

# **ALTEC INSPECTION LTD.**

## **COVID-19 POLICY**

### **1. Purpose**

This Virulent Disease Plan was developed as a guide for continuation of essential services and/or functions during a pandemic. The current pandemic is the spread of Covid-19.

### **2. Background**

“Influenza” refers to a family of virus-caused diseases that result in respiratory infection with fairly predictable symptoms. An influenza pandemic may affect a significant number of employees at any given time, removing them from the workforce for a variety of reasons.

Those who become ill may be incapacitated for days or weeks. Other employees may choose stay home to care for sick family members or to provide necessary childcare. Some may choose to take holidays at this time. As a result, Altec Inspection Ltd. may become reduced in its ability to offer all services during such a period.

### **3. Roles and Responsibilities**

In the case of a pandemic, Altec’s Safety Manager will act as the company appointed coordinator. The Safety Manager will be responsible for dealing with disease-related issues and their impact on the workplace, by ensuring this policy is followed.

### **4. Communication with Staff**

This policy will be distributed to all Altec Inspection Ltd. staff via email and hard copy. All employees must sign and agree to follow this policy. This policy will also be posted in the kitchen area. Employees are encouraged to bring up concerns to management and/or the Joint Health and Safety Committee. If employees wish to remain anonymous in questions or concerns, they are encouraged to leave a note in the “conversation box” in our conference room. Any updates or changes to this policy will be delivered via email to employees.

### **5. Identifying Hazards and Controlling Exposure**

In order to identify hazards specific to our workplace during a pandemic, Altec has:

- Completed a walk-through of our office, yard, and surrounding buildings and inspected work vehicles to identify specific conditions and tasks that may increase risk of exposure of our workers to a virus.

- We have asked our workers, including those on the Joint Health and Safety Committee, for input on where potential exposures may occur and how they think exposures can be controlled. Updates on our Covid protocol have been periodically issued to staff. Training on process and protocol is conducted at safety meetings held outside or in large outbuildings to allow for distancing, during pandemic.

Altec has reviewed industry-specific protocols; discussed this policy with Altec's Joint Health and Safety Committee, management, supervisors, and workers; reviewed orders, guidance, and notices issued by the provincial health officer and relevant to our industry; reviewed guidance from health and safety associations such as COR and professional associations such as EGBC; discussed interpretation of current Public Health Orders and WorkSafe BC about protocols and mandatory requirements with a Worksafe BC Senior Officer; and reviewed information from BC Center for Disease Control. Controls Altec has put in place to eliminate or mitigate risk are:

- Communicating to workers of Altec's description of symptoms of illness:
  - Runny nose, sneezing or sore throat (unrelated to allergies), cough, shortness of breath, nausea, vomiting, diarrhea, fatigue, muscle or joint pain, headaches and loss of taste or smell. This includes new mild symptoms of the above, or a worsening of chronic conditions.
- Enforcing workers that are experiencing any of new symptoms of illness, or worsening of chronic conditions workers report to first aid attendant, supervisor or management, don a mask and go home. If workers are showing signs of distress such as: finding it hard to breathe, have chest pain, can't drink anything, signs of being very sick, acting confused, or lose consciousness call 911. Any area the worker has come into contact should be cleaned and disinfected.
- Workers must follow the below self-isolation requirements from BC Center for Disease Control:
  - When you self-isolate, you stay home and keep away from others to help stop the spread of COVID-19.
  - **At this time, most people don't need to be tested for COVID-19, and are not required to self-isolate or self-monitor for a set amount of time.** However, if you develop symptoms of COVID-19, it's still important to stay home until you feel better and your symptoms have improved. This means staying home from work or school, avoiding public places like restaurants, and avoiding travel unless you're going to a medical appointment. You can go back once your symptoms have improved and you are able to participate in your usual activities. It's also important to be aware of and follow public health guidance, such as masking in public spaces.
  - Anyone who tests positive for COVID-19 will need to self-isolate.
  - Even if you aren't recommended for testing, it's still important to stay home to reduce any potential spread of COVID-19.
  - Certain people entering the BC from outside of Canada will need to self-isolate upon arrival. This is a federal regulation and is determined by the Government of Canada. To find out if you need to self-isolate after travelling, visit the Government of Canada's website. Follow the instructions provided by the Government of Canada on how to self-isolate and quarantine.
  - You are considered to be fully vaccinated if you have two doses of any of the World Health Organization approved COVID-19 vaccines or one dose of the

Janssen COVID-19 vaccine. You do not need to have a booster dose to be considered fully vaccinated.

