

To: All Prime Employees, Managers, Contractors and Visitors  
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This plan outlines policies and procedures designed to navigate the safe, gradual return to office work while continuing to adhere to applicable government restrictions and orders.

**Pandemic (Covid-19) Policies:**

During times of public health emergency, all Prime Engineering employees are expected to adhere to directives from the applicable government and health authorities.

Directives of Government of BC Public Health Officer in -force at November 20, 2020

- Stay at home and keep a safe distance from family when you have cold or flu symptoms, including:
  - Coughing
  - Sneezing
  - Runny nose
  - Sore throat
  - Fatigue
- No handshaking or hugs outside of the people you live with
- Practice good hygiene, including:
  - Regular hand washing
  - Avoiding touching your face
  - Covering coughs and sneezes
  - Disinfect frequently touched surfaces
- Keep physical distancing, as much as possible when in the community
- Wear a mask in all indoor public spaces including all common areas of the workplace, retail outlets, public buildings, etc.
- Avoid social gatherings of friends and family who don't live with you
- Stay home and away from others if you have cold or flu symptoms

If you are at greater risk (over the age of 60 or with underlying medical conditions), be informed of your risk, think through your risk tolerance and take extra precautions.

The following people should not enter the workplace:

- Anyone who has symptoms of COVID-19, or has had symptoms within the past 10 days and has not confirmed a negative test for Corona virus.
- Anyone who has travelled outside of Canada within the last 14 days
- Anyone who has been identified by Public Health as a close contact of someone with COVID-19
- Anyone who has been told to isolate by Public Health

**\*\*Effective February 24, 2021 until further notice, it is mandatory that all Prime Employees do a daily physical health check using the PreWork Screen application. All six questions on the application MUST be answered. If you receive a non-passing assessment, contact HR or your manager immediately, do not proceed to any Prime Engineering Ltd. offices, project worksites, or client locations.**

Anyone experiencing the symptoms below must not enter Prime offices or any related work-sites or client premises and must follow these guidelines:

- stay at home;
- log in to the government online Covid 19 self-assessment tool;  
(<https://bc.thrive.health/covid19/en>) and/or call 811 (online tool may advise to call 811)
- if the online tool or 811 advise you to get a Covid 19 test then do so. Please do not return to the office until your symptoms have completely cleared AND you have a negative result.
  - OR
- If the self-assessment tool and/or 811 indicates that a Covid 19 test is not necessary, then stay home until your symptoms are completely clear before returning to the office.

Symptoms:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing

Other symptoms may include:

- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

### **SELF-MONITORING, SELF-ISOLATION, AND ATTENDANCE:**

- Without exception, Prime employees are expected to stay at home from work if they are sick (even if it is not suspected to be Covid-19), are experiencing cold or flu symptoms, or have been directed by a health-care professional to self-isolate (quarantine).
- An employee must remain home until all symptoms have passed and continue to self-monitor for the development of new symptoms. Once an employees' symptoms disappeared, they should stay in self-isolation for 10 days past the disappearance of symptoms or have a Covid19 test completed and returned with a negative result.
- If an employee is experiencing cold / flu symptoms, or has been instructed to self-isolate, but feels well enough to work from home, and if their position is structured such that this is possible, they should speak with their direct manager about making arrangements to do so.
- If an employee has been in close contact with someone that has been confirmed to have Covid-19, or shares living quarters with someone that has a presumptive or confirmed case of Covid-19, they are required to self-isolate for 14 days. If they develop symptoms within that 14-day period, they must remain in isolation for 10 days after symptoms disappear.
- If an employee is living with someone who is experiencing cold/flu symptoms, they should self-monitor, but they can continue to attend the worksite until or unless they develop symptoms, or their housemate has confirmation of infection. The employee is expected to strictly adhere to both hygiene and physical distancing guidelines. If Covid-19 is confirmed in the housemate, the employee must immediately self-isolate.
- If an employee has a chronic condition such as a cough or congestion that has been ongoing for weeks/months, there is no evidence of secondary infection, and they have been seen by a doctor to confirm it is not linked to Covid-19, it is OK to attend work as long as all 'best practices' of hygiene and physical distancing are followed, the condition doesn't worsen, and no additional symptoms develop.
- Visitors and contractors should be limited at the Prime worksites or office, meeting only in well-spaced, well ventilated areas that allow for social distancing. All visitors are expected to follow all published and in-force directives of BC Public Health Officer. A clause is included on the Visitor sign-in sheet until such time as all public Covid-19 directives have been rescinded, indicating Prime holds no liability for infection.

