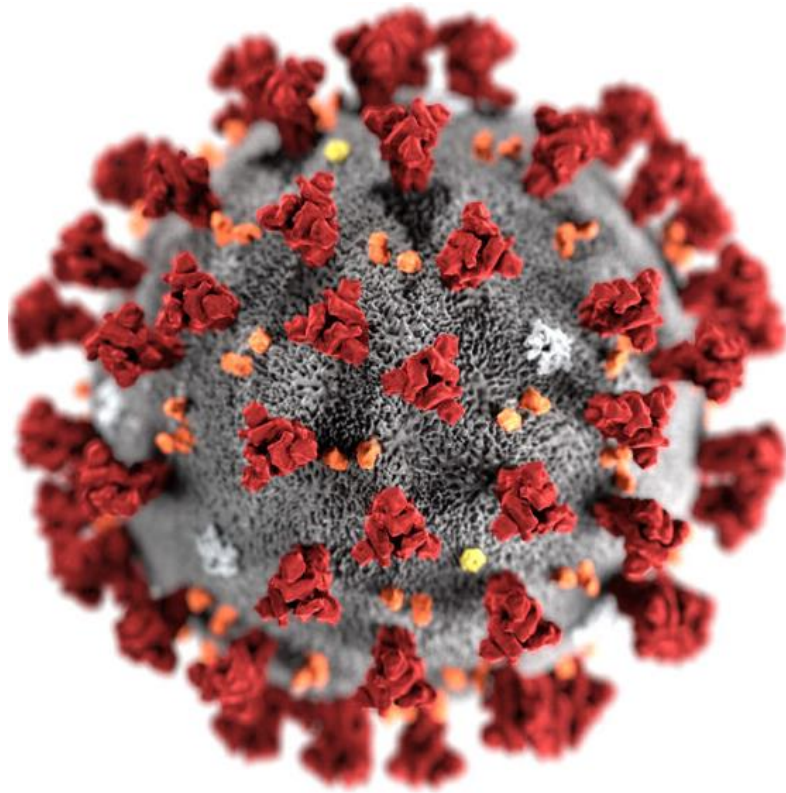




H I B E A M

COVID-19 SAFETY PLAN



HI-BEAM CONTRACTORS LTD.

COVID-19 Safety Plan

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INTRODUCTION

Purpose of ECP

Hi-Beam Contractors Ltd. is committed to providing a safe and healthy workplace for all our staff. A combination of measures will be utilized to minimize workers' exposure to COVID-19, including the most effective control technologies available. Our work practices and procedures will protect not only our workers, but also other workers or public who enter our facilities or work sites. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to COVID-19.

Policy

Hi-Beam Contractors Ltd. "Hi-Beam" will strive to find ways to control or eliminate exposure to COVID-19 by developing and implementing proper controls, safe work procedures and educating and training their workers. **Hi-Beam** will follow direction and controls as specified by the WorkSafeBC, World Health Organization, BC Centre for Disease Control, and the local Health Authority's Medical Health Officer.

Scope

This program applies to all workers and sub-contractors working for **Hi-Beam Contractors Ltd.** who could be at risk of exposure to COVID-19.

Definitions

BCCDC: British Columbia Centre for Disease Control

COVID-19: A mild to severe respiratory illness that is caused by a coronavirus. It is transmitted chiefly by contact with infectious material (such as respiratory droplets), and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure. Also known as SARS-CoV-2 or the coronavirus.

Influenza: A common respiratory disease caused by a highly contagious virus that changes slightly from year to year (also known as the flu). Flu-like illness also have the same type of symptoms as influenza that has a known or unknown origin.

MHO: Medical Health Officer

N95 Respirator: A personal breathing device (respirator) that provides a barrier to protect workers from a variety of communicable diseases (airborne and droplet)

Pandemic: An epidemic over a wide geographical area or even throughout the world.

PHO: Provincial Health Officer

Physical/Social Distancing: Maintaining 2 meters/6 feet between people.

WHO: World Health Organization.

