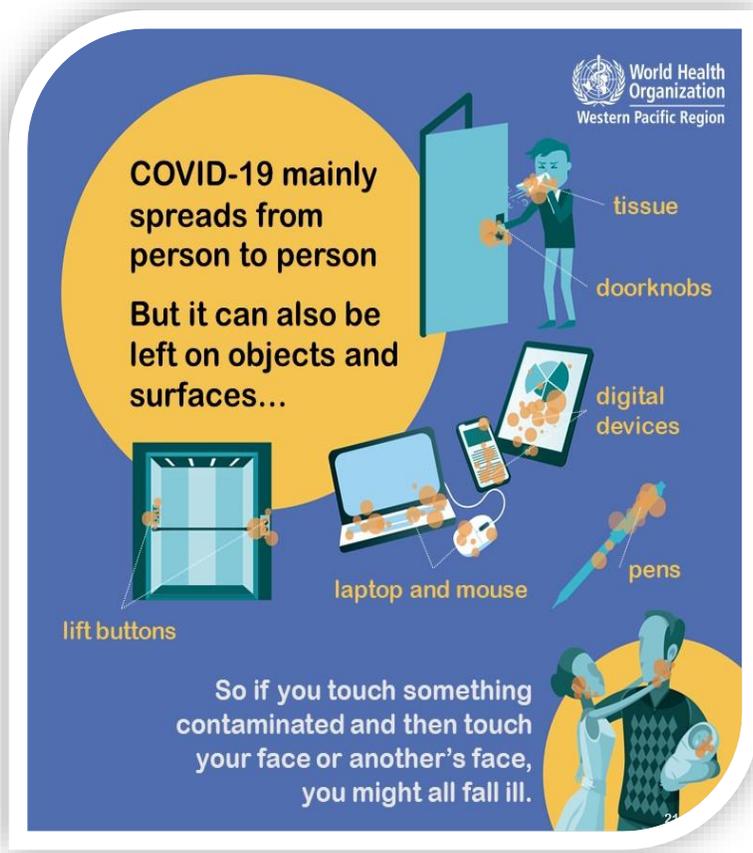


In accordance with WorkSafeBC requirements, this is the six-step COVID-19 Safety Plan for Bryans Mechanical Ltd. ("Bryans Mechanical") having been disseminated and posted for all staff.

Step 1: What are the risks at Bryans Mechanical?

COVID-19 is spread in several ways including:

- Respiratory droplets generated when we cough or sneeze;
- Close, prolonged contact, such as touching or shaking hands; and,
- Touching something with the virus on it, then touching one's mouth, nose or eyes prior to washing hands.

