



Aurora Solar COVID-19 Safety Plan

Introduction

Hello people! I hope you're excited about the new office that we've just moved and looking forward to unpacking those boxes and finding a whole lot more space to empty the contents into. But in case you forgot, we're still smack in the middle of the COVID-19 pandemic, so these are extraordinary times that call for, well, at least some **enhanced protocols**. We're all part of the BC's restart plan, and our Provincial Health Officer, Dr. Bonnie Henry, has put an order for all companies returning to work to develop a COVID-19 Safety Plan. So, let's do our part to protect one another and give BC the best version of a successful restart.

Bring Your Own Water Bottle!

We're still having Britta water in the pantry, but if you use it, you'll need to disinfect wipe the handle of the pitcher. Plus, don't just pick up a cup and use it without first thoroughly washing it with detergent for 20s. So, if you don't like our rules, just **bring your own water bottle!** It's the most worry free way to go anyway.

Don't come if you're unwell 🤧

If you check any of these boxes

- Fever
- Chills
- New or worsening cough
- Shortness of breath
- New muscle aches or headache
- Sore throat
- Have travelled outside of Canada within the last 14 days
- Are a close contact of a person who tested positive for COVID-19

Do not come to the office. Tell your manager and stay home. If you're unwell, you should use the [self assessment tool](#) to determine if you require COVID-19 testing. At the time of writing, anyone with cold, influenza or COVID-like symptoms can now be tested, for example, at [Vancouver CoastalHealth](#).

If you start to develop any of the above symptoms over the course of the day in the office, report at once to the safety representative (Johnson Wong 778 866 8498). We'll provide you with a mask and get your hands disinfected. If your symptoms are mild, we will send you home and guide you through the self assessment process above. If your symptoms are severe, we will send you straight to the hospital. Don't worry about leaving your work---we got you.

No Unscheduled Visitors

Do not invite anyone to the office without our CEO approving and knowing the visit schedule. The visitor can only be in the meeting room. We're not allowed to serve visitors any beverage (bring your own water bottle!) Sorry.

Whoever invited the visitor, also needs to wash their own hands, and sanitize the meeting room table and door handles with alcohol. We'll get to that later.

What about parcel deliveries?

We got you covered. The delivery person will see this sign at the front door and know what to do. These days, you usually just need to mention your name without signing, and the parcel will be left at the door.

Parcel Delivery

- 1. Ring doorbell**
- 2. Receiver will provide name**
- 3. Leave parcel outside glass door**

If signature is required: Come inside and place signature device on desk. **Maintain 6 feet distancing.**

Social Distancing

**PRACTISE
SOCIAL
DISTANCING**

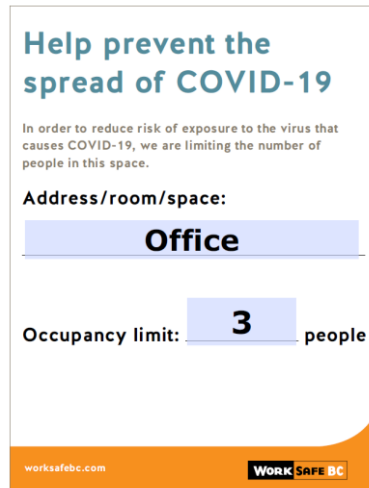


**2 METRES
6 FEET
1 HOCKEY STICK**

Work is not like home---the 2m / 6 feet / 1 hockey stick rule applies here. We've reviewed all our everyday activities and found that you can perform them all without breaching this bubble--except if many of us are in a meeting room, which we'll get to below. Don't forget the six feet rule's still there when you go out together for lunch.

Room Occupancy Limit

To make it easier for everyone to keep six feet apart, you'll find a sign like this in front of every room. It means what it means: if there're three people sitting inside this room and you want to talk to one of them, ask that person to get up and come out!



By the way, the pantry occupancy limit is **1** person. Yes, if someone is washing his/her hands and you want to pour yourself some water, you'll have to wait (**bring your own water bottle!**). Right now things are a bit awkward because everyone needs to go through the pantry to reach the washroom which is strange... so to be precise, passing through to go to the washroom while someone is in the pantry is **OK**. That doesn't count as *occupying* the space.

What about meetings?

We tried a meeting today and found it hard to do while everyone's six feet apart but also at a desk. So we need to have new ways to conduct meetings. There're a few ways

1) If everyone's in the same room (like the software team), maybe you can keep sitting at your own desk and just share screen via RingCentral. Mute the RingCentral and just talk to each other in the same room.

2) You can have a stand-up meeting. There's plenty of unused space towards the back of the office for this. If you need some floor sticker to guide everyone where to stand, we can get some.

3) Some of you still prefer face to face meetings at a table, and for that you can use the meeting room near the office front entrance. Notice that the room occupancy limit is **3 people**. BUT, the sign also states for meetings, you're allowed to have up to **6 people** in the room, provided that you follow all of these rules: a) wear a mask at all times, b) no drinks, which you can't do anyway if you got masks on, c) line up and wash your hands after the meeting, c) wipe down your laptops, the meeting table, the remote, light switch, the door knob, and the markers if you used the white board, with alcohol.

Production Lab

The production lab has lots of tools. It is the lab manager's responsibility to clean and disinfect the tools, as well as the worktable surfaces at the end of each workday. If you need to borrow a tool, here's the procedures

1. Ask lab manager's permission 2. Disinfect tool with alcohol



3. Sign out tool on log



4. Use said tool



5. Disinfect tool with alcohol and put it back 6. Record return time on log



Disinfecting Surfaces



The COVID-19 safety plan requires us to have a cleaning protocol for all common areas and surfaces. For this we have alcohol and paper towels in the production lab and in the meeting room near the entrance, and disinfecting wipes in the pantry. The cleaning items and frequency are

Meeting room – after each use by its occupants - laptops, the meeting table, the remote, light switch, the door knob, and the markers if you used the white board

Production Lab – at end of workday – tables, tools that have been used that day. If someone borrows tools from the lab manager, then he/she needs to additionally clean those tools both before and after usage.

Pantry – after each use by its occupant – sink tap, water pitcher handle if used, coffee machine all touched surfaces if used. Cups to be cleaned with detergent if they are just picked up from the rack.

Room light switches – after end of workday – by last one out.

Front Door Latch, printer and copier, document cabinet door latch – Once in the morning, once around noon, and once before end of work – by the safety representative or a delegate.

In the event that a person develops any COVID-like symptoms over the course of the day in office, after he/she is helped out of the office either to home or to the hospital, the safety representative and/or delegates will need to clean and disinfect all surfaces the ill worker has come into contact with using alcohol.

Masks 🧐

The only time you're required to wear a mask is when you have a meeting that exceeds the meeting room occupancy number (see above). If you think you'll do something together with colleagues that also require you to be within six feet of each other for a while, tell the safety representative ahead of time and we'll work out how to do it safely.

Feel free to wear masks in other settings too, but just understand that masks are not as effective as social distancing and hand washing in protecting you from respiratory droplets.

The office has many posters that teaches you [how to use a mask](#).

Hand Washing

The office has also many posters that tells you to [wash your hands](#). Wash your hands

- When you arrive at work
- Before and after going on a break
- After using the washroom
- Before and after handling shared tools and equipment
- Before and after using masks

You should know the 20 seconds water and soap hand washing drill! Happy birthday x 2!

Finally.... Don't just take our word for it. Listen to our Provincial Health Officer and follow the COVID-19 Safety Plan and we'll stay on track to a safe and happy summer 😊

