



consulting inc.
Engineering Expertise for Insurance & Industry

COVID-19 RESPONSE

E2I2 Consulting Inc is issuing the following COVID-19 response plan to its employees and contractors to ensure the safe and secure continuation of our business. Effective immediately. This will appended to the E2I2 Professional Practice Management Plan.

STOP, THINK, ACT

Personal safety is paramount. Alberta Occupational Health and Safety regulations specifically list the rights and responsibilities of all personnel. No person is to accept or proceed with work that they feel is unsafe.

The Cornona Virus is highly contagious and easy to spread. The virus can have a variety of outcomes but can be deadly to some of the population. Containing and restricting the spread of the virus is everyone's responsibility. Cleaning surfaces and maintaining distances are effective means of preventing the spread, therefore all personnel should work to minimize contact with other people, maintain separation when in the presence of others, and practice good hygiene at all times and especially after contact or being in the presence of others.

Ongoing Daily Operations (Not including site visits)

E2I2 already has in place the facilities to continue its day to day operations, as all employees and contractors work remotely from their home offices. In order to protect against unnecessary risks, E2I2 will not travel to client offices for face to face meetings. Communications will be via teleconference or video conference only. E2I2's IT flexibility allows for the use of client teleconference software as required however, all personnel shall maintain up-to-date antivirus software on their computers, per the existing IT protocols, to ensure the integrity of their computer systems. E2I2 offers the use of Microsoft Teams as part of the Office 365 suite to facilitate communications within the organization and with clients. Additional cleaning of home and home offices is recommended.

Personnel and contractors are encouraged to follow the guidelines provided by the Government of Canada with respect to prevention in their own homes and while out in public. Note the following excerpt from <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>.

Physical (social) distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak.

This means making changes in your everyday routines 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 like older adults and those in poor health*
- *keeping a distance of at least 2 arms-length (approximately 2 metres) from others*

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Hygiene

Proper hygiene can help reduce the risk of infection or spreading infection to others:

- *wash your hands often with soap and water for at least 20 seconds, especially after using the washroom and when preparing food*
 - *use alcohol-based [hand sanitizer](#) if soap and water are not available*
- *when coughing or sneezing:*
 - *cough or sneeze into a tissue or the bend of your arm, not your hand*
 - *dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards*
- *avoid touching your eyes, nose, or mouth with unwashed hands*

Cleaning

Coronaviruses are one of the easiest types of viruses to kill with the appropriate disinfectant product when used according to the label directions. Health Canada has published a [list of hard surface disinfectants](#) that are likely to be effective for use against COVID-19.

Although they do not claim to kill COVID-19, cleaners can play a role in limiting the transfer of microorganisms. Health Canada recommends cleaning high-touch surfaces often, using either regular household cleaners or diluted bleach. This bleach solution should be prepared according to the instructions on the label or in a ratio of 1 teaspoon (5 mL) per cup (250 mL). Directions are based on bleach that is 5% sodium hypochlorite, to give a 0.1% sodium hypochlorite solution.

These surfaces include:

- *toys*
- *toilets*
- *phones*
- *electronics*
- *door handles*
- *bedside tables*
- *television remotes*

Refer to the [guidance on cleaning and disinfecting public spaces](#) for more information.

Wearing masks

If you are a healthy individual, the use of a mask is not recommended for preventing the spread of COVID-19.

Wearing a mask when you are not ill may give a false sense of security. There is a potential risk of infection with improper mask use and disposal. They also need to be changed frequently.

However, your health care provider may recommend you wear a mask if you are experiencing symptoms of COVID-19 while you are seeking or waiting for care. In this instance, masks are an appropriate part of infection prevention and control measures. The mask acts as a barrier and helps stop the tiny droplets from spreading you when you cough or sneeze.

Personnel who have travelled outside the country or have been in contact with those who have travelled outside the country, or personnel who have been exposed to individuals who are feeling unwell should self-quarantine themselves per the Government of Canada recommendations for 14 days from the date of return, date of exposure, or the date of their last symptom.

Site Visits (Investigations)

E2I2 will continue to respond to our clients' needs regarding investigations. Travel to sites should however be minimized as much as possible and only to capture time sensitive information that cannot be acquired using another means. If travel is required, additional safety precautions should be followed. E2I2 has suspended all air travel and personnel will travel by ground only. When travelling, disposable gloves should be used while refueling and interacting with paystations. Avoid cross contamination by washing surfaces such as door handles, steering wheels and gear levers using an appropriate cleaner after stopping and using other equipment. Use food and beverage containers only from businesses that have enacted proper safety protocols to prevent contamination of containers or food from infected personnel. The use of hotels is permitted, however care should be taken to clean any common surfaces prior to use. Personnel should use only take-out foods and should avoid public eating spaces.

Prior to meeting with any group of people personnel should request confirmation that none of the attendees has been outside the country, is feeling unwell or has been around someone who has been feeling unwell for the last 14 days. If any of the group answers yes, those people should not attend or the meeting should be rescheduled.

Where group investigations are to be completed, the use of an independent third party should be considered for testing/witnessing to avoid the need for multiple parties to attend. If multiple parties are to attend, personnel spacing should be maintained wherever possible and appropriate PPE such as gloves should be used to handle equipment. Personal hygiene should be maintained, washing hands frequently and moisturizing to prevent drying the skin.

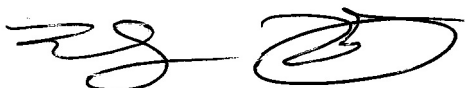
For attendance onsite, personnel should maintain separation, while still maintaining effective site safety coverage. Disposable gloves should be used when possible to avoid contact with public spaces, particularly door handles. All personnel will follow the client's required safety protocol, however minimum PPE standards should still be maintained, i.e. coveralls, gloves, safety footwear, eyewear and respirators as necessary. Coveralls, gloves and boots should be packaged after use to prevent contamination of vehicle interiors and cleaned as soon as possible following the site visits. Surfaces of hard hats, safety glasses and respirators should also be cleaned as soon as possible. Cleaning should use recommended products as listed by the Government of Canada.

Again, each individual is ultimately responsible for their own safety. E2I2 has provided the minimum information and levels of care that should be followed by their employees and contractors. Employees and contractors are expected to manage themselves beyond these minimums.

SHOULD YOU TEST POSITIVE OF EXPERIENCE THE ONSET OF SYMPTOMS CONSISTENT WITH A COLD OR COVID-19.

Personnel who experience cold or flu like symptoms after traveling to a client location should notify Lloyd Kortbeek immediately and should also advise any personnel they have been in contact with for the previous 14 days. If anyone becomes sick or cannot travel to a location, again please notify Lloyd Kortbeek to help re-schedule or have a substitute person can attend on E2I2's behalf.

Signed,
Per



President
E2I2 Consulting Inc