

## Powertech Communicable Disease Prevention Plan

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Date: 2022-04-08	Date: 2022-04-08

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### 1. Introduction

Powertech has a small staff contingent with critical reliance on safety and availability of staff for regular operations. Hence, Powertech manages all risks to staff availability with significant diligence.

A *Communicable Disease* is an illness caused by an infectious agent or its toxic product that can be transmitted into a workplace from one person to another. Examples of communicable disease that may circulate in a workplace include COVID-19, norovirus, and seasonal influenza.

This Communicable Disease Prevention Plan is part of Powertech’s commitment to promote health of Powertech employees, visitors, and contractors by providing information that can be used to prevent the contraction and spread of communicable disease, and to guide appropriate responses to any communicable disease outbreak.

### 2. Purpose

The purpose of this Communicable Disease Prevention Plan is to protect employees, visitors, and contractors from exposure to communicable diseases and to reduce the risk of spreading the infection in the event of an exposure. It also provides guidelines and steps to be taken as a situation moves from a low risk to a high-risk event.

Powertech will constantly strive to find ways to control or minimize exposure to communicable disease by developing, reviewing, and implementing proper risk controls, establishing safe work practices, raising awareness, and providing education and training for its employees, visitors, and contractors. Powertech will follow direction, controls and guidance as specified by the BC Center for Controlled Disease (BCCDC), the Ministry of Health, and the Provincial Health Officer (PHO). Powertech will also track what others in the marketplace are doing and adopt what we consider “best practices”.

In the event of a communicable disease threat (or increased risk of), Powertech plan the response according to Appendix A- Communicable Disease Prevention Plan Template and will take appropriate action to protect the health and safety of employees, visitors, and contractors while on campus and provide additional guidance as necessary.

### 3. Scope

Communicable diseases falling within the scope of this plan are those typically caused by bacteria, viruses, fungi, or parasites and normally spread through direct or indirect human contact, the consumption of contaminated food/water, or airborne droplets. Examples of communicable diseases that workers may be exposed to in B.C. workplaces:

- Chicken pox
- Clostridium difficile (C. difficile)
- Coronavirus disease (COVID-19)
- Hepatitis
- HIV/Aids
- Legionnaire’s disease and Pontiac fever
- Measles
- Methicillin-resistant Staphylococcus aureus (MRSA)
- Mumps
- Norovirus
- Pandemic Influenza
- Tuberculosis (TB)
- Vancomycin-resistant enterococci (VRE)

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## 4. Roles and Responsibilities

Powertech's Leadership Team will actively review different aspects of the spread of communicable diseases including COVID-19 and will meet on an "as needed" basis to bring forward any new requirements or recommendations. It is the responsibility of the President and CEO, supported by Powertech's Leadership Team to ensure implementation of all requirements.

The Powertech's Leadership Team is responsible for ensuring we deliver on our priorities, client contracts and commitments, and have coverage for key functions and roles in case of reduced staffing levels and/or inability to continue work on our campus due to the spread of a communicable disease.

If the situation stretches over a longer period of time (typically more than 2 weeks), the Business Continuity Plan (BCP) will be activated, and the Business Continuity Coordinator (BCC) will take the lead as per Powertech Business Continuity Plan.

### 4.1 Employer Responsibility

Powertech, as an employer, will

- Implement communicable disease prevention measures.
- Develop and implement an exposure control plan when required.
- Inform workers about the threats and how they may be exposed to in the workplace.
- Educate and train workers in safe work procedures include hand hygiene and proper use of personal protective equipment (PPE).
- Offer vaccinations as specified in the BC Center of Disease Control's Communicable Disease Control Manual, without cost to workers who are at risk of occupational exposure.
- Purchase appropriate PPE and/or safety engineered medical devices, where required.

### 4.2 Worker Responsibility

Worker responsibilities include

- Act in a safe and responsible manner as directed by health and other authorities.
- Attend education and training sessions.
- Use safe work practices and procedures. This includes hand hygiene, wearing PPE and physical distancing.
- Don't come to work while experiencing symptoms.
- Seek immediate first aid and medical attention as required.
- Report potential hazards and exposure incidents to managers.
- Refuse work if there is reasonable believe it will put the worker or others at risk.

Workers should also keep a record of personal vaccinations and ensure that their vaccinations are up to date.

### 4.3 Joint Health and Safety Committee (JHSC)

Powertech's Joint Health and Safety Committee plays an important role in identifying and resolving workplace health and safety issues and will be consulted as part of any updates. Regular workplace inspections will be conducted to ensure the measures outlined in this plan is in place.

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#### 4.4 Communication and Monitoring

The health and safety of those working at Powertech remains the number one priority. Updates will be provided to employees, visitors, and contractors when there are significant changes to the Powertech's Plan or approach to communicable disease management. These updates will be through email communications, conference calls, intranet and internet posts, and signage around the campus.

### 5. Prevention

Preventing communicable disease involves taking ongoing measures to reduce the risk of communicable disease transmission in the workplace. Vaccines, antibiotics, antivirals, innate immunity, and/or acquired immunity can provide some protection against certain communicable diseases. Powertech will encourage appropriate immunization with vaccinations based upon BCCDC and provincial health authority guidance and any additional recommendations pertinent to the employee's unique work circumstances. Powertech will continue to follow the guidance of the PHO and strongly recommend, encourage, and promote vaccination among our employees, contractors, and visitors to campus in line with current public health conditions. If vaccination against a specific disease is required for the employee's work, they will be notified and Powertech will cover the cost of the vaccination. Powertech will also clearly communicate any requirements spanning such topics as proof of vaccination process and following PHO guidelines.

