

Powertech Communicable Disease Safety Plan

Updated November 23, 2021



Message from our CEO

First and most importantly, we at Powertech hope that you, your families, and your organizations are staying healthy and safe.

We would like to assure our valued clients that we continue with our commitment to serve you while complying with all applicable federal, provincial, and internal directives and recommendations. Powertech is committed in providing a safe workplace to its employees, visitors, and contractors, and to this effect has adopted various measures detailed in this plan. Effective November 23, 2021, Powertech COVID-19 Vaccination Mandate comes into effect where only fully vaccinated visitors and contractors and their subcontractors who are working on Powertech campus or other sites are allowed on campus unless an exemption has been granted in accordance to our COVID-19 Vaccination Policy. Visitors and contractors will require to fill out a self-declaration form and upon request show proof of vaccination before allowed access to the campus. Powertech has implemented online tools and/or remote witnessing free of charge for visitors who are not able to meet these requirements. A similar vaccination policy is in place for our employees. Through this policy, our staff, customers, and contractors should have greater confidence when working at our campus. In addition, Powertech has a robust Business Continuity Plan in place which ensures you can continue to count on our teams.

This document highlights key elements of our Communicable Disease Plan with additional COVID-19 safety measures to reflect our commitment to communicable disease prevention.

If you have any concerns or questions on how this plan may be affecting your project or what measures Powertech is taking to minimize disruption to our services in case of a communicable disease outbreak, please reach out to myself, your project contact, or contact us at covid-info@powertechlabs.com.

Raymond Lings
President and CEO
Powertech Labs

Overview

Our focus is to make sure the Powertech campus is an increasingly safe place to work. Our Communicable Disease Plan is based on our Business Continuity Plan (BCP) which was created in response to the COVID-19 pandemic and includes the Influenza Pandemic Response Scenario Appendix. Powertech's BCP defines the structure, roles and responsibilities, actions, key contacts, and resources to facilitate an efficient and effective response to various situations that prevent the company from carrying out its usual business operations. The BCP is long and comprehensive, so this document was created to communicate key elements specific to the current pandemic.

The contents of this document are subject to change as the situation evolves.

Priorities

Our priorities are the following:

- Support societal efforts to reduce the risk of exposure and slow the spread of the virus.
- Protect the health and safety of Powertech's employees, customers, contractors, and visitors as governed by our safety policies.
- Ensure critical support services are available to deliver on the priorities above:
 - Safety and environmental programs for laboratories and other facilities,
 - IT systems and services for work in laboratories and remotely from home,
 - Finance,
 - HR services, and
 - Facility management.
- Deliver on client contracts and commitments.

Roles and Responsibilities

Powertech's Leadership team is actively looking at different aspects of the spread of communicable diseases including COVID-19 and meet on a regular 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.

Response Actions

Assessing the Risks

Viruses causing communicable disease can spread in several ways, primarily in droplets when a person coughs or sneezes and from touching contaminated surfaces.

The risk of person-to-person transmission increases by being in close proximity and with increased length of exposure to infected persons.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time while the virus is still active on the surfaces.

Powertech has involved the Leadership team, managers and health and safety representatives to

- Identify areas where people gather, such as breakrooms, test areas and meeting rooms.
- Identify job tasks and processes where workers are close to one another or members of the public. This includes the workplace, worker vehicles, and other locations (for workers who travel offsite as part of their jobs).
- Identify the tools, machinery, and equipment that workers share while working.
- Identify the surfaces that people touch often, such as doorknobs, elevators buttons, and light switches.

Protocols to minimize the risks of transmission were put in place to address these high risks areas as detailed below.

In addition, as of November 23, 2021, Powertech has implemented COVID-19 Vaccination Policies for its employees, visitors and contractors where only fully vaccinated visitors and contractors and their subcontractors who are working on Powertech campus or other sites are allowed on campus unless an exemption has been granted in accordance with our COVID-19 Vaccination Policy. Visitors and contractors are required to self-declare and show proof of vaccination upon request before they are allowed on campus.

Note 1: Powertech Health Safety & Environment team performs regular walkthroughs of the entire Surrey Office /Laboratory site to ensure compliance. The assessment is conducted in order to identify and mitigate potential risks posed by the spread of communicable diseases, including COVID-19. This Communicable Disease Plan was provided to Powertech Joint Health & Safety Committee (JHSC) for feedback and feedback was incorporated. Any further changes in the plan will be contemplated by the committee.