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RESPONSIBILITIES

Management Responsibilities

- Ensure that the materials (for example, gloves, masks, alcohol-based hand rubs, and washing facilities) and other resources such as worker training materials required to implement and maintain the plan are readily available where and when they are required.
- Select, implement, and document the appropriate site-specific control measures.
- Ensure that Supervisors and workers are educated and trained to an acceptable level of competency.
- Ensure that workers use appropriate personal protective equipment.
- Conduct a periodic review of the plan's effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Ensure that a copy of the exposure control plan is available to workers.
- Ensure that workers maintain physical distancing (2 meters/6 feet apart) while completing their work safely.

Supervisors Responsibilities

- Ensure that workers are adequately instructed on the controls for the hazards at the location.
- Ensure that workers use proper respirators, for which they have been fit tested, and the results are recorded.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Send workers home if they are ill with symptoms associated with the COVID-19 and/or have been diagnosed by a medical practitioner to have the flu.
- Ensure that physical distancing is maintained.

Workers & Sub-Contractors Responsibilities

- If you feel ill do not show up for work.
- Know the hazards of the workplace.
- Follow established work procedures as directed by the employer or supervisor.
- Use of required PPE as instructed.
- Report any unsafe conditions or acts to the Supervisor.
- Know how and when to report exposure incidents.
- Leave work if suffering from the flu and stay home until the symptoms are gone.
- Ensure that physical distancing is maintained.

ECP DETAILS

Health Hazards

COVID-19 is a global pandemic and a public health emergency in British Columbia. SARS-CoV-2 is a virus that can cause the respiratory illness COVID-19. This illness 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

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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.

COVID-19 Variants

Viruses change over time and can lead to new versions, or variants. Some variants of COVID-19 can spread more easily or quickly or may cause more serious illness. These are called variants of concern and may make it harder to slow the spread of COVID-19. Cases of the new COVID-19 variants of concern have been reported in B.C. Initially, most cases caused by the variants were linked to travel or people who had contact with travelers. More recently, cases caused by the variants of concern have been detected in people with no travel history. The new variants of concern spread the same way as the original COVID-19 virus. Wearing masks, physical distancing, washing your hands, and staying home when you are not feeling well will help stop the spread of the new variants. Because the new variants may be better at spreading and infecting people, it is even more important to keep following public health recommendations. Most vaccines are still expected to protect people from having a severe case of COVID-19, including from new COVID-19 variants. Research on the new COVID-19 variants is on-going. More information will be provided as it becomes available.

Symptoms

Covid-19 symptoms are likely to include fever, cough, sneezing, sore throat, difficulty breathing and loss of smell.

Transmission

Exposure to the virus that causes COVID-19 can occur by:

- Breathing droplets in the air that are generated when people cough or sneeze.
- Close contact with other people (shaking hands or hugging).
- Touching contaminated surfaces and then touching the face, mouth, or food.
- Touching contaminated surfaces and then touching another surface may cause the virus to transfer from one surface to another.

COVID-19 can be transmitted even by people who are not displaying symptoms of the disease. People may be infected with COVID-19 should not come to work. This includes people who:

- Have or have had symptoms of COVID-19 in the past 10 days.
- Have travelled outside of Canada within the previous 14 days.
- Live with or have been in close contact to someone with COVID-19 (presumed or confirmed) within the past 14 days.

RISK ASSESMENT

The extent of control measures outlined in this ECP will depend on the level of risk to workers' health and safety. An important part of the ECP is to ensure all work groups and tasks are identified and assessed for their level of risk. Appropriate protective measures will vary according to the level of risk and kinds of activities an employee performs. Risk levels include:

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Breathing in droplets in the air

BCCDC advises that SARS-CoV-2 is not typically 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/6 feet 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 SARS-CoV-2 may transfer the virus from their hands or clothing to others during close contact.

Surface Contact

Surfaces can become contaminated when droplets carrying SARS-CoV-2 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 SARS-CoV-2 can persist for several days on surfaces.

Risk Assessment for Our Workers

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6. Using this guideline as a reference, we have determined the risk level to our workers, depending on their potential exposure in the workplace.

Refer to Appendix A for the level of risk and risk controls in place for **Hi-Beam** workers.

