



Workplace Readiness

COVID-19 Employee Prevention Guide





Dear colleagues,

I have always been proud of Elexicon Energy's commitment to the highest health and safety standards. In planning our transition back to the workplace through the COVID-19 pandemic, our Health and Safety and Human Resources teams have followed government and health official guidelines, developed additional measures, orientation, guidelines and protocols to keep you safe.

Our objective is zero transmission of COVID-19 in the workplace. This requires us to have strict controls, and for each one of us to do our part, to keep ourselves and each other safe.

I am confident that we are taking the right steps to ensure everyone's health, safety and wellbeing. Thank you for doing your part to continue flattening the curve.

Lesley Gallinger

President and CEO

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How to use this plan

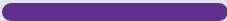
This plan will provide a high-level overview of the new procedures, guidelines, forms and mandatory orientation that will guide us through a phased return to the workplace. Our already established policies and procedures in all work areas still stand.

All Elexicon Energy employees (full-time, part-time) and contractors regularly in attendance at Elexicon workplaces or worksites are responsible for reading this guide and using it in conjunction with the guidelines that are relevant to their specific roles.

If you have any questions about the guidelines, orientation or forms, please contact your supervisor for clarification as soon as possible.



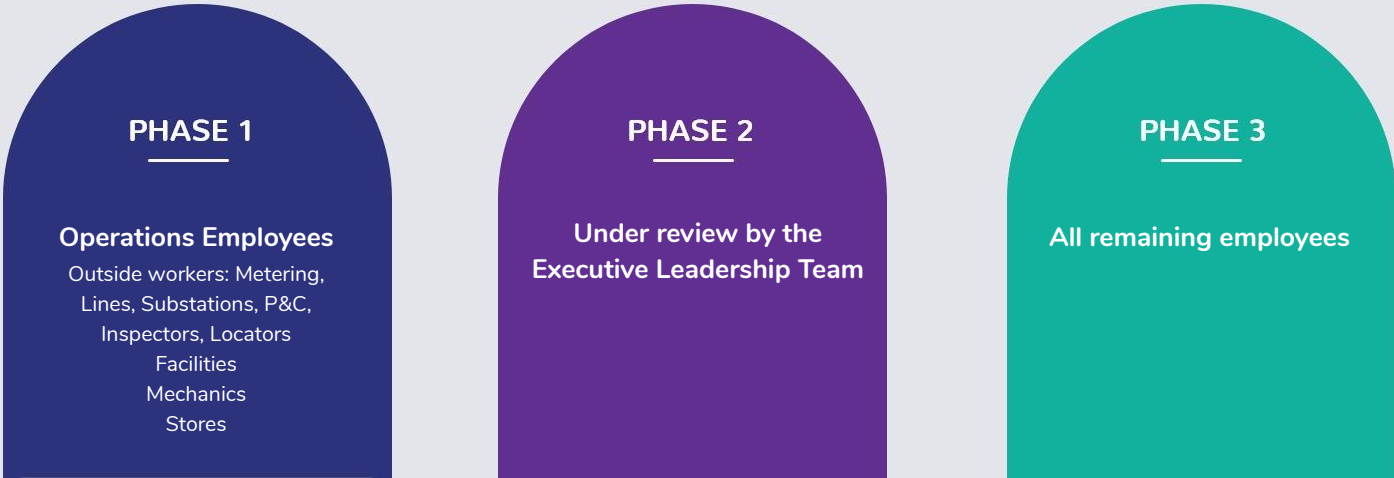
Elexicon Energy's approach to workplace readiness



Our objective is zero transmission of COVID-19 in any of our offices or worksites.

To ensure the health and safety of the Elexicon team, our approach to workplace readiness was developed based on provincial guidelines, industry best practices and risk mitigation. This includes: a phased return, enhanced policies and procedures, new safety guidelines, and implementing mandatory orientation training that you must complete before returning to any Elexicon facility.