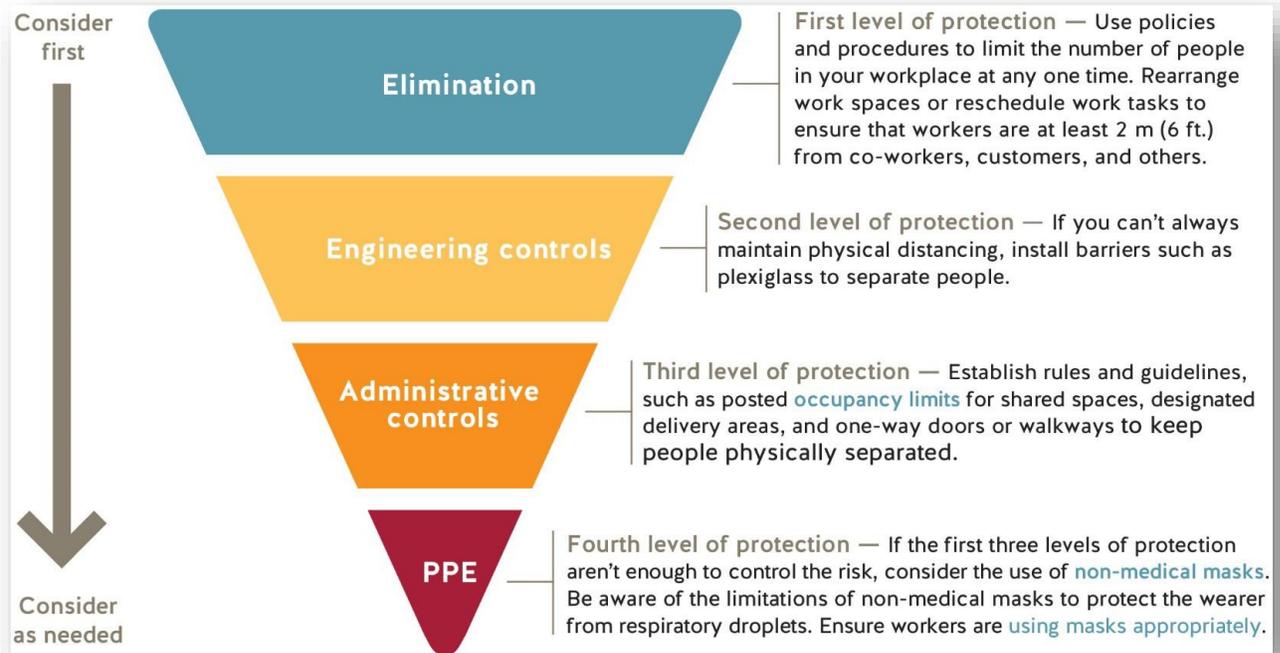


Bryans Mechanical's COVID-19 risks included allowing all staff access to the main office, having in-person meetings with clients or third parties, performing work in private residences, attending jobsites with multiple trades, workers travelling together and staff sharing tools, equipment and workstations, all of which increases the risk of prolonged contact and contact with contaminated surfaces, particularly in shared or heavily used environments such as the reception area, entrances, hallways, washrooms, work vehicles, photocopier, door knobs, light switches, etc.

Since the emergence of COVID-19, Bryans Mechanical has taken significant measures to reduce the number of contact points as set out below.

Step 2: What protocols has Bryans Mechanical implemented to reduce the risks?

In implementing workplace protocols, WorkSafeBC asks us to consider the following:



1. First level of protection: Elimination

- ✓ Policies have been implemented regarding health status as it relates to attendance at work by staff. All staff members are required to complete a daily COVID-19 screening survey with clear guidelines as to the inability to attend work if any conditions are met;
- ✓ Return to work protocols have been implemented for self-isolation and post-illness (see “**Step 3 – the Bryans Mechanical Policies**”);
- ✓ Remote work-from-home capabilities have been facilitated for office personnel with the exception of reception;
- ✓ Foot traffic in the main office has been reduced by prohibiting access to Service Technicians and Installers;
- ✓ Day-to-day interactions with clients and third parties have been adapted to, when practicable, being done by way of telephone calls or socially distanced meetings outside;

- ✓ The workspace of the Sales Department was moved from the supply area to a separate office for physical distancing purposes; and,
- ✓ Policies have been implemented to reduce potential transmission points (see “***Step 3 – the Bryans Mechanical Policies***”).

2. Second level of protection: Engineering

Bryans Mechanical has:

- ✓ Installed a plexi-glass barrier in reception;
- ✓ Ensured a six-foot minimum between main workstations and offices, and educated staff that masks are to be worn at the flex workstations;
- ✓ Installed an additional printer with copying and scanning capabilities to reduce foot traffic to the main photocopier in reception;
- ✓ Placed hand sanitizing stations at the entrances (x3) to the office and back shop. There is also a hand sanitizing and disinfectant wipe station in reception; and,
- ✓ There are 2 handwashing stations in the office and 1 handwashing station in the back shop, all equipped with hand soap, hand sanitizer and disinfectant spray.

3. Third level of protection: Administrative Controls

Bryans Mechanical has:

- ✓ posted signs at the office and back shop entrances (x3) that bar entry to anyone who is exhibiting any COVID-19 symptoms;
- ✓ posted signs reminding staff and visitors of social distancing, occupancy limits and mask policy. We have also posted a sign in the supply room prohibiting Service Technicians and Installers from entering the main office;
- ✓ posted signs within the office and back shop educating staff on how to reduce the spread of COVID-19 i.e. handwashing, cover coughs and sneezes and how to wear a mask;
- ✓ increased cleaning and sanitization including regular cleaning of the office and back shop, as well as sanitizing high-touch surfaces 2x per day;
- ✓ implemented policies about heightened sanitization with respect to the following:

- after visitors to the premises, in particular, the reception area and wherever an in-office meeting takes place;
- using a flex workstation or a workstation other than a staff member's own;
- high-touch surfaces of work vehicles; and,
- shared tools/equipment;
- ✓ implemented policies about workers travelling together including wearing face masks/coverings in work vehicles;
- ✓ implemented policies with respect to work performed in private residences including:
 - pre-screening clients when scheduling service or install appointments over the telephone, and in-person pre-screening before the Service Technician or Installer enters the residence;
 - Service Technicians and Installers are required to wear clean PPE in a resident's home including a face mask and gloves. Foot covers are also available if the client prefers they be worn;
 - ensuring clients remain 6 feet away from Service Technicians and Installers and in situations where social distancing cannot be maintained, requiring clients to wear a mask;
 - heightened hygiene and sanitization including changing PPE and sanitizing tools/equipment after appointments; and,
- ✓ engaging staff with evolving education regarding COVID-19 and our protocols.

