



Be **INFORMED**

Be **PREPARED**

Be **SMART**

Be **SAFE**

BE **READY** to fight
COVID 19

World Health Organization



COVID-19 RESTART PLAN

*A guide to restarting work in Invinity facilities
during the COVID-19 Pandemic*

Be READY



APPLICABILITY - This document applies to all personnel working at an Invinity Energy Systems facility and any customer. Everyone working on an Invinity or customer site will be required to comply with the arrangements detailed in this document and those of our hosts.



LET'S TALK - We understand that this is a challenging time for everyone so it's important that you reach out for support if you need it. If you have any concerns or are anxious about anything please talk to your manager, team member and/or Moranna. Confidential emotional support is available.



BE RESPONSIBLE - It is all our responsibility for ensuring that the control measurements detailed in this plan are adhered to and that any breaches of these control measures are escalated to a senior member of staff



TAKE IT ON BOARD - Read through the details contained within this document and once you fully understand complete the declaration form and send to HR. If you have any questions, share them on the CV-19 channel where we can share the response.

Be INFORMED

Access to any site must be approved by a senior manager. We need to control the number of people in each area and that can be coordinated daily.



All deliveries should report to designated area, then instructed on where to place a delivery or pick up packages. Drivers must always maintain a 2-metre distance from Invinity personnel and where possible, they should only touch the item being delivered or collected. Access to the facility should be avoided where possible.

The facilities team will ensure that each building will be cleaned on daily basis to a high specification checklist through a specialist contractor.



2m

If communication is required between staff then communication should be at a minimum distance of 2 metres apart or by Microsoft Teams or Phone.

Where possible, lunch should be eaten at your desk and if the canteen must be used for dining then breaks should be staggered so that we can continue to practice social distancing when taking breaks. Use your own mug and cutlery and wash thoroughly.



Visitors to the site must be authorized by a Senior Manager. Responsibility for ensuring their compliance with guidelines should fall with the Invinity host.

Only one person can travel in each vehicle (no car sharing). We do not recommend the use of public transportation and if doing so, avoid busy commuting time and touching surfaces.



Staff must wear gloves and face mask before touching any package delivered. Make sure to wash your hands immediately afterwards.

Hand Washing



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs

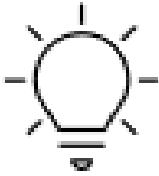


The tips of the fingers

Wash your hands with soap and water frequently.

- Wash for 20 seconds
- Use tissue to dry hands
- Dry hands thoroughly
- Use hand sanitiser gel if soap and water are not available

Be SAFE – If you touch it, clean it



Light switches



Door handles

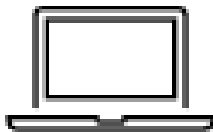


Tables and desks

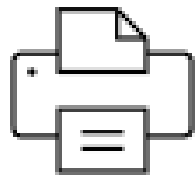


Chairs and armrests

Clean and disinfect thoroughly using the cleaning sprays and wipes provided



Laptop, keyboard and mouse



Printers



Toilets and sinks



Kitchen area

Be SMART – What to use and when



Face Mask

- Surgical mask as minimum specification
- Can be removed at your workstation or eating provided 2m minimum distancing is maintained
- Replace Daily



Face Shield

- Wear face shield with face mask if working within 2m of one another
- Must be wiped down before and after use, they must not be shared
- Can be re-worn



Hand Sanitiser

- Use in all areas
- Entering building
- Putting on PPE
- Entering new areas
- Regular use

Keep our workplace safe from COVID-19

Please do not enter this workplace if you:

- Have travelled outside of Canada within the last 14 days
- Have been identified by Public Health as a close contact of someone with COVID-19
- Have been told to isolate by Public Health
- Are 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
- Diarrhea

If you are displaying symptoms consistent with COVID-19, refer to HealthLink BC at 811.