

ADVATEK SYSTEMS INC.

WORKPLACE

PANDEMIC RESPONSE

SECTION 18



Updated Oct 23 2014

Advatek Systems Inc

Pandemic Response

The following are the policies and practices for managing a pandemic breakout. These policies and practices are to be used any time a pandemic is predicted or is in effect.

Plan Manager:

The pandemic response plan is the responsibility of the General Manager who will action the Office Manager to communicate the plan to the entire staff.

Elevated Hygiene Controls:

During a Pandemic it is important that all employees maintain a higher level of personal hygiene. Hand washing and use of hand sanitizers is encouraged. Hand Sanitizer & station sanitizer is provided for use, alcohol based or what is recommended for the outbreak. Remember to properly wash your hands after use of the washroom facilities and to clear the common surfaces. **Hand washing remains one of the most effective way to prevent the spread of contagions, wash often wash fully.**

illness prevention:

Employees are trained during on boarding on health issues of the pertinent disease to include prevention of illness, initial disease symptoms, preventing the spread of the disease, and when it is appropriate to return to work after illness. Disease containment plans and expectations should be shared with employees. Communicating information with non-English speaking employees or those with disabilities must be considered. This is also communicated yearly during the safety review.

Office controls:

As per directives, Advatek's office is to have no more than 10 people in side at any one time. All staff will sanitize their work spaces at the start and end of the day. The first person in and last person out shall clean all door handles and common surfaces. In shared office space social distancing is to be maintained as such in the service office you will only be permitted 3 staff members at one time.

Desk phones:

Personal assigned phones are to be cleaned at the start of the day. Shared phones cleaned between uses.

Co Travel:

As per directives co-travel inside NB is permitted if the passenger is seated in the rear passenger seat. The driver and passenger will sanitize all touched common surfaces before and after. Wearing of masks is also required. This is only suggested for short distance travel such as to take a tech to get their vehicle from the service shop, as going with a co-worker is lower risk than using a taxi.

Shop and tool controls:

All tools are too be cleaned before been placed back into the tool cabinets. This way we can treat the tool cabinet as clean zone. If you are to pick up tool from a desk it is to be sanitized prior to use. Techs who require to work in proximity for a job must wear one of the provided masks

Shipping and drop off & customer visit:

Customers are not currently permitted to visit Advatek systems. The side man door will remain locked access to the building via back door only. Upon arrival all employees will sanitize their hands. Any customer drop offs are to be done in the roped off zone. Customer may enter and stay within the roped of zone if discussion with staff is required. Couriers are to drop off inside the roped of zone. Only 1 customer is permitted in the zone at any one time.

Signatures:

At this time and until further notice signatures for pick up, drop off or work orders is not required.

Sickness:

Should you feel ill you are **required** to stay home, if you are presenting with listed symptoms call 811 for guidance and inform your manager via e-mail. Even if you are tested and cleared if you are experiencing any flu like symptoms you are required to stay home.

A fever monitoring is as follows:

- Less than or equal to 37.4 c OK,
- Greater than 37.4 but less than 38c monitor extra times per day
- Equal to or Greater than 38 you have a fever stay home, call 811, notify your supervisor

Awareness & Immunization

Employees will be made aware of health issues relating to any pertinent disease to include prevention of illness, initial disease symptoms, preventing the spread of the disease, and when it is appropriate to return to work after illness. Disease containment plans and expectations should be shared with employees. Efforts will be made to communicate effectively with all employees. Should an immunization program become available all staff are asked to please take up the opportunity to get immunized.

Typical Symptoms: (May differ depending on Pandemic)

- Most common symptoms:
 - fever
 - dry cough
 - tiredness
- Less common symptoms:
 - aches and pains
 - sore throat
 - diarrhea
 - conjunctivitis
 - headache
 - loss of taste or smell
 - a rash on skin, or discoloration of fingers or toes
- Serious symptoms:
 - difficulty breathing or shortness of breath
 - chest pain or pressure
 - loss of speech or movement

Reduction of office Staff & work from home:

Depending on the pandemic severity level as dictated by the province Advatek will limit its staffing levels in the office. Those that can will be required to work from home. Those in the office will be required to maintain distancing. Should you be ill or required to isolate all efforts will be made to help the employee work from home if able. Staff are also encouraged to avoid work or pleasure in large, crowded areas during a time of pandemic as instructed by the provincial health authorities.

PANDEMIC

Server/Lockdown Red / Orange - Max 5 office staff

Moderate Yellow – Max 10 office staff

Critical Impact

Should a sudden increase in illness start affecting the staff work from home will be enforce for all but 1 employee who will work from the office to allow for the answering of phone and shipping & receiving. Technicians will be asked to take work home as possible to work from home. All staff are setup on the company VPN and have cell phones to communicate. Should work need to be done at the office steps will be taken to ensure no contact between employees.