4. Fourth level of protection: PPE

Bryans Mechanical has:

- ✓ Made hand sanitizer, sanitizing wipes, rubber gloves, face masks/coverings and shoe covers readily available for use by all staff members;
- ✓ Made hand sanitizer, rubber gloves and masks readily available for use by all visitors; and,
- ✓ Implemented a policy of the wearing of face masks/coverings while traversing through the office, in common areas, at flex workstations, during in-office client meetings and where social distancing cannot be maintained.

Step 3: What policies have been put in place by Bryans Mechanical to ensure employee and public safety?

In addition to the considerations in Step 2, the staff at Bryans Mechanical has been educated and are routinely reminded of the following policies:

- ✓ Follow laws or regulations as set out by governing bodies such as the provincial or federal governments or health authorities, including mandatory 14-day quarantine if having returned from international travel;
- ✓ Stay home if experiencing any cold/flu-like symptoms or have knowingly had contact with a COVID-19 positive person;
- ✓ In the event of cold/flu-like symptoms, a suspected COVID-19 case or known exposure to COVID-19, it is recommended that the staff member seek health advice immediately, and follow any instructions and self-isolation guidelines given;
- ✓ Wash hands frequently;
- ✓ Keep 6 feet apart; and,
- ✓ Wear face masks/coverings while traversing through office, in common areas, at flex workstations, during in-office client meetings and where social distancing cannot be maintained.

Return to work protocols for self-isolation and post illness

Bryans Mechanical has reviewed the orders and recommendations of the Provincial Health Officer, WorkSafeBC and the British Columbia Centre for Disease Control and has implemented return to work protocols for self-isolation and post-illness. Please see Schedule "A" attached.

Staff COVID-19 protocols

Bryans Mechanical has implemented Staff COVID-19 Protocols. Please see Schedule "B" attached.

Step 4: What are Bryans Mechanical's communication plans and training methods?

Bryans Mechanical is a relatively small operation of approximately 26 staff members and uses email as our main method of communication. In relaying critical information regarding COVID-19, Bryans Mechanical may on occasion ask each staff member to respond to the office manager confirming the communication has been received and read. Bryans Mechanical may also on occasion hold socially distanced outdoor meetings with

staff to review information provided and address any questions or concerns staff may have with respect to same.

Step 5: Bryans Mechanical commits to continued monitoring of the workplace and keeping staff, employees and third parties up-to-date as necessary

Bryans Mechanical takes COVID-19 very seriously and is committed to a vigilant monitoring of the workplace and will adapt as necessary. As part of any successful adaptation, it is imperative that we keep all staff members and third parties informed of our policies and procedures as it affects them.

Step 6: Assessing and addressing Bryans Mechanical's risks from resuming operations

At this time, Bryans Mechanical will be maintaining the course of action as laid out above with respect to continued operations. Bryans Mechanical will also continue to assess and adapt operations in accordance with the guidance of Public Health and government recommendations and requirements.

Bob Bryans

Owner, Bryans Mechanical Ltd.

SCHEDULE "A"

MEMORANDUM

TO: Staff

FROM: Bryans Mechanical Ltd.

DATE: Updated February 23, 2021

RE: Return to Work Protocols for Self-Isolation and Post-Illness

Bryans Mechanical has reviewed the orders and recommendations of the Provincial Health Officer, WCB and the BC Centre for Disease Control and is implementing the following return to work protocols for self-isolation and post-illness:

Please do not come to work or enter the workplace if you:

- Have travelled outside of Canada within the last 14 days. You are required to self-isolate and monitor for symptoms for 14 days upon your return.
- Have been identified by Public Health as a close contact of someone with COVID-19. You are required to self-isolate for 14 days since you last had contact with this person.
- Have been told to isolate by Public Health. You are required to follow the advice provided by Public Health.
- Are displaying any of the following new or worsening symptoms (please note symptoms should not be chronic or related to other known causes or conditions):
 - Fever
 - Chills
 - Cough
 - Loss of sense of smell or taste
 - Difficulty breathing
 - Sore throat
 - Loss of appetite
 - Headache
 - Body aches
 - Extreme fatigue or tiredness
 - Nausea and vomiting
 - Diarrhea

WCB requires that if a worker has a symptom of COVID-19 or potential exposure, they must not enter the workplace. They must remain/return home and use the BC COVID-19 Self-Assessment Tool or follow any public health advice they have been given.

Bryans Mechanical strongly encourages anyone who is exhibiting COVID-19 or cold/flu-like symptoms to seek health advice. Use the online BC COVID-19 Assessment Tool, contact your health care provider, or call 8-1-1.