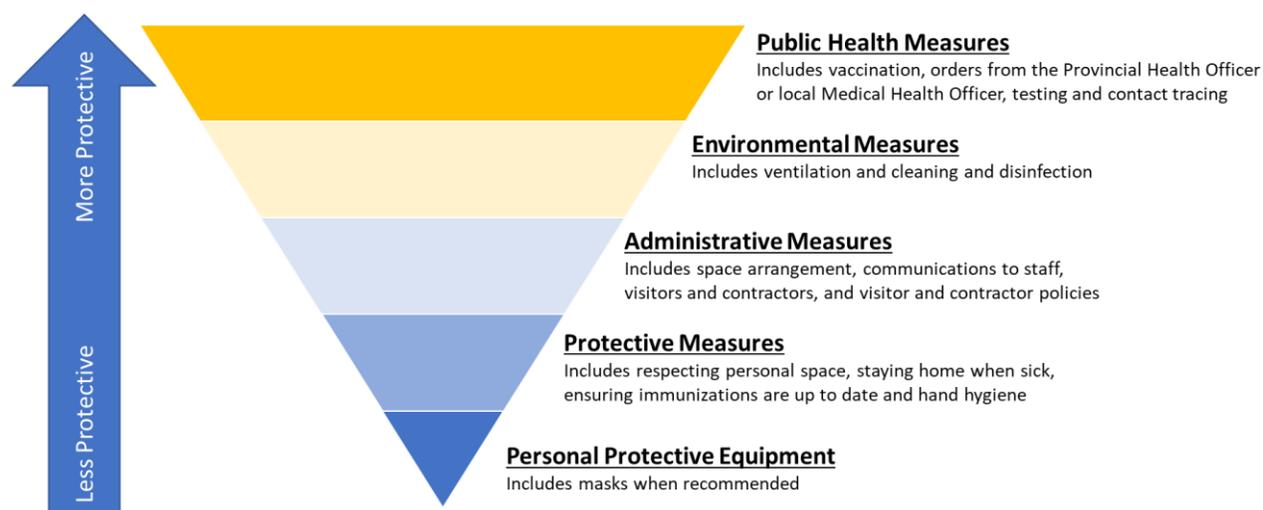
### 6. Infection Prevention and Exposure Control Measures

Infection prevention and exposure control measures outlined below will be implemented to help create safe environments by reducing the spread of communicable diseases.

- Robust illness policies for employees, visitors, and contractors including ensuring that policies do not undermine exposure control measures.
- Reinforcement and adoption of effective personal practices & responsibilities (e.g. hand hygiene, respiratory etiquette).
- Various environmental measures (e.g. enhanced cleaning and disinfecting practices, ensuring HVAC systems are operating properly, etc).

The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease described below would be taken to reduce the transmission of communicable disease at Powertech. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of communicable disease is expected to substantially reduce.

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## 7. Reducing the Risk

### 7.1 Ongoing Measures

Powertech will be implementing these ongoing measures as part of the communicable disease prevention plan.

- Support employees who have symptoms of a communicable disease (e.g., fever or chills, coughing, diarrhea) to remain at home so they can avoid being at the workplace when sick, by offering remote work and sick leave options.
- Provide hand-hygiene facilities with appropriate supplies (e.g., soap, hand sanitizer) and encourage regular hand washing and covering coughs and sneezes.
- Provide face mask and impervious gloves to staff to perform their work safety
- Maintain a clean environment through routine cleaning procedures.
- Ensure building ventilation is adequate and ventilation systems are properly maintained.
- Support staff in receiving vaccinations for COVID-19 and other vaccine-preventable conditions.

The level of risk of certain communicable diseases, including COVID-19, may increase from time to time or on a seasonal basis. This may occur at a local or regional level, or within the workplace. Recognizing the signs and symptoms of a communicable disease and understanding the modes of transmission is the first step in reducing the incidence of disease associated with communicable diseases. Signs and symptoms will vary depending on the disease, but common characteristics associated at the onset of most communicable diseases typically include fever and other flu-like symptoms.

Below is a list of measures that Powertech is open to exercise in case the communicable disease spread it high and will adjust as the situation remedies.

### 7.2 Physical Distancing to Reduce Areas/Points of Congestion

Physical distancing reduces the potential of communicable diseases being transmitted through airborne droplets. The following protocols and measures would be utilised to reduce the risk of transmission of communicable diseases throughout the workplace depending on the level of risk:

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- Reduced public access to Powertech.
- Continued use of alternative methods, such as video or conference calls, for conducting business and meetings to prevent close personal contact.
- Offering customers, the option to remotely witness tests in our laboratories.
- Rearrangement and/or removal of furniture to improve physical distancing in the meeting rooms, kitchens, and common areas, such as reception, break rooms, change rooms, washrooms, and elevators, where applicable.
- Indoor tours with limited number of participants.
- Adherence to occupancy limits in all meeting rooms and common.
- Occupancy limits in the gym.

