



KEMETCO
RESEARCH INC

COVID-19 Pandemic Safety Plan
VERSION: 6.0

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HISTORY OF REVISIONS

Version Number	Effective Date	Pages Revised	Reason for Revision
1	June 2, 2020	All	This is the original release.
2	November 6, 2020	6-7, 12, 15	1.5 Key Symptoms of COVID-19 (revised) 1.6 What to do if you have a fever or other key symptoms of COVID-19? (new) 4. Kemetco Visitor Policies (new) 7.6 General Policies (revised)
3	November 9, 2020	6-8, 13-14, 17-18, 21-25	1.3 Potential Impact of COVID-19 on Kemetco (new) 1.4 When to Self-Isolate (revised) 1.5 Symptoms of COVID-19 (revised) 1.6 What to do if you have a Fever or Other Symptoms of COVID-19? (revised) 4. Kemetco Visitor Policies (revised) 7.1 Daily Written Health Checks (new) 7.7 Reception Area Policies & Control Measures (revised) 7.11 Boardroom (revised) 8. Kemetco COVID-19 Risk Assessment & Control Measures (revised)
4	November 24, 2020	20, 25-29	7.5 Mask Requirements (new) 8.0 Daily Cleaning Checklists (new) 9.0 Kemetco COVID-19 Risk Assessment & Control Measures (updated)
5	January 11, 2021	7, 9 14, 17, 18, 22, 24, 25, 27, 28, 29	1.4 and 1.6 Cited the Potential Covid-19 Exposure Event Flow Chart (HS-F-1007). 4 Cited the Daily Health Check Visitors Form and its location in the Kemetco Library. Removed picture of checklist. 7.1 Cited the Daily Health Check for Staff form and its location in the Kemetco Library. Removed picture of checklist and specific information from checklist. 7.7 Removed the file name of the Lab Cleaning Checklist from the citation of where the checklist is saved. 7.8 Removed the file name of the Front Office Checklist from the citation of where the checklist is saved. 7.12 Removed the file name of the Boardroom Cleaning from the citation of where the checklist is

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			<p>saved.</p> <p>8 Listed the three cleaning checklists and cited the locations where the checklists are saved Removed the pictures of the checklists and the individual subsections for each checklist.</p> <p>9 Removed the file names from the citations of where the checklists are saved.</p> <p>11 Added “a at minimum” for updating this plan. Minor grammatical and formatting changes were made throughout the document.</p>
6	February 2, 2021	7-8, 14-15, 18-19	<p>1.4 Revised when to self-isolate</p> <p>1.5 Added details on fever when using Kemetco forehead temperature scanner.</p> <p>1.6 Clarified other symptoms of COVID-19.</p> <p>4 Visitor policy now includes temperature scan.</p> <p>7.4 Revised section on If workers show up with symptoms.</p>

TABLE OF CONTENTS

1.	ABOUT COVID-19	6
	1.1 What is COVID-19?.....	6
	1.2 What is the Current Situation?	7
	1.3 Potential Impact of COVID-19 on Kemetco	7
	1.4 When to Self-Isolate.....	7
	1.5 Symptoms of COVID-19	8
	1.6 What To Do If You Have a Fever or Other Symptoms of COVID-19?	8
	1.7 How it Spreads	9
2.	STATEMENT OF PURPOSE.....	11
3.	ROLES, RIGHTS, & RESPONSIBILITIES	11
	3.1 Employer Responsibilities	11
	3.2 Supervisor Responsibilities	12
	3.3 Worker	12
	3.3.1 Worker rights	12
	3.3.2 Worker responsibilities	13
4.	KEMETCO VISITOR POLICIES	14
5.	ON RISK ASSESSMENT	15
6.	HIERARCHY OF CONTROLS.....	15
7.	KEMETCO CONTROL MEASURES AND POLICIES	17
	7.1 Daily Written Health Checks	17
	7.2 Hand Washing	17
	7.3 Cough & Sneeze Etiquette	18
	7.4 If Workers Show Symptoms of COVID-19.....	18
	7.5 Mask Requirements	19

- 7.6 General Policies..... 19
- 7.7 All Laboratories & Warehouse..... 20
- 7.8 Reception Area Policies & Control Measures 21
- 7.9 Common Office Areas 21
- 7.10 Kitchen Policies & Control Measures..... 22
- 7.11 Washrooms 22
- 7.12 Boardroom 22
- 7.13 First Aid Room..... 23

- 8. DAILY CLEANING CHECKLISTS23**

- 9. KEMETCO COVID-19 RISK ASSESSMENT & CONTROL MEASURES24**

- 10. WORKER EDUCATION.....27**

- 11. WORKPLACE MONITORING27**

1. ABOUT COVID-19

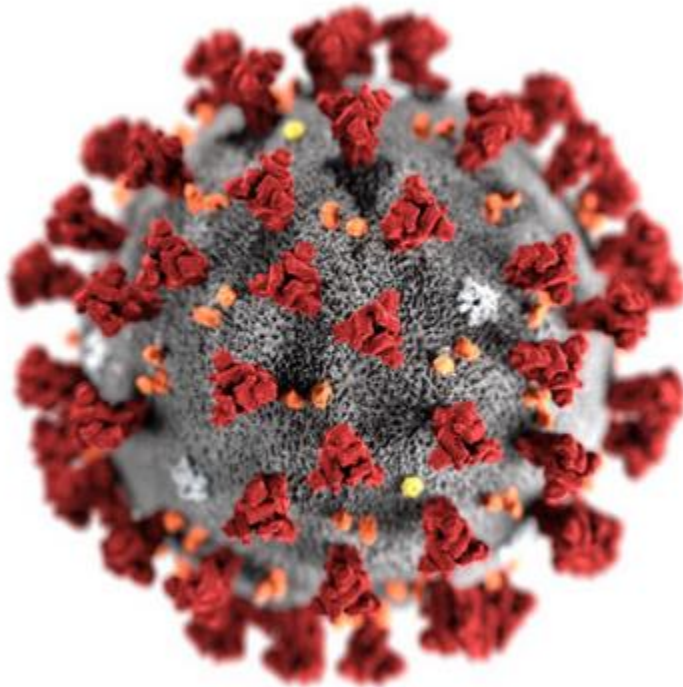
1.1 WHAT IS COVID-19?

