

Policy:	Pandemic Workplace Policy	Created:	May 2020
Policy #:	2.9.9	Revised:	June 2021
Policy Owner:	Human Resources	Version:	2.2

1.0 Overview

The Convertus Pandemic Workplace policy is intended to provide an overview of the Convertus' planned response to any pandemic declared by the World Health Organization or Public Health Officials in the countries Convertus operates in.

2.0 Purpose

The purpose is to outline the roles and responsibilities of employees, management, and human resources during a declared pandemic.

3.0 Scope

This policy applies to all Convertus Group employees (Permanent, Temporary, Full Time, Part Time, and Contractors).

4.0 Definitions

Crisis Management Team (CMT) - cross-functional team of leaders who will work together to gather accurate information and assess the impacts on the day-to-day business operations of Convertus during a declared pandemic

Essential Services – departments that are required to maintain the basic operations of our business

Non-essential Services – support departments that are not required to be in the plants to complete their daily tasks

Self-isolation - staying home and avoiding situations where you could encounter others. This may be required if you have been contacted by your regional health authority's public health team because you are a contact of a confirmed case

Physical Distancing - keeping space between yourself and other people outside of your home. **Also known as social distancing.**

Positive test/Positive case – an individual who has personally tested positive for the virus

Visitors – external contractors, or individuals on site for business related purposes. Family and friends should not be visiting any site during the pandemic unless otherwise stated.

5.0 Responsibilities

The below outlines the responsibilities for employees, management, and the Convertus Crisis Management Team.

Employees

- Practice good hygiene (hand washing, etc.)
- Adhere to all Convertus safety procedures
- Stay home if you are sick
- Practice physical distancing always
- Practice “no physical contact” for greetings
- Follow all Public Health guidelines and restrictions both at work and home
- Respect your fellow team members privacy and avoid discussing their reasons for not being at work
- Complete and provide all required documentation by Convertus (ex – self-declarations)
- Notify Management if:
 - You have recently been out of the country
 - You have any symptoms of the virus
 - Any family or friends that you have been in close contact with are confirmed positive cases
- If required to self-isolate, provide Human Resources with regular confidential updates on your status
- Follow the mask wearing protocols
- Review the Pandemic Workforce Policy, signing the declaration for each revision indicating you have read and understood it.

Managers

- Ensure they are up to date on all communications and the Workplace policy requirements
- Post all current communications in the appropriate places throughout the plant
- Reinforce policies throughout the facilities, including:
 - observing employee behavior (walk about while maintaining physical distancing & hygiene)
 - answering questions or directing inquiries to the appropriate person
 - promoting good hygiene and physical distancing practices
 - ensuring adequate supplies are in place at our locations for carrying out policies (such as cleaning supplies)
 - ensuring employees are wearing masks as per the protocols
- Make sure employees who are offsite have access to communications through the Convertus intranet or by forwarding them the information
- Confirm all employees have printed copies of communications that they are required to have with them while traveling to and from work and carrying out their work duties as an essential services worker
- Ensure they are up to date on all visitor & contractor communications
- Confirm signed health self-declarations are received from all visitors and contractors
- Ensure that all visitor/contractors wear a mask while on Convertus property

- Assign and train enough Cleaning Staff to complete the required sanitization activities
- Ensure that a sanitizing response kit is prepared and available. The kit is to contain:
 - Face shields/safety glasses
 - Rubber or latex gloves
 - N95 masks
 - Bulk sprayers
 - Spray bottles
 - Rags/wipes
 - Tape
 - Signage for entry doors
 - Garbage bags
- Notify Human Resources of any individuals who may be exhibiting symptoms, are or have been in close contact with a positive case
- Maintain employee confidentiality regarding health status

Crisis Management Team

- Develop policies in response to the pandemic
- Prepare written communications to employees, contractors, suppliers, and other stakeholders
- Distribution of communication to facility management for posting / distribution
- Training / clarifications related to communications or policies
- Monitor all country regulations daily and tailoring communications to ensure they reflect the public health mandates in each jurisdiction
- Post applicable communications to the Convertus website
- Clearly communicate policy changes to management and employees through updated memos
- Clearly communicate important educational information
- Provide regular updates as to the ongoing situation

6.0 Procedures

The following outlines Convertus' proposed responses to maintain the business during a pandemic. These phases will be adjusted based on Public Health guidelines, or other factors.

