



Raylan Electrical Systems Inc.
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COVID-19 POLICY

The purpose of this policy is to set out requirements and expectations with regards to controlling the spread of COVID-19 across all facilities, offices, workplaces and project sites as set out in the Occupational Health and Safety Act, associated regulations, public health directives issued by the Chief Medical Officer of Health and our company procedures.

Raylan Electrical is committed to ensuring workers, contractors and visitors are protected from the spread of COVID-19 by providing resources and expertise to develop and implement a procedure that will identify needs and control measures to help control the spread of COVID-19. We acknowledge our responsibility to keep workers and work sites safe and free of elevated work related risk of contracting Covid 19 and are committed to ensuring that employees are screened, sites are sanitized, and adequate washing facilities are maintained and where appropriate personal protective equipment provided. We believe that following this policy and corresponding procedure will result in reduced risk of contracting Covid 19.

Management is responsible to ensure that all workers and visitors receive training and instruction on the requirements as laid out in the COVID-19 Procedure including physical distancing, personal hygiene and hand washing and site-specific practices prior to starting work.

Everyone, no matter position, MUST abide by this policy and procedure at all times including physical distancing (2 meters or 6'6") and control measures as set out in the site-specific procedure.

Workers have the right to refuse unsafe work and should immediately raise any concerns to their:

- Supervisor
- Joint health and safety committee
- Health and safety representative

Screening Questions - All employees will be asked the following questions

- 1) Do you have any of the following symptoms:
 - a. fever, new or existing cough and difficulty breathing
 - b. Muscle, aches, fatigue, headache, sore throat, runny nose
- 2) Have you traveled internationally within the last 14 days (outside Canada)?
- 3) Have you had close contact with a confirmed or probable COVID-19 case?
- 4) Have you had close contact with a person with acute respiratory illness who has been outside Canada in the last 14 days?

Any worker who answers yes to any of these questions or has any symptoms related to cold, flu or COVID-19 will be sent home.

Reporting illness

If you are ill, notify your supervisor immediately and complete the online self-assessment tool and follow the instructions given. Any worker showing symptoms related to cold, flu or COVID-19 will be sent home.

Our COVID-19 site specific procedure covers detail about PPE, shift schedules, sanitizing tools and areas operations and must be reviewed prior to admission to site.



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Non-compliance with this policy or the Covid 19 procedures will result in permanent removal from site.

Copies of this policy will be posted at all work locations and or be provided to workers.

Signature

Date