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19.

While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases.

It is a virus that can cause respiratory illness and can lead to hospitalization and death. The effects of COVID-19 are expected to be much more severe than for seasonal influenza because most people will not have any immunity to the virus. Seniors and people with underlying health issues (including heart disease, diabetes and lung disease) are at a higher risk of hospitalization and death, but young and healthy people are also at risk.

For non-medical information about COVID-19, call 1-888-COVID19 (1-888-268-4319), 7:30am-8pm, 7 days a week.



1.2 WHAT IS THE CURRENT SITUATION?

COVID-19 has been declared a global pandemic and a public health emergency in British Columbia.

BC, Canada and many other countries continue to be in active containment mode through a series of public health measures including physical distancing, travel restrictions, and business and school closures to prevent the virus from spreading.

At the time of this writing, the Province of British Columbia's COVID-19 numbers are continuing to surge at an unprecedented rate.

1.3 POTENTIAL IMPACT OF COVID-19 ON KEMETCO

The COVID-19 pandemic could have devastating impacts on Kemetco. Anyone who is carrying the COVID-19 virus, whether asymptomatic, pre-symptomatic, or symptomatic, could unwittingly spread this contagion to others. This could lead to a temporary or longer shutdown of business, financially impacting all employees and clients.

The virus is potentially lethal and has the potential to make survivors suffer long-term health consequences, including those to the heart, lungs, and brain. The virus threatens all employees, visitors, and their housemates, families, and loved ones.

It is absolutely essential that all of us take the threat of this virus seriously and act accordingly.

1.4 WHEN TO SELF-ISOLATE

Employees are required to self-isolate at home and self-monitor for symptoms:

- For 14 days, if they have returned from travel outside Canada, or
- For 14 days, if they have been in close contact with someone who has tested positive for the virus, or
- For the number of days they are told to isolate, if told to isolate by Public Health, or
- For 10 days after the onset of symptoms and when feeling better if employee tests positive for COVID-19, or
- For 10 days after the onset of symptoms (either fever or any two symptoms) if a COVID-19 test is recommended for employee, but test is not done. Employee may return to work when feeling well enough.
- For more information, please refer to the Potential Covid-19 Exposure Event Flow Chart (HS-F-1007).

1.5 SYMPTOMS OF COVID-19

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold.

Key Symptoms of Illness	Other Symptoms of Illness
<ul style="list-style-type: none"> ◆ Fever* ◆ Chills ◆ New cough or worsening of chronic cough ◆ Shortness of breath ◆ Loss of sense of smell or taste ◆ Diarrhea ◆ Nausea or vomiting 	<ul style="list-style-type: none"> ◆ Sore throat ◆ Runny nose ◆ Headache ◆ Fatigue ◆ Muscle aches ◆ Stuffy nose ◆ Conjunctivitis (pink eye) ◆ Dizziness, confusion ◆ Abdominal pain ◆ Skin rashes or discolouration of fingers/toes
<p>*Average normal body temperature taken orally is ~37°C. Using Kemetco’s forehead thermometer, a reading of 37.4°C–37.9°C is considered high (not necessarily feverish, although a fever might be developing) and will flash YELLOW. The thermometer will flash RED with a reading ≥38°C, indicating fever.</p>	

Symptoms can range from **mild to severe**. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days. People infected with COVID-19 may also experience gastrointestinal symptoms like diarrhea, nausea and vomiting a few days after the onset of the above symptoms. If you only have gastrointestinal symptoms you may not have COVID-19.

1.6 WHAT TO DO IF YOU HAVE A FEVER OR OTHER SYMPTOMS OF COVID-19?

Excluding fever, employees experiencing any Key Symptoms of Illness, or two or more other symptoms of illness, are required to stay home for 24 hours from when the symptom started. If symptom(s) improve(s) within that 24 hour period, the employee may return to work when feeling well enough. If the symptom(s) persist(s) or worsen(s), the employee is to seek a health assessment.

Employees with fever, or experiencing two or more symptoms of illness, must not report to work and must seek a health assessment (i.e., call 8-1-1 or visit a primary care provider such as a physician or nurse practitioner). If a COVID-19 test is recommended by the health assessment, the employee is not to return to work until COVID-19 has been excluded and symptoms have improved.

- If the COVID-19 test is **positive**, employee is to stay at home until told by public health to end self-isolation (~10 days after onset of symptoms).
- If the COVID-19 test is **negative**, employee may return to work once symptoms have improved.
- If a COVID-19 test is **recommended but is not done**, and symptoms are not related to a previously diagnosed health condition, employee is to stay home until 10 days after the onset of symptoms and may return to work when feeling well enough.