### **CONFIRMED INFECTION:**

- If an employee is confirmed with Covid-19, they should inform their direct manager and Human Resources immediately. The employee will be legally required to self-isolate for 10 days after symptoms began or until they disappear, whichever is longest.
- During this time, those employees with paid sick benefits should utilize their sick leave bank until it is exhausted, they can then request a medical leave Record of Employment and apply for the Canadian Employee Relief Benefit (CERB) of medical EI. Employees without paid sick leave benefits can immediately apply for CERB or medical EI.

### **DISCLOSURE:**

- All employees of Prime Engineering with confirmed or presumptive COVID-19 infection must disclose to Human Resources the names of all co-workers and other individuals with whom they've had close contact at the workplace within the past 48 hours.
- Prime recognizes that the above information, as well as COVID-19 test results, is personal information protected by privacy laws and includes appropriate privacy safeguards to limit its collection, use and disclosure.

#### TRAVEL:

- Effective April 21, 2021, until further notice, in accordance with orders from the PHO and BC Government emergency measures, Prime Engineering is prohibiting all non-essential travel outside the Island Health region.
- Essential travel falling under the following banners is still permitted:
  - "electrical" and "Engineering" that provides services necessary for maintaining safety of residences and commercial buildings - **this would be pertinent to our FS crews.**
  - "Plumbers, electricians, elevator maintenance providers, exterminators, property management services, custodial/janitorial workers, cleaning services, fire safety and sprinkler systems, building systems maintenance and repair technicians, engineers, mechanics, smelters and other service providers who provide services that are necessary to maintaining the safety, sanitation and daily essential operation of residences and commercial buildings." – **again this would be pertinent to our field service crews**
  - "business that manufacture and distribute goods and equipment" - **for equipment shipments to/from our facility**
  - Businesses that extract, manufacture, process and distribute goods, products, equipment and materials, including businesses that manufacture inputs to other manufacturers- **again for equipment shipments to/from our facility and servicing these products.**
  - Construction work, construction firms, skilled trades, and professionals, and; construction and light industrial machinery and equipment rental – **relevant to both FS crews and equipment shipments to/from our facility and commissioning of these products.**
  - All of the required support, operations and staff critical in supporting:
    - Electricity
    - Alternative energy production
- Travel for sales and business development or training is not currently permitted.
- Air travel is currently restricted and should be pre-approved by the General Manager. These policies will remain in effect until all applicable government and health authorities' advice indicates they can be safely lifted. Any Prime employee traveling outside of Canada is required to self-isolate for a period of 14 days upon return, without exception.
- If traveling by air employees should be aware: Canadians travelling domestically will not be allowed to board a flight if they show symptoms of COVID-19; all air passengers are required to have a non-medical mask or face covering to cover their mouth and nose during

travel. Travelers will be asked to cover their mouth and nose at security screening checkpoints and as directed by airline employees.

- During pandemic response, all employees are required to advise their immediate managers and Human Resources if they plan to travel outside of the Island Health region for personal reasons.

#### **COMMUNICATION:**

- Human Resources will coordinate and facilitate contact of anyone who might need to be informed of potential exposure and act as the contact point for dissemination of information and follow-up.
- Human Resources will act as the primary contact point for employees in self-isolation, updating anticipated return dates and ensuring conditions for return to work are met.
- Human Resources will act as primary liaison in keeping IBEW informed, as needed, of any issues or incidents.

#### **REFUSAL TO WORK:**

- Prime wants all employees to feel safe and secure in their work environment. Employees who feel unsafe should address the matter immediately with HR or their direct manager. If the matter is not resolved, the employee can follow protocols in place with Worksafe BC to lodge a refusal to work. All refusals will be investigated to determine if there is real danger and, if so, Prime will take immediate corrective actions to address concerns.

#### **SAFETY PROTOCOLS AND PREVENTATIVE MEASURES:**

Beginning November 20, 2020 until further notice:

All staff are required to wear masks at the following times:

- a) Those working in open common areas
- b) When moving from one area of the office to another (hallways, stairways)
- c) When in lunchrooms/breakrooms
- d) When in the same office or boardroom as anyone else
- e) Workers outside of Prime offices must be masked while on the worksite or client premises.

The following best practices will remain in place and enforced, to protect all employees:

- Frequent cleaning of high-touch surfaces including doorknobs, counters, light-switches in common areas. Encouraging all employees to frequently wipe down their work surfaces.
- Continue limiting worker participation in in-person gatherings and encouraging practices like teleconferences as an alternative. In person meetings for sales and technical consultations may take place either in or out of office so long as required precautions are followed (social distancing in a well-spaced, well ventilated area, wearing a mask if social distancing cannot be

facilitated, frequent handwashing/sanitizing, no shaking of hands, no sharing food, drink, utensils, or cigarette/vape).

