COVID-19 Safety Plan – Department of Chemical Engineering

This document is a general guide for the COVID-19 pandemic-related protocols and expectations for people using the E6 building, including students, visitors, faculty, and staff.

This document is part of the University of Waterloo’s overall efforts to safely restart campus activities, following public health advice and best practices. For more information, see the University’s comprehensive and regularly updated COVID-19 information page, which includes the following resources:

Information for Students: [https://uwaterloo.ca/coronavirus/](https://uwaterloo.ca/coronavirus/)

For more information about this E6 safety plan, contact the department representatives below:

Interim Department Chair: Marc Aucoin marc.aucoin@uwaterloo.ca x36084
Administrative Officer: Liz Bevan eabevan@uwaterloo.ca x32296
Director of Technical Operations: Tom Dean tjdean@uwaterloo.ca x31166
Safety Officer: Charles Dal Castel c2dalcas@uwaterloo.ca x33311

The Engineering E6 building is open for approved researchers/students, faculty and staff to access without a key or fob from Monday to Friday, 8am to 6pm. Grad students attending classes can also access the building. You may enter only through the main lobby doors close to the parking lot.

Record of Revisions:

V_1 01Sep20 Initial Approved Version
V_2 10Nov20 Updated for mens washroom OL-2, Grad student offices OL-1, staff/faculty office OL-1+1, added QR Code entry and exit scan, revised Hi-Touch daily cleaning schedule, acknowledgment form, approval of researchers, some formatting and small changing in language for clarification/consitancy, without changing the message.
1. COVID-19 SAFETY TRAINING
To ensure the safety of everyone on campus, we must all become aware of the new guidelines put in place to reduce the risk of community spread of COVID-19 on campus.

Before returning to campus and visiting E6, all students, visitors, faculty and staff must
- Complete the mandatory “Return to Campus Safety during COVID-19” (SO 2036) online training, and
- Review with supervisor/instructor and acknowledge the E6 COVID safety practices outlined in this document (see section 6 for acknowledgment instructions).

2. RESPONSIBILITIES
Regardless of your role on campus, you have responsibilities with regards to maintaining a safe campus. Read on for the specific responsibilities of the department chair, supervisors, employees and students.

2.1 DEPARTMENT CHAIR
- Develop the overall departmental plan with input from management team/supervisors.
- Ensure this plan meets Health & Safety Guidance during COVID-19.
- Enforce all criteria within this plan.
- Ensure appropriate hand hygiene and surface disinfection supplies are provided for employees.
- Hold supervisors accountable for overseeing the implementation and monitoring of the plan.

2.2 SUPERVISOR
- Meet with employees remotely before they return to the workplace to review the plan and discuss individual aspects and employee concerns. Orientation shall cover all items within this plan.
- Ensure this plan meets Health & Safety Guidance during COVID-19.
- Enforce all criteria within this plan.
- Ensure appropriate hand hygiene and surface disinfection supplies are provided for employees.
- Physically visit and inspect the workplace on a monthly basis to:
  - Identify hazards as per the Occupational Health and Safety Act
  - Ensure the adequacy and adherence to this safety plan
2.3 EMPLOYEES AND STUDENTS

- Follow all guidance within this plan.
- Work from home as directed.
- Notify their supervisor if supplies are not sufficient to maintain hand hygiene and surface decontamination requirements.
- Notify their supervisor of any hazards that are discovered while working.
- Do not come to work if ill and report all illnesses to their supervisor using the process outlined in section 3.2 Illness and Absence Reporting.

3. HIERARCHY OF CONTROLS

This is a safety plan template based on the hierarchy of controls model of risk management. The premise is to prioritize and implement controls that are known to be most effective (removing/eliminating exposure vs using PPE). The image in Figure 1 depicts this model with COVID-19 specific controls.

![Hierarchy of Controls Diagram]

Figure 1: Hierarchy of controls as it applies to COVID-19
3.1. ELIMINATION OF HAZARD - CONTINUING WORK FROM HOME

Eliminating the hazard is the best way to minimize risk. Determine what work should be performed remotely and what work must be done on campus.