The BC COVID-19 Self-Assessment Tool is available online (<https://bc.thrive.health/>) for anyone that develops symptoms and can be used to help determine if you need further assessment or testing for COVID-19. Testing is especially important for groups that are more vulnerable to complications from COVID-19, or people who care for these individuals. For more information on whether you should be tested, call 8-1-1.

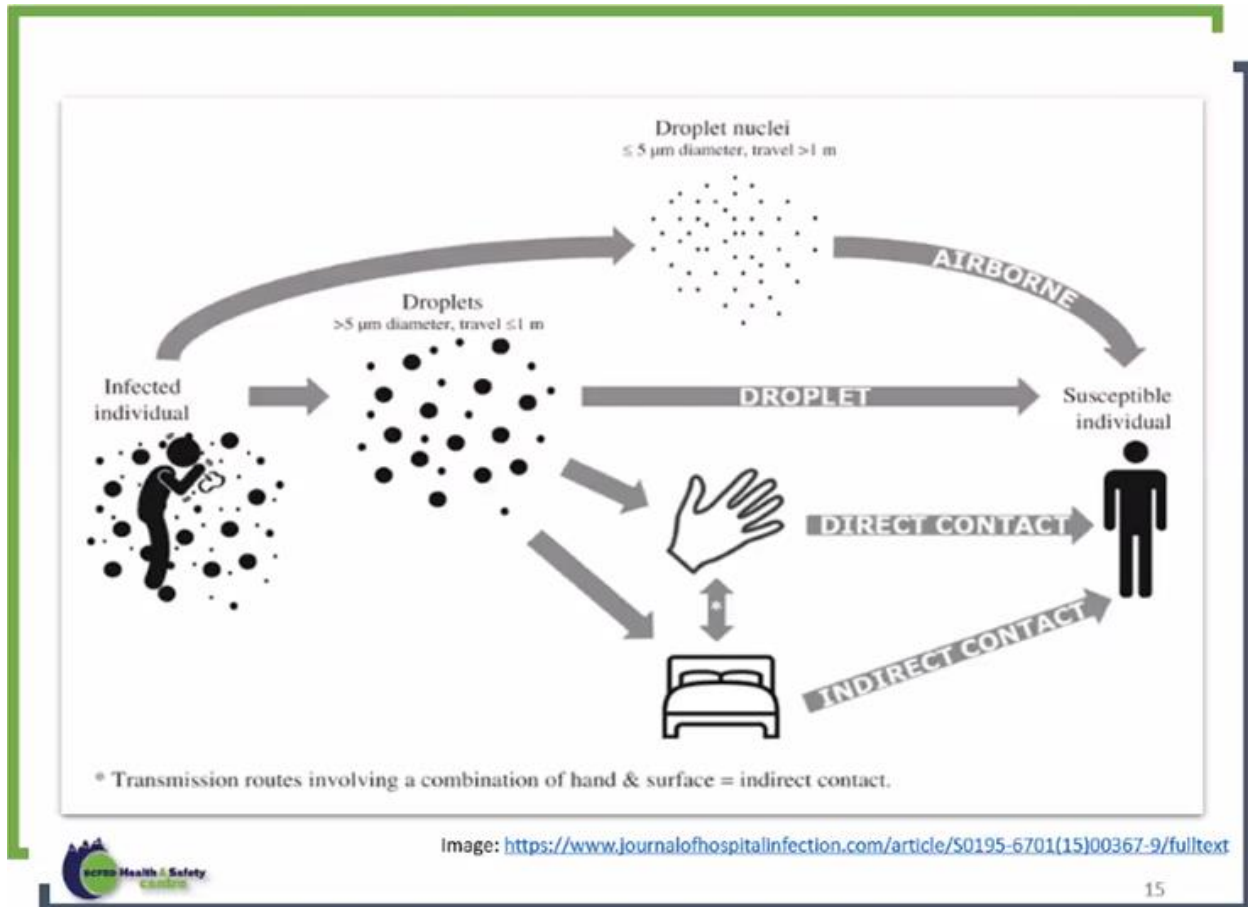
If you develop symptoms, you will need to self-isolate for a minimum of 10 days after symptom onset so you do not potentially spread the disease to others. Self-monitor for new symptoms during this period.

For more information, please refer to the Potential Covid-19 Exposure Event Flow Chart (HS-F-1007).

1.7 HOW IT SPREADS



Three primary routes of transmission are anticipated for COVID-19, all of which need to be controlled. These include contact, droplet, and airborne transmission.



Breathing in droplets in the air

It is possible for coronavirus to be transmitted through airborne transmission. If somebody coughs or sneezes, they do generate droplets which are airborne for at least a short period of time but do not float in the air and generally fall to the ground within one to two meters. Anybody who is near the individual may risk breathing in these droplets. Physical distancing (maintaining 2 meters of distance from other people at all time) will reduce the risk of this occurring.

Close Contact

Close contact refers to physical contact with another person, for example shaking hands or hugging. When people cough or sneeze, droplets may deposit on their skin or clothing, especially if they cough or sneeze into their hands. People who are carriers of COVID-19 may transfer the virus from their hands or clothing to others during close contact.

Surface Contact

Surfaces can become contaminated when droplets carrying COVID-19 deposit on them, or when they are touched by a person who is infected. Surface contact involves a worker touching a contaminated object such as a table, doorknob, telephone, or computer keyboard or tool, and then touching the eyes, nose, or mouth.

Surface contact is important to consider because COVID-19 can persist for several days on surfaces. Coronavirus can land on surfaces and remain active for up to 72 hours on hard surfaces such as stainless steel, or up to 24 hours on porous surfaces such as cardboard.

