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COVID-19 SAFETY PLAN

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Disclaimer

The information presented in this publication is intended for use by Robertson GeoConsultants Inc. (RGC) only. It may not apply to every circumstance and is not a definitive guide to meet all government regulations. As such, it does not relieve persons using this publication from their responsibilities under applicable legislation. This publication does not remove the responsibility of employees to act safely, think and be aware at all times. The person most responsible for your safety is you.

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1 INTRODUCTION

This document outlines the policies, guidelines and procedures that Robertson GeoConsultants Inc. (RGC) have put in place to reduce the risk of transmission of COVID-19 and other respiratory infections during the period of the COVID-19 pandemic. This document will remain in effect until further notice when Public Health Authorities no longer deem that COVID-19 safety plans are required to be implemented.

It is important to note that the virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching contaminated surfaces before touching the eyes, nose or mouth. Transmission risk increases in the following two ways:

- The risk of person-to-person transmission is increased by being near other people and escalates with increased duration around others and with exposure to a greater number of individuals.
- The risk of surface transmission is increased when many people contact the same surface and when those contacts happen in short intervals of time.

RGC's COVID-19 Safety Plan focuses on decreasing both the risk of person-to-person and surface transmission using policies and guidance put forth by government agencies (e.g. BC CDC, WorkSafeBC, and the World Health Organization). Where required and upon request RGC will cooperate with all emergency services and any government agencies to minimize the impact of the virus.

2 EMPLOYER AND EMPLOYEE RESPONSIBILITIES

It is the responsibility of RGC to ensure the health and safety of their workers and all other workers at their workplace. With respect to COVID-19 and according to WorkSafeBC requirements, RGC will:

- Complete and post a COVID-19 Safety Plan;
- Train and educate everyone at the workplace of the contents of this plan;
- Have a system in place to identify the hazards of COVID-19, control the risks, and monitor the effectiveness of the controls; and
- Reassess and update this plan as required.

Consistent with WorkSafeBC policies, all RGC employees are to take reasonable care to protect their own health and safety, as well as the health and safety of others at the workplace. With respect to COVID-19, this pertains predominantly to the following:

- Practice good personal hygiene with emphasis on frequent hand washing and staying home when sick;
- Report unsafe conditions to their supervisor when encountered; and
- Follow procedures put in place by RGC to control the risk associated with COVID-19.

3 OFFICE PROCEDURES DURING THE COVID-19 PANDEMIC

The following are steps that RGC has taken in response to the COVID-19 pandemic in efforts to keep employees safe and reduce the risk of transmission of infection. Employees choosing to work from the office must be able to follow these guidelines.

3.1 WORKPLACE ATTENDANCE

RGC encourages employees to work from home if possible, provided that employees are able to maintain a safe work environment and remain productive. Employees choosing to work from home are expected to follow RGC's policy on working remotely (see Section 4). To prevent workplace exposure to COVID-19, employees preferring to work from the office may do so provided they meet the following criteria:

- Employees do not show any symptoms of a cold or flu (fever, coughing, sneezing, difficulty breathing or shortness of breath). If symptoms arise, employees are to inform the office as soon as possible and follow the instructions on self-isolation listed in Section 5.

Contact Christoph Wels if you experience cold or flu symptoms

Email: cwels@rgc.ca Office line: [778-331-5061](tel:778-331-5061) Cell: [778-389-8842](tel:778-389-8842)

- None of the immediate family members (or partner, roommate, etc.) of an employee living in their household show any signs of a cold or flu. Employees are to contact the office if they will need to work remotely from home.
- Walking, biking or commuting by car to the office is preferable as this greatly minimizes the risk of exposure to COVID-19. Anyone taking public transit to the office is expected to take adequate steps to limit exposure to COVID-19 transmission by:
 - Avoid touching their face;
 - Sneeze/cough into a bent elbow or into a clean disposable tissue;
 - Maintain a distance of 2 m from others; and
 - Commute during less busy hours of the day if possible (e.g. 30 minutes before or after rush hour).

