



KEMETCO
RESEARCH INC

COVID-19 Pandemic Safety Plan
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1. ABOUT COVID-19

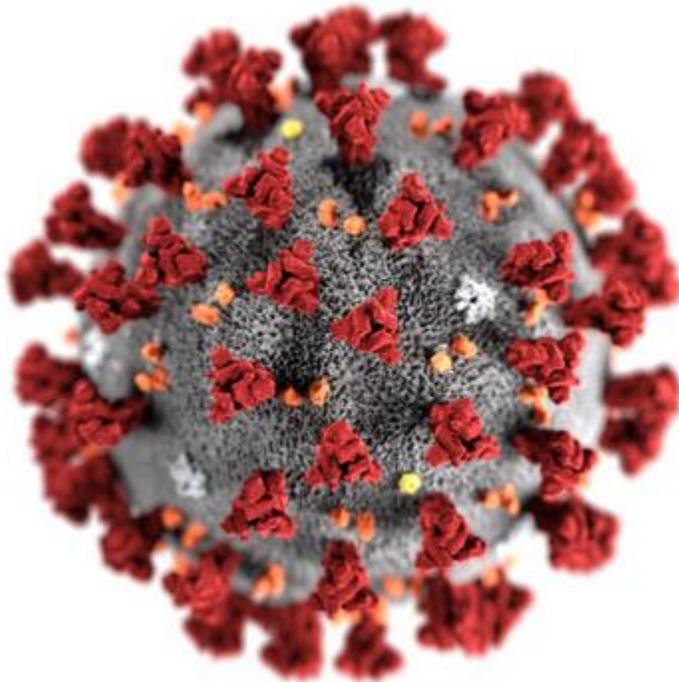
1.1 WHAT IS COVID-19?

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19.

While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases.

It is a virus that can cause respiratory illness and can lead to hospitalization and death. The effects of COVID-19 are expected to be much more severe than for seasonal influenza because most people will not have any immunity to the virus. Seniors and people with underlying health issues (including heart disease, diabetes and lung disease) are at a higher risk of hospitalization and death, but young and healthy people are also at risk.

For non-medical information about COVID-19, call 1-888-COVID19 (1-888-268-4319), 7:30am-8pm, 7 days a week.



1.2 WHAT IS THE CURRENT SITUATION

COVID-19 has been declared a global pandemic and a public health emergency in British Columbia.

BC, Canada and many other countries continue to be in active containment mode through a series of public health measures including physical distancing, travel restrictions, and business and school closures to prevent the virus from spreading.

At the time of this writing, the Province of British Columbia is beginning to “open up” and relax some of the stricter containment measures. However, a second, and possibly third wave of infections are anticipated in the next one to six months.

1.3 SYMPTOMS OF COVID-19

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They include:

- ◆ Fever
- ◆ Chills
- ◆ Cough
- ◆ Shortness of breath
- ◆ Sore throat and painful swallowing
- ◆ Stuffy or runny nose
- ◆ Loss of sense of smell
- ◆ Headache
- ◆ Muscle aches
- ◆ Fatigue
- ◆ Loss of appetite

*Average normal body temperature taken orally is about 37°C. Average normal body temperature when taken via infrared thermometer (to forehead) will be 35 to 36°C.

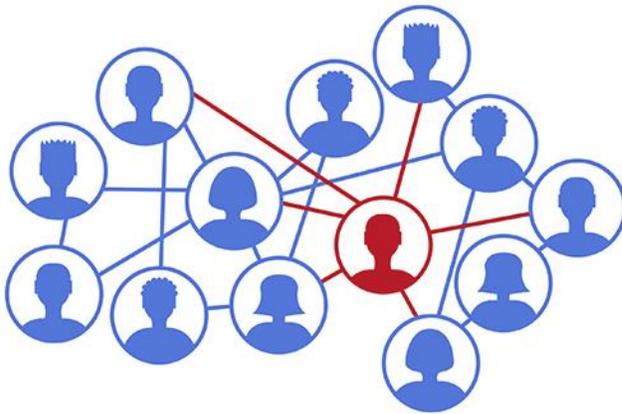
Symptoms can range from **mild to severe**. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days. People infected with COVID-19 may also experience gastrointestinal symptoms like diarrhea, nausea and vomiting a few days after the onset of the above symptoms. If you only have gastrointestinal symptoms you may not have COVID-19.