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Table 1: Risk assessment for COVID-19 for Hi-Beam workers

	Low Risk	Moderate risk	High risk
RISK LEVEL	Workers who typically have no contact with people infected with pandemic influenza. Outside workers	Workers who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces. Insulation Workers	Workers who may have contact with infected people or with infected persons in small, poorly ventilated workspaces. Drywall/Insulation workers
Hand Hygiene	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
Disposable gloves	Not required	Not required, unless handling contaminated objects on a regular basis	Outbreak/transmission dependent.
Aprons, gowns, or similar body protection	Not required	Outbreak/transmission dependent.	Outbreak/transmission dependent.
Eye protection – goggles or face shield	Not required	Outbreak/transmission dependent	Outbreak/transmission dependent.
Airway protection – respirators	Not required	Not required unless likely to be exposed to coughing and sneezing	Yes (minimum N95 respirator or equivalent)

Various forms of PPE may be required or provided as an additional form of protection depending on the site requirements and/or worker comfort.

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Risk Controls

The Regulation requires us to implement infectious disease controls in the following order of preference (Hierarchy of Controls):

1. **Elimination**
2. **Engineering controls**
3. **Administrative controls**
4. **Personal Protective Equipment (PPE)**

Elimination of face-to-face contact is the best control possible. This would include closing reception counters, relying on phone, email, or regular mail to answer public questions. Limit meetings and rely on conference calls, mail, or messenger tools. Take financial transactions by electronic means rather than cash.

Engineering controls would be such things as working from inside an enclosure when dealing with people coming to the head office. This will not prevent all exposure so Administrative and/or PPE will be required.

Administrative controls include hand washing and cough/sneeze etiquette. No hand shaking.

Personal Protective Equipment would be the wearing of respirators, coveralls/turnout gear, gloves, goggles and/or face shields.

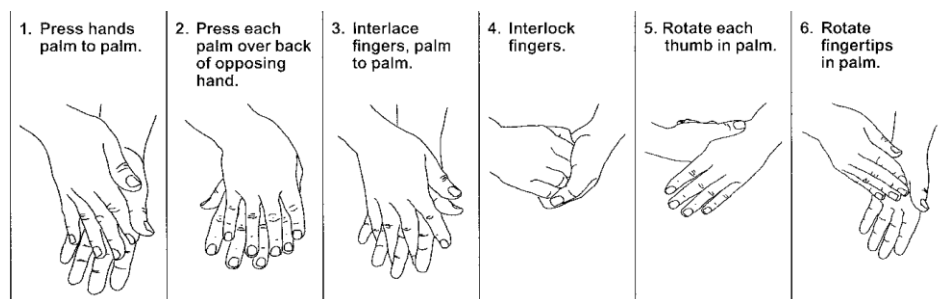
GENERAL SAFEWORK PRACTICES

Hand Washing and Hygiene

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 contaminated
- Before eating, drinking, smoking, handling contact lenses, or applying makeup.



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Use soap and warm running water; it does not have to be hot to be effective. **If water is unavailable**, use a waterless hand cleanser that has at least 70% alcohol. Follow the manufacturer's instructions on how to use the cleanser. Wash and rinse your hands for at least twenty seconds. Workers should avoid touching your face, nose, and mouth and avoid rubbing your eyes. Personal hygiene should be maintained, and routine handwashing must take place. Dispose of anything that meets your mouth such as tissues or plastic eating utensils.

Cough and 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:

- 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.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly

HEALTH VERIFICATION/SCREENING

Workers who develop flu-like symptoms including fever, cough, sneezing, sore throat should immediately report it to their supervisor and go home or remain at home. They should then:

- Complete the self-assessment. Refer to Appendix B.
- Call 8-1-1 for further review and/or call their doctor for direction.

Workers may need to isolate for 10 to 14 days at home depending on the outcomes and advice of the above. <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>.

Anyone who may have been working in close proximity to a worker with flu-like symptoms, who was not following the requirements of the social/physical distancing procedure may be required to self-monitor for symptoms.

Social/Physical Distancing

Workers are required to ensure they maintain at least six feet or two meters away from other workers. Large group congregation should be avoided. **Hi-Beam Contractors Ltd.** will strive to limit groups of workers coming together for training/orientation, lunch, meeting rooms, crew talks, change rooms etc. Workers should not congregate at the work areas, lunchrooms, and washroom facilities etc. We recommend that the workers should eat their lunch outside. **Hi-Beam** will ensure that tasks that may involve two workers will be conducted with the maximum distancing. This will ensure that potential transmission can be minimized.

