

COVID-19 Health and Safety Policy

This policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

Scope

This coronavirus policy applies to all of our employees. We strongly recommend to our remote working personnel to read through this action plan as well.

Policy elements

Here, we outline the required actions employees should take to protect themselves and their team members from a potential coronavirus infection.

Sick leave arrangements:

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.
- If you have a positive COVID-19 diagnosis, please inform your Supervisor immediately. You can return to the office only after you've fully recovered, with a doctor's note confirming your recovery.

Work from home requests:

- If you are feeling ill, but you are able to work, you can request to work from home.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home.
- If you're a parent and you have to stay at home with your children, request work from home. Follow up with your supervisor to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, request work from home. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus.
- If you are required to self isolate based on the current government health regulations, you should request to work from home. The BC CDC requires self isolation for:

1. anyone with symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing, must self-isolate at home [for a minimum of 10 days](#)
2. anyone under the direction of the provincial health officer to self-isolate must follow those instructions
3. anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to [self-isolate for 14 days and monitor](#) for symptoms

All team members who work from home will be subject to our Remote Working policy.

Traveling/commuting measures:

- All work-related travel will be cancelled/postponed until further notice.
- If you normally commute to the office by public transportation and do not have other alternatives, appropriate personal protective equipment is required (PPE) or you can request to work from home as a precaution.
- If you are planning to travel voluntarily to a high-risk area with increased COVID-19 cases, we ask that you inform your supervisor in advance, upon your return we will ask you to work from home for 14 calendar days.
- Prior to attending the office we ask that you answer the following questions:
 - Have you travelled outside of Canada within the last 14 days?
 - Have you been identified by Public Health as a close contact of someone with COVID-19
 - Have you been told to isolate by Public Health
 - Are you displaying any of the following new or worsening symptoms: fever or chills, cough, loss of sense of smell or taste, difficulty breathing, sore throat, loss of appetite, extreme fatigue or tiredness, headache, body aches, nausea or vomiting, or diarrhea?

If you have answered yes to any of the above questions please contact Cristin Tolfree (ctolfree@qualex.ca or 604.377.0314) and refrain from coming into the office or attending any worksite.

In the Office

- All team members and guests attending the office will be subject to screening questions above.
- All team members and guests are required to wear a mask when in the building and office, unless they are at their own workstation.
- All team members are required to wash/sanitize their hands:
 - Upon arrival to the office
 - After eating
 - After using the washroom
- In-person meetings should be done in the boardroom or virtually where and when possible, especially with people outside of Qualex-Landmark.
- Team members are to maintain a physical distance of 2 meters when possible.

Areas of the office that do not provide for sufficient distance will be closed or have reduced occupancy.

- Desk surfaces are to remain clear at the end of the day to allow for proper sanitization. Team members will be responsible to clean their phones, keyboards and other electronic devices.
- In the event that a team member were to become ill while at the office, he/she would be quarantined to his/her office or small boardroom, prior to taking a taxi home or being helped by medical personnel as necessary. Returning to the office may be subject to a fit for work letter from a physician.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

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Welcome to Qualex-Landmark™

Before you begin your visit with
visit with us today, please complete
complete our health and safety waiver.