PHASE 1



Operations Employees

Outside workers: Metering,
Lines, Substations, P&C,
Inspectors, Locators
Facilities
Mechanics
Stores

PHASE 2

Under review by the
Executive Leadership Team

PHASE 3

All remaining employees

COVID-19 information

Human coronaviruses cause infections of the nose, throat and lungs. They are most commonly spread from an infected person through:

- respiratory droplets generated when you cough or sneeze
- close, prolonged personal contact, such as touching or shaking hands
- touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

Those who are infected with COVID-19 may have little to no symptoms. You may not know you have symptoms of COVID-19 because they are similar to a cold or flu. Symptoms have included:

- cough
- fever
- difficulty breathing
- pneumonia in both lungs

In severe cases, infection can lead to death.

Symptoms may take up to 14 days to appear after exposure to COVID-19. This is the longest known incubation period for this disease. Evidence indicates that the virus can be transmitted to others from someone who is infected but not showing symptoms. This includes people who:

- have not yet developed symptoms (pre-symptomatic)
- never develop symptoms (asymptomatic)

While experts know that these kinds of transmissions are happening among those in close contact or in close physical settings, it is not known to what extent. This means it is extremely important to follow the proven preventative measures.

Source: [Government of Canada](#)

Your responsibility

Each and every one of us has a role to play in stopping the spread of COVID-19. To protect yourself and your colleagues, it is your responsibility to:



Maintain physical distancing

Stay 2 metres away from other employees and 10 metres away from those outside of the organization.



Wash your hands frequently

and thoroughly for at least 20 seconds. Alcohol-based hand sanitizer can be used if soap and water are not available and if hands are not visibly soiled.



Cough or sneeze in a tissue

If you don't have a tissue, cough or sneeze into your upper sleeve.



Do not touch your face, nose, eyes and mouth

Your responsibility

Each and every one of us has a role to play in stopping the spread of COVID-19. To protect yourself and your colleagues, it is your responsibility to:



Stay home if you are sick, have travelled outside Canada,

or if a member of your household is identified as a probable or confirmed COVID-19 case.



Complete mandatory COVID-19 orientation



Follow all instructions contained in this plan

and guidelines that have been assigned to you.



Keep shared tools, equipment and spaces clean

and, when possible, limit movement between facilities.



COVID-19 orientation

Mandatory virtual COVID-19 orientation will ensure that all employees and contractors understand the guidelines they are required to follow to reduce the risk of transmission of COVID-19.

Issued by Elexicon's Health and Safety Department through eCompliance, Microsoft Teams or other channels, the orientation must be completed before returning to the workplace.

During the orientation, you will be made aware of the guidelines that relate to your work.

This orientation will be scheduled prior to your return to any Elexicon facility and/or work site. Once orientation is completed, a sign-off will be required to be completed via eCompliance.

Returning to the workplace

Supervisors are responsible for informing Elexicon's Manager, Health, Safety and Environment if an employee is returning to any Elexicon Energy site for the first time.

No employee is permitted at any of our locations unless they have:

- Already been working from that office or site throughout the COVID-19 pandemic
- Been designated to return as outlined in the Workplace Readiness Plan
- Received permission to enter the office or be present at a worksite
 - Employees must seek the approval of their supervisor. If the supervisor confirms an employee has permission to be present at an office or work site, the supervisor must seek the approval of Sarah Del Gatto (Manager, Health, Safety and Environment) before the employee is actually permitted

Your supply package

All employees will receive a package containing the following items, along with instructions for their recommended use and care, upon their return to Elexicon Energy facilities:

- 2 reusable cotton masks
- Hand sanitizer
- Cleaning product
- Paper towel
- Tissues
- Gloves
- Face Shield

Physical distancing

When you come to work, it is important to **practice safe physical distancing and keep at least 6 feet/2 metres from others at all times**. In the event it is absolutely impossible to maintain physical distancing to complete a required task in the office or onsite, determine appropriate barriers that can be used and obtain consent before approaching others. The following location specific measures should also be followed:

In the office and shared spaces:

- Maintain physical distancing in washrooms and change rooms by respecting limits posted on signage.
- The elevator located at the Ajax and Whitby facility has a maximum occupancy of 1 person.
- Common spaces have a limited seating capacity.

