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## 1. INTRODUCTION

This document has been prepared using the latest information presented by Governmental Authorities' guidelines and directions. This plan may be updated as further guidelines and directions are released by the WHO or Governmental Authorities. To date, both the WHO and Governmental Authorities are promoting companies to adjust policies to reduce social contact such as using email, tele, and video conferencing.

Please refer to the following link for the Government of Canada guideline:

- Coronavirus disease (COVID-19): Being prepared  
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/being-prepared.html>

This procedure aims to build on the guidelines and directions made by the WHO and Governmental Authorities to ensure worker health, continuity of business and field production through a variety of means and in compliance with the legislative requirements of WorkSafe BC (COVID-19 Safety Plan) and the local Public Health Authority.


## 2. OBJECTIVE

Svante Inc. is dedicated to the protection of its employees, facilities, and resources. We are committed to ensuring that our company can continue all aspects of its critical business processes during a pandemic, or communicable disease hazard and can safely resume normal operations as quickly as possible after any potential impacts affects our facility(ies).

## 3. SVANTE INC. POLICY

Svante Inc. will take steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Svante Inc. during any such time to strive to operate effectively and ensure that all necessary services are continuously provided, and that employees and subcontractors are safe and healthy within the workplace. Svante Inc. is committed to monitoring various sources of data on infectious diseases/contagions (including but not limited to COVID-19) and we encourage our employees to do the same.

We will strive to provide authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak. We will also attempt to monitor our supply chain partners to understand how they will manage any potential risks to their employees. We will also ask that they provide us with adequate assurance of their ability to perform and meet their obligations to Svante Inc.

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#### 4. PURPOSE


The purpose of this Covid Prevention Plan (CPP) is to ensure that Svante Inc. personnel are aware and followed used by our workers to provide effective protection against currently identified communicable diseases in the workplace.

#### 5. SCOPE


This specific HSEC protection and prevention plan applies to all Svante Inc. personnel and sub-contractors to ensure the safety of all workers, equipment and operations as defined by local OHS regulations.

#### 6. DEFINITIONS

• Active Cases	Infectious disease that can spread from the infectious individual to others.
• BCCDC	British Columbia Centers for Disease Control
• CDC	Centers for Disease Control and Prevention
• Communicable Disease	“Communicable disease” means an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host. Examples of communicable diseases that may circulate in a workplace include COVID-19, norovirus, and seasonal influenza.
• <b>CDPP and CPP</b>	Communicable disease prevention plan and covid prevention plan.
• Contaminated	Presence or the reasonably anticipated presence of infectious materials on an item or surface.
• Decontamination	Use of physical or chemical means to remove, inactivate, or destroy infectious disease on a surface or item to the point where they are no longer capable of transmitting infectious particles; the surface or item is rendered safe for handling, use, or disposal.
• Epidemic	Widespread occurrence of an infectious disease in a community at a particular time.
• FLRA	Field Level Risk Assessment

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• Handwashing Facilities	Facility providing an adequate supply of running potable water, soap, and single-use towels or hot air-drying machines.
• Immunization or Vaccination	The safe and appropriate administration of a vaccine by licensed professionals to stimulate the body's own immune system to protect the individual against communicable diseases in the event of an exposure.
• Infectious Disease	Caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another. Infectious diseases do not include tick or insect borne diseases.
• Isolation	Separation of infected persons (or potentially infected persons) from persons who are not infected.
• JHA	Job Hazard Assessment
• OHS	Occupational Health & Safety
• Pandemic	Widespread occurrence of an infectious disease prevalent over a whole country or the world.
• Personal Protective Equipment (PPE)	Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard are not considered to be PPE.
• Quarantine	Separation and restriction of the activities of healthy persons that have been exposed to a communicable disease. The aim is to prevent transmission of the disease from potentially infected persons to healthy persons during the incubation period.
• Risk Exposure Categories	Worker risk of occupational exposure to infectious disease during an outbreak may vary from high, medium, or low (caution) risk.
• Self-Monitoring	Process of monitoring oneself for fever by taking one's temperature twice a day and remaining alert for respiratory symptoms (e.g., cough, shortness of breath, sore throat).
• Social Distancing	Self-defense action to protect individuals from contracting a contagious disease. This action includes maintaining a distance of at least 6 feet from other workers.

