

COVID-19 SAFETY PLAN

Bunt & Associates Engineering Ltd. has put together this safety plan to create awareness of the measures that are taking place for the safety of our workers and visitors. This safety plan meets or exceeds the requirements laid out by the British Columbia and Alberta governments. We have involved staff, supervisors, and the Joint Health and Safety Committee (JHSC)/Health and Safety Committee (HSC)/Health and Safety Representatives (HSR) in our plans/initiatives for COVID-19 prevention planning.

Workplace Risk Assessments

We have completed workplace risk assessments at each of our offices. This includes identifying areas where people gather; jobs, tasks and processes where workers are close to one another or members of the public; shared tools, machinery and equipment used by employees; and high touch surfaces.

Protocols & Controls

Whenever possible, the protocol that offers the highest level of protection has been used. Controls from additional levels were considered if the first level was not practical or does not completely control the risk. Protocols and Controls include:

- To reduce the number of people at our workplaces, we have implemented work-from-home arrangements, expanded the use of virtual meetings, and identified maximum occupancy limits.
- We have policies and procedures to limit the number of people in our workplace at any given time. Each room has a sign indicating the maximum occupancy. If the limit is reached, any persons in addition to this number will not be permitted to enter.
- We have installed barriers (i.e. plexiglass shields) at workstations where maintaining physical distancing may be difficult (i.e. front reception).
- We have identified the tools, machinery and equipment that workers share, and developed protocols for cleaning and hand sanitizing after each use.
- We have established designated delivery areas for packages to reduce interaction between reception and delivery persons.
- We require that handlers of shipments being received must wear gloves and sanitize the shipment with disinfectant before opening.
- We have considered work schedule changes that allow a smaller number of employees on site at any given time.
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including workers, contractors, or visitors exhibiting COVID-like symptoms.
- We have implemented a daily health check that all employees and visitors (not including delivery persons) must complete upon arrival at any Bunt workplace to be used for contact tracing in the instance that there is a COVID-19 outbreak on site. If the answer is 'yes' to any of the questions posed, the employee/visitor will not be allowed to enter the premises at that time.
- We have policies to address the risk of violence that may arise as members of the public adapt to restriction or modifications in the workplace.

- We have policies in place for workers who start to feel ill at work, and for staying home when sick. Employees are aware of what to do in these instances.
- We have identified rules and guidelines for how workers should conduct themselves. Each employee is aware of the sanitization efforts in which they must partake, social distancing requirements, maximum occupancy of people per room, and travel paths. We have clearly communicated these rules and guidelines to workers through a combination of training, signage, and floor decals.

First Aid

We have provided occupational first aid attendants (OFAA) with COVID-19 OFAA protocols.

Cleaning & Disinfecting

We have reviewed the information on cleaning and disinfecting surfaces and implemented disinfection protocols for all common areas and surfaces. This includes the frequency and timing that these items must be disinfected. Employees who are identified cleaning representatives for each office have adequate training and materials.

Our workplace has enough handwashing facilities on site for all our employees. Handwashing locations are visible and easily accessed.

PPE

We have reviewed the information on selecting and using PPE (e.g. masks, disposable gloves, etc.) and instructions on how to use them. We understand the limitations of masks to protect the wearer from respiratory droplets and that as PPE masks are a last line of defense.

Training

We have a training plan to ensure that employees are trained and aware of the workplace policies and procedures. Employees are informed and updated on the workplace policies and procedures via virtual meetings, email updates, and health and safety bulletins. Regional Managers and Supervisors have been trained on monitoring the workplace to ensure policies and procedures are being followed.

We will keep records of instruction and training provided to workers regarding COVID-19, as well as exposure reports, first aid records, and employee/visitor sign-in logs.

Reporting

Workers know how to report health and safety concerns to their Supervisors, Management, and members of the JHSC/HSC or HSR.

When resolving health and safety issues, we will involve the JHSC/HSC or HSR.

Review

We will review this plan at least once per year and update it as necessary, in consultation with our JHSC/HSC or HSR.