Phase 1

All

- Require that all sick employees stay home
- Require that employees practice physical distancing, staying a minimum of 2 metres away
- Masks are to be worn by all employees who work in a facility where maintaining the 2m (6ft), or as defined by Public Health, physical distancing requirements are impossible. Masks may be removed when alone in an office, or area where the required distance can be maintained.
- Continue promotion of personal hygiene (hand washing, etc.)
- Enhanced cleaning:
 - All workspaces must be wiped down at the start and end of each shift

- All employees must complete the sanitizing log for any designated area, including their workspace (desk or loader) every time they disinfect the area
- All locations to clean high-touch areas, such as doorknobs, faucet handles, sinks, and light switches, a minimum of every 4 hours and ensure the sanitizing log is completed
- All shower facilities must be sanitized prior to and after all uses
- Masks to be worn by employees who are in close, consistent contact with a front-line worker (such as nurse, doctor, care aide, police, firefighter, etc.).
- Visitors always required to wear masks
- Continue a “no physical contact” policy for all employees and visitors to Convertus locations
- Ensure signs are posted for visitors regarding measures enacted at the site and any requirements for visitors
- Visitor self-declaration requirements regarding health required at the beginning of each visit
- Ensure informational signs are posted about the signs and symptoms of the disease, as well as recommended preventative measures

Canada (ON – Reopen Phase 3, BC – Reopen Step 3)

- Operational Management working from office
- Office employees returning, with seating arranged to have a minimum of 6 feet between. Depending on requirements, alternating home/office schedule may be arranged to allow all employees to return halftime. This will be based on operational feasibility.
- Lunches may overlap providing physical distancing can be adhered to
- Travel will be determined by restrictions (essential travel only & approved by CEO)
- Employees scheduled on same shifts for min of two weeks to limit cross-shift exposure
- Employee self-declaration requirements regarding health required daily
- Adhere to the maximum occupancy for all meeting rooms

WTT (as per PHO)

- Maximum 18 employees in the office at one time – must be pre-booked
- Travel restrictions are based on the travel advisory level:
 - Green/yellow
 - within Europe, follow the regular travel policy
 - to Canada requires approval of CEO, HR Director & Operations Director, will be required to take a COVID-19 test either upon arrival and isolate until negative test result, or take a test prior to departure, isolating until date of travel (assuming a negative test result).
 - Orange/red
 - within Europe requires approval of Director, must adhere to customer health & safety requirements, upon return to NL must take a COVID-19 test upon arrival, isolate until negative test result, and wear a mask while within the office for the remainder of fourteen days following arrival
 - to Canada requires approval of CEO, HR Director & Operations Director, will be required to take a COVID-19 test either upon arrival and isolate until negative test

result, or take a test prior to departure, isolating until date of travel (assuming a negative test result).

Phase 2

All

- Waive exclusion of probationary employees from use of sick time
- Continue to require that all sick employees stay home
- Continue enhanced cleaning schedule, and promotion of personal hygiene
 - All workspaces must be wiped down at the start and end of each shift
 - All employees must complete the sanitizing log for any designated area, including their workspace (desk or loader) every time they disinfect the area
 - All locations to clean high-touch areas, such as doorknobs, faucet handles, sinks, and light switches, a minimum of every 4 hours and ensure the sanitizing log is completed
 - All shower facilities must be sanitized prior to and after all uses
- Provide additional hand sanitizer and facial tissues available in all locations
- Require that employees practice physical distancing, staying a minimum of 2 metres away
 - Adjust seating arrangements in office spaces as required
- Masks are to be worn by all employees who work in a facility where maintaining the 2m (6ft), or as defined by Public Health, physical distancing requirements are impossible. Masks may be removed when alone in an office, or area where the required distance can be maintained.
- Continue a “no physical contact” policy for all employees and visitors to Convertus locations
- Ensure signs are posted for visitors regarding measures enacted at the site and any requirements for visitors
- Visitor self-declaration requirements regarding health required at the beginning of each visit
- Ensure informational signs are posted about the signs and symptoms of the disease, as well as recommended preventative measures
- Require that any employee travelling for personal travel through high risk locations (as identified by the WHO or home government agency) notify their supervisor/manager immediately and work from home for the recommended period. Employee can also take a COVID-19 test upon arrival, isolate until negative test result, and wear a mask while within the facility for the remainder of fourteen days following arrival.