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## 7. RESPONSIBILITIES

### 7.1 Senior Management:

- Support and actively promote Svante Inc. commitment to the management of occupational exposures to communicable diseases.
- Ensure consideration is given to new preventive control measures in planning and budgeting.
- Ensure VP's, directors/managers/supervisory staff monitor the prevention strategies and take appropriate action as outlined by policies and procedures.
- Promote a culture of safety within the organization.
- Support front line management in the delivery of communicable disease exposure management

### 7.2 VP of HSEC (CDPP and CPP Facilitator)


- Activate the CDPP & CPP when directed by the CEO or designee.
- Determine the employees' exposure risks for routine and non-routine tasks with higher exposure risks than normal and routine tasks covered by this procedure using a pre-job planning or job hazard / job safety analysis.
- Provide new-hire, episodic, and annual training for employees.
- Ensure employees receive the proper PPE and corresponding training.
- Maintain training records.
- Maintain appropriate amounts of hand sanitizer, PPE, etc.
- Provide guidance and suggestions for improvements to CDPP.

### 7.3 Management and Supervisors:

- Be familiar with all aspects within this policy and the Svante Inc. Communicable Disease Prevention Plan.
- Ensure that workers are provided with the information, instruction, training, supervision, and PPE necessary to enable them to comply with Interior Health's policies and procedures for preventing the spread of communicable diseases.
- Ensure regular housekeeping practices are implemented, including routine (daily or more frequent) cleaning and disinfecting of surfaces, shared tools and equipment, and other elements of the work environment. Clean and disinfect the tools, equipment, and areas in accordance with relevant CDC guidelines.

### 7.4 Joint Occupational Health and Safety (JOHS) Committee / Worker Representatives:

- Be familiar with all aspects within this policy and the Svante Inc. Communicable Disease Prevention Plan.

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## 7.5 Employee:


- Be familiar with all aspects within this policy and the Svante Inc. Communicable Disease Prevention Plan.
- When required report vaccination/immunity status to Workplace Health and Safety.
- Report communicable disease exposures incidents to the HSEC VP for assessment, incident reporting and further direction.
- Use controls and/or PPE provided by the company to minimize exposure.
- Notify the facility management if showing symptoms of an infectious disease. If possible, make notifications remotely such as using a radio or a cell phone.
- Stay home if showing symptoms related to the infectious disease or as directed by a health care provider.
- Use proper respiratory etiquette, including covering coughs and sneezes.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other areas of the work environment.
- Report all exposure / illness incidents following the requirements of incident / illness reporting procedure.
- Contact their supervisor, Facility Manager, the Svante JOHS Committee or to the VP of HSEC to provide suggestions for improvements to CDPP.

## 8. EDUCATION AND TRAINING

- 8.1** All employees must receive instruction in prevention strategies and behavior appropriate to the level of risk in their work. All employees must complete department/job specific orientation to hazards and programs specific to their work.
- 8.2** Screening awareness, education, and vaccine and immunity encouragement are incorporated into the recruitment and orientation process for new employees.
- 8.3** Vaccination is not mandatory, though employees are strongly encouraged to receive vaccination to protect themselves as outlined by BCCDC.
- 8.4** All employees must receive and utilize the appropriate PPE required for the specific hazards related to communicable disease prevention planning.
- 8.5** Ensure awareness to the four-step CDPP plan:
- 8.5.1** Understand the risk
  - 8.5.2** Implantation of measures, practices and policies related to reducing the risk.
  - 8.5.3** Communication of measures, practices and policies related to reducing the risk.
  - 8.5.4** Monitor the workplace and update the CDPP as required.

## 9. ELIMINATION OF RISK

Svante Inc. will strive for a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings, drinking water dispensers, coffee pot handles, light switches, copier buttons etc. The

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Management Team will be designated to monitor and coordinate events around an infectious disease outbreak, as well as, to create work rules that could be implemented to promote safety through infection control.

We will ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy is usually the most common—frequent hand washing with warm, soapy water; covering your nose and mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also endeavor to supply sanitizer and/or antibacterial soap at all locations (contingent upon availability of same).

Masks are mandatory in all facilities and are worn when 2m or 6ft of distance cannot be maintained, while travelling throughout the facility and in all common areas. Masks must be 3 layered and fit the face with no gaping. The mask must be worn to cover the nose and mouth and rest below the chin to work effectively.

Svante Inc. office and employees who can complete their job tasks remotely, should work remotely, wherever, and whenever possible, until further notice.