Implementing Protocols to Reduce the Risks

Powertech has reviewed the relevant industry-specific protocols developed by WorkSafeBC and has implemented these to the extent that they are applicable to the risks to our workplace. On top of the COVID-19 vaccination policy, we have identified and implemented additional

protocols including orders, guidance and notices issued by the provincial health officer, and have worked with the health and safety associations, and other professional industry associations.

Different protocols offer different levels of protections. Powertech has been using the hierarchy of controls when determining appropriate prevention measures. Wherever possible, Powertech uses the protocol that offers the highest level of protection.

Ensuring Employee Health and Support

Our priority is to provide a safe workplace for our employees and minimize the impact of a communicable disease outbreak on our operations.

- All employees are directed to stay home if they are sick. If they start to feel ill while at work, they must report to their manager and/or go home or self-isolate and contact HealthLink BC (or emergency services in severe cases) immediately. Depending on the disease severity, employee illness, self-isolation, and presumed/confirmed infection cases can be confidentially and centrally tracked and monitored by our Human Resources department as well as BC Hydro's Security Command Center. For example, COVID-19 testing is now widely available in BC and all employees who are sick are being tested in accordance with our public health processes. Test results are typically received within 24-48 hours. Test results are confidentially monitored and managed centrally with a clear management process in place for positive as well as negative results.
- Our sick time policy, self-isolation guidelines, and other related policies have been adapted to ensure employees are not pressured or incited to work while sick.
- Clear guidance and procedures are in place for employees and managers for various exposure scenarios to ensure a consistent response. For example, these address what to do should an employee, team, or family member of an employee be or presumed to be exposed to or contract a communicable disease such as COVID-19.
- No-touch thermometers are available, and we are encouraging employees to measure their temperature regularly on a voluntary basis. This will enable any employee with an elevated temperature to better assess their fitness to work.
- Every employee needs to complete the [provincial COVID-19 self- assessment tool](#) each day prior to coming on campus or starting work in the field, or promptly upon arrival. A quick email to covid-19@powertechlabs.com is to be sent, simply confirming that the questionnaire was completed, and the results do not require a COVID-19 test or self-isolation. The assessment must be done each day by employees who are working on campus or in the field.
- Employees are requested to keep a record of their interactions with others and areas of campus they visited while they are working on-site to facilitate tracing, in the event that the information is needed for contact tracing. Powertech has deployed an online system to track the areas and person employees have been in contact when on campus. This application will allow Powertech to respond quickly with its contact tracing and identify the common building areas where close interactions may have occurred and require

deep cleaning. This will protect our workers, contractors, and visitors in an event of an infection case.

- In the event of a confirmed communicable disease infection case among our employees, Powertech has a process in place to notify all our employees, clients, suppliers, contractors, or visitors who may have come into close contact with the confirmed case.
- Our employees are well supported by a comprehensive provincial health and medical system, generous insurance benefits, and no-cost access to employee and family assistance and mental health programs (confidential counselling and work/life support available 24/7).
- Our First Aid Team and Emergency Response Team have been equipped with the communicable disease appropriate personal protective equipment and continue their duties on our campus to ensure safety of our employees.
- We regularly monitor changes in federal and provincial direction to ensure we are aligned with requirements presented by federal and provincial governments, BC Hydro, British Columbia Centre for Disease Control, and WorkSafe BC.
- Powertech has implemented mandated Covid-19 Vaccination Policies for its employees, contractors and visitors effective November 23, 2021.

Our Facilities

Powertech is limiting the number of people in the workplace at any one time. We have implemented protocols to keep workers at least 2 m (6 feet) from co-workers, customers, and others. A list of controls in place for maintaining physical distance are:

- Wherever possible work from home arrangement can be accommodated.
- Virtual meeting arrangements are in place.
- We maintain 100% fresh-air intake to the building since the start of the pandemic. As temperatures drop or increase, we do not expect to go above 20% re-circulated air as a way of maintaining a balance between comfort and health. This provides an additional level of protection to those working in our main building.
- Occupancy limits for common areas, elevators, washrooms, change rooms and labs have been established and posted. This will be adjusted as we move through the pandemic under the guidance of Provincial Health Officer.
- Reduced seating and furniture in those areas aligned to occupancy limits is in place.
- Weekly monitoring and forward-looking planning of building and lab occupancy are recorded and monitored.
- Distributed coffee, water, and microwave stations to reduce congestion to increase social distancing is in place.
- Signage and communication reminding building occupants of the requirements is in place.
- Measures to keep workers and others at least 2 meters apart, wherever possible is in place.
- Masks are required in all indoor shared areas and outdoor areas where physical distancing (2 m distance) cannot be maintained. You may remove your mask indoors under the following conditions:

- if you are seated within a workstation and maintaining physical distance from others,
- if you are seated in a common area (meeting room, lunchroom, breakout room) and maintaining physical distance from others (staff are encouraged to take input from others before taking their mask off).
- if you are alone in a company vehicle.