Cleaning and Disinfecting

Hi-Beam Contractors Ltd. requires workers to conduct extensive cleaning and sanitizing of work areas, hard surfaces, vehicles, tools, meeting rooms and hard porous surface areas before and after use on a regular basis. Use approved disinfectants and /or sanitizers.

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Gloves

Hi-Beam Contractors Ltd. workers will be provided will be with protective gloves depending upon their job tasks. These should be worn as per job/safe work procedure requirements. This will reduce the likelihood of transmission and may reduce the instance of workers touching their eyes, nose, or ears. Gloves should be replaced frequently and disposed of safely.

N95's

The N95 mask is typically worn by workers directly involved in an **aerosol** generating medical procedure (as defined by Health Canada). An N95 mask is a protective barrier that is worn on the face, covers at least the nose and mouth, and is used to contain large droplets generated during coughing and sneezing. N95s help minimize the spread of potentially infectious material. N95 masks must be fit tested as per our Respiratory Protection Program. See Appendix E – Instructions for putting on a mask.

SPECIFIC SAFEWORK PROCEDURES

To protect workers and public from exposure to COVID-19, **Hi-Beam** has developed the following protocols that must be followed.

- Standard employees and sub-contractors are encouraged to self-monitor for sign and symptoms of COVID-19. A self-evaluation check list has been provided. Before reporting to work, every worker must complete the self-evaluation check list.
- If you feel sick or have reasons to believe that you may have been exposed to COVID-19, please do not report for work. Call your crew supervisor or **Hi-Beam** office. Self-isolate yourself and contact your health care provider.
- After arriving for work,
 - Wash your hands with soap and water if available.
 - If no running water available, clean your hands thoroughly with hand sanitizer.
 - All vehicles must be disinfected by the driver at the start of the day and again at the end of the day.
 - Use personal protective equipment (PPE) such as gloves and safety glasses.
 - Do not share PPE and or tools unless thoroughly disinfected.
 - Avoid touching your mouth and nose.
 - Maintain social distancing. **Maintain a distance of at least six feet in between you and another person.**
 - Wash your hands after using washroom.
 - Wash your hands before eating.
 - Drink plenty of water.
 - Wash your hands at the end of your work and after arriving at home. Shower immediately after getting home. Wash your clothes frequently.
- During work if you feel sick. Stop working and notify your supervisor or **Hi-Beam** office. Avoid contact with other people. Plan to get home and contact your health care provider immediately,

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Hi-Beam Contractors Ltd. has developed specific safe work procedures listed below. These procedures must be followed. Copies attached to this ECP.

- Two persons working in Genie boom basket. Refer to Appendix C.
- Travelling in company vans. Refer to Appendix D.

NOTE: Additional Safe Work Procedures may be required and created depending on the nature of the risk and/or newly identified tasks where virus transmission could be an issue.

RECORD KEEPING

Hi-Beam Contractors Ltd. will keep records of instruction and training provided to workers regarding COVID-19, as well as respirator fit tests and first aid records.

TRAINING & EDUCATION

Workers will receive information on the following:

- The risk of exposure to COVID-19, and the signs and symptoms of the disease
- Safe work practices/procedures to be followed, including hand washing and cough/sneeze etiquette.
- Reminders on location of washing facilities, including dispensing stations for alcohol-based hand rubs.
- Proper use of a N95 respirator if/when required.
- How to seek first aid.
- How to report an exposure to, or symptoms of COVID-19.

Training will be in form of worker bulletins, email communication and site safety talks.

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APPENDIX A

Covid-19 Risk Assessment Chart

POSITION	LEVEL OF RISK	CONTROL PROCEDURES
Internal office staff	Low	Regular and effective hand hygiene, Use surgical masks when in hallways.
Outside Workers	Moderate	Regular and effective hand hygiene/ N95 masks when working near other workers
Insulation Workers	Moderate/High	Regular and effective hand hygiene/ N95 masks when working near other workers
Drywall Workers	Moderate/High	Regular and effective hand hygiene/ N95 masks when working near other workers

Note: Risk levels may increase or decrease depending on the nature of the outbreak and/or if there are local community cases of the virus etc. Hi-Beam Contractors Ltd. will follow direction given by WorkSafeBC and the local Health Authority.

