

POWERTECH COVID-19 SAFETY PLAN

Updated July 17, 2020



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 reassure our valued clients that we are committed to serving you through this uncertain period while complying with all federal, provincial, and internal directives and recommendations. Powertech has in place a robust Business Continuity Plan which ensures you can continue to count on our teams.

This document highlights key elements of our Business Continuity Plan and COVID-19 Pandemic Response Plan. This plan continues to evolve as we learn more about the pandemic and introduce new best practices.

If you have any concerns or questions on how the COVID-19 pandemic may be affecting your project or what measures Powertech is taking to minimize disruption to our services, 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 response to the COVID-19 pandemic is based on our Business Continuity Plan (BCP), including 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 in this pandemic situation are the following:

- Support societal efforts to reduce the risk of exposure and slow the spread of the virus;
- 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; and

Roles and Responsibilities

Response efforts are led by the President and CEO, supported by Powertech's Leadership Team as per their regular roles and responsibilities, and our Business Continuity Team as per their assigned duties as outlined in our Business Continuity Plan.

The Powertech's Leadership Team are 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 pandemic.

Response Actions

Assessing the Risks

The virus that causes COVID-19 spreads 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 length of time spent with others.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Powertech have involved the Leadership team, 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
- 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 minimise the risks of transmission were put in place to address these high risks areas as detailed below.

Ensuring Employee Health and Support

Our priority is to provide a safe workplace for our employees and minimize the impact of the COVID-19 pandemic 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. All employee illness, self-isolation, and presumed/confirmed COVID-19 cases are confidentially and centrally tracked and monitored by our Human Resources department as well as BC Hydro's Security Command Center. 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, what to do should an employee, team, or family member of an employee be or presumed to be exposed to or contract the virus.

- As a voluntary measure, we have thermometers available and we are encouraging employees to measure their temperature on a regular basis. This will enable any employee with an elevated temperature to better assess their fitness to work.
- 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 contact tracing, in the event that the information is needed.
- In the event of a confirmed case of COVID-19 among our employees, we will notify all our employees, clients, suppliers, contractors, or visitors who may have come into 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 COVID-19 appropriate personal protective equipment and continue their duties on our campus to ensure safety of our employees.
- We 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.

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:

- Work from home arrangements.
- Virtual meeting arrangements.
- Occupancy limits for common areas, elevators, rooms, and labs.
- Reduced seating and furniture in those areas aligned to occupancy limits.
- Weekly monitoring and forward-looking planning of building and lab occupancy.
- Distributed coffee, water, and microwave stations to reduce congestion.
- Directional traffic flow for the movement of people, where appropriate.
- Signage and communication reminding building occupants of the requirements.

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 expanded and enhanced daily daytime and evening janitorial service levels to include disinfecting of all shared surfaces and high touchpoint areas.
- We have installed additional disinfectant stations at key locations in Powertech including dispensers and spray bottles for employee and visitor use. Our Chemistry team is

producing hospital-grade surface disinfectant and hand sanitizer solutions for our internal 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 the isolation of a sick employee can occur while arranging for transportation.
- We are monitoring access to our campus by non-employees and have implemented protocols to ensure every visitor or contractor fills a declaration form before allowed entry into our facilities.
- All visitors are required to wear a mask when they are on campus
- We have increased spacing of tables and chairs as well as limited the number of occupants allowed in the common areas, including the lunchroom.
- Building, floors and room occupancy capacities have been revised to ensure social distancing protocols.
- Signage indicating the revised capacities as well as removal of excess chairs have been implemented to ensure occupancy limits are observed.
- We have designated one-way stairwells and hallways where appropriate for safe traffic flow.

Implementation of New Procedures

- 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 minimise the risk of COVID-19 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 COVID-19 spread.

Cleaning

- Powertech has established rules and guidelines, such as
 - Enhanced cleaning, nightly disinfecting and additional “day porter” disinfecting of common, high touch- point surfaces are happening in addition to daily cleaning. Disinfectant and sanitization supplies are also available for all worker use.

- No sharing of kitchen utensils or dishes
 - All microwaves, coffee machines and fridges to be sanitised as high touch point surfaces.
- Powertech has taken the following measures to reduce the risk of surface transmission through effective cleaning and hygiene practices:
 - 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.
 - Implementing frequent cleaning protocols. 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 (cloth and surgical 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 masks.
- All visitors and contractors on campus are required to wear a mask during their visit. Our staff members interacting with the client will also wear a mask to ensure client's safety.

Working from Home

- 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 daily check-ins by managers for employees at home to monitor self-care practices, workload distribution, and health updates for those with illness.

Communication

- 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.

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 fully operational at this time.
- 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 at this time.
- 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.

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.

- Travel restrictions are currently in place for entry into Canada. Only selected groups of people are being allowed access into Canada at this time. Thus, we are limiting our client visits to those that can enter Canada and satisfy provincial and federal requirements.
- Anyone entering Canada, and British Columbia in particular, will need to provide a 14-day quarantine plan upon arrival and then self-isolate for 14 days unless they are part of the exempted list (e.g. essential service workers). Adherence to self-isolation requirements may be subject to enforcement by law enforcement agencies.
- Travel within Canada for project and field work remains unaffected. Travel within British Columbia to support BC Hydro on their critical work remains unaffected.
- Inter-provincial travel within British Columbia is permitted. Inter-Canadian travel is possible, and we take extra-ordinary precautions.

- Business travel outside of Canada is currently not permitted for Powertech employees.
- We are actively working to minimize the impacts of travel restrictions set by public health and government agencies on our client communication and how we deliver some of our projects in the laboratories or in the field.
- For laboratory work requiring witnessing by clients, 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. Please note that we require each visitor 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 wear a mask.
- Any visitor who has travelled outside Canada in the last 14 days will not be permitted to visit until their self-isolation period has elapsed. **Note: As of June 11, 2020, the Chief Public Health Officer of Canada amended the exemption of the 14-day self isolation after entering to Canada for essential service workers. Clients under these categories who have travelled internationally in the last 14 days are asked to provide documentation related to their designation as an essential service. A copy of the documentation will be kept at Powertech.**
- 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.

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