1. **SCOPE / PURPOSE**

This Statement of Policy and Procedure applies to all employees and is to help protect employees from pandemic disease and to minimize the risk of spreading pandemic disease in the workplace and the population in general. See Annex for guides to specific pandemic disease.

2. **RESPONSIBILITIES**

- **Kinetics’** corporate social responsibility includes maintaining employees and their communities as safe as possible, and informed, in the case of possible Pandemic Disease.

- **Senior management** is responsible to educate and implement preventive and containment measurements on Kinetics’ premises to actively provide a safe work environment.

- **Managers** are responsible to address reports from employees, or directly observed symptoms, related to Pandemic Disease.

- **Emergency Pandemic Committee (EPC)** is responsible to activate and deactivate this procedure through announcement and shall obtain guidance from local, provincial and federal health authorities, coordinate implementation of emergency measures, and keep employees informed.

- **All employees** are responsible for the reporting of travel (business and personal), the implementation of a return to work plan (F-019) after returning from travel (with Kinetics’ support) or when returning to work after absence due to illness, and for reporting and monitoring any suspected symptoms associated with Pandemic Disease, including seeking medical attention and/or preventing exposure to coworkers.

3. **POLICY**

- To limit the spread of pandemic disease in the workplace employees are required to exercise the following personal hygiene practices:
  - frequent hand washing and sanitizing;
  - coughing or sneezing into sleeves instead of hands or the air; and
  - the proper and immediate disposal of used tissues.

- To reduce the risk of infection during periods of pandemic disease, employees should minimize close contact with fellow employees and, in certain situations, customers. Where possible, employees should engage in the following practices:
  - schedule telephone or video conference meetings in lieu of face to face meetings;
  - avoid handshake greetings; and
  - minimize time spent in shared closed-in environments.

- During periods of pandemic disease, employees are required to clean and disinfect their personal workstations on a regular basis, including without limitation, their telephones, keyboards, and desks. Facilities Maintenance will schedule additional cleaning of shared workspaces such as door handles, photocopiers, lunch facilities and washrooms on a regular basis.
The EPC will communicate with all employees the best practices recommended by public health authorities for minimizing the spread of infection in the workplace. Additionally, the EPC may implement initiatives in the workplace to combat the spread of the infection. Kinetics Drive Solutions Inc will provide the materials and supplies necessary to support such initiatives.

If required to do so, employees will use personal protective equipment, such as respiratory or regular face masks, gloves, etc., while at the workplace in accordance with practices recommended by the EPC and/or Health Authorities.

Employees exhibiting symptoms of a pandemic disease may be required to stay off work until they can provide medical evidence that they are fit and able to work and do not pose a risk to the health of their co-workers or the general public.

4. PROCEDURE

The EPC shall post and distribute procedures to prevent the spread of infection in the workplace and will update those procedures when new information becomes available.

Employees shall frequently wash their hands prior to commencing work, after sneezing or coughing, and after they touch objects that may have been in contact with people exhibiting symptoms of a pandemic disease.

Employees shall clean and disinfect their personal workstations daily and after coughing or sneezing in the area. An employee’s personal workstation includes, without limitation, an employee’s telephone, keyboard and desk.

Facilities Maintenance will ensure that
- the work areas are thoroughly cleaned and disinfected at least once a day, and
- employees are provided with required personal protective equipment, if deemed necessary, and that employees utilize the equipment as recommended.

Employees exhibiting symptoms of a pandemic disease shall notify their Manager and/or the Human Resources Department immediately, and follow instructions advised to them. Manager and HR shall report pandemic situation and affected employee status to EPC.

Employees exhibiting pandemic disease symptoms shall stay off work until they can provide sufficient medical evidence that demonstrates they are fit and able to work and do not pose a risk to the health of their co-workers or the general public.

Employees off work due to a pandemic disease shall cooperate in a return to work protocol set by the EPC and supervised by Human Resources Department

Employees off work due to a pandemic disease will be provided with alternative work arrangements where available and appropriate.
5. PLANNING AND SUPPORT

- Upon activation by GM/CEO, Kinetics shall form an Emergency Pandemic Committee (EPC) that will announce the activation of this procedure and act as the source of prevention and containment procedures and their implementation, up to the point of deactivation.

- Any questions related to Pandemic Disease and its impact in the work environment must be directed to the EPC.

- Members of the EPC monitor updates related to Pandemic Disease through various sources including Canadian official sources and parent company.

