

COVID-19 RESPONSE PLAN

Shel-Bar Electronic Ind. Ltd. Has implemented the following response plan to ensure the safety of its employees, colleagues and the general public while still providing services.

During these unprecedented times the requirements and standards are constantly evolving. We will provide updates and revisions to this response plan as quickly as possible to all employees by means of emails, company memos and telephone.

Shel-Bar Office - To align with the recommendations the provincial government has issued we will be operating with a skeleton staff in the office. Only essential staff will be at the office, but all Shel-Bar staff will be reachable by mobile or email. Client meetings are to be kept to video and/or telephone conferences.

Worksites- All employees are to adhere to the below process and procedures:

Protocols:

- Gloves and safety glasses are always to be worn while working.
- Sanitizer spray/wipes have been provided to wash all tools, equipment and materials as well as touch points in the work area at the end of each job/shift.
- Keep your distance while working around coworkers and the public: 2Meters (6 feet) is always to be kept between yourself and any other individual.
- In the event the 2M separation is not possible N95 or fitted half masks have been made available to the staff. If you feel it is unsafe stop work and report to management immediately.
- Do not share tools, PPE, Food, etc.
- Refrain from handshakes or bodily contact of any kind.
- Hand Sanitizer is available and is to be used when gloves are removed outside the worksite.
- All employees must notify management if they have travelled outside the country or may have been around someone exposed to Covid-19. All employees must follow the Government isolation & testing requirements.
- When using the washroom staff must additionally wash their hands both after removing gloves and before replacing gloves.
- Hand washing steps have been provided following this document.
- In the event a shutdown is required the company specified employee will ensure the site is left in a safe and secure state for a potentially indefinite duration.
- In the event a site is reported to have a Covid-19 related incident the site is to be shut down in a calm and organized manner, ensuring all protocols are being adhered to. The company specified employee is to follow the company emergency response plan.

Construction Site Specific Protocols:

- All worksite protocols listed above are in place for construction sites.
- The site is to be clearly marked and entrance/exit points are to restrict unauthorized entry.
- The site general contractor will be responsible for site specific plan.
- Upon entry and exit of the site employees must wash their hands.
- Dust and Debris will be contained to reduce exposure to other individuals.

Manpower and Supply- Shel-Bar has provided cross training to its employees so in the event one of the employees is unable to perform their regular duties we are still able to conduct business as usual.

Shel-Bar has also implemented limits for employees congregating as well as limited access to main areas such as the office and warehouse to help ensure staff are in small groups or working individually. Employees are to coordinate with the office staff if any supplies are required from inventory.

Shel-Bar has been reaching out to our suppliers and we have ramped up our in-house inventory for the unforeseen future, as well as we are continuing to source out alternative suppliers and products to ensure we are able to continue to provide services to our clients. Our strong relationships with our suppliers have allowed us to be in close communication with updates of product. At this time we are continuing provide shipping and will also provide safe drop off/pick up to our clients.

Shel-Bar Electronic Ind. Ltd. adheres to all updated government guidelines for the best interest and protection of all our staff, colleagues and the general public.

We greatly appreciate your cooperation in keeping everyone safe and we ask you respect our need to stop work in the event that there is perceived to be or is present a health risk of Covid-19..

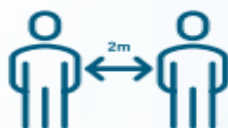
For the latest information from the Government of Alberta on Covid-19 please see the following link:

<https://www.alberta.ca/coronavirus-info-for-albertans.aspx>

PHYSICAL DISTANCING

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Physical distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.

What does physical distancing mean?



This means making changes in your everyday routines in order to minimize close contact with others, including:

- ▶ avoiding crowded places and non-essential gatherings
- ▶ avoiding common greetings, such as handshakes
- ▶ limiting contact with people at higher risk (e.g. older adults and those in poor health)
- ▶ keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible

Here's how you can practice physical distancing:



- ▶ greet with a wave instead of a handshake, a kiss or a hug
- ▶ stay home as much as possible, including for meals and entertainment
- ▶ shop or take public transportation during off-peak hours
- ▶ conduct virtual meetings
- ▶ host virtual playdates for your kids
- ▶ use technology to keep in touch with friends and family



- If possible,
- ▶ use food delivery services or online shopping
 - ▶ exercise at home or outside
 - ▶ work from home

Remember to:



- ▶ wash your hands often for at least 20 seconds and avoid touching your face
- ▶ cough or sneeze into the bend of your arm
- ▶ avoid touching surfaces people touch often

If you're concerned you may have COVID-19:



- ▶ separate yourself from others as soon as you have symptoms
- ▶ if you are outside the home when a symptom develops, go home immediately and avoid taking public transit
- ▶ stay home and follow the advice of your Public Health Authority, who may recommend isolation
- ▶ call ahead to a health care provider if you are ill and seeking medical attention

FOR MORE INFORMATION:

@ canada.ca/coronavirus

1-833-784-4397



Public Health
Agency of Canada

Agence de la santé
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Canada



REDUCE THE SPREAD OF COVID-19.

WASH YOUR HANDS.



1

Wet hands with warm water



2

Apply soap



3

For at least 20 seconds, make sure to wash:



4

Rinse well



5

Dry hands well with paper towel



6

Turn off tap using paper towel



palm and back of each hand



between fingers



under nails



thumbs

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