All work that can be done remotely should be done remotely.

Table 1: Examples of remote work and on-campus work

<table>
<thead>
<tr>
<th>Remote work</th>
<th>On-Campus work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emails, Phone Calls (i.e: communications)</td>
<td>Research in labs</td>
</tr>
<tr>
<td>Lecture preparation and online delivery as much</td>
<td>In-class lectures (where approved)</td>
</tr>
<tr>
<td>as possible</td>
<td>UG Lab instruction (where approved)</td>
</tr>
<tr>
<td>Attending meetings – Teams, Zoom</td>
<td>Analytical Lab/Liquid N2 dispensing/Waste drop-off</td>
</tr>
<tr>
<td>Paper writing / Theses writing</td>
<td>Admin.tech support as requested by students/researchers</td>
</tr>
</tbody>
</table>

Those performing critical functions and requiring access to E6 building must receive formal approval prior to entry. Having a key/fob issued in the past does not mean that you are permitted to access the building or your office. The Department Chair (Marc Aucoin) has to approve faculty and staff members accessing the building. PI's/Supervisors are responsible for approving a researcher accessing their laboratories, as long as the lab has an approved Covid Safety Plan. Acknowledgment of all approved individuals must be forwarded to the Safety Officer (Charles Dal Castel).

3.2. ENGINEERING CONTROLS - RE-DESIGN OR MODIFY THE WORKPLACE

Next to working from home, physical distancing is the best way to reduce risk. To ensure that all occupants of E6 can maintain the recommended 2m of physical distance from each other, we will use these main tools:

- Occupancy limits
- Traffic flow restrictions
- Work scheduling
3.2.1 OCCUPANCY LIMITS AND TRAFFIC FLOW

- To help facilitate physical distancing, the Department of Chemical Engineering has set occupancy limits to all common areas to help maintain protocol, as specified in Table 2 below.

- **Table 2: Occupancy Limits for all rooms in E6 under departmental control:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Room #</th>
<th>Area (m²)</th>
<th>Occupancy Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elevators</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Washrooms</td>
<td></td>
<td></td>
<td>Female – 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Male - 2</td>
</tr>
<tr>
<td>Faculty/Staff Offices</td>
<td></td>
<td></td>
<td>1+1 (short visit)</td>
</tr>
<tr>
<td>Grad Offices</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>4th Year Study Room</td>
<td>5022</td>
<td>136</td>
<td>Remain Closed</td>
</tr>
<tr>
<td>Admin Office</td>
<td>3024</td>
<td></td>
<td>See item 3.3.1</td>
</tr>
<tr>
<td>Analytical Lab</td>
<td>3103/3107/3109/3113</td>
<td>See specific safety plan</td>
<td></td>
</tr>
<tr>
<td>Autoclave room</td>
<td>4023</td>
<td>25</td>
<td>2</td>
</tr>
<tr>
<td>Board Meeting Room</td>
<td>2022</td>
<td>64</td>
<td>8</td>
</tr>
<tr>
<td>Classroom</td>
<td>2024</td>
<td>109</td>
<td>22</td>
</tr>
<tr>
<td>Classroom</td>
<td>4022</td>
<td>111</td>
<td>15</td>
</tr>
<tr>
<td>Faculty/Staff Lounge and Kitchen</td>
<td>4024</td>
<td>96 and 17</td>
<td>6 and 2</td>
</tr>
<tr>
<td>Glass Blowing Shop</td>
<td>1122</td>
<td></td>
<td>See specific safety plan</td>
</tr>
<tr>
<td>Grad Lounge and Kitchen</td>
<td>5028</td>
<td>74 and 12</td>
<td>4 and 2</td>
</tr>
<tr>
<td>Hazardous Waste Drop-off room*</td>
<td>1022</td>
<td></td>
<td>See specific safety plan</td>
</tr>
<tr>
<td>Liquid N2 Dispensing Room*</td>
<td>1010</td>
<td></td>
<td>See specific safety plan</td>
</tr>
<tr>
<td>Lobby Study Areas</td>
<td>4th/5th floors</td>
<td></td>
<td>Remain Closed</td>
</tr>
<tr>
<td>Mechanical Workshop*</td>
<td>1119</td>
<td></td>
<td>See specific safety plan</td>
</tr>
<tr>
<td>Meeting room</td>
<td>4002</td>
<td>14</td>
<td>Remain Closed</td>
</tr>
<tr>
<td>Meeting room</td>
<td>5002</td>
<td>14</td>
<td>Remain Closed</td>
</tr>
<tr>
<td>Water Treatment Room</td>
<td>1021</td>
<td>34</td>
<td>2</td>
</tr>
</tbody>
</table>

