

Virox Technologies Inc. Covid-19 Safety Plan

Our Commitment to Keeping our Team and Facility Safe from Exposure to Covid-19

Virox Technologies Inc. is committed to keeping our Team and facility safe from exposure to Covid-19 by staying informed on current local, regional, and global research and guidelines, as they relate to Covid-19 and implementing recommended measures to keep our staff and facility healthy, safe and infection free.

We are committed to ensuring our business and safety practices are up to date and compliant by reviewing local news outlets, the Ministry of Health, Halton Public Health, and Ministry of Labour Guidelines on a regular basis.

Virox Technologies Inc. endeavours to keep staff, business partners, and associates informed of our changing practices related to infection prevention through the use of email, phone communications, pre-shift meetings, our company website, the employee intranet and our workplace safety board.

Measures We're Taking to keep our Workplace Health & Safe from Covid-19:

1) We are ensuring our workers know how to keep themselves safe from exposure to Covid-19 by:

- Maintaining and updating our Covid-19 Safety Plan to ensure it aligns with the current Ministry of Labour and Public Health guidelines and recommendations.
- Communicating important updates regarding our Covid-19 safety protocols to our staff, business partners and essential visitors via email communications, our employee intranet site, signage, and pre-shift meetings for staff that do not have access to our email and intranet communications.
- Educating staff on how to prevent infection by sharing our knowledge about the virus and infection prevention techniques through email communications, our employee intranet site, signage, training, and pre-shift meetings for staff that do not have access to our email and intranet communications.
- Restricting access to our facilities to staff, temporary associates, and essential visitors only.
- Implementing policies and procedures for Covid-19 safety measures, where appropriate, to ensure compliance with public health guidelines and government orders.
- Monitoring the Ontario Government News Sites on a daily basis, and publications by the Halton Public Health unit as needed, to ensure we are operating in accordance with current guidelines.

2) We are Screening for Covid-19 by requiring:

- All employees and temporary associates to complete an initial self-screening at home using the self-screening guidelines provided by Public Health to determine whether or not it is safe for them to report to work.

- Essential Visitors to self-screen prior to entering the facility, using the guidelines posted on the main door of the facility. If the visitor is unable to answer “no” to all of the questions on the signage posted on our main door, they must refrain from entering the facility.
- All employees, temporary associates, and essential visitors to complete an official screening questionnaire prior to performing their duties, upon arrival to the facility.
 - *For employees with computer access*, the questionnaire shall be completed online using the SmartSheet tool; answers to the questionnaire will be reviewed by HR or their designate to ensure compliance with the process.
 - *For employees and temporary associates without computer access*, the questionnaire shall be completed in paper format and reviewed by the shift supervisor prior to beginning work.
 - *Essential Visitors* shall complete the official questionnaire using the kiosk located at reception; essential visitors must also have their temperature checked prior to being allowed to continue with their visit to the facility. Failure to comply with the questionnaire and temperature checking process will result in essential visitors being denied entry to the facility.
- If upon initial at-home screening, it is determined that the staff member has symptoms of Covid-19 or has come into close contact with a probable or confirmed case of Covid-19, the staff member must notify their manager and HR; temporary associates are required to notify their staffing agency representative and their shift supervisor. These individuals must also get tested for Covid-19 and remain home in accordance with Public Health Guidelines until they can provide proof to the HR department that they have received a negative test result or have been cleared to return to work by Public Health. Temporary associates must inform their staffing agency representative and their shift supervisor.
- If upon arriving to the facility and completing the on-site questionnaire process, it is determined that the staff member has symptoms of Covid-19, has travelled or been in close contact with someone that has travelled, or has come into close contact with a probable or confirmed case of Covid-19, the staff member must notify their manager and HR; temporary associates are required to notify their staffing agency representative and their shift supervisor. These individuals will also be asked to go home, get tested for Covid-19, and remain home in accordance with Public Health Guidelines, until proof can be provided to the appropriate individuals (HR or Staffing Agency Representative), that they have received a negative test result and/or have been cleared to return to work by Public Health.

3) We are controlling the risk of transmission in our facility by:

- Banning non-essential business travel until it is safe to resume travel.
- Restricting non-essential visitors from visiting our facility.
- Requiring staff, temporary associates, and essential visitors to complete a screening questionnaire upon arriving at our facility.