Onsite and in the field:

- Maintain physical distancing when working alongside fellow crew members. PPE is recommended whenever crews cannot maintain 6' distances for certain tasks.
- Take every reasonable effort to maintain a physical distance of at least 30 feet/10 metres from all non-Elexicon workgroups. If this recommendation is not possible, employees are responsible for determining appropriate controls to be put in place for the protection of the worker. This assessment is to be documented on the Tailboard.

Our measures: Facilities

The following measures will be implemented to help prevent the COVID-19 virus from entering our workplace facilities:

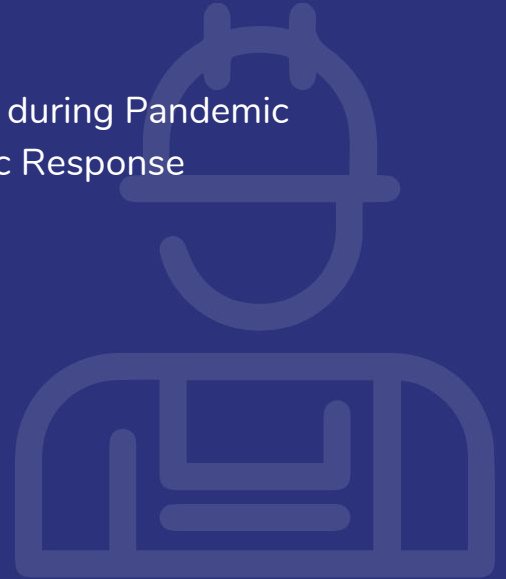
- **No employee is permitted at any of our offices or at any worksite unless they are already working from that office or on that worksite.**
- **Posters and signage** will be posted throughout Elexicon facilities with information and reminders on social distancing, hygiene, symptoms, guidelines, workstation availability, sanitation, traffic flow, room capacities and elevator use.
- **Workstations** will be designed to maintain physical distancing.
- **Traffic flow signage** will be placed on the floor indicating the required direction of traffic in and out of workstations and departments.
- **Plexiglas** will be affixed as an additional barrier on the workstations bordering high traffic areas.

Closed until further notice:

- All gym facilities across all districts
- All meeting and training rooms, with the exception of the Ajax facility boardroom

Our measures: Outside our facilities

- All business travel is prohibited, excluding between Elexicon offices and worksites.
- Outside workers are responsible for following the below protocols:
 1. Risk of Entering Uncontrolled Premises for Emergency Repair during Pandemic
 2. Use of Infection-specific PPE (masks/gloves) during Pandemic Response
 3. Elexicon Operations Guidelines for Pandemic Response



Risk of Entering Uncontrolled Premises for Emergency Repair during Pandemic, Use of Infection-specific PPE (masks/gloves) during Pandemic Response, and Elexicon Operations Guidelines for Pandemic Response guidelines

Our measures: Work guidelines

- **Limiting in-person interactions within Elexicon Energy offices and sites as much as possible.**
 - Communicate electronically (e.g. virtual meeting, texting, compliance, email, etc.)
 - Initiate and plan work virtually (email, online meeting, conference call, etc.).
 - In-person discussions that cannot be managed within physical distancing restrictions should instead be conducted virtually.
 - Deliveries (e.g. onsite pole delivery by third-party suppliers, etc.).
- **Evaluating pandemic risks and considerations when developing job plans and conducting pre-job hazard assessments.**
- **Resuming daily job plans, tailboards and pre-job hazard assessments**
 - Tailboards must be completed through approved electronic means. It is the responsibility of the crew leadhand or foreman to sign off on behalf of all crew members once the assessment has been communicated and agreed upon.