1.4 WHAT TO DO IF YOU HAVE SYMPTOMS OF COVID-19?

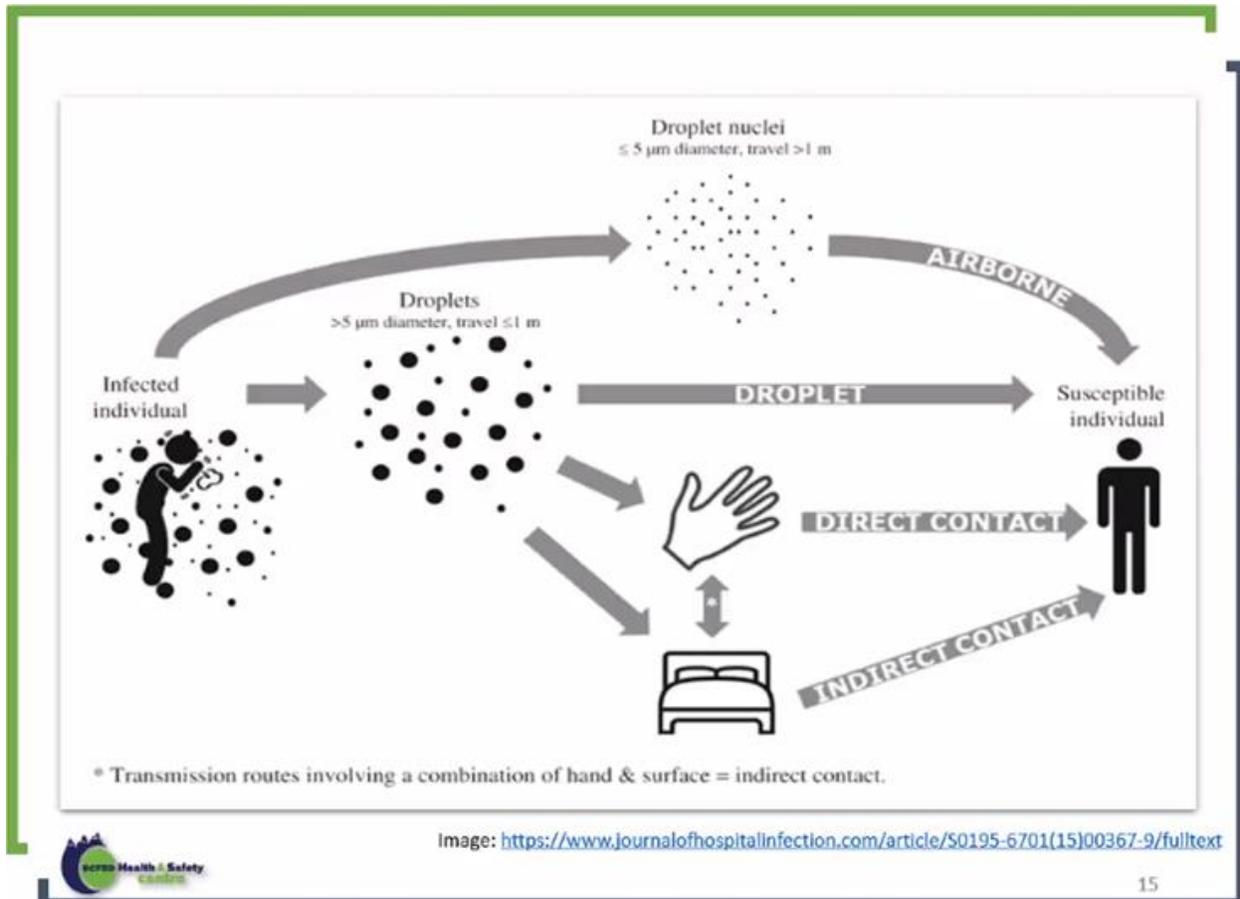
The BC COVID-19 Self-Assessment Tool is available for anyone that develops symptoms and can be used to help determine if you need further assessment or testing for COVID-19. Testing is especially important for groups that are more vulnerable to complications from COVID-19, or people who care for these individuals. For more information on whether you should be tested, call 8-1-1.

If you develop symptoms, you will need to self-isolate for a minimum of 10 days so you do not potentially spread the disease to others. Self-monitor for new symptoms during this period.

1.5 HOW IT SPREADS



Three primary routes of transmission are anticipated for COVID-19, all of which need to be controlled. These include contact, droplet, and airborne transmission.