2. STATEMENT OF PURPOSE

Kemetco is dedicated to the maintaining the health and safety of its workers, clients, and vendors, and is actively monitoring daily developments and insights during this COVID-19 pandemic. We understand that eliminating exposure to the virus at our facility also serves to prevent disruptions to our business's operation.

Kemetco is adhering to official guidance, provided by the World Health Organization (WHO), the Public Health Agency of Canada (PHAC), the Centers of Disease Control and Prevention (CDC), the British Columbia Centre for Disease Control (BCCDC), and our local health authorities.

Kemetco will continue to closely observe recommendations from health authorities as the COVID-19 situation evolves and adjust preparedness and response measures accordingly.

3. ROLES, RIGHTS, & RESPONSIBILITIES

When it comes to health and safety, everyone in the workplace has distinct responsibilities. Whether you're an owner, employer, supervisor, prime contractor, or worker, you have a role to play in keeping the workplace safe. As a worker, you have rights to a safe and healthy workplace, which includes the right to refuse unsafe work.

3.1 EMPLOYER RESPONSIBILITIES

Whether a business is large or small, the law requires that it be a safe and healthy place to work. If you are an employer, it is your responsibility to ensure a healthy and safe workplace.

- ◆ Establish a valid occupational health and safety program.
- ◆ Train your employees to do their work safely and provide proper supervision.
- ◆ Provide supervisors with the necessary support and training to carry out health and safety responsibilities.
- ◆ Ensure adequate first aid equipment, supplies, and trained attendants are on site to handle injuries.

- ◆ Regularly inspect your workplace to make sure everything is working properly.
- ◆ Fix problems reported by workers.
- ◆ Transport injured workers to the nearest location for medical treatment.
- ◆ Report all injuries to WorkSafeBC that required medical attention.
- ◆ Investigate incidents where workers are injured or equipment is damaged.
- ◆ Submit the necessary forms to WorkSafeBC.

3.2 SUPERVISOR RESPONSIBILITIES

Supervisors play a key role with very specific health and safety responsibilities that need to be understood.

A supervisor is a person who instructs, directs, and controls workers in the performance of their duties. A supervisor can be any worker — management or staff — who meets this definition, whether or not he or she has the supervisor title. If someone in the workplace has a supervisor's responsibilities, that person is responsible for worker health and safety.

- ◆ Ensure the health and safety of all workers under your direct supervision.
- ◆ Know the WorkSafeBC requirements that apply to the work under your supervision and make sure those requirements are met.
- ◆ Ensure workers under your supervision are aware of all known hazards.
- ◆ Ensure workers under your supervision have the appropriate personal protective equipment, which is being used properly, regularly inspected, and maintained.

3.3 WORKER

On a worksite, everyone has varying levels of responsibility for workplace health and safety. You should know and understand your responsibilities — and those of others. If you're a worker, you also have three key rights.

3.3.1 Worker rights

- ◆ The right to know about hazards in the workplace.
- ◆ The right to participate in health and safety activities in the workplace.
- ◆ The right to refuse unsafe work.*

*By law, employers are prohibited from penalizing workers for raising a health and safety issue.

3.3.2 Worker responsibilities

As a worker, you play an important role in making sure you — and your fellow workers — stay healthy and safe on the job. As a worker, you must:

- ◆ Workers must promptly report any symptoms of COVID-19 to their manager or supervisor and the first aid attendant.
- ◆ Be alert to hazards. Report them immediately to your supervisor or employer.
- ◆ Follow safe work procedures and act safely in the workplace at all times.
- ◆ Use the protective clothing, devices, and equipment provided. Be sure to wear them properly.
- ◆ Co-operate with joint occupational health and safety committees, worker health and safety representatives, WorkSafeBC prevention officers, and anybody with health and safety duties.
- ◆ Get treatment quickly should an injury happen on the job and tell the health care provider that the injury is work-related.
- ◆ Follow the treatment advice of health care providers.
- ◆ Return to work safely after an injury by modifying your duties and not immediately starting with your full, regular responsibilities.
- ◆ Never work under the influence of alcohol, drugs or any other substance, or if you're overly tired.

4. KEMETCO VISITOR POLICIES

- ◆ All visitors are required to complete a site safety induction on their first day.
- ◆ All Kemetco visitors must complete a written daily health check upon entry (Kemetco Daily Health Check for Visitors HS-F-1003).
- ◆ All visitors must have their temperature taken upon arrival. If their temperature is not within the acceptance criteria listed on the Kemetco Daily Health Check for Visitors form (HS-F-1003), they will not be permitted to stay on the premises.
- ◆ The Daily Health Check for Visitors can be found in the server folder within the Kemetco Library Drive: Z:\Controlled Documents\Health and Safety\Forms\Current\
- ◆ Visitors experiencing any symptoms of COVID-19 illness are not permitted on site.
- ◆ Any visitors who develop symptoms on-site must inform Kemetco management and a first aid attendant and leave the building.
- ◆ All visitors must sign-in each day at reception.
- ◆ All visitors must provide a phone number for contact tracing.
- ◆ All visitors are required to read the latest version of the Kemetco COVID-19 Pandemic Safety Plan and to send a confirmatory email to Karen Eickhoff <keickhoff@kemetco.com> in advance of their visit.
- ◆ All visits must be prescheduled and preapproved by Kemetco Health & Safety.
- ◆ All visitors must respect posted occupancy limits.
- ◆ A **maximum** of four visitors (i.e., clients, vendors, guests) are permitted onto the Kemetco premises per day.
- ◆ A **maximum** of two visitors from any company are permitted onto the Kemetco premises per day.
- ◆ All visitors must maintain a physical distance of two meters (six feet) from others wherever possible.
- ◆ All visitors are required to wear masks on-site, unless eating. Masks are available upon request at reception. Triple-layer fabric masks or surgical style masks are preferred.
- ◆ Visitors must wear appropriate PPE when working in the labs (i.e., lab coats, close-toed shoes or boots, gloves, safety glasses or glasses with face shields).
- ◆ Visitors may not wear lab coats, coveralls, or other protective clothing in the kitchen or boardrooms.
- ◆ Visitors must promptly inform a First Aid Attendant if they become injured while working on-site, however minor.