Risk of Entering Uncontrolled Premises for Emergency Repair During Pandemic, Use of Infection-specific PPE (masks/gloves) during Pandemic Response, and Elexicon Operations Guidelines for Pandemic Response guidelines

Our measures: Work guidelines

- Carrying out reactive work, assigned by lines management, based on the level of the pandemic.
 - If pandemic safety requirements cannot be met during reactive work – crews must leave the jobsite in a safe condition and discuss alternative measures for repair in a safe location or by using virtual methods.
- Only continuing planned work during the pandemic if it is deemed a priority by:
 - Vice-President, Operations
 - Managers, Operations
 - Chair, Pandemic Response Group
- Developing a safe workplace plan when the delivery of orders, poles or other items requires more than one worker.
 - The plan must be agreed to by those workers prior to arriving at an Elexicon Energy site to pick up required assets for planned work.
- For work requiring entry into a home or business see SOP Risk of Entering Uncontrolled Premises for Emergency Repair During Pandemic.

Our measures: In the field

Additional outdoor portable washrooms have been made available at the following substation locations:

Municipality	Station Name	Address	Sink Availability
Pickering	Sandy Beach	1599 Bayly St.	Yes
Ajax	Monarch	680 Monarch Ave.	Yes
Whitby	Victoria West, MS12	1000 Victoria St. W.	Yes
Port Hope	James Collins	5 Marsh Rd.	Yes
Belleville	Jones	6 Jones Ave.	Hand sanitizer
Port Perry	Bigelow	426 Bigelow St.	Yes
Uxbridge	Uxbridge West	137 Brock St. W.	Yes
Sunderland	Sunderland	S1210 Brock Concession 6	Yes
Cannington	Laidlaw	211 Laidlaw St. S.	Hand sanitizer

When accessing outdoor portable washrooms:

- Wear Flame Resistant (FR) clothing.
- Notify the control room prior to entry and upon leaving the station.
- Maintain clean facilities by cleaning areas used with available cleaning products.
- Notify the control room if the washroom and/or garbage requires servicing.

Tools and equipment

- We aim to provide you with your own tools, when possible.
- Use the same set of tools and clean them upon pick up and drop off.
- If you need to pick up equipment, do so at different times so that there are no more than the minimum number of staff required to perform the work safely.
- If you need to access the stores warehouse in any of the available districts, it is recommended that only the leadhand or foreman attend and maintain physical distancing at all times.
- Supervisors are responsible for coordinating material and equipment delivery to and from their respective districts. They will also coordinate testing equipment drop offs and pick ups within the stores warehouse at the Ajax and Whitby facility.



Vehicles

- If your duties normally require a vehicle, you will be assigned your own fleet vehicle during the declared pandemic.
- If you need to pick up a vehicle at the garage, do so at different times so that there are no more than the minimum number of staff required to perform the work **safely**.
- Use supplied disinfectant wipes or disinfectant liquids to sanitize high contact areas when you enter a vehicle. Focus on cleaning:
 - Steering wheel
 - Door handles (inside and out)
 - Shifter
 - Window and control buttons
 - Wiper & turn signal buttons
 - Door arm rests
 - Grab handles
 - Seat adjusters
 - Any other touchpoint – climate control, radios, etc.
- Wash your hands after you have cleaned the vehicle.



Personal protective equipment (PPE)

When used in conjunction with additional measures (e.g. physical distancing, personal hygiene, work area protection, signage), personal protective equipment (PPE) improves the level of control for most infectious diseases present in the workplace.

When you return to the workplace, we will provide masks and gloves for you. It is not a requirement to use PPE at work, but please consider using PPE in the following situations during the pandemic:

- **In the office** when physical distancing cannot be met.
- **In the field and onsite** when crews cannot maintain a 6-foot or 2-metre distance for required tasks.

Proper fit, type and maintenance further improve the benefit of protective equipment.



PPE: Face masks

Recommended use:

½ face (P100): When entering homes, offices and businesses. These masks require fit testing.

Disposable N95: For operations use only when working in proximity to another person. These masks require fit testing.

Disposable surgical (paper) masks: For office and operations use when working in proximity to another person.

Reusable fabric masks and face shields: Subject to approval from EHS, for office and operations use when working in proximity to another person. Must be washed daily.

The above masks are not arc-rated and should not to be used in proximity to energized apparatus. Arc-rated products will be issued when available. Do not share PPE.



