

LOCK-BLOCK LTD.

13171 Mitchell Road, Richmond, British Columbia V6V 1M7

Phone: (604) 325-9161

Fax: (604) 325-3124

1-800-565-2565

E-mail: info@lockblock.com

Website address: www.lockblock.com

COVID-19 PROTOCOLS

Applies to: All of the following, including, but not limited to, Lock-Block Ltd. Employees, Vendors, Suppliers, Contractors, Customers, Visitors, other 3rd party entities or anyone else working at the direction of or on behalf of the above.

Purpose: To protect the health and safety of Lock-Block Ltd. employees and all third-party entities that visit our sites. In response to the spread of COVID-19, Lock-Block Ltd. has implemented stringent measures to reduce the risk of transmission.

Personal Health and Safety

- At minimum, a 2-metre (6 feet) distance must be maintained between yourself and another person whenever possible especially in enclosed spaces and common areas.
- Face masks must be worn at all times when physical distancing cannot be maintained.
- Face masks must be worn in enclosed spaces where more than one person is present.
- Stationary, equipment and personal items must not be shared unless disinfected between each use.

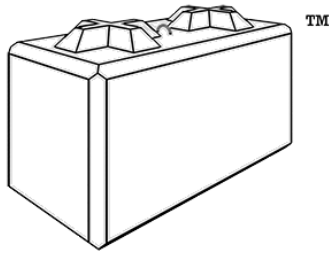
Work Area Changes

Office

- Face masks must be worn in the office.
- Workstations must be at least 2 metres apart.
- All common areas must be sanitized according to the cleaning checklist and schedule at least once a day.

Scale-House

- Face masks must be worn in the scale house where more than one person is present.
- Only authorized personnel are permitted to enter the scale-house.
- Cash payments are no longer accepted.



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- The provision of complimentary hot dogs and beverages have temporarily been suspended.
- All common areas must be sanitized according to the cleaning checklist at least once a work shift.

Machines and Equipment

- Mobile equipment and vehicles that you operate must be disinfected at the start and end of your shift.

Break Rooms

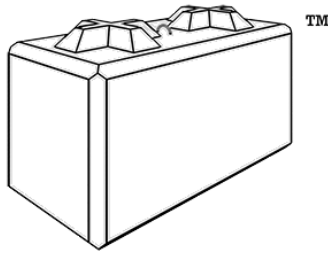
- All common areas must be sanitized according to the cleaning checklist and schedule at least once a day.
- Employees must have staggered break and shift times to help limit the number of people in the breakrooms at the same time.

When Should You NOT Go to Work (as per WorkSafe BC¹)

- Each employee must review and complete the *Covid-19 Screening Questions Form* before coming into work each day.
- If an employee answers yes to one or more of the questions, they must not come to work.
- If an employee refuses to take part in the daily health check, they must not come to work.
- Lock-Block Ltd. will confirm that each employee has conducted the daily health check through either verbal, written or online confirmation.

Exhibiting Covid-19 Symptoms While at Work (as per WorkSafe BC)³

- If you start to exhibit Covid-19 symptoms while at work, notify your supervisor immediately.
- You will be asked to wear a mask (if not wearing one already) and you will then be isolated from all people.
- You will be asked which areas of the workplace and with which equipment you working with. You will then be asked to go home and get advice from public health by calling 811.



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- All areas where you were working and any equipment or tools used by you will be cleaned and disinfected.

If you have COVID-19 Symptoms as per the BC Centre for Disease Control (BCCDC)⁴

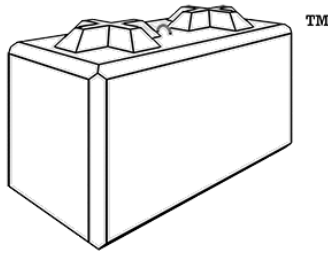
- If you exhibit possible symptoms of COVID-19, you are advised to use the online [BC COVID-19 Symptom Self-Assessment Tool](#)⁴ to determine if you need further assessment for COVID-19 testing .
- Follow any guidance or instructions from public health or your medical doctor.

Testing Positive for COVID-19

- If you test positive for COVID-19:
 - Do **not** come to work and follow the directions of public health.
 - Inform your Supervisor once you receive your test results.
- All areas that the COVID positive employee may have touched will be disinfected.
- Close contacts identified through contact tracing will follow the direction of public health and may be asked to self-isolate and monitor for symptoms.
- Lock-Block Ltd. will make a general announcement of any positive Covid-19 cases, but will not identify the employee(s) by name as per privacy laws.

Returning to Work after Self-Isolation As per the BCCDC⁶

- You can return to work if:
 - At least 10 days have passed since the start of your symptoms, AND
 - Your fever is gone without the use of fever-reducing medications, AND
 - You are feeling better (e.g. improvement in cough, runny nose, sore throat, nausea, vomiting, diarrhea, fatigue) after self-isolation of at least 10 days from the onset of symptoms, or
- Under the direction of public health



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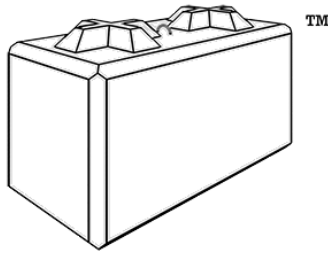
COVID-19 Related Leave As per BC Employment Standards⁷

- You are entitled to unpaid leave if:
 - You are in quarantine or self-isolation in accordance with
 - an order of the provincial health officer,
 - an order made under the Quarantine Act (Canada),
 - guidelines of the British Columbia Centre for Disease Control, or
 - guidelines of the Public Health Agency of Canada,
 - Lock-Block Ltd. is concerned about your exposure to others, and has directed you not to work,
 - You are providing care to an eligible person because of the closure of a school or daycare or similar facility,
 - You are outside the province and cannot return to British, Columbia because of travel or border restrictions
- You will be issued a Record of Employment so that you can apply for EI Sickness Benefits or any other applicable COVID-19 government benefits that you qualify for.

Visitor Restrictions

- No person may enter a Lock-Block Ltd. site if they:
 - Have travelled out of the country 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 | • Extreme fatigue or tiredness |
| • Cough | • Headache |
| • Loss of sense of smell or taste | • Body aches |
| • Difficulty breathing | • Nausea |
| • Sore throat | • Diarrhea |
| • Loss of appetite | |



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- All visitors to the office must sign-in for contract tracing and safety purposes.
- All visitors who are on Lock-Block Ltd.'s premises for 15 mins or more must complete the COVID-19 Screening Questionnaire.
- All visitors will be informed of the Lock-Block Ltd. Covid-19 protocols which they must adhere to while on site.
- When you are on a Lock-Block Ltd. site, you must stay in areas specified by your Lock-Block Ltd. contact.
- When you are on a Lock-Block Ltd. site, you must comply with all current COVID-19 and other health and safety- related requirements or instructions.

Meetings and Travel

- To limit the amount of people at a Lock-Block Ltd. site, we recommend communication via phone, email, or other remote means whenever possible. Until further notice, in-person meetings are highly discouraged.
- In the event of in-person meetings and interviews, individuals will be screened prior to the meeting through a COVID-19 questionnaire, to determine if they are fit to attend.

As a company we will continue to monitor and follow the recommendations of the Federal and Provincial health authorities.

Please be aware that government guidelines as well as Lock-Block Ltd.'s own rules and guidelines are subject to change as new information becomes available. We will keep you informed of any significant developments.

Approved By: _____



Aiden Kiani, CEO

Date Signed: Nov 16, 2020