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APPENDIX B Self-Assessment

*This self-assessment tool will help determine whether you should report for work or you may need further assessment or testing for COVID-19. Every **Hi-Beam** employee and sub-contractor are required to conduct this self-evaluation every day before leaving home for work.*

1. Are you experiencing any of the followings?
 - Sore throat
 - Fever
 - Sneezing
 - Coughing
 - Difficulty breathing

If yes, **please stay at home**. Call **Hi-Beam** office or your supervisor. As a precaution, the Ministry of Health is asking anyone with these symptoms to **stay home for 14 days**. If your symptoms worsen, call 811 for health information and advice.

2. If you have travelled outside Canada, please follow the guidelines from Ministry of Health and **DO NOT REPORT FOR WORK**.
3. If you have an ill person in your home, please **DO NOT REPORT FOR WORK**.
4. If you share your residence with someone who has been exposed to COVID-19, please **DO NOT REPORT TO WORK**.

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APPENDIX C

Two workers in the same boom basket

At times, some type of work requires two workers to work together in the boom basket. To protect workers from exposure to COVID-19 **Hi-Beam** has developed the following protocols that must be followed when two workers are required to be in the same boom basket.

- Ensure none of the workers is experiencing any signs or symptoms of COVID-19. A self-evaluation check list has been provided. Before reporting to work, every worker must complete the self-evaluation check list.
- Both workers must be provided with and use the following PPE, but not limited to;
 - Protective clothing or coveralls.
 - Properly fitting N95 mask or half mask respirator with P100 cartridges. The workers must be clean shaven to support adequate facial seal.
 - Safety goggles or safety glasses with side shields.
 - Work gloves
- The two workers must maintain the distance from each other as much as possible.
- The workers must wash their hands with running water and soap before eating food or going home.
- Disinfect the PPE as much as possible.
- Do not share PPE or tools unless thoroughly disinfected.
- Avoid touching your mouth and nose as much as possible.
- Drink plenty of water.
- Wash your hands at the end of your work and after arriving at home. Shower immediately after getting home. Wash your clothes frequently.
- During work if you feel sick. Stop working and notify your supervisor or **Hi-Beam** office. Avoid contact with other people. Plan to get home and contact your health care provider immediately.

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APPENDIX D

Travelling in the company vans

Due to the nature of work of **Hi-Beam Contractors Ltd.** More than one worker must travel in the company vans. To minimize the risk of exposure to COVID-19, **Hi-Beam** has developed the following protocols that must be followed.

- Every employee and sub-contractor must complete the attached self-assessment checklist before leaving from home.
- If you feel sick or have reasons to believe that you may have been exposed to COVID-19, please do not report for work. Call your crew supervisor or **Hi-Beam** office. Self-isolate yourself and contact your health care provider.
- The driver of the van must disinfect the interior of the van every morning before leaving for work.
- Before getting in the van, the driver and every passenger must put on N95 mask and safety goggles.
- Only one person should be sitting on one seat. No more than four workers can travel in one van.
- After arriving for work,
 - Wash your hands with soap and water if available.
 - If no running water available, clean your hands thoroughly with hand sanitizer.
- Travel back home.
 - Before leaving work wash your hands with soap and water.
 - The driver and every passenger must wear N95 masks and safety goggles.
 - Wash your hands after arriving at home. Shower immediately after getting home. Wash your clothes frequently.
 - The driver must disinfect the van at the end of the day.

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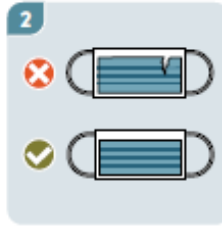
APPENDIX E

How to Put on a Mask?

Help prevent the spread of COVID-19: How to use a mask



1 Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



2 Inspect the mask to ensure it's not damaged.



3 Turn the mask so the coloured side is facing outward.



4 Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose



5 Put the loops around each of your ears, or tie the top and bottom straps.



6 Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



7 Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



8 Don't touch the mask while you're wearing it. If you do, wash your hands.



9 Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

Removing the mask

1 Wash your hands with soap and water or use an alcohol-based hand sanitizer.

2 Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.

3 Dispose of the mask safely.

4 Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."