

## APPENDIX B – Storing, Packaging and Delivering Masks for Employees

Effective Date: 24/04/2020

Last Revised: 23/04/2020

### Storing, Packaging and Delivering Masks

These instructions will guide employees on how to store surgical masks upon reception, package them into kits for the use of frontline personnel (LEs, OTS & Station) and distribute them.

#### ***Upon reception:***

##### **Storing**

1. Make sure that all the components listed in the expedition sheet (found in the delivery itself) are accounted for.
2. Acknowledge reception by sending an email to (for initial delivery):
  - a. [thierry\\_plamondon-tremblay@viarail.ca](mailto:thierry_plamondon-tremblay@viarail.ca)
3. Mask boxes should be stored in a dry and secure location. They should be kept secured to avoid theft.
4. Remember that masks are scarce in the current context. As VIA Rail encourages its frontline employee to wear mask, they should only be provided to employees as requested.
5. Local inventory of masks should be monitored to ensure that sufficient supply is always at hand. Use the consumption chart (sent in the initial delivery) to estimate your needs. Keep in mind that some of the masks deployed for the enactment of the Illness Control Plan can be re-purposed for the use of employees if needed. However, Mask stock should be maintained for the Illness Control Plan.
6. In the event that local inventory is running low, contact
  - a. [Helen\\_beros@viarail.ca](mailto:Helen_beros@viarail.ca)

#### ***Deploying the masks:***

##### **Packaging**

1. Before handling any masks or plastic bags, remember to wash your hands thoroughly with soap and water for 30 seconds in accordance with VIA Rail's guidelines.
2. Ensure that you are working in a sanitized and cleaned area.
3. Open a plastic bag.\*
4. Insert masks in all pre-opened plastic bags (for train personnel, you can use the consumption chart).\*



5. Close the pre-opened plastic bag.\*

After the initial delivery of mask, employee will simply have to request additional masks to refill their bag. Any handling of mask and mask bag should be done with cleaned hand in a sanitized environment.

**Delivering**

Frontline employees that wish to get mask for their own use should report to their assigned location. The following table gives the point of contact for the main distribution hub. Local distribution line can be implemented locally if needed, and should be coordinated by the distribution hub's point of contact.

Hub	Montreal	Toronto Union	Ottawa	Sudbury	Winnipeg
Point of Contact	Yvon Cazes	Michael Bringham	Emilie Boudreau	Michael Bringham	Brent Gibney
Manned Station	Montreal	Toronto	Ottawa	Sudbury junction	Winnipeg
	Dorval	Windsor	Fallowfield		The Pas
	Quebec	London	Brockville		Thompson
	Jonquiere	Cobourg	Kingston		Edmonton
	Senneterre	Oshawa	Belleville		Saskatoon
	Joliette	Oakville			Churchill
	St-Foy	Brantford			
		Kitchener			
		Capreol			
		Sudbury			
	Ste-Marys				

The managers of the employee demanding masks will provide them with a Ziploc bag (for initial delivery) with sufficient mask for their work assignment (see consumption chart below). This can vary widely from assignment to assignment, and, while no precise tracking of mask consumption must be maintained, any exaggerated use of mask should be flagged. Use the consumption chart as a reference.

*\*Step 3,4,5 should be performed in a sanitized and clean work area, by limiting contact with other objects after having washed your hands.*





The consumption chart below should be use for general guidance only. Mask usages may vary greatly based on operational needs. This chart is based of a consumption model, it should not take preaseance on operational needs and specificities.

Consumption Chart						
Train	From	To	Start	End	Mask for the entire trip (for 1 employee)	
					OTS	LEs
22	OTTW	QC	630	1222	8	5
39	QC	OTTW	1500	2102	8	5
63	MTL	TRT	855	1407	7	5
66	TRT	MTL	1515	2009	7	4
53	OTTW	TRT	1140	1603	6	4
44	TRT	OTTW	1420	1846	6	4
72	WD	TRT	905	1311	6	4
75	TRT	WD	1730	2156	6	4
84	SRN	TRT	610	1053	7	4
87	TRT	SRN	1740	2220	7	4
601	MTL	JONQ	815	1710	11	7
602	JONQ	MTL	1110	2015	12	7
603	MTL	SENN	815	1940	14	8
606	SENN	MTL	845	2015	14	8
185	SUD	WR	900	1705	11	7
186	WR	SUB	7	1550	18	10
693	WNG	CHL	1205	900	40	21
692	CHL	WNG	1930	1645	40	22

Can be adjusted to reflect the number of crew change by trip segments

For Station CE Employees  
10 masks per day (8 hour shift)