3.2 CLEANLINESS AND FLU-SEASON HYGIENE

All employees are expected to follow office guidelines on cleanliness and proper flu-season hygiene to help prevent infection and transmission of communicable diseases, such as COVID-19. This includes frequent hand washing, avoid touching of the face, sneezing and/or coughing into an upper sleeve, bent elbow or into a disposable tissue, and disinfecting personal office spaces regularly. Moreover, upon entry to the office and to all communal spaces (e.g. kitchen, restroom, etc.), it is expected that all employees wash their hands to avoid spreading germs from one area to another. Any commonly touched surfaces (e.g. the printer, the elevator buttons, main light switches and the alarm interface) are disinfected once daily. These surfaces should also be touched with clean hands only to minimize transmission in between cleanings.

3.3 SAFE WORKING DISTANCE

All employees are to maintain a minimum distance of 2 m from others within the workplace. Each employee has a designated private enclosed workspace which is segregated from others. Employees are to conduct most of their business in their workspace in solitude. When collaboration with others is required, employees are to prioritize communication via phone, email or Teams. When in-person correspondence is deemed necessary, employees are to maintain the required 2 m distance from one another and hold meetings such that they are as brief as possible, involve as few people as possible, and items and/or documents need not be shared. Employees are encouraged to keep their doors open when meeting in their individual office spaces to permit airflow. All employees are responsible for disinfecting their own office spaces after holding meetings with others.

3.4 LIMITED OCCUPANCY OF COMMUNAL AREAS

RGC has implemented occupancy limits to the communal areas to reduce the risk of transmission of COVID-19. Communal spaces with limitations to the number of people that may use the space at any given time are listed below along with their limits and any specific instructions prior to and following entry. Note that all employees are expected to use shared spaces with clean hands and maintain a minimum of 2 m distance from others.

Communal Space	Occupancy Limit	Specific Instructions
Kitchen	1	All employees are to wash their hands upon entry to avoid spreading germs to frequently touched surfaces (e.g. microwave, dishwasher, fridge, cupboards, drawers). At any point where hands are soiled by touching food, one's face, or unclean surfaces, employees are to wash their hands again. Note all employees are expected to wash their hands after eating.
Restroom facilities	1	All employees are to check in with reception prior to using the restroom to ensure that it is not occupied. Employees are to wash their hands upon entry and prior to exiting the restroom.
Boardroom	6	Employees are to disinfect the table and other surfaces that they and other boardroom members touched during room usage.
Patio	4	Employees are to disinfect the table and other surfaces that they and others joining them on the patio touched during its usage.
Storage room	1	Employees are to wash their hands prior to entering the storage room and minimize time spent in this space.
Elevator	2	Employees are encouraged to wash hands prior to using the elevator. Alternatively, employees may use a glove, elbow or clean surface to operate the elevator.

3.5 MEETINGS

Monday meeting has been replaced with a mandatory video conference call via Teams (9 am on the first working day of the week) to ensure that all employees can participate in the weekly meeting,

regardless of where they are working from and to avoid physically grouping staff together. If any employee cannot make the meeting, they need to notify their immediate supervisor ahead of time. If someone does not show up to the meeting, then a follow up call is made to that person (or to their next of kin if they are not contactable) by their immediate supervisor.

3.6 WORKPLACE VISITORS

At this time, all visitors that are non-essential for business purposes are discouraged from visiting the workplace. All employees should try to limit physical business meeting gatherings and prioritize holding meetings virtually over Teams or over the phone as much as possible.

3.7 EMPLOYEES WHO FALL ILL WHILE AT THE WORKPLACE

If an employee falls ill while at the workplace, they are to immediately inform their supervisor and arrange travel to their home. Any employee showing cold or flu symptoms should not take public transit, a taxi or rideshare to travel home to help reduce the spread of their germs to others. Where isolated travel home cannot be arranged, employees are to notify their supervisor and a solution will be arranged. Employees are to travel directly home where they are to begin a 10-day self-isolation period (see Section 5). Employees should thus be prepared to work remotely provided they are feeling well enough during this self-isolation period. After 10 days, if symptoms have resolved, employees may return to work.