Breathing in droplets in the air

BCCDC advises that coronavirus is not transmitted through airborne transmission, however, if somebody coughs or sneezes they do generate droplets which are airborne for at least a short period of time but do not float in the air and generally fall to the ground within one to two meters. Anybody who is near the individual may risk breathing in these droplets. Physical distancing (maintaining 2 meters of distance from other people at all time) will reduce the risk of this occurring.

Close Contact

Close contact refers to physical contact with another person, for example shaking hands or hugging. When people cough or sneeze, droplets may deposit on their skin or clothing, especially if they cough or sneeze into their hands. People who are carriers of COVID-19 may transfer the virus from their hands or clothing to others during close contact.

Surface Contact

Surfaces can become contaminated when droplets carrying COVID-19 deposit on them, or when they are touched by a person who is infected. Surface contact involves a worker touching a contaminated object such as a table, doorknob, telephone, or computer keyboard or tool, and then touching the eyes, nose, or mouth.

Surface contact is important to consider because COVID-19 can persist for several days on surfaces. Coronavirus can land on surfaces and remain active for up to 72 hours on hard surfaces such as stainless steel, or up to 24 hours on porous surfaces such as cardboard.

2. STATEMENT OF PURPOSE

Kemetco is dedicated to the maintaining the health and safety of its workers, clients, and vendors, and is actively monitoring daily developments and insights during this COVID-19 pandemic. We understand that eliminating exposure to the virus at our facility also serves to prevent disruptions to our business's operation.

Kemetco is adhering to official guidance, provided by the World Health Organization (WHO), the Public Health Agency of Canada (PHAC), the Centers of Disease Control and Prevention (CDC), the British Columbia Centre for Disease Control (BCCDC), and our local health authorities.

Kemetco will continue to closely observe recommendations from health authorities as the COVID-19 situation evolves, and adjust preparedness and response measures accordingly.

3. ROLES, RIGHTS, & RESPONSIBILITIES

When it comes to health and safety, everyone in the workplace has distinct responsibilities. Whether you're an owner, employer, supervisor, prime contractor, or worker, you have a role to play in keeping the workplace safe. As a worker, you have rights to a safe and healthy workplace, which includes the right to refuse unsafe work.

3.1 EMPLOYER RESPONSIBILITIES

Whether a business is large or small, the law requires that it be a safe and healthy place to work. If you are an employer, it is your responsibility to ensure a healthy and safe workplace.

- ◆ Establish a valid occupational health and safety program.
- ◆ Train your employees to do their work safely and provide proper supervision.
- ◆ Provide supervisors with the necessary support and training to carry out health and safety responsibilities.
- ◆ Ensure adequate first aid equipment, supplies, and trained attendants are on site to handle injuries.

- ◆ Regularly inspect your workplace to make sure everything is working properly.
- ◆ Fix problems reported by workers.
- ◆ Transport injured workers to the nearest location for medical treatment.
- ◆ Report all injuries to WorkSafeBC that required medical attention.
- ◆ Investigate incidents where workers are injured or equipment is damaged.
- ◆ Submit the necessary forms to WorkSafeBC.

3.2 SUPERVISOR RESPONSIBILITIES

Supervisors play a key role with very specific health and safety responsibilities that need to be understood.

A supervisor is a person who instructs, directs, and controls workers in the performance of their duties. A supervisor can be any worker — management or staff — who meets this definition, whether or not he or she has the supervisor title. If someone in the workplace has a supervisor's responsibilities, that person is responsible for worker health and safety.

- ◆ Ensure the health and safety of all workers under your direct supervision.
- ◆ Know the WorkSafeBC requirements that apply to the work under your supervision and make sure those requirements are met.
- ◆ Ensure workers under your supervision are aware of all known hazards.
- ◆ Ensure workers under your supervision have the appropriate personal protective equipment, which is being used properly, regularly inspected, and maintained.

3.3 WORKER

On a worksite, everyone has varying levels of responsibility for workplace health and safety. You should know and understand your responsibilities — and those of others. If you're a worker, you also have three key rights.

3.3.1 Worker rights

- ◆ The right to know about hazards in the workplace.
- ◆ The right to participate in health and safety activities in the workplace.
- ◆ The right to refuse unsafe work.*

*By law, employers are prohibited from penalizing workers for raising a health and safety issue.

