



Aurora Solar COVID-19 Safety Plan

As of January 10, 2022

Introduction

Hi everyone! I hope you all had an exciting and happy new year. Unfortunately, the COVID-19 pandemic is still ongoing. This is a reminder to (and an update of) the originally issued office safety protocols which are currently in effect. Please review these **enhanced protocols** to do your part to continue to provide a safe environment for all of us here at Aurora Vancouver. Thank you for continuing to be mindful of these safety protocols which are in place to protect one another.

Bring Your Own Water Bottle!

We still have Britta water in the pantry, but if you use it, you'll need to disinfect (wipe) the handle of the pitcher. If you use a cup from the pantry, was it first thoroughly with detergent and run under hot water for at least 20 seconds. As an alternative, **bring your own water bottle!**

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. The general rule of thumb, if you feel unwell stay home!

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 (Leo Lou 778-926-7489). We'll provide you with a mask and get your hands disinfected. If your symptoms are mild, go home and continue to self assess and let your direct supervisor know. If your symptoms are severe, you should start self-isolating and call 811 they will provide further information.

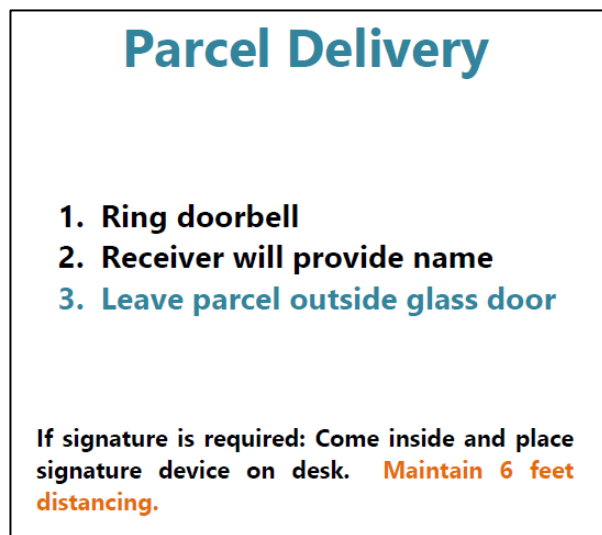
No Unscheduled Visitors

Do not invite anyone to the office without our CEO approving and knowing the visit schedule. The visitor should be directed to the meeting room and is not permitted to move freely throughout the office.

Once the meeting with external parties has concluded, the meeting room table, door handles and exposed areas should be wiped down with disinfectant.

What about parcel deliveries?

There a sign at the front door for all delivery drivers which instructs them on package deliveries. In most cases, the parcel can be left at the door front so long as a confirmed name is provided to the driver.



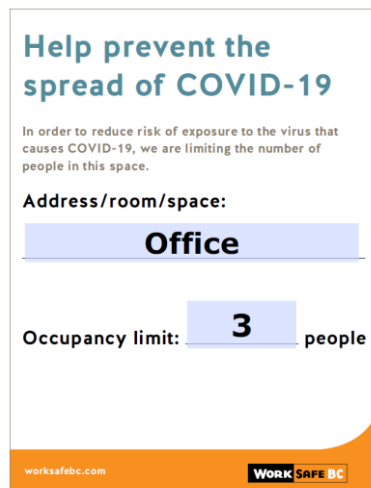
Social Distancing



Work is not like home---the 2m / 6 feet / 1 hockey stick rule applies here.

Room Occupancy Limit

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



The pantry occupancy limit is **1** person. 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!**).

What about meetings?

It is hard to conduct meetings while everyone is six feet apart however the below are some suggestions on conducting effective meetings while staying safe.

- 1) If everyone is 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) drinks are not permitted c) wash your hands (or sanitize) immediately after the meeting, c) wipe down your laptops, the meeting table, the remote, light switch, the door knob, the markers and any other surfaces that came into contact with the attendees of the meeting.

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 has left the office, 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

Masks are mandatory in all common areas of the office and the building. Once you are seated at your workstation, you may safely remove it.

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

It is recommended that you should wash your hands for at least 20 seconds with soap and warm water.

For more information on staying safe in the workplace, you can follow the below link.

<https://www.worksafebc.com/en/about-us/news-events/announcements/2020/March/covid-19-and-the-workplace>