Canada (ON – Reopen Phase 1 & 2, BC – Reopen Step 1 & 2)

- All business travel will be approved by CEO
- All support (non-operations) employees to work from home full-time
 - Circulate applicable IT policies for remote work
- Ensure individuals deemed essential staff limit exposure to each other
 - Includes individual lunch and break times, with requirement to disinfect surfaces touched
 - Employees scheduled on same shifts for min of two weeks to limit cross-shift exposure
- Enhanced cleaning:
 - All workspaces must be wiped down at the start and end of each shift
 - All employees must complete the sanitizing log for any designated area, including their workspace (desk or loader) every time they disinfect the area

- All locations to clean high-touch areas, such as doorknobs, faucet handles, sinks, and light switches, a minimum of every 4 hours and ensure the sanitizing log is completed
- All shower facilities must be sanitized prior to and after all uses
- Self-declaration requirements regarding health required daily
- Adhere to the maximum occupancy for all meeting rooms

WTT (as per PHO)

- Maximum 18 employees in the office at one time – must be pre-booked
- Travel restrictions are based on the travel advisory level:
 - Green/yellow
 - within Europe, follow the regular travel policy
 - to Canada requires approval of CEO, HR Director & Operations Director, will be required to take a COVID-19 test either upon arrival and isolate until negative test result, or take a test prior to departure, isolating until date of travel (assuming a negative test result).
 - Orange/red
 - within Europe requires approval of Director, must adhere to customer health & safety requirements, upon return to NL must take a COVID-19 test upon arrival, isolate until negative test result, and wear a mask while within the office for the remainder of fourteen days following arrival
 - to Canada requires approval of CEO, HR Director & Operations Director, will be required to take a COVID-19 test either upon arrival and isolate until negative test result, or take a test prior to departure, isolating until date of travel (assuming a negative test result).

Phase 3

All

- Require that all sick employees stay home
- Require that employees practice physical distancing, staying a minimum of 2 metres away
- Restrict all non-essential business travel outside of home country of employees
- Recall any non-essential employees to home country as required
- Communicate with suppliers, partners, and visitors the steps Convertus is taking to minimize the spread of the disease

Canada (ON – Lockdown, BC – as per PHO)

- Activate a rotating Operational Management in-facility schedule, with remainder of time working from home
 - Circulate applicable IT policies for remote work
- Ensure individuals deemed essential staff limit exposure to each other
 - Includes individual lunch and break times, with request to disinfect surfaces touched
 - Employees scheduled on same shifts for min of two weeks to limit cross-shift exposure
 - Shifts are scheduled such that employees do not overlap
- Enhanced cleaning:
 - All workspaces must be wiped down at the start and end of each shift

- All employees must complete the sanitizing log for any designated area, including their workspace (desk or loader) every time they disinfect the area
- All locations to clean high-touch areas, such as doorknobs, faucet handles, sinks, and light switches, a minimum of every 4 hours and ensure the sanitizing log is completed
- All shower facilities must be sanitized prior to and after all uses
- Adhere to the maximum occupancy for all meeting rooms
- Self-declaration requirements regarding health required daily

Phase 4 – Dependent on either a vaccine or Public Health declaration (BC – Reopen Step 4)

- All employees return to regular office hours
- Enhanced cleaning procedures to return to pre-pandemic schedule
- Social interactions (lunches, breaks, etc.) return to normal
- Travel based on operational requirements, approval by CEO required until pandemic declared over or any travel restrictions in place are removed

7.0 Positive Case Procedure

In the event of a positive case within the Convertus team, the Supervisor/Manager must notify:

- Canada: Ray Stevens, Operations Director, and Kim Gould, HR Director
- WTT: Justin Asma, Project Director, and Kim Gould, HR Director

The company will then:

- Notify appropriate public health authorities
- Investigate to identify all close contacts
- Notify and communicate with close contacts as to next steps
- Arrange for sanitization of the facility in question
- Adjust schedules to continue operations after facility cleaned and cleared by public health
- Review all safety procedures to identify any improvements or changes required

Note: All media inquiries shall be directed to Mike Leopold, Chief Executive Officer. Under no circumstances shall any other party respond to or give any statement to a media enquiry.

Declaration

I have read and reviewed the Convertus Pandemic Workplace Policy. I understand the contents and my role in maintaining a safe workplace. I agree to follow all requirements in this policy, and to ask for clarification if there is anything I do not understand.

Signature

Date

Name (print legibly)