Sanitation

To help prevent the spread of COVID-19, we have increased cleaning within our facilities. Using cleaning products provided by Elexicon, it is your responsibility to clean:

- Tools upon pick up and drop off
- Vehicle touchpoints upon pick up and drop off
- Surfaces and touchpoints if you are attending a meeting in the Ajax facility boardroom
- Workstations, before and after use
- Washroom touch points before and after use

Additional cleaning products and gloves will be available in the following common areas:

- **Whitby:** First floor filing cabinets on the southwest corner of the building, second floor filing cabinets on the southwest corner of the building, table north of the double doors to the building in the garage.
- **Ajax:** First floor filing cabinets east of the elevator and the table on the northwest corner of the building, second floor filing cabinets east of the elevators, racking on the southwest corner of the garage.
- **Clarington:** Filing cabinets central near lines table
- **Brock:** Kitchen
- **Gravenhurst:** Kitchen



Visitors, vendors and contractors

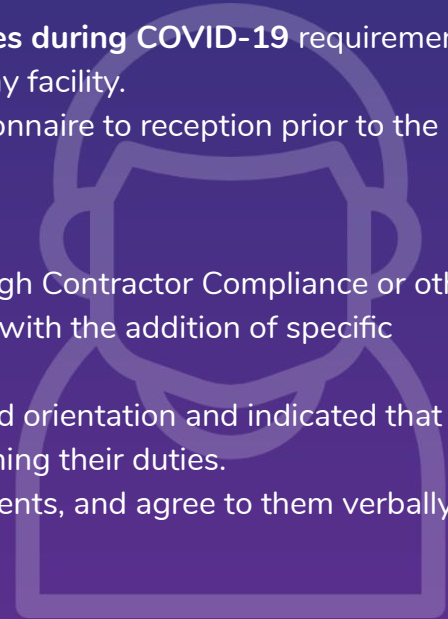
Visitors

You are responsible for visitors arriving at any Elexicon facility.

- Visitors are required to comply with our policies and meet **Worker Responsibilities during COVID-19** requirements
- Visitors must complete the **Visitor Screening Questionnaire** prior to entry into any facility.
- Employees are responsible for emailing their visitor's completed screening questionnaire to reception prior to the visitor's arrival.

Vendors and contractors

- Contractors will receive orientation from the Health and Safety Department through Contractor Compliance or other means. Elexicon's established protocol for contractor orientation will be followed, with the addition of specific COVID-19 guidelines and expectations.
- The Health and Safety Department will ensure that all contractors have completed orientation and indicated that they understand and will adhere to Elexicon's COVID-19 guidelines while performing their duties.
- External work crews must be informed of Elexicon's pandemic response requirements, and agree to them verbally or electronically prior to Elexicon crews arriving onsite.



Suspected COVID-19 cases

If you develop symptoms which have been associated with COVID-19:

- Do not come to work.
- If you develop symptoms at work, leave the workplace immediately.
- Notify your supervisor and the Manager, Health, Safety and Environment of your concerns immediately, even if you are working from home.
- Complete the **COVID-19 Worker Symptoms Form** as soon as reasonably possible.
- Conduct an online COVID-19 self-assessment and follow the recommendations provided by health authorities. Please notify your supervisor and the Manager, Health, Safety and Environment of these recommendations and test results, if applicable.

If someone in your household has symptoms or a confirmed case of COVID-19:

- Do not come to work.
- Follow the above reporting requirements.

If you travel outside of Canada:

- Do not come to work. You are required to self-isolate for 14 days and receive testing as soon as possible.
- If test results are negative an employee may be entitled to return to work sooner than the 14 days.
- Employees are encouraged to avoid all non-essential travel.

