



Fuhrious Construction Ltd.

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Coronavirus (COVID-19) company policy

Policy brief & purpose

This company 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.

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.

Scope

This coronavirus policy applies to all of our employees who physically work in our office(s) and/or sites. We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

Policy elements

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

If you think you have symptoms associated with COVID-19:

Self-assessment tool

To help determine if you need further assessment or testing for COVID-19, use the BC COVID-19 self-assessment tool (see link at end of this document). You can have someone complete this assessment for you, on your behalf, if you are unable to.

Testing

You can get a COVID-19 test from a physician, nurse practitioner, urgent and primary care centre or at a COVID-19 test collection centre. You can call 8-1-1 to find testing near you. Please visit an emergency department if you are experiencing health conditions that require urgent and emergency care.



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Vancouver Coastal Health (VCH) test collection centres and urgent and primary care centres (UPCC) that offer testing and assessment are listed in the vch website <http://www.vch.ca/covid-19/covid-19-testing>.

Many of the test collection centres are located outdoors. Please be prepared for inclement weather.

Self-isolate

You may request to stay home, and self-isolate. For information on how to self-isolate, visit

<http://www.vch.ca/covid-19/about-covid-19/self-isolation>.

Sick leave arrangements:

- If you have COVID-19 symptoms, or feel poorly, request sick leave or work from home.
resource: <http://www.vch.ca/covid-19/about-covid-19/symptoms>
- If you have a positive COVID-19 diagnosis, you can return to work *only after* you've fully recovered.

Work from home requests:

- If you are feeling ill, but you are able to work, you can request to work from home.
- If you have recently returned from areas with a high number of COVID-19 cases (based on CDC announcements), we'll ask you to work from home for 14 calendar days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
Resource: <https://www.canada.ca/en/news/COVID-19-announcements.html>
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you're a parent and you have to stay at home with your children, request work from home. Follow up with your manager or departmental leader 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 work 14 calendar days after your family member has fully recovered, provided that you're asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.

Travelling/commuting measures:

- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners).
- If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we'll ask you to work from home (if possible) or quarantine for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.



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General hygiene rules:

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you'll find around the office.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).

Additional Resources:

About COVID-19: <http://www.vch.ca/covid-19/about-covid-19>

Prevention: <http://www.vch.ca/covid-19/about-covid-19/prevention>

Self-Assessment Tool: <https://bc.thrive.health/>

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

A handwritten signature in black ink, appearing to read "Matthew Fuhr".

Matthew Fuhr, Owner

Dated: November 13, 2020