



March 13, 2020

Rapid-Span COVID-19 Response Plan and Updates

Purpose: Rapid-Span is committed to ensuring adequate measures are taken to reduce or eliminate workplace illness. This policy should be followed by all employees during the COVID-19 outbreak. This is to outline health and safety precautions to be taken to prevent the spread of the COVID-19.

Responsibilities: Rapid-Span wants to ensure that all employees take reasonable actions to help stop and prevent the spread of the COVID-19. Rapid-Span will also make extra efforts to maintain a healthy and safe working environment for all employees. We are acquiring additional hand sanitizer, sanitizing wipes and have asked our janitor service to wipe all doorknobs, taps, toilet levers etc. twice a day with a sanitizing cleaner and all desks surfaces will be wiped down daily.

Procedures:

All employees should do the following:

- Wash your hands regularly with warm, soapy water for at least 20 seconds before and after eating, going to the restroom, after coughing, sneezing, and after touching contaminated surfaces.
- If warm water and soap is not available use an alcohol-based hand sanitizer
- Cough and sneeze into a tissue or your sleeve
- Avoid touching your eyes, nose or mouth with unwashed hands
- Throw away tissues promptly after use
- Frequently clean and disinfect any surfaces that may be contaminated
- Avoid contact like shaking hands and personal contact with others
- Avoid close contact with people who are sick
- If you feel ill, report it to your supervisor and **remain at home**.
- If you develop a cough or low-grade fever, you should stay home, self-isolate and contact your doctor or public health officer
- Physical distancing: All employees need to do their best to maintain 2 meters apart from all other staff or visitors.

Business Travel:

- To reduce exposure to our employees, **non-essential business-related travel is restricted**, effective immediately. Non-essential business-related travel includes conferences, retreats, training and meetings.
- All other business travel must be pre-approved by your manager.

Personal Travel:

- We strongly recommended that employees avoid personal / leisure travel outside of Canada or to any high-risk area within Canada
- Should you choose to disregard this recommendation, we ask you to act responsibly and tell your Manager that you intend to travel to high-risk areas
- You will also need to check with our Insurance carrier Equitable Life to confirm that they will cover you during your travel. Changes to Insurance coverage is changing daily so on the day of travel you will need to confirm that coverage is still available otherwise you may not have any coverage for your travel
- Upon your return, you will be required to self-quarantine as per the Government recommendations at that time.



- If you choose to travel outside Canada, be advised that during your period of quarantine your wages will not be covered by the company, so you will have to either rely upon available vacation days or take an unpaid leave of absence until you are symptom free and cleared to return to work

Benefits:

- Equitable Life (STD) has confirmed that they will waive the 8-day waiting period for any employees that have confirmation on the Corona virus. However, if you are sick longer than 14 days there will be an 8-day waiting period before benefits will continue.

Update for March 16, 2020

Visitors coming to Rapid-Span:

- Effective immediately, please cancel or postpone all visitors to our site that are not considered essential.
- If we have customers or inspectors that are essential that are coming from outside the area, please ask if we can delay the visit or use Virtual tools to accomplish the meeting.
- Any visitors that have travelled outside of Canada need to confirm that they have been back for a minimum of 14 days, symptom free.

We are trying to be abundantly cautious to protect the health and well-being of all our staff. We are also watching all changes made by the Government and other information sources and will update as new information comes available.

Trudeau just announced that all borders will be closed with all countries except for the US.

Update for March 17, 2020

Trucking Policy during COVID-19 Outbreak:

- Truckers are always to remain in their trucks unless instructed by our staff to extend stretch trailers, strap down, or to exit their trucks to sign paperwork.
- No physical contact with drivers. I.E Shaking hands or idle conversation face to face.
- Once a truck is loaded. Our loading crew member is to place the paperwork on the driver's truck (trailer). Step away, have the driver exit their truck, sign the document and then step away. The Rapid-Span team member can then retrieve the paperwork and process. Immediately upon completing the paperwork our staff are to wash their hands.
- A Porta Potty has been rented and placed in Structures yard for all visitors and truck drivers to use.