3.3.2 Worker responsibilities

As a worker, you play an important role in making sure you — and your fellow workers — stay healthy and safe on the job. As a worker, you must:

- ◆ **Workers must promptly report any symptoms of COVID-19 to their manager or supervisor and the first aid attendant**
- ◆ Be alert to hazards. Report them immediately to your supervisor or employer.
- ◆ Follow safe work procedures and act safely in the workplace at all times.
- ◆ Use the protective clothing, devices, and equipment provided. Be sure to wear them properly.
- ◆ Co-operate with joint occupational health and safety committees, worker health and safety representatives, WorkSafeBC prevention officers, and anybody with health and safety duties.
- ◆ Get treatment quickly should an injury happen on the job and tell the health care provider that the injury is work-related.
- ◆ Follow the treatment advice of health care providers.
- ◆ Return to work safely after an injury by modifying your duties and not immediately starting with your full, regular responsibilities.
- ◆ Never work under the influence of alcohol, drugs or any other substance, or if you're overly tired.

4. ON RISK ASSESSMENT

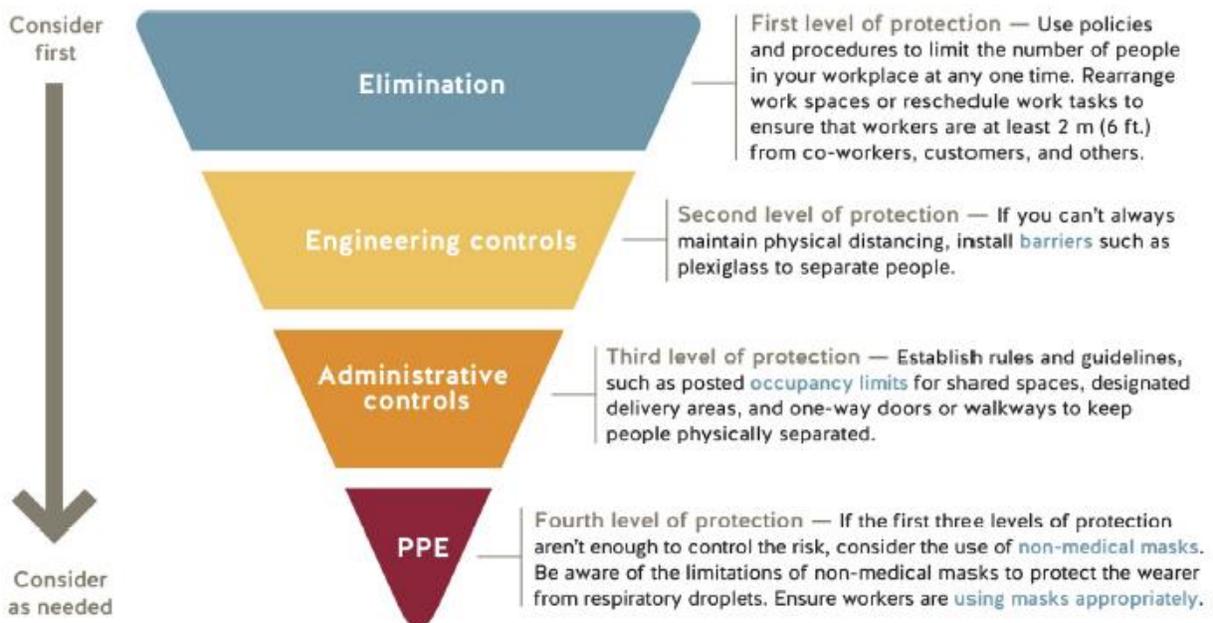
Risk assessments must be conducted by a QUALIFIED PERSON. A qualified person is defined as “being knowledgeable of the work, the hazards involved and the means to control the hazard, by reason of education, training, experience, or a combination thereof.” The risks and control measures presented in this COVID-19 Safety Plan have been compiled by the Kemetco Health & Safety Committee, which consists of employer and employee representatives that are qualified to speak and evaluate measures across the job tasks and areas presented.

The risk should be assessed first without and then with the consideration of control measures.

5. HIERARCHY OF CONTROLS

To reduce the risk of the virus spreading through droplets in the air, Kemetco (the joint health & safety committee, together with management and staff) is implementing protocols to protect against identified risks. Different protocols offer different levels of protection. Wherever possible, everyone should use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. Likely, controls from various levels to address the risk on site.