### 7.3 Use of Face Mask

Depending on the BCCDC, PHO and federal guidance and the level of risk, Powertech will implement face mask policies for employees, contractors, and visitors:

- For external visitors: Use of face masks will be required when entering the buildings and shall only be removed when seated in the meeting room to allow recommended physical distance (>2m in case of COVID-19). Disposable, non-medical face masks will be provided free of charge to external visitors.
- For Powertech employees: Use of face mask are required when in common areas. Powertech employees will be responsible for supplying their own face mask and for proper disposal of face mask. Depending on the type of work, Powertech will be providing employees with non-medical and N-95 or K-95 masks for employees to conduct their work safely in the laboratory or field.

Every effort will be made to explore accommodations on a case-by-case basis. Individual who are unable to wear a face mask because of health condition should inform Powertech personnel of such upon entering the building. Where an individual is unable to wear a face mask due to health condition, every effort will be made to explore alternatives for service. Accommodations do not apply if someone is able to wear a face mask but chooses not to as a matter of personal preference.

### 7.4 Use of Physical Barriers

Installation and regular disinfecting of protective barrier services and physical barriers are also available and will be implemented depending on the risk level. Areas identified are:

- Reception areas in the main lobby and
- Control room of the High Voltage Lab.

### 7.5 Personal Hygiene Support

- Posting of signage on proper hand hygiene techniques and proper respiratory etiquette throughout Powertech campus.
- Interior handwashing locations are readily available, visible, and accessible.
- Interior hand sanitizer locations visible and accessible.

### 7.6 Enhanced Cleaning Protocols

- Necessary materials in place to maintain a clean environment appropriate to the specific department or work area.
- Continuation of standard daily and night (evening shift) cleaning protocols.

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- Depending on situation, enhanced daily cleaning protocols, including the cleaning/disinfecting of the following areas will be implemented.
  - High touch surfaces in common areas
  - Elevators button panels, doors and railings
  - Stair railings
  - Doorknobs.
- Cleaning/disinfecting of washrooms at least twice a day.
- Cleaning/disinfecting of all meeting rooms after each scheduled meeting.
- Readily available supply of refillable disinfectant spray bottles, paper towels and refillable bottles of hand sanitizer for each meeting rooms; supplies are replenished as required.

**7.7 Visitors, Meeting and Business Travel**

Powertech will be following guidance and adhering to direction provided by public health and government agencies while allowing continued engagement with clients, employees, and the broader industries we are active in. Visitors will be allowed on campus only if the risk is identified to be moderate or low

- If there are travel restrictions in place when entering Canada, Powertech will be limiting client visits to only those that can enter Canada and satisfy provincial and federal requirements.
- If a Powertech Contractor & Visitor Vaccination policy is in place, Powertech will be restricting access to the campus to only those who are compliant with the policy.
- Powertech would require anyone flying in Canada, and British Columbia in particular, to meet the government entry requirements which may include a quarantine plan upon arrival.
- Travel within Canada and internationally for Powertech staff for project and field work would be evaluated on a case-by-case basis. Travel within British Columbia to support BC Hydro and other customers on their critical work would remain unaffected unless Powertech leadership decides otherwise.
- For laboratory work requiring witnessing by clients who cannot travel to campus, Powertech will be offering remote witnessing using a video conferencing system with multiple camera views to provide our clients with the ability to supervise all stages of a test such as sample preparation, test set-up and execution of the test. The system enables continuous communication with test engineers and technicians. In addition to seeing multiple camera views, clients can see the waveforms and the output of the high-speed camera recording in real-time, as if they were physically present in the lab.
- If face-to-face meetings with people are unavoidable, we would be asking employees to minimize the meeting time, choose a large meeting room, and adhere to appropriate physical distancing requirements. During a pandemic, all meeting rooms at Powertech will be prescribed an occupancy limit to allow the social distancing for occupants.

**8. Response Procedure**

The response procedures will be executed in 3 phases depending on the level of risk. More details of the prioritization of the tasks are identified in Appendix B and would need to be adjusted to best address existing conditions.

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### 8.1 Employees

Powertech's building occupants who are diagnosed or believe they have a communicable disease should:

- At a minimum, follow any published PHO guidelines and orders.
- Seek medical attention if necessary.
- Inform their manager of their condition and relay pertinent information provided by their healthcare provider. All employee medical information is considered private and will be kept in strictest confidence.
- Stay home when sick and avoid close contact with others.
- Do not return to work until advised to do so by a healthcare professional or, in the absence of medical consultation, do not return to work for the duration of the illness and 24 hours after symptoms abate.
- Limit the spread of a communicable disease by avoiding traveling when sick, unless otherwise deemed appropriate by a healthcare professional.
- Use antibiotics and antivirals appropriately and exactly as prescribed for the full duration of the prescriptions – do not self-medicate or share medicines with others.
- Maintain awareness of the situation and the progression and nature of the communicable disease outbreak by monitoring reliable media outlets.

### 8.2 Managers

Managers who become aware of an employee under their supervision who exhibits communicable disease symptoms or is diagnosed with a communicable disease must not release the employee's name, identifying information, or condition to other employees unless cleared by the employee or not divulging the information causes harm to other employee's health. All employee healthcare concerns must be forwarded to Human Resources. Managers and employees can contact Human Resources with any questions or concerns they may have regarding workplace issues surrounding communicable disease. Managers will also do a Health/Wellness check with the employee who is sick.