- ◆ Visitors must inform a Kemetco manager if they develop COVID-19 within 14 days of working on-site.
- ◆ Visitors must promptly complete an accident/incident investigation report if they are involved in or witness to an accident, incident, or near-miss, and provide this to a Health & Safety Representative or to reception.

5. ON RISK ASSESSMENT

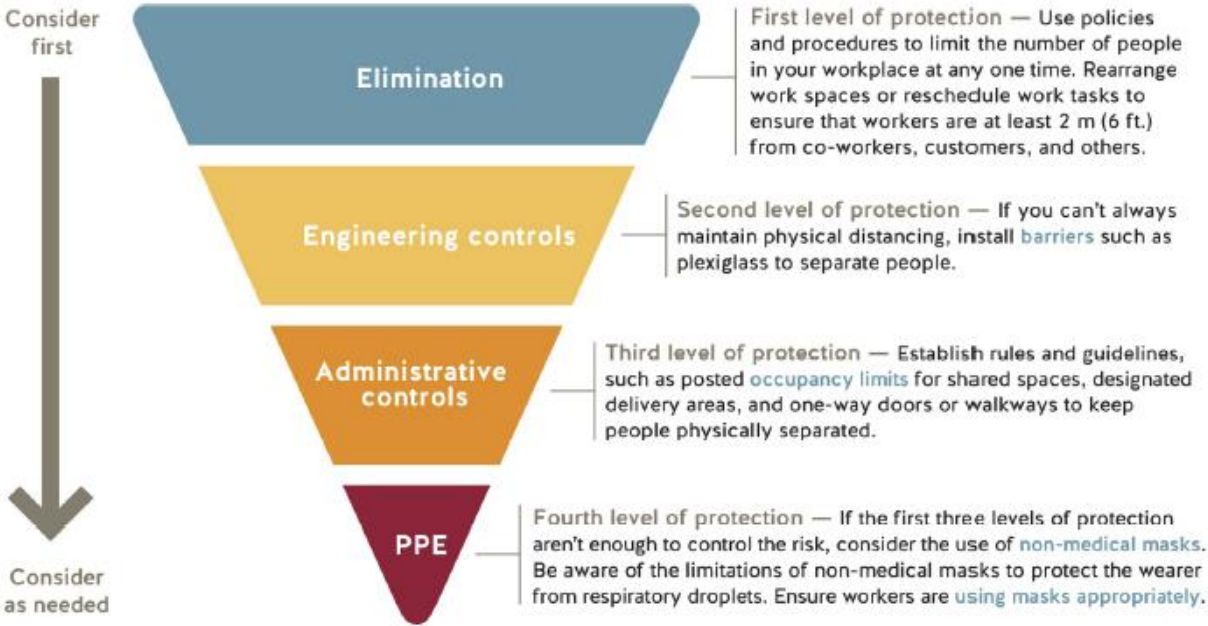
Risk assessments must be conducted by a QUALIFIED PERSON. A qualified person is defined as “being knowledgeable of the work, the hazards involved and the means to control the hazard, by reason of education, training, experience, or a combination thereof.” The risks and control measures presented in this COVID-19 Safety Plan have been compiled by the Kemetco Health & Safety Committee, which consists of employer and employee representatives that are qualified to speak and evaluate measures across the job tasks and areas presented.

The risk should be assessed first without and then with the consideration of control measures.

6. HIERARCHY OF CONTROLS

To reduce the risk of the virus spreading through droplets in the air, Kemetco (the joint health & safety committee, together with management and staff) is implementing protocols to protect against identified risks. Different protocols offer different levels of protection. Wherever possible, everyone should use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn’t practicable or does not completely control the risk. Likely, controls from various levels to address the risk on site.

Risks and risk reduction strategies will continue to evolve as the pandemic progresses. Please actively consider how to reduce risks and communicate any strategies or suggestions with the health & safety committee for review/implementation.



7. KEMETCO CONTROL MEASURES AND POLICIES

7.1 DAILY WRITTEN HEALTH CHECKS

As of November 7, all employees are required to complete a written health survey upon reporting to work each day, until further notice (Kemetco Daily Health Check for Staff (HS-F-1002)).

The Daily Health Check for Visitors (HS-F-1002) can be found in the server folder within the Kemetco Library Drive: Z:\Controlled Documents\Health and Safety\Forms\Current\.

In addition, employees will be required take their temperature upon arrival at work and record it on the Kemetco Daily Health Check for Staff form (HS-F-1002). If their temperature is not within the acceptance criteria listed on the Kemetco Daily Health Check for Staff form (HS-F-1002), they will not be permitted to work for a minimum of 24 hours and their body temperature has returned to normal without the use of medication . For more information on the next steps to take, please refer to Potential Covid-19 Exposure Event Flow Chart (HS-F-1007) and Section 1.6 of this document.