3.8 TRAINING

Aside from reading and understanding this document, all RGC employees are required to pay attention and follow instructions posted on signage around the office. Signage includes occupancy limits of communal areas, effective handwashing practices and resources on up-to-date information regarding COVID-19. Employees are expected to speak up if they do not understand what is required of them or if they need any clarification on any of this material.

4 SAFE WORK GUIDELINES WHILE WORKING FROM HOME

Employees are permitted to work remotely, and each have been set up with server access and suitable communication tools so that they have the choice to work remotely or from the office. Employees working from home are expected to set up a comfortable home office space conducive to effective work and good working conditions.

4.1 HOME OFFICE HOURS & COMMUNICATION

Employees working remotely are expected to be working and be available during regular office hours (9 am to 5 pm) and are to notify their supervisor if these hours need to be adjusted due to childcare, appointments, etc. For immediate response from remote workers, communication should be made through Teams or by phone. It is expected that all employees return messages or calls requesting immediate response as soon as possible. The content of the message need not be addressed at this moment, but acknowledgment of communication is required to ensure that the employee is safe.

All employees are expected to submit a safety contact that can reach them in case of an emergency. Appropriate contacts would be a household member or neighbor that would be home during regular office hours.

4.2 WORKING ALONE

If employees are working alone in their home environment without outside interaction, they are expected to notify their supervisor and develop a check-in procedure that ensures their ability to seek help in case of emergency.

4.3 IDENTIFICATION OF HOME HAZARDS

All employees are expected to be able to identify and control any unsafe conditions and activities that may cause injury or illness in their workspaces at home. This includes identification and control of the following:

- Environmental hazards (e.g. asbestos, mold, tobacco smoke, radon gas, improper lighting, etc.)
- Electrical hazards (e.g. loose or improper connections, frayed cords, pinched or pierced wire insulation, overheating appliances and cords, etc.)
- Improper workstation set-up (e.g. poor posture, chair and desk settings, workspace organization and layout, breaks, etc.)
- Physical hazards (housekeeping practices leading to slips, trips or falls, domestic violence, fires, burns, cuts, etc.)

Employees having any doubts about the safety of their home environment are to speak with the health and safety officer to obtain clarification and any additional information to ensure their home environment is safe.

RGC recommends that all employees explore the Government of Canada's website on home hazards focused on air quality and chemical hazards listed below. The website also provides interactive hazard identification tools for various rooms within a typical household as well as an informative summary quiz.

Government of Canada's Hazards in your home website: <https://www.canada.ca/en/health-canada/services/home-garden-safety/hazards-your-home.html>

4.4 HOME EVACUATION PLAN

It is expected that all employees working from home have developed an evacuation plan from their home and identification of a safe meeting location in the case of emergencies. Home evacuation plans should address the following items:

- Conditions requiring an evacuation
- Chain of command when employees do not live alone

- Specific evacuation procedure given the type of emergency
 - Steps taken prior to leaving the home and when appropriate to use (gather household members and emergency supplies, shut off utilities, close and lock doors and windows, leave note for others)
 - Identification of escape routes from each room in the home
 - Identification of any equipment required for safe exit
 - Designation of meeting points appropriate for each type of emergency
 - Shelter in-place (meeting point inside the home with no or few windows, on the main floor, and easy to seal off if required)
 - Earthquake or house fires (meeting point directly outside the home but not next to it)
 - Community level disaster (two meeting points in the neighborhood that are within walking distance, such as designated emergency shelters, churches, a friend's house or community center)
 - City-wide emergencies (meeting points out-of-town and possible transportation options)
 - List of emergency contacts (911 for life threatening situations and non-911 contacts such as doctor, local police, fire department, personal contacts including family members, neighbors and out-of-town contacts).