### 8.3 Visitors

In order to prevent communicable disease and depending on the risk level (See Appendix B), Powertech will consider the following measures:

- Restrict access to visitors to only essential visitors.
- Ask visitors to complete personal daily health checks.
- Follow all posted signage while on campus.
- Follow information and guidance on any communicable disease responses shared by Powertech, BCCDC and PHO.
- A visitor who is diagnosed with or believes they have a communicable disease should avoid coming to Powertech campus.

## 9. Monitoring your Health

The following procedures should be followed whether a communicable disease emergency such as a regional communicable disease outbreak, pandemic, or public health emergency is declared by local, provincial, or national officials. For all other routine, seasonal, or individual health issues, consult your healthcare provider. Routine, seasonal, and individual health issues DO NOT need to be reported to Powertech officials unless advised to do so by your healthcare

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provider. All employee's medical information is treated as private and confidential and will be handled in compliance with legal requirements and professional ethical standards.

### 9.1 Personal Health Checks

Depending on the gravity of the communicable disease, employees, visitors, and contractors accessing any Powertech's building, might be required to complete a personal health check. Health check requirements will be communicated out electronically to employees and reminders will be posted at entrances to buildings.

## 10. Information Monitored

To actively manage our response, we are following guidance and direction from provincial and federal authorities and our shareholder, BC Hydro:

- BC Hydro Communications
- BC Centre for Disease Control: [www.bccdc.ca](http://www.bccdc.ca)
- WorkSafe BC: [www.worksafebc.com/en](http://www.worksafebc.com/en)
- HealthLink BC: [www.healthlinkbc.ca](http://www.healthlinkbc.ca)
- Canada Public Health: [www.canada.ca/en/public-health](http://www.canada.ca/en/public-health)
- World Health Organization WHO: [www.who.int](http://www.who.int)
- Government of Canada Travel: [Travel to Canada: Requirements for COVID-19 vaccinated travelers](#)

## 11. References

Refer to the latest version of the following documents posted on Powertech [Controlled Document](#).

- Powertech Business Continuity Plan
- Powertech Employee COVID-19 Mandatory Vaccination Policy
- Powertech Contractor COVID-19 Mandatory Vaccination Policy
- Powertech Visitor COVID-10 Mandatory Vaccination Policy

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## 12. Revision History

Rev. No.	Date Issued (YYYY-MM-DD)	Description of Changes (section)	Created/ Revised by
2	2022-04-05	<ul style="list-style-type: none"> <li>Revamping the document to include Business Continuity plan during influenza</li> <li>Appendix A and B are added.</li> </ul>	Madhvi Ramnial
1	2021-11-23	<ul style="list-style-type: none"> <li>Updating body of the document to refer to Powertech COVID-19 Vaccination policies for staff, contractors, and visitors.</li> <li>Updating Messaging from our CEO</li> <li>Updated gym occupancy</li> <li>Updated section on visitors, meetings, and business travel to reflect the changes within Powertech, the Province and Government of Canada.</li> </ul>	Madhvi Ramnial
0	2021-07-27	<ul style="list-style-type: none"> <li>Replacing PLN-1785 Powertech COVID-19 Safety Plan.</li> <li>Updated title and body of the document to refer to communicable disease instead referring exclusively to COVID-19, as per the recent guidance from WorkSafe BC and Provincial Health Order.</li> <li>Directional traffic flow is removed for hallways and stairwells.</li> <li>Changed that masks are only required indoors in shared areas, and outdoors only if 2 m physical distance cannot be maintained.</li> <li>Reception area allows unmasked visitors entry before they are offered a complimentary mask.</li> <li>Mention of fully vaccinated Canadian residents and visitors as exceptions to the 14-day self-isolation requirement.</li> </ul>	

## 13. Review Records

Rev. No.	Date Reviewed (YYYY-MM)	List of Reviewers
2	2022-04	Madhvi Ramnial, Raymond Lings, Mari Nurminen, Irfan Manzoor, Victor Buwa, Ian Chang (JHSC), Robert De Vita (JHSC) Powertech Leadership Team.
1	2021-11	Madhvi Ramnial, Raymond Lings, Xi Lin
0	2021-07	Mazana Armstrong, Madhvi Ramnial, Bruce Sunga

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## 14. Appendix A- Communicable Disease Prevention Plan Template

This checklist provides all the information required to communicate measures with staff, contractors, and visitors.

Understanding the risk for communicable disease at the workplace begins with ensuring that information from the health authorities is reviewed regularly. The following actions should be considered during a communicable disease.

### 14.1 Step 1: Assess the risk in the workplace

Action	Person Responsible	Frequency
<input type="checkbox"/> Check the <a href="#">Public Health Alerts</a> website		
<input type="checkbox"/> Review updates from <a href="#">your health region</a>		
<input type="checkbox"/> Review updates for travel from <a href="#">Travel.gc.ca - Home</a>		
<input type="checkbox"/> Activate small working group depending on the risk level to address different topics		
<input type="checkbox"/> Set guiding principles of what we want to achieve		
Enter details here:		

### 14.2 Reduce risk. At all times, maintain the following policies and practices

Implement or update any policies or practices that support workers who may have virus symptoms so that they can avoid being at work when sick.

