

# Powertech: COVID-19 Visitor Vaccination Policy

## OBJECTIVE AND PURPOSE

The objective of this policy is to protect the health and safety of all Powertech personnel, contractors, visitors, clients, and tenants (“Visitors”) to Powertech’s office and worksites during COVID-19 pandemic.

Powertech’s highest priority has been, and will always remain, the health and safety of its people and its community. The ongoing COVID-19 pandemic continues to pose a health risk to individuals, particularly those who are not fully vaccinated. COVID-19 vaccines have been approved by Health Canada and declared by public health authorities to be safe and are widely recognized as the most effective tool for combatting the spread and impact of COVID-19 in workplaces and communities. It is critical that Powertech takes all reasonable precautions to ensure the protection of its personnel which includes optimizing COVID-19 vaccination rates to ensure that its workplaces and worksites are as safe as possible.

## APPLICATION AND SCOPE

This policy applies to all visitors, clients, and tenants who enter Powertech’s facilities during the COVID-19 Pandemic. Any exception to this policy must be approved in writing by Powertech’s Leadership Team.

## POLICY REQUIREMENTS

Effective November 22, 2021, Powertech requires all Visitors entering Powertech’s facilities to be fully vaccinated against COVID-19. Except as set out in this Policy, all must:

- complete a COVID-19 Visitor Self-Declaration Questionnaire; and
- provide evidence that they are fully vaccinated as a condition of entering Powertech’s facilities.

Fully vaccinated means an individual who:

- has received the complete dose regiment of a COVID-19 vaccine accepted by Health Canada.
- meets any additional vaccine requirements necessary to maintain fully vaccinated status, as may be stipulated by Health Canada as vaccine requirements evolve.

## APPLYING THE POLICY

### Exemption Process

Visitors may request an exemption from this Policy by submitting a request electronically to [madhvi.ramniaal@powertechlabs.com](mailto:madhvi.ramniaal@powertechlabs.com). An exemption request should contain the following:

- 1) reason for the visit,
- 2) name of the Powertech representative assigned to the relevant work,
- 3) details of and reason for the exemption request, and
- 4) any additional information reasonably necessary for Powertech to understand and assess the request.

Powertech will provide written notice of its decision, including any conditions it deems appropriate to minimize the risk of transmission of COVID-19 at Powertech's campus if the exemption is granted.

Powertech expects exemptions to be infrequent and limited in nature and will not consider exemption requests based on personal preference, opinion, philosophy, or opinion about the legality of Powertech's vaccination policy, or a personal belief about COVID-19 or vaccinations.

Until a written decision is rendered by Powertech, unvaccinated visitors, clients and tenants must not enter any of Powertech's facilities.

### **Access to Records**

For audit purposes, visitors will obtain, maintain, and provide to Powertech, at any time (upon reasonable request evidence or records as are reasonably necessary to establish the Visitor's compliance with this Policy. Powertech is authorized to collect this information under Part 4 of the *Personal Information Protection Act*. If you have questions about this collection, you may contact [Powertech.Legal@powertechlabs.com](mailto:Powertech.Legal@powertechlabs.com).

### **Future Updates**

Powertech will review this Policy periodically and may revise it from time to time as needed to ensure that it continues to support the health and safety of our employees, our contractors, visitors, and our customers.