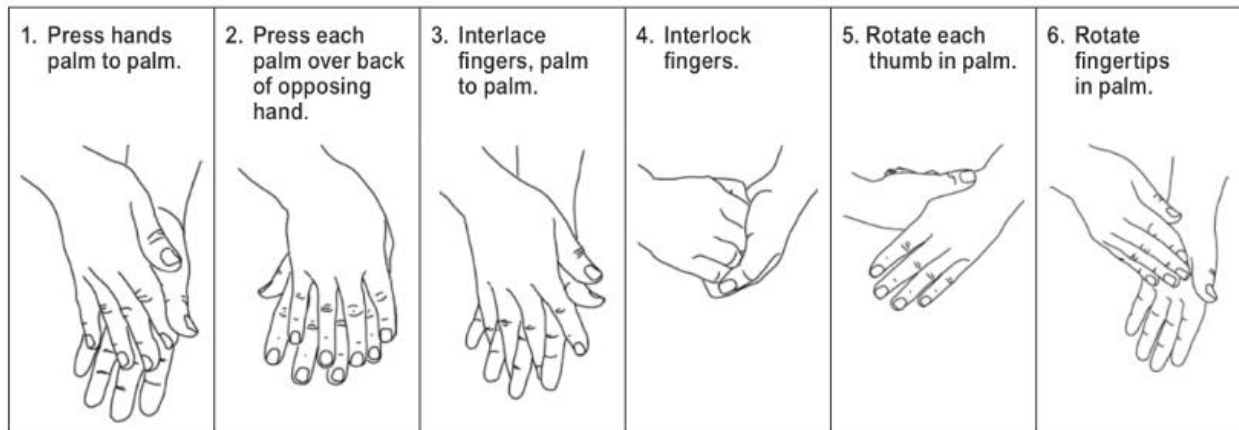
7.2 HAND WASHING

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body—particularly the eyes, nose, and mouth—or to other surfaces that are touched.

Wash your hands immediately:

- ◆ Before leaving a work area
- ◆ After handling materials that may be contaminated
- ◆ Before eating, drinking, smoking, handling contact lenses, or applying makeup.

Hand Washing Procedure



Use soap and warm running water. (It doesn't have to be hot to do the job.) If water is unavailable, use a waterless hand cleanser that has at least 60% alcohol.

7.3 COUGH & SNEEZE ETIQUETTE

Workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

- ◆ Educate workers in control measures, including hand washing.
- ◆ Post signs at entry points to instruct everyone about control measures.
- ◆ Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- ◆ Use tissues to contain secretions and dispose of them promptly in a waste container.
- ◆ Offer surgical masks to people who are coughing.
- ◆ Turn your head away from others when coughing or sneezing.
- ◆ Wash hands regularly.

7.4 IF WORKERS SHOW SYMPTOMS OF COVID-19

If workers are ill with COVID-19, they must stay home (see Section 1.6. What to do if you have a fever or symptoms of COVID-19). If they develop symptoms of COVID-19 while at work, they must leave the workplace immediately and notify their manager. The manager must notify a first aid attendant so that onset of illness can be documented formally. Workers should only return to the workplace once they have recovered from COVID-19 (at least 10 days after the onset of symptoms). Workers must inform their manager or supervisor if they are ill with COVID-19.

Workers who suspect they may have COVID-19 should use the BC Self-Assessment Tool: <https://covid19.thrive.health> or call 811 for assistance.

For more information, please refer to the Potential Covid-19 Exposure Event Flow Chart (HS-F-1007).

7.5 MASK REQUIREMENTS

Provincial-wide restrictions last updated on November 24, 2020 include mask restrictions (<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/restrictions#pho-order>).

Masks are now required for everyone in all public indoor settings and workplaces. People who cannot put on or remove a mask on their own are exempt. Employers are expected to inform customers and employees of the mandatory mask policy.

Masks are required in all workplaces for shared work areas and areas where physical distancing cannot be maintained. This includes:

- ◆ Kitchens
- ◆ Hallways
- ◆ Break rooms
- ◆ Customer (Reception) counters

At Kemetco, **all staff must wear masks on-site**, unless eating, or at their desk in an enclosed, private office, or alone in a boardroom or lab. Triple-layer face masks and surgical masks are preferred.

7.6 GENERAL POLICIES

- ◆ Workers will promptly report any symptoms of COVID-19 to their manager or supervisor and the first aid attendant.
- ◆ Requirement for employees to self-isolate at home for 14 days and self-monitor for symptoms, or for 10 days after the onset of symptoms, whichever is longer:
- ◆ If they have returned from travel outside Canada, or
- ◆ If they might have been in close contact with someone who has tested positive for the virus.
- ◆ Requirement for employees to stay at home if sick, until they no longer have symptoms.
- ◆ All staff must keep safe distance (≥ 2 m) from each other, wherever possible.
- ◆ **All staff must wear masks on-site**, unless eating, or at their desk in an enclosed, private office, or alone in a boardroom or lab. Triple-layer face masks and surgical masks are preferred.