Communications:


All staff are asked to forward any question to their supervisor. Should they be approached by the media they are to forward the request to management. Management has an open door/communication policy for ease of communication. All communication to the customer will be handled by management. Should any illness break out at the company and we would have visited customers during the 'infectious' period customer will be notified by email. Customer will be notified via email and by signage posted as require by local health authority.

Service Work:

While on site at a customer location staff will be required to maintain distancing as per the guidelines. If not possible then the wearing of gloves and masks is required. Along with the increased sanitization of common touch area. All techs coming back from out of province work are required to self-monitor this includes taking your temperature daily to ensure you are not running a fever.

lower	higher
<input type="checkbox"/> people in my workplace can reliably interact with each other at least two metres apart	<input type="checkbox"/> people in my workplace cannot reliably interact with each other at least two metres apart

key risk reducers – in and out of the workplace



As the Government of New Brunswick and the Public Health Agency of Canada states, physical distancing, effective handwashing and avoiding the touching of one's face are key preventive measures to contracting COVID-19. As you re-enter the workplace, these measures are critical!

Common Area's & work surfaces:

Areas such as the lunch area, microwave, fridge and the like are to be cleaned between uses. All work surfaces are to be cleaned twice a day with approved disinfectant. These work surfaces are to be cleaned periodically and as directed by local health authorities.

Plan & Review:

This plan is to be reviewed yearly along with the workplace safety manual. Testing of the processes happens as part of daily work, such as VPN and working from home.

Travel:

All Advatek staff will be required to have with them all items as required in the **COVID-19 Check list**

PERSONS NOT REQUIRED TO SELF-ISOLATE

Certain persons are permitted to enter New Brunswick and are not required to self-isolate:

1. Those who demonstrate they are travelling through to another jurisdiction and who agree to limit stops to food, fuel and personal needs, and agree to follow the guidance of the Chief Medical Officer of Health.
2. Workers who are healthy and:
 - a. provide or support things essential to the health, safety, security or economic well-being of New Brunswickers, including:
 - i. commercial transportation of goods by truck, train and plane.
 - ii. maintenance of critical infrastructure telecommunications, transportation, data, fuel, electricity, manufacturing, water and wastewater, health and financial systems **that is urgent and unplanned and where New Brunswick services are not available.**
 - b. live in or near an interprovincial border community and commute to and from work locally, where the person lives in one province and works or operates a business in another.

Changes:

Any changes will be sent by Jason Forster to the team via email, requiring a read receipt to be sent this will work as your conformation you have read the updates.

every WORKPLACE

what you need to do, no matter the risk level

Your responsibility as an employer is to take every reasonable precaution to ensure the health and safety of your employees. Ensuring that your employees and supervisors understand their responsibilities to minimize exposure to COVID-19 is essential for maintaining a safe workplace. You're also obligated to ensure your entire team understands and complies with the safety measures you have put in place. No matter what your risk level and choice of measures, training, communication and documentation are critical to prevent the transmission of COVID-19.



STAY INFORMED

Be attentive to changes. Watch and listen to reliable information outlets, such as the Government of New Brunswick, Public Health Agency of Canada and WorkSafeNB. Comply with mandatory orders issued by Public Safety and any applicable directives and guidelines from Public Health.



INVOLVE YOUR STAFF

Consult with staff, your joint health and safety committee or employee health and safety representative, as appropriate. Your employees can help with many aspects of communication, support and more.



COMMUNICATE

Inform your supervisors and employees of their rights and responsibilities to reduce the risk of COVID-19 exposure. Regularly communicate with your employees the importance of protecting themselves and others from COVID-19, changes to processes and procedures, and why these changes are required.



PREPARE FOR AN EXPOSURE

If an employee tests positive for COVID-19, Public Health will provide them with clear direction, including steps they must take. Public Health may also contact the employer and other employees to provide direction, if necessary.



CREATE A COVID-19 OPERATIONAL PLAN

You must have a documented plan that specifically addresses COVID-19. This requirement applies to all workplaces, whether you have continued to operate during the pandemic or are planning your re-opening. **While your documented plan doesn't need to be approved by WorkSafeNB or Public Health, it needs to be available at any time.** You could be asked for it by either regulatory body.

Deficiencies and Improvements:

Should any deficiencies be found or any way to improve the plan be suggested, it would then go into a review to see if we can implement this effectively and efficiently. Changes to the plan and procedure will be published into the company work safe policy. Post pandemic this plan will be reviewed to validate its effectiveness deficiencies will be noted and process updated.

There are no exceptions and all staff & Management will be held to account.

This plan is being rolled into our standing safety program as a permanent addition for Pandemic response

Roll out schedule:

Covid-19 March 15 2020 – On Going – Plan is working as implemented at this time (2020/Oct/2)