Action	Person Responsible	Frequency
<input type="checkbox"/> Sick leave policy		
<input type="checkbox"/> Return-to-work policy		
<input type="checkbox"/> Review active in-person screening practices		
<input type="checkbox"/> First aid protocols		
<input type="checkbox"/> Remote work policy		

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<input type="checkbox"/>	Telework guideline for M&P and MoveUp staff		
<input type="checkbox"/>	Employee & Family Assistance Program		
Enter details here:			

Provide sufficient hand-washing facilities and encourage appropriate hygiene practices (i.e. sneeze and cough etiquette, handwashing) among workers.

	Action	Person Responsible	Frequency
<input type="checkbox"/>	Review/update hygiene protocols		
<input type="checkbox"/>	Ensure sufficient handwashing supplies are available and accessible		
Enter details here:			

Maintain consistent cleaning protocols to reduce the risk for virus transmission in the workplace.

	Action	Person Responsible	Frequency
<input type="checkbox"/>	Review/update cleaning protocols		
<input type="checkbox"/>	Develop a cleaning schedule and standard of cleanliness		
<input type="checkbox"/>	Ensure sufficient cleaning supplies are available and accessible		
Enter details here:			

Make sure building ventilation is sufficient in all areas and maintained to ensure the proper functioning of ventilations systems.

	Action	Person Responsible	Frequency
<input type="checkbox"/>	Review/update preventative maintenance practices		
<input type="checkbox"/>	Develop a preventative maintenance schedule for all ventilation systems		
<input type="checkbox"/>	Review ways to improve air circulation throughout the year		

<input type="checkbox"/>	Check ventilation settings in company vehicles to avoid re-circulation and allow for fresh air intake		
Enter details here:			

Support workers receiving vaccinations for vaccine- preventable disease. Consider the following action when supporting vaccination efforts.

	Action	Person Responsible	Frequency
<input type="checkbox"/>	Coordinate any time off required for vaccination with supervisors and workers		
Enter details here:			

### 14.3 Step 3: Communicate

Make sure all workers, contractors and visitors are informed about the measures, practices and policies that help prevent transmission of viruses in your workplace.

	Action	Person Responsible	Frequency
<input type="checkbox"/>	Update new worker orientation to include communicable disease preventive measures		
<input type="checkbox"/>	Incorporate communicable disease preventive measures into safe work procedures		
<input type="checkbox"/>	Post signage to communicate requirements about PPE, ventilation, hygiene, etc.		
<input type="checkbox"/>	Communicate communicable disease preventive measures to workers in a language they understand		
<input type="checkbox"/>	Communicate communicable disease preventive measures to first aid attendants		
<input type="checkbox"/>	Communicate cleaning protocols to contractors (i.e. janitorial services)		
<input type="checkbox"/>	Train workers on hygiene practices		
Enter details here:			

#### 14.4 Step 4: Monitor

Implement mechanisms to monitor the effectiveness of measures to prevent communicable disease transmission at Powertech. Ensure that the plan is updated according to the risk level.

	Action	Person Responsible	Frequency
<input type="checkbox"/>	Monitor the guidance notices, orders, and recommendations from public health authorities		
<input type="checkbox"/>	Re-assess risk level as needed		
<input type="checkbox"/>	Have the Joint Health & Safety Committee (JHSC) representative regularly review these preventative measures		
<input type="checkbox"/>	Make sure staff know how to raise health and safety concerns		
<input type="checkbox"/>	Regularly inspect ventilation systems		
<input type="checkbox"/>	Regularly audit the cleanliness of the workplace		
<input type="checkbox"/>	Regularly audit the adherence to workplace policies and procedures		
<input type="checkbox"/>	Adjust plan when changes occur to the workplace (new processes, staff and premises)		
Enter details here:			

## 15. Appendix B: Specific Actions Depending on Level of Risks.

Our potential response actions are listed in the below table based on the risk level for a wide-spread pandemic.

### Preparedness - Low risk

- Global, national, or provincial alerts are in place warning of a potential outbreak; infections have occurred in some geographical areas where our client reside; no infections locally in BC or in Powertech; impacts due to potential illness (mortality or morbidity) could pose a risk to Powertech’s operations.

### Response - Moderate risk

- Global, national, or provincial alerts are in place warning of a potential outbreak; travel advisories to some of our geographical client segments set by federal or provincial governments; infections occurring in BC but not among Powertech employees; impacts due to potential illness (mortality or morbidity) would pose a risk to Powertech’s operations.

### Response - High risk or pandemic outbreak

- Global, national, or provincial alerts are in place warning of an outbreak; most of our geographical client segments impacted and infections among Powertech staff highly probable or has occurred; impacts due to potential illness (mortality or morbidity) would pose a risk to Powertech’s operations

All or some of the tasks listed below may be executed during these three phases. The prioritization of tasks identified below is provided to guide actions taking place but may need to be adjusted to best address existing conditions.