- Refusing entry to our facility for any and all persons who have symptoms or may have come into close contact with a probable or confirmed case of Covid-19.
- Requiring couriers and delivery people to retrieve/leave packages in the enclosed vestibule, where authorized staff may retrieve the package(s) once the courier has left to prevent couriers and delivery people from entering our facility.
- Requiring all staff, temporary associates, and essential visitors to wear a face mask at all times while in our facility. Staff and temporary associates may wear a cloth face covering, as long as the face covering complies with Public Health requirements.
- Providing non-surgical face masks to all staff, temporary associates, and essential visitors in need of a face covering.
- Providing staff with information on proper handwashing techniques, mask usage, and mask handling.
- Providing staff with information on how to stay infection-free outside of work.
- Providing automatic / touchless solutions for our staff wherever possible, such as touchless coffee machines, automatic faucets etc.
- Requiring all staff, temporary associates, and essential visitors to disinfect their hands upon entry to the facility.
- Implementing and using plexi-glass barriers in shared workspaces and lunchrooms where physical distancing may be difficult.
- Installing Air Purification Systems throughout the facility to reduce air-borne pathogens in our facility.
- Conducting regular inspections of our HVAC systems to improve air quality throughout the facility.
- Scheduling frequent cleaning and disinfection of high touch-point surfaces throughout the facility, throughout the day. Examples of high touch-point surfaces include, but are not limited to: door knobs, light switches, photocopiers, keyboards, coffee pots, fridge door handles etc.
- Conducting cleaning of lunchrooms between scheduled lunch and break periods.
- Conducting cleaning of boardrooms between meetings.
- Conducting cleaning of washrooms throughout the work day.
- Keeping the same workers on the same line and together for scheduled breaks and lunches to reduce the number of staff coming into contact with each other, and ensure physical distancing may be maintained in our lunch and break rooms.

- Posting signage throughout our facility to remind staff to follow and maintain physical distancing guidelines.
- Posting signage throughout our facility to remind staff to:
 - Avoid in-person meetings and interactions where possible, as well as communication methods available to reduce in-person interactions, to facilitate and promote physical distancing.
 - Empower staff to remind their colleagues to respect physical distancing guidelines.
- Posting signage and instructions throughout the facility about how to achieve and maintain hand-hygiene, how to wear masks, how to safely remove, and discard of masks.
- Monitoring and re-filling sanitizer station levels in common areas on a daily basis.
- Providing staff with disinfecting wipes to enable them to disinfect their work stations and high touch-point objects within their work stations.
- Informing staff to report deficiencies related to low sanitizer, soap, and disinfecting wipe levels to our Workplace Care and Events Director so deficiencies may be addressed.
- Requiring staff that may perform their work off-site, to work from home until Ontario is no longer in a State of Emergency. Upon the conclusion of the state of emergency, staff working from home may resume work on-site on a rotational basis, as determined by their Leadership Team representative, to reduce the number of individuals in the facility during these uncertain times.
- Assigning office staff that must work onsite to alternate work stations, to ensure physical distancing may be maintained.
- Conducting deep cleanings of work stations when staff change work stations.
- Completing deep cleaning of affected work areas where there is a suspected or confirmed case of Covid-19.
- Keeping staff up to date on changing facility requirements pertaining to the use of masks, hand hygiene, and workspace disinfection expectations through periodic emails and pre-shift meetings.
- Monitoring our facility to ensure staff are wearing masks and required Personal Protective Equipment.

4) If there is a potential case, or suspected exposure to Covid-19 at our facility, we will:

- Require the affected individual to stay home or leave the facility to get tested and remain home, until they are able to provide the HR department with proof of a negative test result or proof that they have been cleared to return to work by their Public Health Department.

- Complete an investigation into the individual's actions and whereabouts while onsite to determine if they had close contact with other workers or visitors, and whom.
- Inform workers who may have had close contact with the affected individual that they may have come into contact with someone suspected of having Covid-19 and advise them to get tested, remain home and self-monitor, until they can provide the HR department with proof of a negative test result or have been cleared to return to work by their Public Health Department. Affected visitors will also be informed of any potential exposure to Covid-19 in our facility, and will be advised to get tested and refrain from visiting the facility, until it is safe to do so.
- If there is a confirmed case of Covid-19 exposure at our facility, we will inform the individual's Public Health Unit and the Halton Public Health Unit. The incident will also be reported to the Ministry of Labour, WSIB, and Joint Health and Safety Committee.
- Undertake a deep clean of our facility to reduce the potential spread of infection in our facility.

5) We will manage new risks caused by the changes made to the way we operate our business by:

- Keeping our staff, temporary associates, and business partners updated as soon as possible regarding changes in guidelines and/or restrictions.
- Monitoring staff feedback, concerns, and lessons learned, to better understand any gaps or room for improvement.
- Making staff aware of support systems, such as our Employee Assistance Program offerings available to help with managing mental health concerns related to the Covid-19 pandemic.
- Operating flexibly and collaboratively with our staff and partners to address any concerns resulting from changes having to be made, to maintain compliance with emerging legislation around Covid-19 impacting our business.

6) We will ensure our plan is working by:

- Conducting walkthroughs of our facility to ensure protocols are being followed.
- Auditing our daily screening process to make sure it is being completed reliably and correctly.
- Working with our Joint Health and Safety Committee to understand worker concerns and explore other options that can be employed to make our facility safer.
- Soliciting feedback from staff and management directly to clarify our protocols, and address any concerns they may have.