- All medical documentation, travel plans and return to work plans will be maintained by the HR department to ensure confidentiality as much as possible and have one point of personnel data management.

6. REFERENCES

- BC Center for Disease Control (http://www.bccdc.ca/) or Fraser Health (https://www.fraserhealth.ca/)
- STELS policies based on SG Ministry of Health updates
ANNEX 1: COVID-19 SAFETY PROCEDURES AND PLANNING GUIDE


Preventive measures at the workplace

- EPC shall designate a temporary quarantine room within the premises to ensure emergency cases are contained while the situation is being assessed when individuals report symptoms at the workplace.
- Masks and other quarantine supplies will be made available for anyone that needs to interact with the temporarily quarantine individual.
- Declaration forms for visitors entering the company premises (front desk and shipping/receiving) will be requested and maintained by HR for the purpose of contact tracing when needed.
- Frequent/returning known visitors (services, contractors, etc.) only need to fill their particulars in the form once, but will be asked to answer the questions in the form in each visit.
- Personal hand sanitizers and masks shall be provided to all employees. In addition, hand sanitizers are placed near to common touch points.
- Thermometers will be provided when temperature monitoring is deemed necessary at work.
- Employees must practice personal hygiene to avoid exposure and transmission, the most recommended preventive measures by health organizations are:
  - Frequent and thorough handwashing with soap.
  - Cough or sneeze into your elbow or a tissue, and wash hands with soap and water after.
  - Avoid touching your face or your mouth.
- Disinfection of materials brought into Kinetics premises by non-employee.
- Minimize clutter in preparation for potential disinfection, in event of an identified case. See “Identified Case at Kinetics premise” section for further guidance.
- EPC shall assess the risk level of community spread to determine the need, timing, and duration to implement segregation of work force as an elevated preventive measure. See “Elevated Preventive Measures at Kinetics” section for further guidance.

Self-monitoring with social responsibility

- Employees must take extra precautions to protect themselves and minimise the risk of contracting Covid-19 and spreading it to others, both at work and at home.
  - Everyone must be vigilant of their exposures when outside from work, i.e.: interactions with known travelers to the risk regions, etc.
  - Maintaining personal hygiene consistent in and out of the workplace.
• Employees must monitor any signs of illness and suspected symptoms. If symptoms persist or become worse, report it to Manager and seek medical attention.

• If unwell, do not come to work to prevent the spread of Covid-19, and consult a doctor immediately. Report prognosis and provide a medical note to Manager and HR.

• Employees must develop a return to work plan after the medical consultation or prognosis with the support of Manager and HR. See return to work plan section.

• Report any Covid-19-related information that could help the authorities and the company contain the spread of Covid-19. Advise HR immediately if you are asked by health authorities to be tested; have been tested; or plan to be tested for Covid-19 and the results thereof.

• Visitors showing symptoms of Covid-19 shall be turned away. Signs will be posted outside of company access points for visitors, i.e. front desk and warehouse access points as a way to prompt their self-monitoring and preventing them from contact with anyone in the organization if they are suspect.

Isolation and quarantine room
• The Salt Spring meeting room has been designated as the temporary quarantine room. No meetings or any other use are allowed in that room during the activation period.

• The temporary quarantine room shall be equipped with necessary materials for quarantine purposes.

• The quarantine room and other affected areas shall be temporarily vacated, properly cleaned and disinfected to prevent the spread of Covid-19 once suspected individuals have left the premises.

• Staff or visitors who show symptoms within the company premises shall be immediately isolated and sent for medical consultation. Staff with access to virtual medical consultation are encouraged to do so to minimize contact with other people.

• EPC shall establish a list of all employee that have been in contact with the isolated staff or visitor for purpose of contact tracing.

Travel
• Travel advisory issued by local government authorities shall be adhered to. From time to time as the situation develops, EPC may issue additional travel advisory, taking reference from global travel advisory and corporate global guidance.

• All employees must disclose any travel plans out of province to their Manager.

• Employees must practice self-monitoring and caution while traveling to prevent exposure to the Covid-19.

• Employees must develop a return to work plan for their travels and have it endorsed by their Manager. See return to work plan section.
• **Traveling to known high-risk areas with Covid-19 must be avoided.** Family emergency situations would be considered on case by case basis.

**Return to work plan**

• Applicable to employees who stay away from work due to illness; who stay home with symptoms related to Covid-19; or who are directed to go home for suspected exposure to Covid-19 at work; and to employees traveling for work or pleasure.