Risks and risk reduction strategies will continue to evolve as the pandemic progresses. Please actively consider how to reduce risks and communicate any strategies or suggestions with the health & safety committee for review/implementation.



6. KEMETCO CONTROL MEASURES AND POLICIES

Even though at the time of this writing, the Province of British Columbia is gradually “re-opening”, we must not forget that we are still in the midst of the COVID-19 pandemic. It is especially now that we must all be extra vigilant to not suffer consequences of a severe second or third wave.

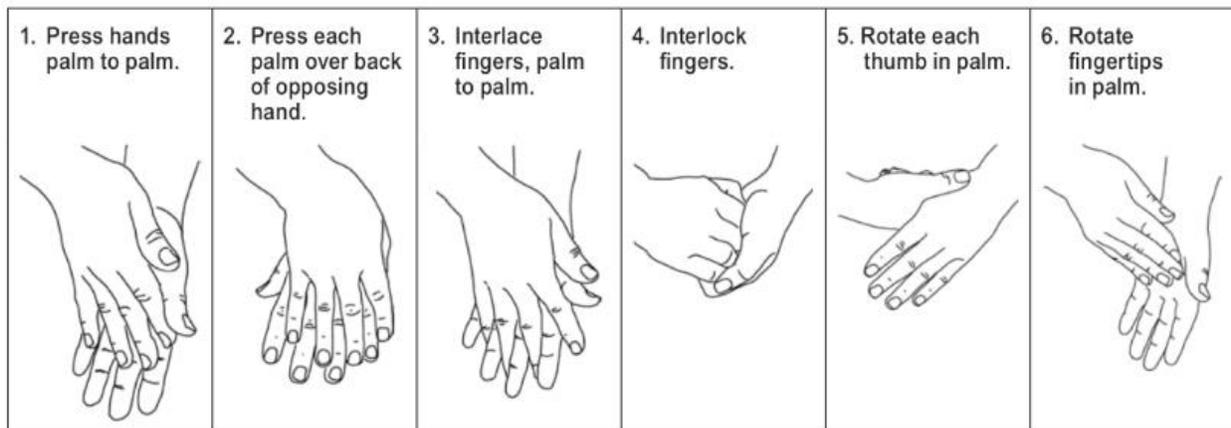
6.1 HAND WASHING

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body—particularly the eyes, nose, and mouth—or to other surfaces that are touched.

Wash your hands immediately:

- ◆ Before leaving a work area
- ◆ After handling materials that may be contaminate
- ◆ Before eating, drinking, smoking, handling contact lenses, or applying makeup.

Hand Washing Procedure



Use soap and warm running water. (It doesn’t have to be hot to do the job.) If water is unavailable, use a waterless hand cleanser that has at least 70% alcohol.

6.2 COUGH & SNEEZE ETIQUETTE

Workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

- ◆ Educate workers in control measures, including hand washing.
- ◆ Post signs at entry points to instruct everyone about control measures.
- ◆ Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- ◆ Use tissues to contain secretions, and dispose of them promptly in a waste container.
- ◆ Offer surgical masks to people who are coughing.
- ◆ Turn your head away from others when coughing or sneezing.
- ◆ Wash hands regularly.

6.3 IF WORKERS SHOW SYMPTOMS OF COVID-19

If workers are ill with COVID-19, they should stay home. If they develop symptoms of COVID-19 while at work, they should leave the workplace. Workers should only return to the workplace once they have recovered from COVID-19. Workers should inform their manager or supervisor if they are ill with COVID-19.

Workers who suspect they may have COVID-19 should use the BC Self-Assessment Tool: <https://covid19.thrive.health> or call 811 for assistance

6.4 GENERAL POLICIES

- ◆ **Workers will promptly report any symptoms of COVID-19 to their manager or supervisor and the first aid attendant**
- ◆ Requirement for employees to self-isolate at home for 14 days and self-monitor for symptoms (fever, cough, or difficulty breathing):
 - ◆ If they have returned from travel outside Canada, or
 - ◆ If they might have been in close contact with someone who has tested positive for the virus
- ◆ Requirement for employees to stay at home if sick, until they no longer have symptoms.
- ◆ Kemetco has suspended all business travel and participation in conferences
- ◆ Kemetco has limited the number of people at the workplace by enabling all staff who can work from home to do so.
- ◆ Meetings with visitors are to be held virtually or via teleconference, rather than in person.
- ◆ If there are guests that must be on the premises, the Kemetco host MUST inform reception staff and the Joint Health & Safety Committee with as much advance notice as possible, for preparation and so that other staff can be made aware.
 - ◆ An email to all H&S committee members and the office manager must state:

