whenever safe distancing cannot be guaranteed.
- WASH YOUR HANDS frequently with soap and water or hand sanitizer.
- AVOID TOUCHING YOUR FACE or EYES.
- When applying or removing PPE, care must be taken to avoid touching the face.
- AVOID GROUPS - maintain safe distancing.
- SHOULD YOU BE ILL, DO NOT come to work. SELF ISOLATE and seek health care assistance.
- If you come in contact with a COVID-19 infected person, contact the CMSA General Manager immediately.

The following are safety procedures that are recommended for CMSA staff and associates:

Field Supervisors

- Phone or E-mail ahead to ensure the facility you wish to visit will be open and running.
- Pre-arrange for someone from the facility to help you and to ensure that they can put you in a safe, and preferably isolated location. Also ask if they have had any infections since your last visit, and if so, notify the CMSA General Manager so that a plan can be discussed and made.
- We shall follow the COVID-19 protocols of our member mill that we visit on any one day.
- Wear a mask, wear a face shield, and wear nitrile gloves where required to keep yourself safe.
- Do not share or borrow any PPE with or from anyone.
- Wash your hands with soap and water frequently and most importantly, do not touch your face with your hands. In cases where soap and water are not available, use a hand sanitizer which you should keep in your vehicle at all times.
- Avoid handshakes at this time and avoid groups of people. If you cannot, space out by at least 2 meters or 6 feet each.
- Avoid high traffic areas such as offices and lunch rooms at this time.
- Avoid going into Operators booths at this time.



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- Avoid touching high traffic hardware such as door knobs, door handles, window openers, etc. at this time.
- Work in your usual grade check areas as long as the lighting is sufficient, free of dangerous mobile equipment movements and the ground surface is level. Ideally, this location is away from any other mill activities and people.
- It is best to work with only one assistant at this time, with them being at the far end.
- At this time, you should not allow an assistant to work beside you.
- If the check load is less than 7 feet in length, perform grade check by yourself.
- When proof loading MSR lumber or testing Finger-jointed lumber, perform check by yourself unless you can practice proper social spacing in the testing room. The alternative is to mark MSR pieces for edge defect and allow the MSR Operator to test for you.
- When checking kiln charts and records, ensure proper social spacing in the Kiln Operators office or take kiln charts and records to an empty office to review.
- When checking HT certificates and backing documents, ensure proper physical distancing with the rest of the office staff, or take documents to an empty office to review.
- Do not share or borrow equipment or tools, consistent with the jobs that we do.
- Minimize travel and overnight stays in hotel rooms at this time.
- If an overnight stay in a hotel is required, phone ahead and reserve a room you are most comfortable in. Wipe down all hard surfaces such as door knobs, light switches, water taps, TV remote control, air conditioning controls, fridge handle etc. with disinfecting wipes before you start to use the hotel room.
- For breakfast and lunch, best to use drive-thru options at this time. For dinner, only visit establishments that are practicing proper social distancing for their customers.
- When filling up your lease vehicle with gas, use the paper towels they provide when using the credit card keypunch and gas filling nozzle.
- If flying on CMSA business, wear a mask and face shield at all times. Take disinfecting wipes to wipe down all hard surfaces around you.
- If staying in a hotel on CMSA business, wipe down all hard surfaces such as door knobs, light switches, water taps, TV remote control, air conditioning controls, fridge handle, etc. with disinfecting wipes before you start to use the hotel room.
- Only eat at restaurants that are practicing proper social distancing for their customers.
- If a taxi is required, wear a face mask and face shield, and wear nitrile gloves when in the vehicle.
- When purchasing a meal or service or item when on CMSA business, utilize the “tap” feature on your credit card or debit card. Avoid using cash at this time.



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Office Staff

- Fortunately, our office is large enough with two separate working areas, two smaller offices and a meeting room, so that proper social spacing can be practiced.
- When you get to work, wash your hands with soap and water or use the hand sanitizers provided before you start your work. Wash your hands with soap and water frequently throughout the day. Avoid touching your face with your hands.
- If someone is using the photocopier, color printer or postage machine, wait for them to finish before you start your work there.
- If someone is using the sink or the counter area, let them finish before you start your work or business there.
- Do not borrow or lend out your personal office stationary or equipment.
- A maximum of two people is any one office at this time; a maximum of three people in the meeting room at this time. If a meeting is required, ensure proper distancing or wear a face mask.
- Do not allow anyone who you do not know in the CMSA office at this time.
- Tell courier people to just leave our packages outside our office door and then bring in.
- Wipe down couriered packages with a disinfecting wipes before opening.
- Do not use the building communal showers at this time.
- If flying on CMSA business, wear a mask and face shield at all times. Take disinfecting wipes to wipe down all hard surfaces around you.
- If staying in a hotel on CMSA business, wipe down all hard surfaces such as door knobs, light switches, water taps, TV remote control, air conditioning controls, fridge handle, etc. with disinfecting wipes before you start to use the hotel room.
- Only eat at restaurants that are practicing proper social distancing for their customers.
- If a taxi is required, wear a face mask and face shield, and wear nitrile gloves when in the vehicle.
- When purchasing a meal or service or item when on CMSA business, utilize the “tap” feature on your credit card or debit card. Avoid using cash at this time.