• Adhere to guidelines issued by BC public health authorities including BC CDC

• Employees shall use Kinetics’ self-assessment flow chart in Appendix 1-1 and 1-2 to determine when they should return to work, provided that the Return to Work plan has been endorsed by their manager and a signed copy submitted to HR.

**Elevated Preventive Measures at Kinetics**

• In times of increased risk of exposure to Covid-19, Kinetics may implement elevated measures to prevent or contain the spread. These measures include but is not limited to segregation of workforce.

• Segregation of workforce aims to have functional team segregated by space or time, where practically viable, such that in the event of an identified case at the workplace, business can continue with minimal impact during or after necessary disinfection of the workplace. Refer to Appendix 1-3 for details of segregation plan.

• All functions to be considered for segregation by space and/or time with special considerations as follows:
  - Senior management (GM + VP Engineer; CFO + VP Ops + CTO)
  - Manager group within each department (Dept Head segregated from pre-identified deputy; balanced mixed of manager and 2IC across the department)
  - Core competency grouping in Engineering
  - Appropriate personnel required for approval signature in Finance and HR

• Segregation by space can be affected as follows:
  - Rotating part of functional team to work remotely for a stipulated period
  - Enforcing distance of at least 2 meters between staff working at workplace
  - Conducting discussion over email or phone, where possible.
  - Restricting movement by groups at workplace including entry and exit of building
  - Designating seating arrangement at common areas such as lunchroom and meeting room

• Segregation by time can be affected as follows:
  - Organise functional team into different shifts in a workday to minimize physical contact
o Organise functional team into different workday to minimize physical contact
o Scheduled lunch time for different functional groups

• IT needs to facilitate segregation of workforce with additional and redistribution of laptop; video (Webex) and teleconferencing (Navigata) for meetings; with expanded VPN access required.
• Masks to be worn at all time unless at workstation with no one else within 2m; or at meals.
• More frequent disinfection of high utilization work surfaces, for e.g., keyboards, phones, door access, lunchroom, meeting rooms.
• Individual to bring only essential items to work and/or remove non-essential items from work surfaces to facilitate disinfection.
• Suspension of company-wide events including doughnut day and social events; replacing with electronic announcements.
• Conduct duplicate briefings to smaller groups to adapt to segregation of workforce.
• Update Call Tree

Identified Case at Kinetics premise
Convene urgent EPC:
EPC to decide, announce and oversee orderly evacuation of staff to minimise contact with identified case; and may direct all employees to vacate the premises and work from home (where possible) until further notice. When necessary, evacuation may be done using “Fire Drill” to speedily separate those that were known to be in close contact with the affected employee. See contact tracing list created under “Isolation and Quarantine room” section. EPC may enforce physical separation of at least 2 meters and make available masks for anyone requiring it to collect with minimal physical contact with others.

o EPC to conduct and complete contact tracing; distribute self-monitoring forms if necessary.

o CEO or designate to brief and direct managers group, and account for all their people.

o CEO or designate to communicate next steps including but not limited to:
  • Situation update
  • Dismissal of employees for the day
  • Actions to be taken before being able to return to work
  • Arrangement for laptops for those who are assigned to work remotely
  • If necessary, controlled movement to collect personal effects (maintaining separation)

• Building coordinator / maintenance manager will contact the identified provider to disinfect the workplace and supervise the service provider throughout the disinfection. Report to EPC when disinfection is completed.
• IT will make arrangement to enable business continuity as follows:
  o Initiate contact of remote workers to arrange pick-up of equipment
  o Sanitize equipment
  o After workplace is disinfected, configure temporary equipment for access
  o Activate remote access (VPN) for remote workers

• When contacted by Public Health authority, HR to notify them on the list of contact tracing

• EPC to convene virtually or safely outside work premise to monitor the disinfection and review return-to-work plan based on segregation of workforce measures. Recommend to SMT for restoring business continuity.

• Operations Rep in EPC to contact all visitors to Kinetics Drive Solutions that were in the building one (1) week before and/or at the time identified case became known and advise them of known case.
APPENDIX 1-1 – SELF-ASSESSMENT FLOWCHART (FEELING ILL WITH /WITHOUT SYMPTOMS)

Note: Employee shall adhere to BC public health / CDC guideline on identifying symptoms for Pandemic Disease.

1. If feeling ill, consult a healthcare professional.
2. Conduct a self-assessment using the following flowchart.
3. Follow standard "sick" protocol if not experiencing symptoms.
4. If experiencing symptoms:
   - Follow the steps indicated in the flowchart.
   - Consult a healthcare professional.
   - Follow the return-to-work guidelines.