Tracking COVID-19 cases

If you have worked in close contact with an employee who is undergoing testing:

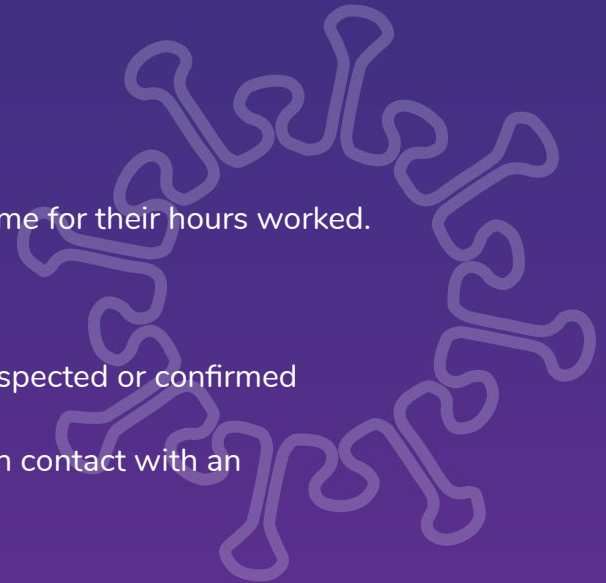
- **Do not come to work.** You are required to self-isolate until the employee's results are received.
- Complete the **COVID-19 Worker Symptoms Form** as soon as reasonably possible.
- If the results are negative, you may return to work.
- If the results are positive, you must also be tested.
- Incidents will be determined on a case-by-case basis.

If you are self-isolating, you may have the opportunity to work from home.

- Eligibility will be determined on a case-by-case basis.
- An employee working from home while self-isolating will be paid regular time for their hours worked.

The COVID-19 Worker Symptoms Form allows us to:

- Track when symptoms started.
- Determine which locations, vehicles and equipment an employee with a suspected or confirmed COVID-19 case has come in contact with.
- Identify and inform employees and external workers who may have come in contact with an employee with a suspected or confirmed COVID-19 case.
- Address decontamination.



Working from Home during Pandemic Response Policy

A policy has been developed to facilitate working from home during the pandemic.

- Employees will be selected to work remotely based on:
 - Ability to work from home and perform assigned duties remotely;
 - Availability of home equipment, including company-issued computers or other essential equipment;
- An employee working from home must:
 - Use company work material and/or computer equipment as required to complete work assignments;
 - Remain at home during their normal working hours and be available by phone for work purposes, including reporting to the office if required, unless otherwise approved by their supervisor;
 - Not engage in personal projects of any kind during normal working hours.
- An employee working from home shall be paid regular time, coded to the appropriate pay codes and job numbers.
- Under certain circumstances, employees approved to work from home may be required to attend the office, visit a customer or execute field work.
- This arrangement will continue to be subject to operational and other work-related requirements and may be cancelled as necessary at any time at the employer's discretion.
- When a work from home arrangement ends, all company-supplied materials assigned to the employee shall be returned to the company the next business day.

Taking care of your mental health and wellness

Your Employee and Family Assistance Program (EFAP) provides you with immediate and confidential help for any work, health or life concern.

- You and your immediate family members can access confidential support in a way that is most suited to your preferences, comfort level and lifestyle.
- Your EFAP is completely confidential within the limits of the law. No one, including your employer, will ever know that you have used the program unless you choose to tell them.
- There is no cost to you or your family to use your EFAP.

Access your Employee and Family Assistance Program (EFAP) 24/7 by phone, web or mobile app.



Guidelines, forms and policies



During orientation, you will learn more about the guidelines that apply to your work. The following documents are available on Sharepoint:

- **Appendix A: COVID-19 Worker Symptoms Form**
- **Appendix B: Elexicon Worker Responsibilities during COVID-19**
- **Appendix C: Risk of Entering Uncontrolled Premises for Emergency Repair during Pandemic**
- **Appendix D: Use of Infection-specific PPE (masks/gloves) during Pandemic Response**
- **Appendix E: Elexicon Operations Guidelines for Pandemic Response**
- **Appendix F: Cleaning/Sanitizing Vehicles**
- **Appendix G: Working from Home during Pandemic Response Policy**
- **Appendix H: Elexicon Contact List**
- **Appendix I: Examples of Workplace Signage**
- **Appendix J: Visitor Screening Questionnaire**

If guidelines are updated, we will communicate with you.

Key Contacts

Human Resources

Brad Walker	BWalker@ElexiconEnergy.com	289.314.7144
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Thank you!

