



Solar Erectors Ltd.

APPROVED COMPANY SAFE WORK PROCEDURE

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Should any Statement of General Policy or Application thereof be in conflict with any Federal, Provincial or Local Laws or Specific Agreements, such Laws or Agreements must be observed.

SUBJECT: Covid-19 Coronavirus

Potential Hazards

Exposure to Covid-19 Coronavirus

Preventative Measures

PURPOSE

To ensure all Management, Supervisors and Workers comply with their specific requirements to avoid exposure to the Covid-19 Coronavirus.

SCOPE

To ensure that all employees are aware of their responsibilities in order to protect themselves and fellow employees from possible exposure to the Covid-19 Coronavirus and what to do if you are exposed.

STANDARDS/PROCEDURES

Protect yourself and your co-workers

Coronaviruses are spread through close contact, including at work. Here are the procedures to help prevent the spread of germs:

- Wash your hands often with soap and water or alcohol-based hand sanitizer.
- Sneeze and cough into your sleeve.
- If you use a tissue, discard immediately and wash your hands afterward.
- Practice physical distancing (2 meters or 6 feet).
- Avoid touching your eyes, nose or mouth.
- Avoid contact with people who are sick
- Stay home if you are sick
- Avoid high touch areas, where possible, or ensure you clean your hands after.
- Where possible, wear gloves when interacting with high touch areas. Do not touch your face with gloved hands
- Wash your clothes as soon as you get home

Reporting Illness:

The symptoms of Covid-19 are like many other illnesses like, including the cold and flu. At this time, it is recommended that any worker who has symptoms related to cold, flu or Covid-19 be sent home immediately.

ROLES AND RESPONSIBILITIES

Senior Management:

- Educate all workplace parties on Covid-19 Coronavirus in the workplace
- Provide proper PPE for all employees
- Provide hand soap and sanitizer for all employees
- Ensure proper cleaning of workplace areas (offices, washrooms, company vehicles)
- Act immediately on all reported cases of possible Covid-19
- Update supervisors and workers on all Covid-19 legislation
- Ensure any employee who has symptoms or may have come into contact with Covid-19 self isolates for 14 days

Supervisors/Foreman:

- Ensure workers are wearing provided PPE
- Educate workers on Covid-19 Coronavirus through Toolbox Talks and Job Hazard Analysis
- Report to management immediately if a worker reports any Covid-19 symptoms
- Ensure that workers are following safe work standards/procedures listed in this procedure
- Report un-safe Covid-19 site conditions to site supervisor and report back to management so that conditions may be addressed prior to avoid Solar workers exposure
- Remove yourself and crew from site if there are any reports of Covid-19 present

Workers:

- If you become ill notify your supervisor/foreman immediately
- Wear provided PPE to protect yourself
- Follow all standards/procedures listed in this procedure

Self-Isolation

When should you self-isolate?

If you have travelled outside Canada within the last 14 days

If you have travelled outside of Canada within the last 14 days and develop symptoms, or have been in close contact with someone who has travelled and tested positive for COVID-19

If you have symptoms

COMMUNICATION

Covid-19 Coronavirus communications will be communicated to all management, supervisors and workers through postings, email and the Solar Erectors web site.

About Covid-19 Coronavirus

COVID-19 is an illness caused by a coronavirus. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

Symptoms of human coronaviruses may be very mild or more serious, such as:

- Fever
- Cough
- Difficulty breathing

Symptoms may take up to 14 days to appear after exposure to the virus.

Coronaviruses are most commonly spread from an infected person through:

- respiratory droplets when you cough or sneeze
- close personal contact, such as touching or shaking hands
- touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

The best way to prevent the spread of infections is to:

- wash your hands often with soap and water for at least 20 seconds;
- avoid touching your eyes, nose or mouth, especially with unwashed hands;
- avoid close contact with people who are sick;
- cough and sneeze into your sleeve and not your hands; and
- stay home if you are sick to avoid spreading illness to others.