- **If you test positive for COVID-19 and are fully vaccinated**, you need to self-isolate at home for 5 days AND until your symptoms improve and you no longer have a fever.
  - After your self-isolation period, you also need to avoid non-essential visits to high-risk settings for 5 days.
  - You do not need to be re-tested for COVID-19 to end your self-isolation period and return to your normal activities.
  - High-risk settings include: Long-term care, assisted living residences, rural and remote communities, indigenous communities.
  - High-risk settings DO NOT include places such as: childcare, school, work grocery stores or pharmacies.
  - **IN ADDITION TO BC CDC REQUIREMENTS, ALTEC WORKERS WILL WEAR A MASK AT ALL TIMES AT WORK (UNLESS EATING OR DRINKING AT THEIR DESK) UNTIL 10 DAYS SINCE THE START OF SYMPTOMS OR DATE OF TESTING POSITIVE IF ASYMPTOMATIC.**
- **If you test positive for COVID-19 and are NOT fully vaccinated.** If you have not received a full series of any of the World Health Organization approved COVID-19 vaccines, you are not fully immunized.
  - If you are 18 years of age or older, test positive for COVID-19, and are not fully vaccinated, you need to self-isolate at home for 10 days AND until you no longer have a fever AND your symptoms improve. You do not need to be re-tested for COVID-19 after your self-isolation period ends to return to normal activities; you can remain test positive for many weeks, even after you are no longer infectious.
  - If you are under 18 years of age, test positive for COVID-19, and are not fully vaccinated, you need to self-isolate at home for 5 days AND until you no longer have a fever AND your symptoms improve. You do not need to be re-tested for COVID-19 after your self-isolation period ends to return to normal activities; you can remain test positive for many weeks, even after you are no longer infectious.
- **If you were not recommended for testing but have symptoms of COVID-19**, there is no set amount of time for self-isolation. Instead, you'll need to self-isolate until your symptoms improve, you no longer have a fever, and you feel well enough to return to your normal activities.
  - **IN ADDITION TO BC CDC REQUIREMENTS, IF A WORKER MISSES MORE THAN 1 PART DAY OR IF THE WORKER HAS ANY MAJOR SYMPTOMS EVEN IF THEY MISSED ONLY A PART DAY (MORE THAN A HEADACHE OR JUST FEELING TIRED), ALTEC WORKERS WILL WEAR A MASK AT ALL TIMES AT WORK (UNLESS EATING OR DRINKING AT THEIR DESK) UNTIL 10 DAYS SINCE THE START OF SYMPTOMS.**
- Self-isolation is also not required for workers who are experiencing their typical or usual seasonal allergy symptoms.
- Daily health check – workers must also fill out for days that they were away including weekends and time off (when returned to work).

