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November 20, 2020

Martech Group of Companies Site Specific COVID 19 Precautions

****UPDATED****

As you may be aware, the World Health Organization (WHO) declared the COVID-19 outbreak around the world a pandemic. In response to this pandemic, the Martech Group of Companies (MGC), which includes Martech Electrical Systems Ltd (MESL), Martech Motor Winding Ltd (MMW) and Marwest Industries Ltd (MWI), has developed the following precautions to minimize workers' risk of being exposed to the virus.

Travel for personal reasons: Following the guidance from both federal and provincial health officials, we ask all employees to avoid all non-essential travel.

Travel for business reasons: Travel restrictions are in place for all non-essential travel including travel within Canada. We ask employees to utilize email, text and phone communication, and virtual meetings instead. Any business travel of a critical nature requires approval from your manager.

Return from Travel: Any worker who has been outside of Canada will need to self-isolate for 14 days prior to returning to work. Any worker who is returning to Canada from any of the Level 3 Countries (China, Iran, Italy, South Korea) regardless of date of return will need to self-isolate for 14 days prior to returning to work. This requirement is based on guidance announced by the Government of British Columbia on March 12. International travel may include work, conferences, or personal travel. Travel to/from the United States is included. Please work with your teammates to document their travel and ensure requirement for self-isolation is met.

Large gatherings: Large gatherings such as safety meetings are suspended until further notice. For facilities/sites with more than 6 workers the start/finish times have been staggered. Lunch breaks and coffee breaks will be also staggered to allow workers to maintain Physical Distancing (Min. 2 M)

In-person meetings: Face-to-Face meetings will be held on an as needed basis. **Mask use will be mandatory in all face-to-face meetings.** Whenever communication is required with a coworker please use phone, email or text to communicate.

Visitors/Deliveries: The doors to the MGC facilities will be locked and a contact number posted for customers to arrange services. All non-essential visits to the facilities and other MGC sites are restricted until further notice. Any vendors or customers given access to our facilities will be asked to complete our COVID-19 Questionnaire prior to entering our facility. **Mask use and disinfecting of hands is mandatory for entry into our facility. Disposable masks will be made available for visitors entering our facility.**

Facilities: Increase janitorial services across our project sites and facilities. ALL MGC employees are to assist with work-space cleanliness. A cleaning/disinfecting schedule has been established to maintain site sanitization. The focus of the cleaning is high traffic/high contact areas, door handles,



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multi-user vehicles and shared tools, desks, and electronics. Below is an outline of the Martech Facility Sanitization Schedule:

COVID-19 Facility Sanitization Schedule

6:15AM - Shop Facility
7:15AM - Vehicles/Forklifts
10:00AM - Shop Facility
11:30AM - Lunch Room
12:00PM - Lunch Room
1:00PM - Shop Facility

Evenings (Tues/Fri) – Third Party Cleaning Company

In addition to the above defined Facility Sanitization Schedule, hand sanitizing stations have been placed at every entrance to the facility. All workers/visitors entering the facilities are required to have a mask in place and use the hand sanitizer prior to proceeding into the building. Mask use is mandatory in all shared spaces (hallways, kitchens, warehouse, fabrication shop, motor winding shop). If you are alone in your office you do not need a mask but when someone else enters or you leave your office, you must be wearing a mask.

Company Vehicles: Vehicles will be restricted to one person; no ride sharing. If travel requires two workers in a vehicle (i.e. shuttling vehicles for repairs), both workers will be required to wear non-medical surgical or N-95 masks. All multi-user vehicles are sanitized at the start of each shift, as per the COVID-19 Facility Sanitization Schedule and after each user has returned the vehicle to the MGC facility.

Duty to report: If a worker is displaying any unexplained symptoms (explained symptoms include: seasonal allergies, forest fire smoke, etc.) of COVID-19 (Fever, Chills, Cough, Shortness of Breath, Sore Throat and Painful Swallowing, Stuffy or Runny Nose, Loss of Sense of Smell, Headache, Muscle Aches, Fatigue, or Loss of Appetite) or if they have come in contact with someone that has tested positive for the virus or they suspect they have been exposed, please **DO NOT** come in to work. Stay home and contact your supervisor immediately and also contact:

- 8-1-1 (Health Link BC) for medical advice.
- 1-888-268-4319 (1-888-COVID19)
- Use the BC Centre for Disease Control (BCCDC) Self-Assessment tool to determine action required: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing>

If the Self-Assessment Tool identifies that you are required to get a test and self-isolate, the employee cannot return to work without providing a **Negative** COVID-19 test result to their supervisor.

**COVID-19 test results are delivered via phone call or text message from IHA. Please request a text verification so that you can provide a copy of the test results to your supervisor. **



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Personal steps to minimize potential risks of contracting COVID 19

1. Wash your hands frequently (Minimum 20 Seconds with Warm Water)
2. Cover your coughs and sneezes with your sleeve or a Kleenex
3. Avoid touching your face
4. Do not share food drinks or personal items
5. Avoid crowded gatherings
6. Minimize travel unless absolutely necessary
7. Keep distance from people who are obviously sick
8. When refueling vehicles use nitrile gloves
9. Maintain 2 Metres Physical Distancing from other people

Project Specific Precautions: While we attempt to maintain project activities, we ask that employees consider all opportunities to reduce the risk of exposure to COVID-19. Site specific requirements, as directed by the owner/general contractor, will be adhered to. Every effort will be made to limit tasks requiring multiple workers or two workers to be close to each other.

Outdoor Worksites: When a task requires two workers to be within the recommended 2m Physical Distancing, the workers **MUST** wear non-medical surgical or N-95 masks for the duration of the task.

Indoor Worksites: Mandatory mask use is in place for all indoor worksites, regardless of proximity to other workers.

Delivery Drivers (Larger Items e.g. Steel, Transformers, etc.): While deliveries are a part of everyday requirements at our facilities and on our projects please take the following precautions when dealing with these visitors.

1. Have the driver remain in the cab of his truck when applicable or keep a safe distance
2. Immediately wash hands after signing for receipt of materials

Contractors: Current ongoing work will continue, ensure contractors are following MGC's precautions around COVID 19. Contractors and their employees are to be informed of MGC precautions and current responses as the situation develops.

COVID-19 Questionnaire: All Martech employees, subcontractor employees, delivery personnel and service customers will be asked to complete a COVID-19 Questionnaire prior to starting work.

For more information regarding COVID-19 please follow the links below:

British Columbia Centre for Disease Control (BCCDC)
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

Centers for Disease Control and Prevention (CDC)
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

WorkSafeBC COVID-19 Updates
<https://www.worksafebc.com/en/about-us/covid-19-updates>



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A handwritten signature in blue ink, appearing to be "Blair Moen", written in a cursive style.

Blair Moen; National Construction Safety Officer (NCSO)
Martech Group of Companies Corporate Safety Manager