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COVID-19 Safety Plan

This document describes the steps we are taking and will continue to take as we address the challenges posed by COVID-19. We continue to monitor announcements by governmental and public health authorities in Canada and in British Columbia. We will continue to adjust our operations to comply with changing directions and guidance from local public health authorities and other governmental authorities and our experience operating throughout the pandemic.

1 RISK ASSESSMENT

We involved frontline workers, supervisors, and joint health and safety committees to assess workplaces in order to identify places where the risk of transmission is introduced. And we would continue to evaluate the workplace after operations resume to ensure risks are identified and managed.

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes or touches a contaminated surface before touching the face. To understand the risk at the workplace, we have identified.

- 1.1 The places where people congregate, such as the kitchen area, lunchroom, meeting rooms, board rooms, and washrooms.
- 1.2 The job tasks require workers to come into proximity with one another, such as sales and marketing team meetings.
- 1.3 The tools, machinery, and equipment that people come into contact with within the course of their work, such as printers/scanners, microwave ovens, lab equipment such as centrifuges, imagers.
- 1.4 The touched surfaces often include doorknobs, light switches, washbasin faucet switches, and shared stationaries.

2 RISK REDUCTION ACTIVITIES

In accordance with directions and recommendations from public health and other governmental authorities and our risk assessment, we introduced measures to reduce the risk of COVID-19 exposure and transmission. These measures include:

2.1 Maintaining physical distance

- 2.1.1. Reduce the overall number of employees at the workplace at one time. We have implemented the work-from-home schedules for the Administration teams including Sales and Marketing, IT, Accounting and QA.

2.1.2. Ensure that the appropriate number of employees are in each workplace area to prevent workers from coming too close to one another or members of the public. We have posted occupancy limits of at least 5 square meters of unencumbered floor space per person in washrooms, kitchen area, lunchroom and meeting rooms. We encourage workers to have their lunch at their desks separately.

2.1.3. Maintain a distance of 2 meters (6 feet) between workers and others wherever possible.

2.1.4. Implement the plexiglass barriers in all office areas and in the meeting rooms and the board room.

2.1.5. Request all employees and the possible visitors to wear masks in our facility.

2.1.6. Limit or prohibit visitors and set up the visitor sign-up sheets.

2.1.7. For the employees who have to do the carpooling, they should wear masks and make a good ventilation condition by leaving the windows open.

2.1.8. All the employees who work in the lab regularly wear the PPE, including gloves, masks and lab coats.

2.2 Cleaning and hygiene

2.2.1. Hand sanitizer is provided to each employee and refills always available.

2.2.2. Provide adequate hand-washing facilities on site for all employees and ensure the location is visible and easily accessed.

2.2.3. Encourage all employees to wash their hands often, including arriving for work, before and after breaks during lab work, before and after handling common tools and equipment.

2.2.4. Hire the contracted janitorial staff to conduct daily cleaning after hours, including washrooms, equipment, tools, common tables, desks, light switches, and door handles.

2.2.5. Remove any unnecessary tools or equipment that may elevate the risk of transmissions, such as shared utensils and plates.

3 WORKPLACE/EMPLOYEE POLICIES, COMMUNICATION PLANS AND TRAINING

We implemented changes to our workplace operational policies including, the steps to be taken if an illness arises at the workplace, asking recommended screening questions and temperature screens for our employees and visitors prior to entry. Our employees are required to stay at home if they feel ill and to inform their supervisor if they start to feel ill while at work. The following are other measures we have implemented:

3.1. Check all employees' daily health before entering the workplace. Health checks are mandatory self-assessments conducted by employees and include confirming with their

supervisor that they have reviewed the complete list of entry requirements in written or verbal format.

3.2. Provide the untouchable temperature meter for employees to self-check their temperature when entering and leaving the workplace with a sign-up sheet.

3.3. All employees are expected to wear a mask/face covering at all times during their working hours except when eating, drinking or working at their desks.

4 TRAINING AND COMMUNICATION PLANS

Communication plans and training materials were developed to ensure that everyone entering the workplace, including all employees and visitors, was informed of increased safety measures to keep themselves safe while in the workplace including:

4.1. Inform our employees on the policies we implemented regarding staying home when they are sick;

4.2. Send out emails periodically to inform all employees of the procedure to conduct the COVID-19 related rules.

4.3. By using the print out from WorkSafeBC, we develop and communicate policies prohibiting the following workers and others from entering the workplace:

- Anyone who has had symptoms of COVID-19
- Anyone who has traveled outside of Canada within the last 14 days
- Anyone who Public Health has identified as a close contact of someone with COVID-19
- Anyone who has been told to isolate by Public Health
- Prohibit or limit visitors.

4.4. Whenever the employee has COVID-19 related symptoms, they will report to the OFAA, and the OFAA will generate a spreadsheet to record the worker's symptoms. According to the worker's symptoms, the OFAA will suggest the employee to go to the emergency room or seek other medical support, including the employee who works from home.

4.5. Inform all employees of our measures we have put in place and stay home when sick by email reminders.

4.6. Post signage, including occupancy limits and effective hand-washing practices. Signage should also be posted at the main entrance indicating who is restricted from entering the premises (including visitors and workers with symptoms).

4.7. Ensure supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

5 Monitor workplace and update plans as needed

We continually monitor our workplace and revise our plans as required with the input of our employees and local and federal government agencies. We encourage feedback from our



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employees and ensure they can raise safety issues whether through involvement of the joint health and safety committee or directly with their supervisor.

6 ASSESSING AND ADDRESSING RISKS FROM RESUMING OPERATIONS

SignalChem has been in operation throughout the pandemic and has been adjusting its policies and procedures based on directions from public health and other governmental authorities throughout. We have built on the experience gained operating throughout the pandemic and implemented protocols and procedures to address any particular concerns associated with all our operations, including addressing health and safety concerns for our employees.