- Who is expected
 - Who is hosting
 - What their visit purpose is
 - How long their visit will be
- ◆ The Kemetco staff member who is hosting the visitor must provide visitor a copy of this safety plan and/or ensure the visitor is aware of all control measures
 - ◆ All staff must keep safe distance (≥ 2 m) from each other, wherever possible. If not possible, staff should wear masks.
 - ◆ Supervisors and staff are to be extra vigilant in assisting colleagues by reminding them to maintain adequate social distance and to follow outlined control measures, in case it is observed people are becoming too relaxed and/or forgetful of the potential seriousness of the pandemic

6.5 ALL LABORATORIES & WAREHOUSE

- ◆ Technicians must keep safe distance (≥ 2 m) from each other while in lab
- ◆ If distancing cannot be done due to nature of work, personnel must don masks, and possibly face shields
- ◆ If anyone enters lab with intent to touch anything, disposable gloves MUST be worn. Do not touch face.
- ◆ Door handles and light switches of labs and lab hallway must be sanitized at least twice daily (morning & afternoon)
- ◆ Lab coats must be hung on racks with some space in between (i.e., not touching each other, in case the sleeves contain viral matter if someone sneezed into the elbows). Extra lab coat racks have been installed to provide this extra space.
- ◆ The laundry hamper for soiled lab coats has been moved to avoid contamination with clean lab coats.

6.6 RECEPTION AREA POLICIES & CONTROL MEASURES

- ◆ Instructions are posted outside to prohibit people from entering the building if they have symptoms.
- ◆ People must remain ≥ 2 m from front desk.
- ◆ All couriers must leave packages just inside front door, not at reception desk.
- ◆ Staff will no longer sign for packages; instead provide name for receipt.

- ◆ Common pen for sign in is removed—visitor/guest to sign in using their own pen or ask office manager to do so.
- ◆ A stand just inside the reception door will be established, containing sanitizer for people entering premises.
- ◆ All guests, such as visiting technicians, must bring a mask or use the masks provided.
- ◆ All building entrants may be subjected to a temperature scan and mini-interview about potential symptoms, at the discretion of reception staff.
- ◆ Candy bowl will be removed until after the pandemic.
- ◆ Frequent sanitizing of front desk.

6.7 COMMON OFFICE AREAS

- ◆ All employees in office areas must remain at designated seats and not gather casually to socialize at one station -- a distance of ≥ 2 m must be kept between people
 - ◆ If two or more employees need to huddle to discuss a paper or lab books or review information on a computer monitor, those personnel must wear masks during the meeting (regular safety masks or cotton masks okay, not N95).
- ◆ All employees should have access to sufficient hand sanitizer and surface cleaning reagents near their work stations.
- ◆ All employees should be diligent in practicing regular effective handwashing procedures and/or using sanitizer ($\geq 70\%$ isopropyl alcohol).
- ◆ If employee needs to sneeze or cough, this needs to be done into elbows, as posted. If sneezes or coughs may be infection-related (e.g., due to feeling unwell and not due to something lodged in throat), employee must immediately report to supervisor and first aid attendant on duty for further instructions.

6.8 KITCHEN POLICIES & CONTROL MEASURES

- ◆ Kemetco has established an occupancy limit of six people at any one time in the kitchen, up to four people eating spaced one person per table, and up to two people present either heating/preparing food or washing dishes.
- ◆ People who are not seated at tables must maintain a physical distance of ≥ 2 meters from one another.
- ◆ After eating in lunchroom, sanitize your table surface
- ◆ After touching common surfaces, such as microwave buttons or coffee maker handle, spray and wipe surface.

6.9 WASHROOMS

- ◆ Staff must always wash hands with every visit, in accordance with posted instructions.