- For those in open workspaces, workstations will be arranged to ensure adequate distancing between employees, utilizing existing barriers.
- Frequent and diligent handwashing with plain soap and warm water or hand sanitizer with at least 60% alcohol content.
- Physical distancing should be maintained wherever possible.
- Staff will practice cough etiquette at all times. This includes coughing into one's elbow or sneezing into a tissue that is immediately discarded in an appropriate waste bin, followed by hand washing. Tissues and waste bins are available to support this activity.
- Staff are instructed not to touch their eyes, nose or mouth with unwashed hands.
- There is currently no evidence that COVID-19 can be passed on to others by touching or handling paper, however provincial guidelines strongly encourage those who handle paper to wash their hands frequently with soap and water or hand sanitizer. This includes washing hands before any breaks, at the end of a shift, and before preparing food.
- Employees are encouraged to clean and disinfect their workstations daily.
- Employees are instructed not to share food, drinks, utensils, cigarettes, or vaping devices.
- Regular assessments will be carried out to ensure adequate distancing, ensure protocols and preventative measures are being adhered to.
- In order to maintain adequate distancing, no more than two people should be in break areas at a time, therefore, eating at your desk or out of the office is encouraged.
- Except when absolutely necessary, employees will not carpool.

## PROTOCOLS FOR WORKING OUTSIDE OF PRIME OFFICES

### Social Distancing Measures

- Workers outside of Prime offices MUST be masked while on the worksite.
- Workers are to maintain a distance of 2 metres apart from each other.
- If possible, limit the number of workers on site at any one time to those that are required to be there to perform the work.
- Staggered work shifts are a strategy that may be implemented, dependant on the requirements and limitations of the particular site.
- Supervisors to organize workflow such that more distance can be put between workers where possible.
- Limiting groups of workers coming together in orientation, lunch and meeting areas, tool cribs, etc.
- Preventing workers from congregating at the site entrance, elevators, stairwells, scaffolding, washroom facilities, etc.
- Restricting access to occupied work areas like offices, etc.
- Controlling traffic patterns – where practicable designate only up and only down stairwells or in / out gates, this avoids the potential for workers to pass each other within the social distancing space.

- Where possible limit in-person meetings and other gatherings to open spaces where social distancing requirements can be met.
- Encourage employees to avoid carpooling to the worksite (provide extra parking if possible).
- Limit the number of occupants in an elevator to one (or two people if social distancing can be observed within the elevator) at a time. Post occupancy limits on elevators.

#### *Lunch and Coffee Breaks*

- Limit worker gathering during coffee and meal breaks by:
- Staggering breaks (if possible supervisor to implement a staggered break schedule).
- Providing a break room that can accommodate a distance of at least 2 metres between all workers.
- Encouraging workers to take breaks in their vehicles or outdoors wherever possible.

#### **Breaching Physical Distancing Requirements**

At times, it may be necessary to breach the 2 metre barrier between workers. The two acceptable circumstances where breaching of social distancing can occur are:

- Moving past a worker closer than 2 metres.
- Performing a work task with two or more workers that requires them to be closer than 2 metres.

Below are the procedures to address both circumstances.

#### *Moving Past a Worker*

- If a worker cannot move past another worker while maintaining 2 metres distance then they are permitted to breach to social distance requirement without the use of any PPE; however, the following procedures must be utilized:
- Prior to breaching social distancing requirement, inform the other worker that you must pass by them.
- Pass by the worker, as far from the worker as possible, without stopping and with your head turned away from the other worker.

#### *Performing a Work Task*

If it is not possible to maintain social distancing for a particular work task, it needs to be brought to the supervisor. If possible and safe, the work task procedures should be modified to allow for social distancing. If this is not possible, then breaching of social distancing is permitted, however a **covering over mouth and nose (e.g. non-medical mask, surgical mask, N95 mask, or elastomeric half-face mask with N95 or P100 filters) must be utilized**. The following procedures must be utilized by all workers that are breaching social distancing:

- Perform hand hygiene prior to working in proximity.
- Don coverings over mouth and nose prior to breaching.

Perform work task while making every effort to safely minimize the amount of time they are within 2 metres of each other.

- Perform hand hygiene immediately after performing the work task.
- Remove face covering and perform hand hygiene.

**Worksite Conditions**

- Worksite supervisors to organize workflow such that more distance can be put between workers.
- Maintain physical distancing between workers.
- If possible stagger work crews to reduce the number of people on site, if possible
- Where possible, reduce the number of partner workers.

Appendix A – How to Self-Monitor

Appendix B – How to Self-Isolate