- Requiring employees to fill out a Return-to-Work form when returning to work from being off sick.
- Providing face masks and sanitizer to employees.
- Encouraging workers and allowing time for workers to obtain all Public Health recommended vaccinations.
- Promoting, training, and monitoring to ensure:
  - Proper handwashing techniques
  - Proper cough/sneeze etiquette
  - Avoidance of touching face
  - PPE usage (gloves, masks, etc.)
  - Frequent cleaning of office, equipment, and work spaces.
  - Social and physical distancing (at least 2 meters / 6 feet) where possible.
  - Covid related questions are asked to visitors or clients and ensuring visitors and clients don masks if entering the building.
- Keeping Altec's office, equipment, yard and outbuildings safe by:
  - Posting information about the pandemic and safety protocols around the office.
  - Regular cleaning and sanitizing of our office. Our office cleaning schedule is as such: garbage cans are emptied weekly and as needed. The regular janitorial cleaning is done weekly. Frequently used surfaces such as door handles and photocopiers are sanitized daily. Altec Administrative Assistants are responsible for cleaning as described above. Our cleaners are provided with appropriate supplies and training to do their job effectively and safely.
  - Providing soap, water, and hand sanitizers.
  - Ensuring adequate distance between work spaces (at least 2 meters / 6 feet)
  - Reducing face to face meetings where possible, and if unavoidable, ensuring adequate space for distancing in a large room or outdoors if possible.
  - Limiting the amount of people in Altec office building to 20 people (17 employees plus 3 visitors).
  - Encouraging use of technology for meetings such as phones or on-line.
  - Encouraging social and physical distancing where possible (at least 2 meters / 6 feet).
  - Encouraging mask use in common areas.
  - Mandatory mask use when working in closer proximity than 2 meters / 6 feet – in office spaces or common indoor spaces. This includes passing in the hallways and walk ways, standing in the kitchen, or using the photocopier. Either allow for the space or all workers within the proximity must wear masks.
  - Ensuring Altec ventilation system is properly maintained.
  - Altec has an operation requirement which is not conducive to employees working from home. Our operation is a hard-copy operation and cannot function with employees working from home. Our office space is very large (~4000 square feet) with only up to 20 people allowed in the building at a time (commonly 15-17 people). Healthy workers have plenty of space to keep 2 meters distance from one another and there are barriers set up when space is more limited. Altec follows BC Labor Standards 5 paid sick days for employees. Altec allows and enforces employees to stay home on unpaid leave when sick even if 5 paid sick days are used up.

- Reducing visitors, encouraging client meetings over phone or on-line.
  - Covid protocol signs are posted on outside of entry door.
  - Visitors are limited and must fill out a Covid-19 Questionnaire prior to entering Altec's premises. Visitors must not enter Altec buildings if sick.
  - Sanitizer is provided in front entry for use by all.
  
- Keeping Altec's field employees safe by following Altec's Covid-19 Field Crew Travel Policy:

### **COVID-19 Field Crew Travel Policy**

This policy is in response to the COVID-19 pandemic and concern about travelling in close proximity. This includes all transportation where 6' distancing between persons cannot be accomplished (helicopter, small planes, UTV, single vehicle, etc.). This policy was created with recommendations from Altec Personnel, regarding social distancing and other COVID-19 protocol. This policy shall also extend to any non-Altec individual(s) in the vehicle. These are the recommendations:

- Each vehicle that may be used for a two person team, will have all surfaces cleaned prior to work. Inside doors, steering wheel, dash, center console, etc. will be washed with soap and water or vehicle cleaning wipes. Shared surfaces will be cleaned with proper disinfectant cleaning solutions or wipes.
- Liquid hand soap and water will be available in field vehicles. Employees should wash their hands before vehicle entry. Employees will verify and/or replenish hand washing supplies at the start of each working day.
- Nose and mouth coverings (masks, bandanas, etc.) are to be worn if multiple people are in the vehicle. This will help to minimize particle transfer from talking, sneezing, coughing, etc.
- Each employee will have their own individual trash bag available.
- There will be no non-essential passing or shared contact of vehicle contents or equipment.
- The vehicle occupants will store their food and beverages separate from each other's.
- Hand sanitizer and nitrile, or similar hand gloves, will be available for in vehicle use.
- Equipment used will be wiped down / cleaned at the end of each day.

## **6. Tracking**

For tracking purposes all employee illness/return documentation, daily health checks, and visitor questionnaires will be collected and saved in a binder.

**7. Other**

- Altec will follow client specific Pandemic / Covid-19 Policies when working for clients or on their sites. If an employee becomes ill while working on a client site, Altec will arrange to remove the employee immediately.
- First Aid attendants will be provided current OFAA protocols for use during COVID-19 Pandemic.
- Altec has a Working Alone Procedure
- Altec has a Violence, Harassment, and Bullying procedure which includes working with clients and members of the public.
- Mask policy exemption as per Public Health Order for Workplaces January 20, 2022.

**8. Review**

This process/practice will be reviewed at least annually when there is not a pandemic. During a pandemic, this policy will be reviewed on an ongoing basis as updates by government, client, industry, and safety policies become available. Altec’s Joint Health and Safety committee are involved in resolving safety issues and in assessing changes and effectiveness of this policy. Suggestions from employees and management, and effectiveness of Altec protocols that has become apparent from monitoring, as well as lessons learned during the pandemic, will be considered when updating this policy.

DATE \_\_\_\_\_

EMPLOYEE

MANAGER

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