People and Employee Health	
Risk level	Response options
<b>Low</b>	<ul style="list-style-type: none"> <li>• Follow all PHO guidelines and orders.</li> <li>• Any staff/contractor feeling ill must report to manager and/or go home or self-isolate and contact the health authority or 811 immediately. Staff to maintain daily contact with the manager until able to return to work.</li> <li>• Staff to follow company’s sick leave, return to work and any active in-person screening policies.</li> <li>• Provide all staff information on Employee &amp; Family Assistance Program</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>• Follow all PHO guidelines and orders.</li> <li>• Any staff /contractor feeling ill must report to manager and/or go home or self-isolate and contact the health authority or 811 immediately.                             <ul style="list-style-type: none"> <li>○ You need talk to your Team Leader and/or Director</li> <li>○ You need to provide your manager with a contact number, details about your illness and your planned course of action.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ If your illness lasts more than the day you are taking off, then voice contact shall be made with your manager each and every day you are off ill (so long as this is practicable).</li> <li>● Provide employees who are travelling with disinfectant, gloves, masks if required.</li> <li>● Monitor for changes in federal and provincial direction.</li> <li>● Staff to follow company's sick leave, return to work and any active in-person screening policies.</li> <li>● Provide training session(s) to team leads on any activated policies or scenarios on what to do if employees show symptoms or have been exposed to the disease.</li> <li>● Activate company-wide employee self-declaration of health status procedure or form</li> </ul>
<b>High</b>	<ul style="list-style-type: none"> <li>● Follow all PHO guidelines and orders.</li> <li>● Monitor for changes in provincial direction (e.g. some communities may be impacted/closed, public events closed, etc.). May need to adjust messaging to recommend employees monitor community news as well.</li> <li>● Any staff/contractor feeling ill must report to manager and/or go home or self-isolate and contact the health authority or 811 immediately.             <ul style="list-style-type: none"> <li>○ You need talk to your Team Leader and/or Director</li> <li>○ You need to provide us with a contact number.</li> <li>○ Expect the Team Leader and/or Director to ask questions about the illness and your planned course of action.</li> <li>○ If your illness lasts more than the day you are taking off, then there needs to be a conversation each and every day you are off ill.</li> </ul> </li> <li>● Staff to follow company's sick leave, return to work and any active in-person screening policies.</li> <li>● Provide training session(s) to team leads on any activated policies or scenarios on what to do if employees show symptoms or have been exposed to the disease.</li> <li>● Leadership team and Business Continuity Team members identify two delegates, and segregate, as much as possible.</li> <li>● Conduct employee pulse check and have an open forum to bring in concerns.</li> </ul>

**Communication to staff**

Risk level	Response options
<b>Low</b>	<ul style="list-style-type: none"> <li>● Distribute employee messaging aligning with guidance and direction from BC Hydro (whenever applicable), Health Authorities and/or B.C. Ministry of Health that includes personal hygiene and what to do if feeling ill.</li> <li>● Initiate tracking of communication and guidance from BC Hydro, WHO, Federal and provincial government</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>● Distribute employee messaging on a regular interval aligning with guidance and direction from BC Hydro, Health Authorities and/or B.C. Ministry of Health that includes personal hygiene and what to do if feeling ill.</li> </ul>

	<ul style="list-style-type: none"> <li>Communicate to staff that Powertech will at minimum meet the requirement of the PHO, BCCDC and federal requirements and in some cases could have more stringent policies and procedures which might defer from BC Hydro.</li> <li>Initiate Communicable Disease Prevention Plan (Appendix A)</li> <li>Communications to Managers and Team Leaders may be required outlining action to take and how to support employees.</li> <li>Employees with questions or requesting approval will submit inquiry to <a href="#">a dedicated email address</a>. Items will be centrally tracked by dedicated staff member.</li> <li>Initiate employee emergency contact information update request in the training app to all employees</li> <li>Ensure that all staff are set up on Zoom/teams in case the situation aggravates, and we need to flip to online communication.</li> </ul>
<b>High</b>	<ul style="list-style-type: none"> <li>Increased frequency of employee communications as applicable. Messages need to align with BC Hydro, Health Authorities and/or B.C. Ministry of Health.</li> <li>Additional communications to Team Leaders may be required, outlining how to support employees.</li> <li>Communication to critical and non-critical staff. This will involve different messaging strategies (e.g. those required to work on campus or field and those working remotely).</li> <li>Kick off departmental check-ins with Powertech Leadership to understand issues/concerns/social check-in including extended leadership check ins.</li> <li>Use of other means for check-ins for the leadership and extended leadership team (What's App)</li> <li>Daily communication/check-in from Leadership Team through sectors to departments and individual staff member level.</li> <li>All communicable disease messaging should come from one leader for consistency. Formal weekly updates to be considered.</li> <li>Have regular transparent all staff communication especially around number of cases and our approach.</li> </ul>
<b>Communication with clients and clients visiting our campus</b>	
<b>Risk level</b>	<b>Response options</b>
<b>Low</b>	<ul style="list-style-type: none"> <li>Provide a message Project Manager's should be sending to any customer planning a trip to Powertech. This will require them to defer their trip to Powertech if they demonstrate any influenza symptoms, have recently visited at risk regions, or have had close physical interactions with individuals to whom the foregoing applies.</li> <li>Ask each and every visitor to Powertech to check in at reception and to declare whether any of the criteria in the point above apply to them. If they advise that any of the criteria do apply, they will be asked to reschedule their visit.</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>Create a package for clients notifying them of the situation and any potential restrictions from Powertech, the Province or Federal government.</li> </ul>