### **Consider the Necessity of Business Travel**

As with all other responsible business considerations and decisions, the necessity and practicality of air travel should be assessed, and all nonessential travel should be avoided until further notice. Employees who travel as a necessary part of their job should consult with management on appropriate actions. Employees should avoid crowded public transportation when possible. Alternative scheduling options on a case-by-case basis. Additional considerations include but are not limited to; are there alternative ways to accomplish the business needs (phone call, telepresence, or defer the meeting, etc.). Contact your supervisor for more information.

### **Personal Travel**


Employees returning from personal travel to any location identified as having sustained or widespread COVID-19 transmission must contact the HSEC advisor prior to returning to work. Currently, these areas include anywhere outside Canada.

### **Second Level of protection in the workplace**

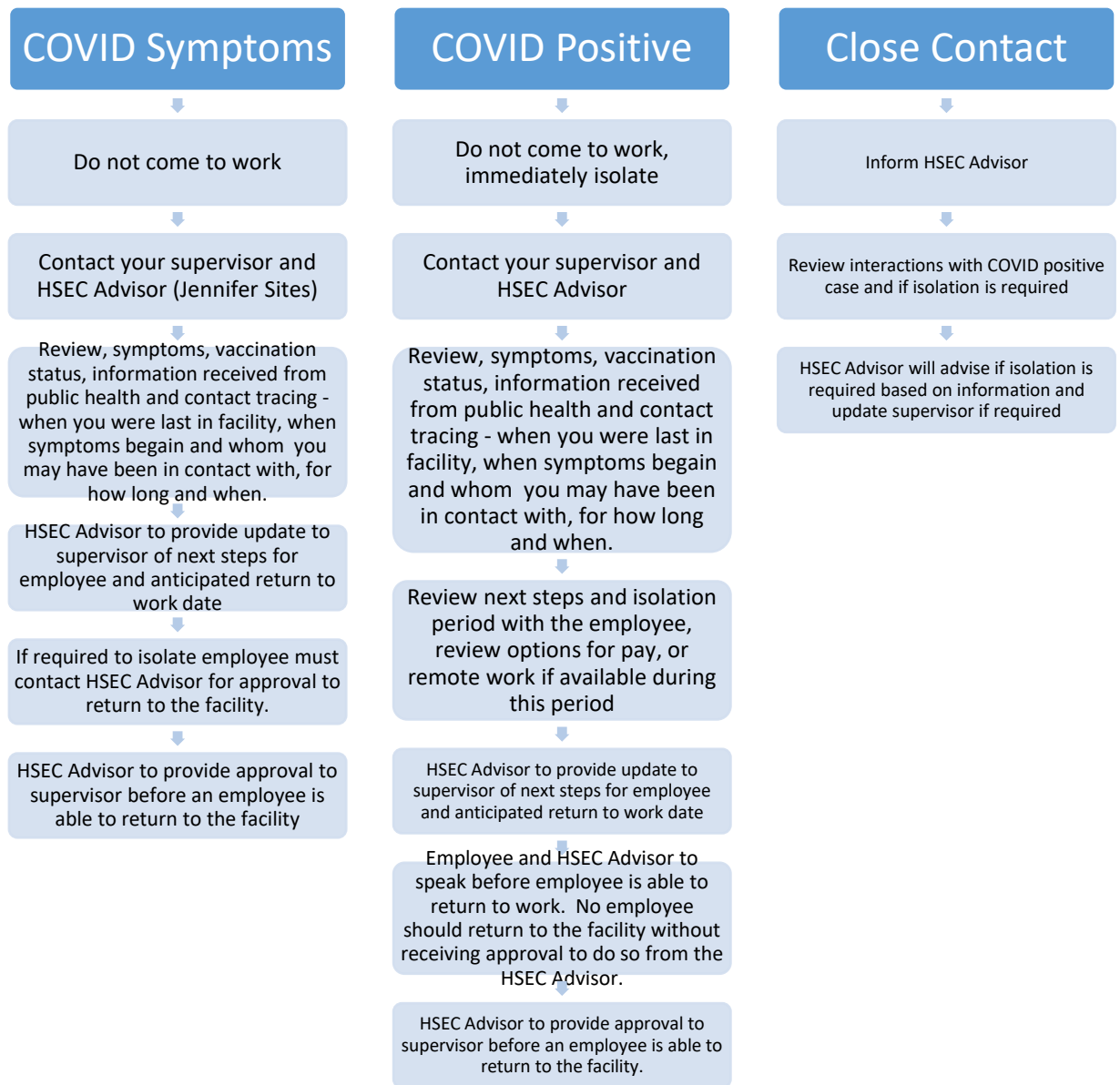
Svante Inc. has installed many different types of barriers in and around office areas, spaced desk and work areas and added partitions where applicable. Other levels of protection include foot pedals on the water dispensers, removal of cabinet doors to reduce touch points in the kitchens, and copper wrapping on door handles.