- ◆ Kemetco has suspended all business travel and participation in conferences.
- ◆ Staff must observe any posted occupancy limits (e.g., six for the large boardroom, four in the smaller boardroom, six in the kitchen).
- ◆ Staff are to follow any posted instructions for uni-directional flow within the facility.
- ◆ Kemetco has limited the number of people at the workplace by enabling all staff who can work from home to do so.
- ◆ Meetings with visitors are to be held virtually or via teleconference, rather than in person.
- ◆ If there are guests that must be on the premises, the Kemetco host MUST inform reception staff and the Joint Health & Safety Committee with as much advance notice as possible, for preparation and so that other staff can be made aware (see Section 4. Kemetco Visitor Policies)
- ◆ An email to all H&S committee members and the office manager must state:
 - ◆ Who is expected?
 - ◆ Who is hosting?
 - ◆ What their visit purpose is
 - ◆ How long their visit will be
- ◆ The Kemetco staff member who is hosting the visitor must provide visitor a copy of this safety plan and/or ensure the visitor is aware of all control measures
- ◆ Supervisors and staff are to be extra vigilant in assisting colleagues by reminding them to maintain adequate social distance and to follow outlined control measures, in case it is observed people are becoming too relaxed and/or forgetful of the potential seriousness of the pandemic.

7.7 ALL LABORATORIES & WAREHOUSE

- ◆ Technicians must keep safe distance (≥ 2 m) from each other while in lab.
- ◆ Masks must be worn when working in the labs, unless working alone.
- ◆ If anyone enters lab with intent to touch anything, disposable gloves MUST be worn. Do not touch face.
- ◆ Door handles and light switches of labs and lab hallway must be sanitized at least twice daily (morning & afternoon), and this should be documented.
- ◆ Lab coats must be hung on racks with some space in between (i.e., not touching each other, in case the sleeves contain viral matter if someone sneezed into the elbows). Extra lab coat racks have been installed to provide this extra space.
- ◆ The laundry hamper for soiled lab coats has been moved to avoid contamination with clean lab coats.

- ◆ Daily cleaning checklist for the labs can be found here: Z:\Controlled Documents\Health and Safety\Forms\Current\

7.8 RECEPTION AREA POLICIES & CONTROL MEASURES

- ◆ As of November 7, all staff are required to complete a written daily health survey.
- ◆ Instructions are posted outside to prohibit people from entering the building if they have symptoms.
- ◆ People must remain ≥ 2 m from front desk until a plexiglass barrier is installed.
- ◆ All couriers must leave packages just inside front door, not at reception desk.
- ◆ Staff will no longer sign for packages; instead provide name for receipt.
- ◆ Common pen for sign in is removed—visitor/guest to sign in using their own pen or ask office manager to do so.
- ◆ A stand just inside the reception door will be established, containing sanitizer for people entering premises.
- ◆ A plexiglass barrier has been installed at the reception desk.
- ◆ All guests, such as visiting technicians, must wear a mask they brought or wear the mask that is provided.
- ◆ All building entrants may be subjected to a temperature scan and must complete a written health survey, and will be subjected to a temperature scan (see 4. Kemetco Visitor Policies).
- ◆ Candy bowls will be removed until after the pandemic.
- ◆ Frequent sanitizing of front desk.
- ◆ Daily cleaning checklist for the front office area can be found here: Z:\Controlled Documents\Health and Safety\Forms\Current\

7.9 COMMON OFFICE AREAS

- ◆ All employees in office areas must remain at designated seats and not gather casually to socialize at one station -- a distance of ≥ 2 m must be kept between people.
- ◆ All employees must wear masks while on-site, unless eating or sitting in an enclosed, private office or in the boardroom alone. Regular safety masks or cotton masks okay, N95 masks not required but can be worn if working in a lab.
- ◆ All employees should have access to sufficient hand sanitizer and surface cleaning reagents near their workstations.

- ◆ All employees should be diligent in practicing regular effective handwashing procedures and/or using sanitizer ($\geq 60\%$ isopropyl alcohol or ethanol).
- ◆ If employee needs to sneeze or cough, this needs to be done into elbows, as posted. If sneezes or coughs may be infection-related (e.g., due to feeling unwell and not due to something lodged in throat), employee must immediately report to supervisor and first aid attendant on duty for further instructions.

7.10 KITCHEN POLICIES & CONTROL MEASURES

- ◆ Kemetco has established an occupancy limit of six people at any one time in the kitchen, up to four people eating spaced one person per table, and up to two people present either heating/preparing food or washing dishes.
- ◆ People who are not seated at tables must maintain a physical distance of ≥ 2 meters from one another.
- ◆ After eating in lunchroom, sanitize your table surface.
- ◆ Use a paper towel to touch common surfaces.
- ◆ After touching common surfaces, such as microwave buttons or coffee maker handle, spray and wipe surface.
- ◆ Anyone in the kitchen must be wearing a mask (such as when preparing coffee or heating food or washing dishes). The exception is if the employee is sitting at a table eating.

7.11 WASHROOMS

- ◆ Staff must always wash hands with every visit, in accordance with posted instructions.

7.12 BOARDROOM

- ◆ Meetings should only be held if necessary.
- ◆ All staff in boardroom must maintain a ≥ 2 m distance from each other.
- ◆ No visitors or guests unless absolutely necessary.
- ◆ After using boardroom, staff must sanitize their seating area, and other surfaces that may have been touched, such as computer mouse and boardroom telephone.
- ◆ The occupancy limit is six in the large boardroom and four in the smaller boardroom at one time.
- ◆ Masks must be worn in the boardroom unless eating or alone.