	<ul style="list-style-type: none"> <li>Communicate our business continuity plan and actions taken as per our response plan to clients as needed and decided by the Leadership team.</li> <li>Encourage virtual meeting and remote test witnessing options</li> <li>Continue with the actions set in place for Low-risk scenario and expand as needed</li> </ul>
<b>High</b>	<ul style="list-style-type: none"> <li>Notify client of increased visitor restrictions that are put in place.</li> </ul>
<b>Communication with other stakeholders, suppliers, and contractors</b>	
<b>Risk level</b>	<b>Response options</b>
<b>Low</b>	<ul style="list-style-type: none"> <li>Let contractors know up to date guidance beforehand, make sure each and every contractor to Powertech to check in at Shipping &amp; Receiving and to declare whether any of the criteria for postponing visit / work apply to them. If they advise that any of the criteria do apply, they will be asked to reschedule their visit / work.</li> <li>Initiate procurement efforts to obtain adequate supplies of personal protective equipment and cleaning supplies required to meet facility and employee needs over an extended period,</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>Immediately upon outbreak of pandemic, contact any major stakeholders to determine the nature of the outbreak, who and what is affected and what is being done about it, and what we need to do. Communicate the appropriate information to contractors, tenants, and other key stakeholders.</li> <li>Continue with the actions set in place for Low-risk scenario regarding contractors and expand as needed</li> <li>Communicate with our suppliers to identify any delivery issues – our shipping and receiving remains open</li> </ul>
<b>High</b>	<ul style="list-style-type: none"> <li>Notify contractors of no visitors allowed policy – discuss exceptions with facilities team if critical repairs</li> <li>Continue communicate with our suppliers to identify any delivery issues and let them know any closure of our shipping and receiving</li> </ul>
<b>Travel</b>	
<b>Risk level</b>	<b>Response options</b>
<b>Low</b>	<ul style="list-style-type: none"> <li>Follow regular Travel Request (TR) approval process</li> <li>Monitor travel advice from <a href="#">HealthLinkBC</a> and advisories from the <a href="#">Government of Canada</a></li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>All Travel Requests to be approved by the CEO or delegate</li> <li>No business travel to areas at risk as directed by federal or provincial authorities, or BC Hydro</li> <li>We encourage staff to talk to clients in advance to confirm:                             <ul style="list-style-type: none"> <li>Whether there was a change in travel policies from the client side and you are still welcome to visit.</li> <li>The cruciality and time sensitivity of the work.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Options of deferring the work done on client site for later.</li> <li>● In the case of personal travel to at-risk areas, follow travel advisories from <a href="#">HealthLinkBC</a> and <a href="#">Government of Canada</a>) and monitor your health during your trip and upon return.</li> <li>● Develop procedures and scenarios on various situations and have a discussion with employees scheduled to travel.</li> <li>● Ask staff to notify any personal travel to their managers beforehand.</li> <li>● Review and update travel policies to cover social distancing while travelling by car and criteria to consider on choosing whether to travel by car or plane.</li> <li>● Seek approval for traveling to BC Hydro sites (First Nation or field work)</li> </ul>
<b>High</b>	<ul style="list-style-type: none"> <li>● All business travel stops, unless for critical services to support BC Hydro. Travel Request to be approved by the CEO or delegate.</li> <li>● For any out-of-province personal travel, employees asked to follow guidelines and travel advice from HealthLinkBC and Government of Canada. Employees must upon return, monitor their health. If they feel ill upon return, they must obtain health clearance prior to returning to work. Follow any self-quarantine guidelines issued by provincial or federal health authorities.</li> <li>● Ask staff to notify any personal travel to their managers beforehand.</li> <li>● Centralized information for travel / test etc. requirements for staff travelling and allocate staff member for this role</li> </ul>

**Meetings, events, training, and social distancing at the office**

Risk level	Response options
<b>Low</b>	<ul style="list-style-type: none"> <li>● Follow regular meeting and training practices</li> <li>● Prepare for increased need for teleconferencing among employees and with clients, and remote witnessing in laboratories.</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>● Large in person gatherings will be cancelled including all staff meeting, events.</li> <li>● Training will be evaluated on a case by case basis. Only mandatory training that cannot be conducted online will be allowed in smaller group where social distancing is possible.</li> <li>● Suspend social committee group activities and group fitness classes.</li> <li>● Encourage staff to stagger their lunch hours and eat at their desk.</li> <li>● If face to face meetings with people are unavoidable, minimize the meeting time, choose a large meeting room and sit at least one meter away from each other, if possible, avoid shaking hands.</li> <li>● Each lab to implement procedures to minimize exposure on situations where physical distancing is not possible (i.e. working on a test set-up).</li> <li>● Issue work from home guidelines and expectations and allow employees who can work from home and provide them with needed equipment (phone, laptop).</li> <li>● Ensure managers are in the office / laboratories frequently enough to provide support to the employees</li> </ul>