Options include revising work schedules and reorganizing work tasks. Masks will remain mandatory until further notice.

- The Powertech gym was re-opened to staff on November 30th with the following procedures in place to ensure the safety of all users:
 - Powertech gym users will prebook for a maximum of 2-person workout timeslot using an online system to ensure contact tracing is possible. The only exception is during bootcamp where 6 employees are allowed in the gym in allocated areas to maintain >2m distance.
 - Bottles of hand sanitizer and wipes are available in the gym to sanitize equipment after use
 - An electrostatic spray apparatus is available and can be used to disinfect the gym
 - Masks are mandatory until just before the workout begins and as soon as the workout is complete
 - Common mats have been removed and gym users are required to bring their own if needed
 - Gym users are required to clean the equipment before and after use
 - Gym users are required to send an email to gym@powertechlabs.com to confirm that they have sanitized the equipment after use and hang a sign to confirm sanitation is complete for the next user

To note: This decision will be revisited if there is a change in the Provincial Health Order or we see an increase in risk from having the gym open.

- Powertech has implemented increased cleaning throughout the workplace and at our critical facilities and/or work locations accommodating our essential services.
 - Our janitorial service provider is using approved, hospital-grade disinfectant products with good cleaning practices.
 - We have installed disinfectant stations at key locations in Powertech including dispensers and spray bottles for employee and visitor use.
 - Our reception area, each entry point to our buildings, and each common room and meeting room is stocked with sanitizing wipes or sprays with paper towels.
 - Signage has been posted in lunchrooms, washrooms, hallways, and other common areas to raise awareness of influenza symptoms, prevention strategies, and proper handwashing techniques.
 - We have put guidelines in place for physical distancing in our common areas and elevators.

- We have designated a room where a sick employee can be isolated while arranging for transportation.
- As of November 23, 2021, we are monitoring access to our campus by non-employees and have implemented protocols to ensure that visitors, contractors and subcontractors or contractors including suppliers working at the Powertech campus or with Powertech staff at other sites are fully vaccinated against COVID-19 unless an exemption has been granted in accordance to our COVID-19 Vaccination Policy. They also must fill out a declaration form before they are allowed entry into our facilities.
- All visitors and staff working with the visitors are required to wear a mask when they are in indoor areas on our campus. The exclusions are the reception area upon arrival when visitors are offered a complimentary mask, and outdoor areas where 2 m physical distance can be maintained. For clients and visitors working in “pods” per their company rules, masks can be removed only in indoor common areas not shared by Powertech employees (e.g. dedicated meeting rooms), or in outdoor areas where physical distancing to Powertech employees can be maintained.
- Our front reception, shipping and receiving areas are open where deliveries are accepted. Hand sanitizers are provided, and staff have been instructed to wash or sanitize hands immediately following the handling of any items that are dropped off.
- Staff at front reception, shipping and receiving areas are required to wear a mask in shared areas where clear barriers are not available and where 2 m physical distance cannot be maintained.
- The front reception has been retrofitted with clear barriers. The material is appropriate for both prevention of transmission of the communicable disease and for security purposes. The barriers have limited openings in order to allow sound to pass through. Staff will be working behind the counters / barriers at all time and their workstations are at least 2 m apart from one another.
- We have increased spacing of tables and chairs as well as limited the number of occupants allowed in the common areas, including the lunchroom.
- Staff workstations have been reviewed and identified as fit for use. A process of daily cleaning of workstation/offices in use is in place. There will be no sharing of workstations at this time.