In the event of an emergency, or any work-related incident or injury, employees are to contact the office as soon as practical to notify their supervisor. Any work-related incident or injury will need to be followed up with by the health and safety officer and proper documentation completed.

5 SELF-ISOLATION WHEN SICK

The provincial health officer and the BC CDC have issued the following guidance around self-isolation and all RGC employees are expected to follow these guidelines.

- Anyone exhibiting symptoms of COVID-19 in the last 10 days must self-isolate at home.
- Anyone under the direction of the provincial health officer to self-isolate must do so and follow any specific instructions given to them.
- Anyone arriving from outside of Canada, or who has been in contact with a confirmed COVID-19 case, must self-isolate for 14 days and monitor for symptoms.

It is recommended that anyone experiencing cold or flu symptoms take the BC CDC Self-Assessment Tool (link below) to assess the severity of their symptoms and acquire guidance on when to seek medical help.

BC CDC Self-Assessment Tool: <https://covid19.thrive.health/>

Below are the BC CDC recommended steps of self-isolation:

- Stay home for at least 10 days after the onset of symptoms
 - Employees are not to leave their home or go to work or any public places while exhibiting symptoms or under self-isolation.
 - If required to leave their home for an essential errand (e.g. see a doctor, pick-up a prescription, etc.), employees should wear a mask to protect the spread of their germs to others and to surfaces with which others may come into contact. Employees are reminded when visiting medical facilities to call ahead so that medical staff can translate any specific instructions and are prepared for their arrival.
 - Employees are encouraged to arrange that shopping be completed online or by phone. If not possible, employees should ask friends or family to help with these errands and to drop off deliveries in a manner that minimizes physical contact.
 - Employees are not to use public transportation, taxis or rideshares while exhibiting symptoms or under self-isolation
- Do not have visitors
 - Employees under self-isolation are to keep away from seniors and people with chronic medical conditions (e.g. diabetes, lung problems, heart disease or weakened immune system).
 - Employees are to discourage any non-essential visitors to their home. Any essential visits should be brief and minimize physical contact.
- Avoid contact with others at home
 - Employees are encouraged to stay and sleep in a separate room away from other household members as much as possible. As well as, use a separate bathroom if possible.
 - While in communal spaces within the household, employees should maintain a distance of at least 2 m from other people and wear a mask that covers the nose and mouth. All shared spaces should have good airflow.
 - Employees should not share household items (e.g. dishes, cups, eating utensils, towels, bedding, etc.).
- Cold and flu etiquette
 - Employees are to cover their mouth and nose with a tissue when coughing or sneezing. Used tissues should be immediately disposed of in a garbage bin lined with a plastic bag and hands washed. Alternatively, cover coughs and sneezes with the upper sleeve or elbow, but not into the hand.

- Hands should be washed frequently with soap and water. Use an alcohol-based hand sanitizer if soap and water are not available.
- Hands should be dried using paper towel, or a cloth towel not shared with others.
- All surfaces should be cleaned at least once a day with water and detergent, followed by disinfectant. Commonly touched surfaces (e.g. counters, table tops, doorknobs, toilets, sinks, taps, etc.) should be cleaned twice a day.

All RGC employees have been set up to work remotely from home if need be. Employees that are under self-isolation and in good condition to work are expected to work a regular schedule. Employees should notify their immediate supervisor if work conditions change (e.g. feeling too sick to work, or conversely feeling better to work remotely). Employees requiring additional help to acquire files from the office or essential goods, should notify their supervisor and a plan will be made to ensure that that employee receives what they need.

6 RESOURCES

BC CDC information on COVID-19:

- Symptoms
- How it spreads
- Prevention & Risks
- If you are sick & Self-isolation
- Mental well-being during COVID-19

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

BC CDC COVID-19 Self-Assessment Tool:

<https://covid19.thrive.health/>

Government of Canada's Hazards in your home website:

<https://www.canada.ca/en/health-canada/services/home-garden-safety/hazards-your-home.html>

WorkSafeBC's Setting up, organizing, and working comfortably in your home workspace:

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/setting-up-home-workspace?lang=en>