

189 Athabasca Avenue, Sherwood Park, Alberta, T8A 4C8
Phone (780) 417-1800, Fax: (780) 400-7618 www.gravisys.com

Corona virus (COVID-19) Pandemic Preparedness Plan

The health and safety of our employees and clients is always most important. In the current environment, it's important for all of us to monitor the rapidly evolving situation involving the Corona virus or COVID-19, so I thought it would be helpful to provide an update on how we are handling the situation at Gravisys Inc.

First and foremost, safety is always our first priority at Gravisys Inc. – it's part of our core values, and a shared value with our customers, vendors and clients. Therefore, out of an abundance of caution, we have taken the following steps to address COVID-19.

- Employees are to stay home if ill, or if others in their home are ill, until no longer having symptoms, call Health Link 811 for instructions
- Use good hygiene practices, such as frequent hand washing with warm soap and water for at least 20 seconds, (use only provided disposable towel to dry) and hand sanitizers if soap and water is not available, provided by Gravisys.
- Cover coughs and sneezes with a tissue (provided by Gravisys) and put used tissue directly into a no touch waste basket. If you don't have a tissue use your upper sleeve, not your hands.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Clean and disinfect tools, objects and working surfaces as often as you can. Office janitorial service is increased.
- Project Managers will review this plan with all employees and train employees on the guidelines from the health links below.
- Gravisys management encourages keeping all immunizations current, permitting the same during normal working hours.
- All Gravisys service vehicles must be equipped with antiseptic hand cleanser and antiseptic wipes to be frequently used on hands, tools and other surfaces which may be contaminated to protect employees and clients.
- All Gravisys technicians are asked to stay at home until needed to limit person to person contact.
- Office staff are encouraged to work at home, schedule required office visits when others are at home.
- FLHA/Toolbox meetings must include complete review of this plan until otherwise directed. Information normally provided in Safety Meetings will now be communicated via email to limit close person to person contact.
- We have adopted a "no hand-shake policy" and will maintain physical distancing of about 6 feet from others when possible, if 6 feet of physical distance cannot be maintained, the interaction must be limited to 15 minutes or some form of physical barrier must be used
- Employees who have traveled outside of Canada, have had family members who have done so, and/or who have been in proximity to anyone suspected of having or confirmed with the virus to self-isolate at home for the next 14 days
- All Gravisys Inc. employees will have the ability to immediately remove from the work site and send home another employee who is presenting COVID-19 symptoms, without reprisal to either. The employee showing symptoms must return home in a personal/work vehicle, not public transportation, and self-isolate or call Health Link 811
- We have limited business travel to only that essential to operating our business, and to conduct meetings by phone or video wherever possible. Avoid large groups of people at clients at the office or personally for the safety of all.
- Staff are requested when regularly reviewing this plan and our more general Business Continuity Plan to submit in an email to all with corrections, omissions and suggestions for improvement; follow up discussion by email is appreciated.
- We have communicated with our suppliers and partners these policies and asked them to apply similar guidance to their employees who might visit Gravisys Inc. offices or site locations
- All Gravisys Inc. employees visiting or working on client sites, will abide by any site-specific protocols. Gravisys Inc. encourages all our employees, clients and suppliers to visit the following websites for up to date information and advice:
 - World Health Organization - <https://www.who.int/>
 - Health Canada - <https://www.canada.ca/en/health-canada.html>
 - Centers for Disease Control and Prevention - <https://www.cdc.gov/>
 - Government of Alberta - <https://www.alberta.ca/index.aspx>

While some of these precautionary measures may seem inconvenient, they are being taken out of an abundance of caution to keep you all safe. It is presently unclear how long these restrictions will remain in place, but we will continue to communicate regularly as the situation evolves. Thank you all once again for your understanding and commitment during this challenging time.

Please also review the Gravisys HSE "Business Continuity Plan" Section 14 – Page 18.

Daily all staff shall review this plan, check their company cell phone (keep fully charged) confirm an adequate supply of disinfecting supplies is in their company vehicle and confirm their connection to our remote data storage.

Should you have any questions or concerns, please contact our workplace plan coordinator: Carly Gray
(780) 417-1800 ext. 108 carly@gravisys.com