6.10 BOARDROOM

- ◆ Meetings should only be held if necessary
- ◆ All staff in boardroom must maintain a ≥ 2 m distance from each other
- ◆ No visitors or guests unless absolutely necessary
- ◆ After using boardroom, staff must sanitize their seating area, and other surfaces that may have been touched, such as computer mouse and boardroom telephone

6.11 FIRST AID ROOM

- ◆ Follow posted revised hands-only CPR procedures for COVID19 pandemic:
 - ◆ chest compressions only
 - ◆ no rescue breaths
 - ◆ FAA to not place ear and cheek close to patient's mouth to listen or feel for breathing – observe chest for breathing only
 - ◆ AED okay
- ◆ Follow posted revised procedures for first aid attendants:
 - ◆ keep ≥ 2 m distance when possible
 - ◆ provide patient with needed tools and direct patient to self-treat from distance
 - ◆ if closer attention to patient is required, wear lab coat, face shield and mask or eye protection and mask
 - ◆ sanitize all equipment with 70% isopropyl alcohol or soap/water afterwards

7. KEMETCO COVID-19 RISK ASSESSMENT & CONTROL MEASURES

Area	Task	Possible Route of Exposure	Risk Level (before & after control)	Control Measure
Reception area	Deal with deliveries, couriers, visitors, and employees	Airborne: Couriers typically wear gloves, no mask.	H/M	<ul style="list-style-type: none"> All couriers must drop packages just inside front door, not at reception desk. Remove common pen, candy bowl. Frequent sanitizing of front desk. Stand near the door with sanitizer and masks for people that must enter premises. Post sign outdoors with instructions to not enter with symptoms, and to remain ≥2 m from front desk.
Kitchen	Staff preparing food/coffee, eating, washing dishes	Airborne, Contact	M/L	<ul style="list-style-type: none"> Limit to one person per table. Person must sanitize table when finished eating. Sanitize microwave or touched common times after use Post sign of max occupancy six people in kitchen. (4 sitting, 2 other, such as washing dishes/using microwave)
Common office area	Data entry, eating lunch, paperwork	Airborne, Contact	M/L	<ul style="list-style-type: none"> Seating must maintain social distance. If seated at assigned desk, there is enough distance to not require plexi barriers. Employees must not casually gather at one desk for chatting – a distance of ≥2 m must be kept between people If two or more employees need to huddle to discuss a paper or lab books or review information on a computer monitor, those personnel must wear masks during the meeting (regular safety masks or cotton masks okay, not N95)

Area	Task	Possible Route of Exposure	Risk Level (before & after control)	Control Measure
Washroom	Personal business	Airborne, Contact	M/L	<ul style="list-style-type: none"> Post sign in each washroom instructions to wash hands. Staff must follow handwashing instructions
All Labs	Technical work	Airborne, Contact	M/L	<ul style="list-style-type: none"> Technicians must keep safe distance (≥ 2 m) from each other while in lab If distancing cannot be done due to nature of work, personnel must don masks If anyone enters lab with intent to touch anything, disposable gloves MUST be worn. Do not touch face. Door handles and light switches of labs and lab hallway must be sanitized at least twice daily (morning & afternoon)
First Aid room	First Aid administration	Airborne, Contact	H/M	<ul style="list-style-type: none"> Follow posted revised hands-only CPR procedures for COVID19 pandemic (chest compressions only, no rescue breaths, FAA to not place ear and cheek close to patient's mouth to listen or feel for breathing –observe only, AED okay) Follow posted revised procedures for first aid attendants (keep distance when possible, directing patient to self-treat, or else wear lab coat, face shield and mask or eye protection and mask, sanitize all equipment with 70% isopropyl alcohol or soap/water afterwards)
Boardroom	Meetings	Airborne, Contact	M/L	<ul style="list-style-type: none"> Keep a ≥ 2 m distance between meeting attendants. No visitors or guests unless absolutely necessary

8. WORKER EDUCATION

- ◆ Workers will be informed how to keep themselves safe while at work.
- ◆ All workers have received the policies for staying at home when sick.
- ◆ Signage has been posted throughout the facility, including occupancy limits and effective hygiene practices.
- ◆ Signage has been posted at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- ◆ Supervisors will be informed that they must monitor workers and the workplace to ensure policies and procedures are being followed.

9. WORKPLACE MONITORING

- ◆ The Health & Safety Committee and all staff will work together to monitor risks.
- ◆ If new areas of concern are identified, or if control measures are not working, policies and procedures will be updated.
- ◆ The Health & Safety Committee will be involved in resolving safety issues.
- ◆ Workers will promptly report any symptoms of COVID-19 to their manager or supervisor and the first aid attendant on duty.
- ◆ Kemetco will keep records of any exposures, including first aid records
- ◆ The Kemetco COVID-19 Pandemic Safety Plan will be reviewed by the Health & Safety Committee every three months and update it as necessary.