- ◆ Daily cleaning checklist for the boardrooms can be found here: Z:\Controlled Documents\Health and Safety\Forms\Current\

7.13 FIRST AID ROOM

- ◆ Follow posted revised hands-only CPR procedures for COVID19 pandemic:
 - ◆ chest compressions only
 - ◆ no rescue breaths
 - ◆ FAA to not place ear and cheek close to patient's mouth to listen or feel for breathing – observe chest for breathing only
 - ◆ AED okay
- ◆ Follow posted revised procedures for first aid attendants:
 - ◆ keep ≥ 2 m distance when possible
 - ◆ provide patient with needed tools and direct patient to self-treat from distance
 - ◆ if closer attention to patient is required, wear lab coat, face shield and mask or eye protection and mask
 - ◆ sanitize all equipment with 60% isopropyl alcohol or soap/water afterwards

8. DAILY CLEANING CHECKLISTS

Common areas are to be cleaned daily. Checklists are used to confirm cleaning for the front office, boardroom, and lab. The checklists can be found in the server folder within the Kemetco Library Drive: Z:\Controlled Documents\Health and Safety\Forms\Current\

1. Daily Front Office Cleaning Checklist (HS-F-1004)
2. Boardroom Cleaning Checklist(HS-F-1005)
3. Lab Cleaning Checklist (HS-F-1006)

9. KEMETCO COVID-19 RISK ASSESSMENT & CONTROL MEASURES

Area	Task	Possible Route of Exposure	Risk Level (before & after control)	Control Measure
Reception area	Deal with deliveries, couriers, visitors, and employees	Airborne: Couriers typically wear gloves, no mask.	H/M	<ul style="list-style-type: none"> All couriers must drop packages just inside front door, not at reception desk. Remove common pen, candy bowl. Frequent sanitizing of front desk. Stand near the door with sanitizer and masks for people that must enter premises. Post sign outdoors with instructions to not enter with symptoms, and to remain ≥2 m from front desk. Installation of plexiglass barrier at reception desk. Daily cleaning checklist for the front office area can be found here: Z:\Controlled Documents\Health and Safety\Forms\Current\
Kitchen	Staff preparing food/coffee, eating, washing dishes	Airborne, Contact	M/L	<ul style="list-style-type: none"> Limit to one person per table. Person must sanitize table when finished eating. Sanitize microwave or touched common areas after use Post sign of max occupancy six people in kitchen. (4 sitting, 2 other, such as washing dishes/using microwave) Anyone in the kitchen must be wearing a mask (such as when preparing coffee or heating food or washing dishes). The exception is if the employee is sitting at a table eating.
Common	Data entry,	Airborne,	M/L	<ul style="list-style-type: none"> Seating arrangement should endeavor to maintain social distance. If seated at

Area	Task	Possible Route of Exposure	Risk Level (before & after control)	Control Measure
office area	eating lunch, paperwork	Contact		<p>an assigned desk that is too close to another, masks must be worn. Installation of plexiglass barriers may be requested.</p> <ul style="list-style-type: none"> • Employees must not casually gather at one desk for chatting – a distance of ≥ 2 m must be kept between people • All staff must wear masks at all times on-site, unless eating or at their desk in an enclosed, private office, or alone in a boardroom.
Washroom	Personal business	Airborne, Contact	M/L	<ul style="list-style-type: none"> • Post sign in each washroom instructions to wash hands. • Staff must follow handwashing instructions
All Labs	Technical work	Airborne, Contact	M/L	<ul style="list-style-type: none"> • Technicians must keep safe distance (≥ 2 m) from each other while in lab • Masks must be worn when working in the labs, unless working alone. • If anyone enters lab with intent to touch anything, disposable gloves MUST be worn. Do not touch face. • Door handles and light switches of labs and lab hallway must be sanitized at least twice daily (morning & afternoon) • Daily cleaning checklist for the labs can be found here: Z:\Controlled Documents\Health and Safety\Forms\Current\
First Aid room	First Aid administration	Airborne, Contact	H/M	<ul style="list-style-type: none"> • Follow posted revised hands-only CPR procedures for COVID19 pandemic (chest compressions only, no rescue breaths, FAA to not place ear and cheek close to patient’s mouth to listen or feel for breathing –observe only, AED okay) • Follow posted revised procedures for first aid attendants (keep distance when possible, directing patient to self-treat, or else wear lab coat, face shield and mask or eye protection and mask, sanitize all equipment with 70% isopropyl alcohol or soap/water afterwards) • All FAAs, and patients depending on nature of injury, must be wearing masks

Area	Task	Possible Route of Exposure	Risk Level (before & after control)	Control Measure
Boardroom	Meetings	Airborne, Contact	M/L	<ul style="list-style-type: none"> • Keep a ≥ 2 m distance between meeting attendants. • No visitors or guests unless absolutely necessary • Max of six guests in the main boardroom, max of four guests in small boardroom • Masks must be worn if others are present. • Daily cleaning checklist for the boardroom can be found here: Z:\Controlled Documents\Health and Safety\Forms\Current

10. WORKER EDUCATION

- ◆ Workers will be informed how to keep themselves safe while at work.
- ◆ All workers have received the policies for staying at home when sick.
- ◆ Signage has been posted throughout the facility, including occupancy limits and effective hygiene practices.
- ◆ Signage has been posted at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- ◆ Supervisors will be informed that they must monitor workers and the workplace to ensure policies and procedures are being followed.

11. WORKPLACE MONITORING

- ◆ The Health & Safety Committee and all staff will work together to monitor risks.
- ◆ If new areas of concern are identified, or if control measures are not working, policies and procedures will be updated.
- ◆ The Health & Safety Committee will be involved in resolving safety issues.
- ◆ Workers will promptly report any symptoms of COVID-19 to their manager or supervisor and the first aid attendant on duty.
- ◆ Kemetco will keep records of any exposures, including first aid records
- ◆ The Kemetco COVID-19 Pandemic Safety Plan will be reviewed by the Health & Safety Committee, at a minimum, every three months and update it as necessary, such as when information from the BCCDC or the PHO changes.