Before returning to work post cold/flu-like symptoms or COVID-19, the following conditions must be met:

- **IF TESTING IS RECOMMENDED:**

- Positive test for COVID-19 – You can return to work only when:
 - Your symptoms have resolved (including resolution of fever without use of fever-reducing medication) other than a residual cough.
 - A minimum of 10 days have passed since the onset of the first symptom.
 - If Public Health provides you with different advice or self-isolation guidelines, you must follow those instructions.
- Negative test for COVID-19 – You can return to work only when:
 - Your symptoms have resolved (including resolution of fever without use of fever-reducing medication) other than a residual cough.
 - If Public Health provides you with different advice or self-isolation guidelines, you must follow those instructions.
- NO test for COVID-19 – You can return to work only when:
 - Your symptoms have resolved (including resolution of fever without use of fever-reducing medication) other than a residual cough.
 - A minimum of 10 days have passed since the onset of the first symptom.
 - If Public Health provides you with different advice or self-isolation guidelines, you must follow those instructions.

- **IF TESTING IS NOT RECOMMENDED:**

- You can return to work only when:
 - Your symptoms have resolved (including resolution of fever without use of fever-reducing medication) other than a residual cough.

- If Public Health provides you with different advice or self-isolation guidelines, you must follow those instructions.

We will require you to confirm in writing that you have complied with all public health instructions given to you before returning to work.

If you attend work and you are clearly displaying symptoms / are sick, you will be sent home.

Helpful resources

Click [here](#) to access the COVID-19 online self-assessment tool.

Click [here](#) for Island Health testing and contact information.

Sincerely, Bryans Mechanical Ltd.

SCHEDULE "B"

BRYANS MECHANICAL LTD.

COVID-19 Staff Protocols

All Staff Members

- Do not come to work if experiencing COVID-19 like symptoms or in the event of a potential exposure.
- All staff members are required to complete a Daily COVID-19 Assessment Survey. If a staff member replies "yes" to any of the survey questions, they must remain/return home and use the BC COVID-19 Assessment Tool or follow any public health advice given.
- All staff members are required to follow company return to work protocols for self-isolation and post-illness.
- Sanitize hands upon arrival at the workplace and wash/sanitize hands frequently during and at the end of your shift.
- Practice social distancing wherever possible.
- Face masks/coverings are required in the following situations:
 - traversing through the office;
 - in common areas;
 - at flex office workstations;
 - during in-office meetings with clients or third parties;
 - in private residences; and,
 - where social distancing cannot be maintained.
- A 3-strike rule will be implemented if a staff member is clearly not adhering to company COVID-19 protocols at the workplace: 1st offence – verbal warning; 2nd offence – written warning; and, 3rd offence – sent home. If, after 3 strikes, a staff member continues the behaviour, a suspension may be given depending on the severity of the offence and situation.
- Take steps to minimize exposure to COVID-19 while away from work and follow the orders and recommendations of the Provincial Health Officer.
- Hand sanitizer, sanitizing wipes, rubber gloves, face masks/coverings and shoe covers are readily available for use by all staff members.
- In the event a staff member is concerned for their health and safety, please contact management immediately to resolve the issue.

Office Personnel

- Reception to sanitize high-touch surfaces 2x per day at mid-day and end of day.
- Additional cleaning measures to be taken after visitors to the premises, particularly the reception area and wherever an in-office meeting takes place.
- In the event a staff member uses a flex workstation or a workstation that is not their own, the workstation needs to be sanitized after use.
- Where practicable, conduct client and third party meetings by telephone or outdoors.
- Please do not bring children to the workplace. Work from home capabilities have been facilitated if any issues arise.
- Clients and third parties are required to wear masks and sanitize their hands if they pass the plexi-glass barrier in reception and during in-office meetings.
- Hand sanitizer, face masks and gloves are readily available for use by all visitors.
- When scheduling work to be performed in private residences, the client will need to be pre-screened with COVID-19 survey questions. Please advise client that they will need to remain 6 feet away from workers at all times and if social distancing cannot be maintained, the client will be required to wear a mask.
 - If the client replies “yes” to any of the survey questions, the appointment will need to be scheduled at a later date and in any event, at least 14 days later.

Service Technicians and Installers

- Workers have access to the back shop and the supply room at the back entrance of the office; however, are prohibited from entering the main office area.
- Face masks/coverings are required when travelling with other staff members in work vehicles. Sanitize high-touch surfaces of work vehicles daily.
- Sanitize shared tools/equipment.
- Workers are required to follow COVID-19 safety protocols implemented at jobsites.
- For work performed in private residences, workers are required to:

- wear clean PPE including masks and gloves. Foot covers are available if the client prefers they be worn;
- pre-screen client with COVID-19 survey questions before entering the household. If the client answers “yes” to any of the survey questions, do not proceed and contact management immediately;
- ensure client and any other household members remain 6 feet away. In situations where social distancing cannot be maintained, clients are required to wear a face mask. We can offer disposable face masks if need be; and,
- change PPE and sanitize tools/equipment after appointments.