## **10. MANAGEMENT OF COVID PREVENTION (third level of protection in the workplace)**


Many times, with the best of intentions, employees report to work even though they feel ill or sick. During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: cough, fever, shortness of breath. Currently,

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the Centers for Disease Control and Prevention recommends that people with a potentially infectious illness such as influenza or the coronavirus (COVID-19) remain at home for a minimum of 5 days if vaccinated, and 10 days if unvaccinated or until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications, whichever is longer. Employees who report to work ill will be sent home in accordance with these health guidelines.



**All employees must report regardless of working in facility or remotely if they are experiencing any COVID-19 like symptoms, tested positive for COVID, and/or have been in close contact with someone who has tested positive for COVID.**

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## 11. NOTIFICATION PROTOCOL

Notification will be sent after Initial exposure risk assessment and its potential to impact the personnel and the workplace. In all cases where possible risk has been identified to the personnel and/or the workplace a notice will be sent to advise of any steps required.

## 12. PREVENTION

Svante Inc. encourages all employees to receive the vaccination against COVID-19 to help reduce and prevent illness in the workplace and communities to which we live and work. To date, four vaccines have been approved for use by health Canada.

- Pfizer vaccine
- Moderna vaccine
- AstraZeneca/Sii Covishield (az/sii) vaccine
- Johnson & Johnson vaccine
- AstraZeneca (non RNA)
- Assigned boosters

Please visit <https://www2.gov.bc.ca/gov/content/covid-19/vaccine/plan> to learn more about the current vaccine plan and phase.


However, the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO) always recommend everyday preventive actions to help prevent the spread of respiratory diseases, including the following:

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid close contact with people who are ill.
- Stay home when you are ill.
- Avoid touching your eyes, nose, and mouth, and wash your hands before and after doing so.
- Keep noses and mouths covered with a tissue (then throw the tissue in the trash) or your bent elbow/forearm when coughing or sneezing,
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- If you have not yet had a flu shot, consider contacting your doctor about getting one. Many national pharmacies also offer flu shots on a walk-in basis.
- Consider refraining from shaking or touching the hands of others.

### Requests for Medical Information and/or Documentation

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If you are out ill or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the illness, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if medical information is sought.

### Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

## 13. SOCIAL DISTANCING GUIDELINES FOR WORKPLACE INFECTIOUS DISEASE OUTBREAKS

In the event of an infectious disease outbreak, Svante Inc. will implement these social distancing guidelines to minimize the spread of the disease among personnel. During the workday, employees are requested to:

- When possible, avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail, or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, and sit at least two metres from each other if possible; avoid person-to-person contact such as shaking hands.
- Avoid any unnecessary travel and cancel or postpone unnecessary meetings, gatherings, workshops, and training sessions.
- Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize, occupancy levels will be posted.
- Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
- Encourage members and others to request or discuss information and orders via phone and e-mail to minimize person-to-person contact. Have the orders, materials, and information ready for fast pick-up or delivery.

## 14. REFERENCES

[HTTPS://WWW.WORKSAFEBC.COM/EN/RESOURCES/HEALTH-SAFETY/BOOKS-GUIDES/COMMUNICABLE-DISEASE-PREVENTION-GUIDE-EMPLOYERS?LANG=EN](https://www.worksafefbc.com/en/resources/health-safety/books-guides/communicable-disease-prevention-guide-employers?lang=en)

[HTTPS://WWW.WORKSAFEBC.COM/EN/RESOURCES/HEALTH-SAFETY/CHECKLIST/COVID-19-SAFETY-PLAN-0821?LANG=EN](https://www.worksafefbc.com/en/resources/health-safety/checklist/covid-19-safety-plan-0821?lang=en)

I have read and understand the HSEC – COVID Prevention Pan.  
Employee Signature:

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