



CORVISTA ENTERPRISES INC. COVID-19 POLICIES

CorVista Enterprises Inc. has developed policies to prevent the spread of COVID-19 and ensure all our employees are safe and healthy at the workplace. The following policies outline the changes the company has implemented, how employees should conduct themselves, who can be at the workplace and how to address illness that arises at the workplace. All employees and visitors are recommended to follow these policies.

Policies/Procedures/Rules Implemented:

- We have eliminated the use of the hand punch machine, and developed an in-house timekeeping system. Employees are to log their time in the system using their own computer
- We have implemented health screening procedures (temperature check and daily self-assessment) for employees entering the workplace at the beginning of their shift
- CVE will be keeping temperature and self-assessment records for 30 days for determination of baseline temperature for each employee
- The company has procured a wall-mounted, touchless infrared thermometer for the health screening
- Other high touch surfaces such as photocopying machines, light switches, microwaves, etc. are sanitized daily (cleaning assignment is updated weekly)
- The company has procured the following Personal Protective Equipment (PPE) to be used for cleaning and disinfecting the workplace:
 - Vinyl gloves
 - Reusable and disposable masks
 - Face shields
- Cleaning and sanitizing supplies are replenished frequently and made available to all employees
- Virtual trays have been implemented to reduce the risk of transmission through paper/documents
- Signages have been posted around the workplace to help prevent the spread of COVID-19:
 - COVID-19 fact sheet
 - Social distancing
 - Handwashing
 - Cover coughs and sneezes
 - Entry check – workers
 - Entry check – visitors
 - Do not enter sign
 - COVID-19 important information
 - Different types of masks
 - How to use a mask
 - Mandatory use of masks
 - Occupancy limit for rooms
 - Sanitizing high touch surfaces



- Carpooling
- Seat plan has been revised to adhere to social distancing guidelines
- All staff must wear a mask while at the workplace in compliance with the Provincial Health Order
- The company has provided all employees with a reusable mask
- CVE has procured disposable masks should an employee need one
- All garbage bins are emptied at the end of the day
- OFAA COVID-19 Protocols have been shared with our Occupational First Aid

While at the workplace:

- Sanitize your hands prior to entering the workplace
- Please take your temperature and do a self-assessment prior to entering the office (health screening station has been set up at reception)
- Temperature reading and confirmation that the self-assessment has been done must be e-mailed by all staff daily to safety@corvistainc.com
- Ensure proper social distancing (2 meters or 6 feet) at all times especially in high traffic areas such as hallways and lunch room
- Adhere to the occupancy limit for the following:
 - Lunch room table: 2 people at a time and must be on opposite ends of the barrier
 - Lunch room: 3 people, including the two at the lunch room table
 - Meeting rooms 1 and 2: 2 people
 - Executive offices (Lakh and Mike's): 2 people
- Those using the lunch room table must clean and sanitize the table and chairs before and after use
- If occupancy limit for the lunch room has been reached, employees are requested to eat outside or at their desk
- A microwave has been set up outside of the lunch room to avoid crowding
- Employees eating in the lunch room are requested to limit their stay to 10 to 15 minutes
- Those using the meeting rooms must clean and sanitize all surfaces before and after use
- Employees must sanitize their desks, computer, keyboard and mouse before, during and after their shift using the cleaning products provided
- Avoid touching your face, particularly your eyes, nose and mouth
- Wash hands frequently and properly – the company has enough handwashing facilities and hand sanitizers available in the workplace
- Practice cough etiquette – cough and sneeze into your elbow
- Dispose properly and timely used tissue and disinfectant wipes
- Sharing of pens and other office supplies is discouraged
- Employees are to refrain from providing and consuming communal food
- Employees are required to bring their own dishes and utensils



All employees and visitors must assess themselves for COVID-19 symptoms. The following are prohibited from the workplace:

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include:
 - fever or chills
 - new or worsening cough
 - loss of sense of smell or taste
 - shortness of breath/difficulty breathing
 - sore throat
 - loss of appetite
 - extreme fatigue or tiredness
 - headache
 - new muscle aches or headache
 - nausea or vomiting
 - diarrhea
- Anyone directed by Public Health to self-isolate
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms
- Anyone who does not pass the health screening (temperature check and daily health screening)
- All non-work-related visits are prohibited
- Employees who have had symptoms of COVID-19 symptoms must submit a doctor's note and notify management at least 3 business days prior to their return to work

Should an employee start to feel ill at work, please do the following:

- Sick workers should notify management and the first aid attendant immediately, even with mild symptoms
- Sick workers should wash or sanitize their hands, wear a mask, and isolated/go straight home. (Consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to testing and self-isolation)
- Severely ill workers (e.g. difficulty breathing, chest pain) should call 911
- Clean and disinfect any surfaces that the ill worker has come into contact with

Communication and prevention of risks

- The safety plan will be shared to all employees and posted in the office
- Policies and procedures will be reviewed and updated as necessary by management and the Joint Health & Safety Committee (JHSC)
- For more information on prevention and risks, please see the Health Canada COVID-19 Webpage
- For questions and concerns, please approach any member of the management team and/or JHSC