FEELING ILL:
STAY HOME
(SICK OR WPH)

SELF ISOLATE

COVID TEST RESULT

POSITIVE

STAY HOME and follow guidance from BC Health Official. Return to work only when cleared by BC Health Official.

NEGATIVE

Ensure no Covid symptoms.

SELF ISOLATE for:
1. 14 days
2. No symptoms for 10 days (except dry cough)

Complete Return to Work Form and submit to manager.

RETURN TO WORK FOLLOWING MANAGERS GUIDANCE

NO TEST

Covid Test

Covid Symptoms

NO

Follow standard "sick" protocol

Complete Return to Work Form and submit to manager.

RETURN TO WORK FOLLOWING MANAGERS GUIDANCE
APPENDIX 1-2 – SELF-ASSESSMENT FLOWCHART (DIRECT CONTACT WITH POSITIVE CASE OF PANDEMIC DISEASE)

Note: Employee shall adhere to BC public health / CDC guideline on identifying symptoms for Pandemic Disease.

DIRECT CONTACT WITH CONFIRMED CASE AT WORK

Self isolate

Covid Test

COVID TEST RESULT

NO

YES

POSITIVE

Stay home and follow guidance from BC Health Official. Return to work only when cleared by BC Health Official

NEGATIVE

Ensure no Covid symptoms

Complete Return to Work form and submit to manager

RETURN TO WORK FOLLOWING MANAGER’S GUIDANCE

Self isolate for 14 days

Stay home after symptoms for 10 days (except dry cough)
APPENDIX 1-3 - SEGREGATION PLAN AS OF 09 NOVEMBER 2020 (TO BE REVIEWED JANUARY 2021)

Emergency Pandemic Committee (EPC) at Kinetics will continue to monitor the Covid situation and take guidance from BC Public Health, to make recommendation to the management team.

The following measures will be in force until at least 31 December 2020.

1. The company will move to a 2-shift / 2-week rotational system, starting 09 November 2020:
   a) AM Shift: 07h00 - 15h00
   b) PM Shift: 15h30 - 23h30

2. To minimize physical contact, all employees will be placed in either Team A or Team B. Once placed in a team, the employee will work the shift designated to the team at any given time.

3. All meetings shall be virtual to the fullest extent possible, regardless of the number of people involved.

4. Every employee will be required to wear masks at all times within the premise, except in their immediate workstation (if nobody is within 2metres of them) and when consuming meals.

5. Employees who can perform their work away from office will be required to work from home. When working in the office and not scheduled to do so as per the segregation plan, the employee must complete the sign-in sheet at the front desk when entering and exiting the premises.

6. All employees are required to notify HR if they are being tested for Covid-19, and the results thereof. This information will remain confidential within HR and the EPC.

STAFF ASSIGNED TO WORK IN THE BUILDING:

- All employees will keep to their assigned Team A or B at all times.
- Shift rotation shall be scheduled to ensure there is no mixing or trading of shift between AM and PM shift. Any request to change shift out of a scheduled rotation may require up to 7 days of quarantine using vacation days.
- Handing over of shift to be conducted virtually to the fullest extent possible.
- AM shift to leave building on time and PM shift to avoid early arrival. Prompt incoming and departure times by employees will be required to allow for cleaning between shifts
- OT will be feasible on hours before AM shift or after PM shift, and on weekend. OT arrangements will be made by the managers to ensure all preventive measures are adhered.

STAFF ASSIGNED TO WORK FROM HOME:

- All personnel that are able to work from home must do so. Work from Home agreement (GU-001) and WFH Health & Safety Plan (F-025) must be signed and submitted to HR before 09 November 2020. If not, you will be asked to take vacation from 9th Nov until HR received the said documents.
- Your manager must contact IT and arrange any required IT equipment, VPN access etc. as soon as possible.
• Managers will be responsible for keeping the segregation plan updated at all times.
• Your normal WFH working hours will follow AM shift hours. Any request for deviation shall be approved by your VP.
• All WFH personnel will also be assigned to Team A or B and if they have to come into office, they must only come in when their assigned team is in the office.
• If no longer assigned on WFH, a return to work form must be completed and signed to give to HR before entering the building.

Any deviation from the above instructions shall be requested through your department EPC rep. (Ops / Testing – MK; Engineering – RS; Finance/Admin – MH; Others – JL)

Revision Log

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<td>B</td>
<td>Updated based on pandemic development reported Added return to work plan table</td>
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