Implementation of Procedures

- Powertech has identified rules and guidelines for how workers should conduct themselves.
- We have clearly communicated these rules and guidelines to workers through a combination of announcements, signage, and training.
- As an example of a communicable disease measure, Powertech has developed COVID-19 Scenario Matrix that summarizes the actions that staff need to take if they are ill or have had a potential COVID-19 exposure along with a step-by-step guide and checklist

to all the managers for guidance on how to respond to each scenario generated by the [BC COVID-19 Symptom Self-Assessment Tool](#).

- Powertech has implemented a revised tailboarding procedure where staff are not passing tailboard books or forms between crew members for sign-off/initial when conducting tailboards. The tailboard leader will initial the tailboard on behalf of each crew member.
- Powertech has devised personal measures to take to minimize the risk of communicable disease transmission during work. This includes:
 - PPE Cleaning
 - Tools and Equipment Cleaning
 - Vehicle Cleaning
- Powertech has provided guidelines on how to put on and take off PPE safely to reduce the risk of communicable disease spread.
- Staff are instructed to adhere to all posted signage. Signage has been placed, both on walls and floors (as appropriate) and includes:
 - Occupancy limits
 - Instructions for handwashing at all sinks
 - Information for visitors at the front reception
 - Reminders about maintaining physical distance
 - Reminders about mask usage
- Visitors entering our premises will be instructed via signage, to self- screen at entry points.
- The following additional resources are available to all staff:
 - Frequently updated internal updates on how to stay healthy, safe, and mentally well.
 - Access to Employee and Family Assistance Program, which includes many online resources
 - Reminders NOT come to work while sick. If they have symptoms of a communicable disease, they are expected to utilise the online self-assessment tool, contact their health care provider, or call 811.
 - Sick workers should report to first aid, even with mild symptoms. Powertech ensures at least one first aider (level 2) on site during working hours.
 - If someone experiences symptoms at work, they will maintain 2 m distance from others, notify their manager immediately, go home immediately and contact their health care provider or call 811.
 - If a worker is severely ill, we call 911.
 - Employees who require an accommodation can contact their manager, or HR advisor to confidentially discuss their needs.
- All our procedures are posted on our network drive and Powertech intranet for easy access to all staff.

Cleaning

- Powertech has reviewed the information on cleaning and disinfecting surfaces on WorkSafe BC site.
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. Posters to remind staff of the importance of hand washing and of covering their mouths when coughing or sneezing are posted throughout the campus.
- Powertech has taken measures to reduce the risk of surface transmission through effective cleaning and hygiene practices and also by:
 - Providing handwashing facilities on site for all employees and visitors. Handwashing locations are visible and easily accessible on each floor.
 - Implementing policies that specify when workers must wash their hands and communicating good hygiene practices.
 - For additional measures see section: Our Facilities.

Masks

- Powertech has reviewed the information on selecting and using masks and instructions on how to use the masks, face shields, and gloves. We have looked at the limitations of masks and other PPE and understand that it should be used in combination of other control measures and have trained our workers to use and dispose the PPE properly.
- We are making non-medical grade masks available to employees in both, the office and laboratory environments. Those employees requiring additional level of protection will continue to have access to more effective protective measures such as face shields and N95 and KN95 masks.
- All visitors and contractors on campus are required to wear a mask during their visit in indoor areas on our campus, or outdoors where physical distance of 2 m cannot be maintained. Our staff members interacting with the client will also wear a mask to ensure client's safety.
- Staff are directed to remain physically distant (2 meters) from one another while on campus) and are required to wear a non-medical mask in common areas and wherever the 2 m distance is compromised.
- Staff at front reception and shipping and receiving areas are required to wear a mask in shared areas where clear barriers are not available and where 2 m physical distance cannot be maintained.
- As of May 3, 2021, masks must be worn when indoor in common areas at Powertech offices and buildings. This includes during meetings and training. You may only remove your mask indoors under the following conditions:
 - if you are seated within a workstation and maintaining physical distance from others,

- if you are seated in a common area (meeting room, lunchroom, breakout room) and maintaining physical distance from others (staff are encouraged to take input from others before taking their mask off).
- if you are alone in a company vehicle.

Working from Home

- Powertech has a working from home policy in place.
- Powertech has a working alone policy in place.
- A portion of our staff are working from home during this time, while others are working alternate hours, creating social distancing for those in the office.
- Powertech is actively tracking the percentage of remote and on-site staff to ensure social distancing protocols remain effective.
- Powertech has implemented check-ins process by managers for employees at home to monitor self-care practices, workload distribution, and health updates for those with illness.