Update for March 18, 2020

Staff Meetings:

All staff meeting have now been moved to outdoor meetings and we have implemented Teams meetings instead of using our boardrooms.

Update for March 22, 2020

Disinfectant Fogging of Plants and Office:

Effective March 22, 2020 we will be fogging all our offices, bathrooms, lunchrooms, change area etc. twice a week on Tuesday's and Thursday's. This includes the office, RSS and RSP plants.

You may notice a mild odor when this is completed and if you had any dishes or cutlery out, please wash and dry before using to ensure there is no residue on them from the fogging.



Update for March 27, 2020

We limited the number of staff that can be in the Lunchrooms, Change rooms and Washrooms. We also began staggering shift start times, coffee times and lunch breaks.

Update for March 31, 2020

Mobile Equipment Sanitization:

- Effective immediately we will provide each piece of mobile equipment, (forklifts, cranes, man lift, skid steer, telehandler, etc.) with disinfecting spray or wipes so that steering wheels, gear shifts and commonly touched areas are wiped between shifts and when switching operators.

Update for April 6, 2020

EI and Emergency Fund Waiting Period:

- Confirmed that EI and Emergency funds are available and there is no waiting period.

Update for April 16, 2020

External Visitors:

Defined as personnel outside of Rapid-Span's employment including but not limited to, Quality Assurance, Engineers, Auditors, Technicians or anyone who is deemed to be an External Visitor that has been approved by management. In accordance with this External Visitors shall:

- Not enter the site unless permissions have been given beforehand.
- Wear a cloth mask or better and a pair of disposable or fabric gloves that prevent skin to surface contact.
- Check in with reception before proceeding to their next destination on site.
- Practice social distancing when engaging with employees of Rapid-Span (keeping a 2-meter distance)

Exceptions to External Visitors:

- Approved local McElhanney inspectors
- Approved local Accuren NDT Technician

Update for April 18, 2020

Return to work sign off form was implemented:

COVID-19 Staff Assessment

Managers are to review the following questions with their staff who have been off sick and are planning to return to work. In order to maintain the health and safety of our work environment and our staff, this assessment is to be completed prior to allowing an employee to return to work. Completed records are to be given to Payroll for storing:

Date of assessment: _____

Manager: _____

Employee: _____

Employee return to work date:

1. Are you experiencing any of the following:

- Severe difficulty breathing (e.g. struggling to breathe or speaking single words)
- Severe chest pain
- Having a very hard time waking up
- Feeling confused



• Losing consciousness

Yes _____ No _____
Initial Initial

2. Are you experiencing any of the following:

- Mild to moderate shortness of breath at rest
- Inability to lie down because of difficulty breathing
- Chronic health conditions that you are having difficulty managing because of difficulty breathing

Yes _____ No _____
Initial Initial

3. Are you experiencing any of the following:

- Fever
- Cough
- Sneezing
- Sore Throat

Yes _____ No _____
Initial Initial

4. Have you travelled to any countries outside of Canada (including the United States) within the last 14 days?

Yes _____ No _____
Initial Initial

5. Did you provide care or have close contact with a person with COVID-19 (probable or confirmed) while they were ill (cough, fever, sneezing, or sore throat)?

Yes _____ No _____
Initial Initial

6. Did you have close contact with a person who travelled outside of Canada in the last 14 days who has become ill (cough, fever, sneezing, or sore throat)?

Yes _____ No _____
Initial Initial

Employee Signature _____

Update for May 14, 2020

Disinfectant Fogging of Plants and Office:

Effective May 14, 2020 we have decided to stop all fogging of our offices, bathrooms, lunchrooms, change area etc. due to complaints about allergic reactions with some staff.

This is a dynamic situation and changes to this policy may take place as we get more information. Let's all work together to stay healthy and help slow the spread of COVID-19.