	<ul style="list-style-type: none"> <li>Adjust the frequency of the leadership team meeting with the situation. Have short meeting focused on quick decision making, sharing of timely information, coordination, and execution.</li> </ul>
<b>High</b>	<ul style="list-style-type: none"> <li>Assess and implement actions to allow for social distancing and use of applicable PPE for staff who still need to work in laboratories</li> </ul>
<b>Facilities &amp; Safety</b>	
<b>Risk level</b>	<b>Response options</b>
<b>Low</b>	<ul style="list-style-type: none"> <li>Regular cleaning regimens in place.</li> <li>Place additional hand sanitizers to prominent areas within Powertech for employee, contractors, and visitor use.</li> <li>Regular access to our campus</li> <li>Centralize all PPE under the HSEQ team to manage the inventory.</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>Use of approved disinfectant products with good cleaning practices will occur regularly and as needed.</li> <li>Cleaning staff follow standard PPE procedures according to product and procedure.</li> <li>Installation of additional disinfectant stations at key locations in Powertech</li> <li>Each meeting room will be stocked with sanitizing wipes or sprays with paper towels.</li> <li>Use of Powertech electrostatic sprayer in common areas, gym.</li> <li>Wedge several common doors open to minimize the spread of germs / Influenza notification should be posted in lunchrooms and other areas to raise staff awareness of influenza symptoms.</li> <li>Identify a room where isolation of sick employee can occur while arranging for transportation.</li> <li>Purchasing staff to ensure current inventories are adequately stocked. This includes soaps and disinfectants, hand wipes and sanitizers, plus face masks for positions that require them. Use centralized BC Hydro procurement to secure inventory if needed.</li> <li>Review access to our campus by non-employees – take action to restrict</li> <li>Have occupancy limits for labs, meeting rooms, bathrooms, kitchen and other areas calculated and ready to roll out if social distancing is required.</li> <li>Evaluate and install screens and barriers if required at reception and controls rooms.</li> <li>Limit gym usage to single occupancy and initiate online booking for contact tracing. Adjust as the situation progresses.</li> <li>Prepare to roll out satellite lunchroom to reduce density during peak hours</li> <li>Install temperature check points (if a key symptom of the disease) at Powertech lobby.</li> <li>Adjust HVAC system setting to ensure higher % of fresh air. If risk goes to high, move to 90-100% of fresh air.</li> </ul>

	<ul style="list-style-type: none"> <li>Perform regular safety walkthrough to audit compliance to policies and procedures</li> </ul>
<b>High</b>	<ul style="list-style-type: none"> <li>Use of approved, hospital-grade disinfectant products with good cleaning practices will occur regularly and as needed as per BGIS</li> <li>Expand regular day time cleaning regimens to include high touch point areas: wiping all shared surfaces such as doorknobs, microwaves and refrigerator doors on a daily basis.</li> <li>Cleaning staff to follow standard PPE procedures according to product and procedure as per BGIS.</li> <li>Restrict movement of shipping and receiving staff between floors</li> <li>Restrict movement of staff across the campus and different floors of the Main building.</li> <li>Activate satellite lunchroom and coffee stations for staff</li> <li>Evaluate whether the gym might need to be closed.</li> </ul>

**IT systems**

Risk level	Response options
<b>Low</b>	<ul style="list-style-type: none"> <li>Regular VPN and other teleworking tools including Teams, Zoom and conference bridges capacity in place</li> <li>Review the current availability and need for additional laptops for employees in preparation for remote working.</li> <li>Prepare for increased need for teleconferencing among employees and with clients, and remote witnessing in laboratories.</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>Confirm and assess needs to increase capacities to support telework, and pre-arrange support from vendors, as required.</li> <li>Review video conferencing abilities and limitations Set up the intranet for mass communication and updates on the influenza.</li> <li>Issue user guidance / reminders</li> <li>Develop plan on how to support laboratories if physical IT support presence is needed</li> <li></li> </ul>
<b>High</b>	<ul style="list-style-type: none"> <li>Maintain and monitor IT systems (online and in labs)</li> <li>Engage with supporting vendors if needed</li> </ul>

**Administrative Support and Back-office Functions**

Risk level	Response options
<b>Low</b>	<ul style="list-style-type: none"> <li>Confirm company principles and guidelines for Pandemic Response Plan with Leadership Team.</li> <li>Confirm priorities that BC Hydro needs our support for</li> <li>Identify critical external client projects</li> </ul>

	<ul style="list-style-type: none"> <li>• Reaffirm what our Business Disruption Insurance covers</li> <li>• Continue with regular working capital management principles</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>• Identify staff and laboratories needed to deliver on BC Hydro’s priorities, critical external client work, and supporting services</li> <li>• Ask business continuity plans from both technical and support teams</li> <li>• Review and update critical and supporting services continuity plans</li> <li>• Activate company-wide weekly work planning</li> <li>• Decide on KPIs for business continuity and start monitoring on a weekly basis</li> <li>• Activate mechanism to document cancelled projects</li> <li>• Review project pricing and adjust, if possible, to cover increased costs</li> <li>• Start more detailed cash flow forecasting</li> <li>• Adjust CPS 6 (Financial approval) policy as needed for increased cost control</li> <li>• Prioritize payroll and invoicing and AR activities</li> </ul>
<b>High</b>	<ul style="list-style-type: none"> <li>• Monitor KPIs on a daily basis</li> <li>• Prioritize client work to be done based available staff and on the identified priorities</li> <li>• Continue detailed cash flow forecasting</li> <li>• Prioritize payroll</li> </ul>