Communication Plans and Training

- Powertech is providing frequent, regular updates to our employees, providing them with the most up-to-date information from the company, our shareholder, BC Hydro, and public health and government agencies.
- We have also increased the number of non-COVID-related updates and meetings to maintain engagement and effective coordination of all employees while working remotely.
- While we are not holding any of our usual large gatherings such as all staff meetings, training, and team or department meetings in person, we continue to do so via other means including phone/email, teleconferencing, and video conferencing.
- Managers have been trained on monitoring workers and the workplace to ensure policies and procedures are followed.

Business Continuity of Client Work

We strive to safely deliver on client commitments, maintain our responsiveness, and preserve the expected service and communication levels of our project teams.

- Powertech remains open and we are fully operational.
- We have activated our Business Continuity Plan to ensure we can deliver on our client commitments without jeopardizing the safety of our employees, responsiveness of our project teams, and the quality of our work.
- We have implemented enhanced coordination and communication protocols for each of our laboratories and technical teams to effectively manage our workload and deliverables on a weekly/daily basis.
- We have an existing culture of cross-training staff across labs, so plans are already in place for sharing resources and rotating teams if needed.

- We have implemented an expansion and enhancement of our IT capabilities and capacity to allow for remote access, teleconferencing, and video conferencing to support remote working, client communication, remote witnessing, and our responsiveness without compromising the cyber-security of our network.
- Shipment of test samples, equipment, and other goods remain unaffected by the travel restrictions. Our shipping and receiving department, freight carriers/forwarders, and other supporting services remain fully operational.
- We expect staff working on-site to adhere to physical distancing requirements and, in cases where this is not possible (i.e. working on a test set-up), we are providing necessary personal protective equipment to limit exposure.
- The situation remains highly fluid, and we will keep our clients updated with any changes to these items as they arise.
- We have implemented weekly tracking of work plans, and more frequent analysis of relevant KPIs including billable utilization, overtime, number of client projects started, and forward-looking sales funnel to understand and manage the business impacts of the pandemic.

Monitoring Workplace and Updating Safety Plans

- Powertech has a plan in place to monitor risks. We make changes to our policies and procedures, as necessary.
- Powertech employees know who to go to with health and safety concerns.
- When resolving safety issues, we will involve our Joint Health and Safety Committee.

Visitors, Meetings and Business Travel

We are following guidance and adhering to direction provided by public health and government agencies while allowing continued communication with clients, employees, and the broader industries we are active in.

- Visitors' resident within British Columbia or Canada who don't need to use airlines to get to Powertech should be aware that Powertech will be restricting access to the campus to those that can show that they are fully vaccinated and have cleared our self-declaration form.
- Travel restrictions are currently in place for entry into Canada including flying within or into Canada. Thus, we are limiting client visits only to those that can enter Canada and satisfy provincial and federal requirements and can adhere to Powertech Contractor & Visitor Vaccination Policy
- Anyone flying in Canada, and British Columbia in particular, will need to meet the government entry requirements which may include a 14-day quarantine plan upon arrival and then self-isolation for 14 days unless they are part of the exempted list (e.g.

essential service workers, fully vaccinated residents, fully vaccinated international visitors).

- Travel within Canada and internationally for Powertech staff for project and field work is evaluated on a case-by-case basis. Travel within British Columbia to support BC Hydro and other customers on their critical work remains unaffected.
- For laboratory work requiring witnessing by clients who cannot travel to campus, we are offering remote witnessing free of charge 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.
- We continue to welcome clients to our campus as long as they are following the provincial and federal regulations and our contractor & visitor COVID-19 vaccination policy. Please note that we require each visitor to show a proof of vaccination upon request and to complete a self-declaration form (to disclose any influenza-like symptoms and any close physical interactions with individuals presumed or confirmed to be infected with COVID-19) and measure their temperature on arrival **on a daily basis**. Visitors are also required to follow our mask policy.
- If face-to-face meetings with people are unavoidable, we are asking employees to minimize the meeting time, choose a large meeting room, and adhere to appropriate physical distancing requirements. All meeting rooms at Powertech have prescribed occupancy limits to allow the social distancing for occupants.

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
- WorkSafe BC: www.worksafefbc.com/en
- HealthLink BC: www.healthlinkbc.ca
- Canada Public Health: www.canada.ca/en/public-health
- World Health Organization WHO: www.who.int
- [Powertech: COVID-19 Contractor Vaccination Policy](#)