To help maintain proper occupancy limits within E6, the following protocols are in place:
• All occupants must register their daily visits to E6 by using the QR Codes installed at the Lobby Entrance door and all Exit doors to (scan-in and scan-out). If a person cannot scan, they are to manually sign-in on the paper sheets provided, in this case, please sanitize your hands after touching the pen/paper sheet.
• This information will help us monitor building occupancy and trace contacts if there is a positive COVID-19 case on campus.

3.2.2 TRAFFIC FLOW
The following traffic flow guidelines have been instituted to help everyone maintain 2 m of physical distance between themselves and others:
• When entering and exiting the Building, use the designated Entrance and Exit doors marked, per Figure 2 below. Use automatic door openers to the maximum extent and sanitize hands upon entry and exiting.
• When walking the hallways, maintain 2 meter distancing at all times. Keep right when passing others.
• When using the Elevator, check occupancy for 2-person limit, enter if occupancy permits and maintain 2m distancing.
• If using a staircase, respect the staircase direction (either an UP or DOWN staircase), as shown in Figures 2 to 7.
• When entering and exiting an Office – Check occupancy, enter and remove face mask, if sole occupant. Face mask must be worn if more than one occupant.
• When entering and exiting a Lab or workshop, check occupancy, follow the lab-specific Safety Plan.
• When using a Common Facility (Lounge, Meeting Room, etc), check occupancy, enter if space permits, wear a mask and maintain the 2-meter distance. Face masks can be removing when eating at the lounge rooms.
• Admin Offices (3024) - Use the main door to enter the office. Exit through the mail room. See details in Figure 5.

The traffic flow plans and occupancy limits for the E6 building are illustrated in Figures 2 to 7 below.
Figure 2: Floor Plan - E6 First floor

Figure 3: Floor Plan - E6 second floor
Figure 4: Floor Plan - E6 third floor

Figure 5: Floor Plan - E6-3024 Admin Office

Legend:
- Red arrows (→) indicate the suggested one-way flow pattern.
- Blue Circles (🌐) indicate an occupancy limit for the room.
- Green circles (🌐) indicate maximum occupancy configuration in a typical office.
- Yellow arrows (黄色) represent 6ft to scale.
- Mail room equipment is shared.
Figure 6: Floor Plan - E6 forth floor

Figure 7: Floor Plan - E6 fifth floor
3.3. ADMINISTRATIVE CONTROLS

3.3.1 CONTROLLED BUILDING ACCESS

You must access the building through the main entrance to E6, which is the lobby door close to the parking lot (Lobby door West). The doors of E6 will remain locked with approved faculty, staff, and students having fob access, except for the main door, which is unlocked. The floor access doors to the 2nd and 4th floor will be unlocked on those days when there are classes scheduled in these floors. The third floor access doors to the Admin Office and Analytical Lab are unlocked from 8:30 am to 4:30 pm.

You may exit the building through all the other access doors (see Figure 2). These exterior doors will remain locked at all times, allowing exit only.

Use automatic door openers to the maximum extent. Sanitize hands upon entry and exiting. Be as direct as possible getting to your workspace or office, and limit your movement through the building. Conduct essential activities only.

Admin Office (3024)

The main door will be the only entrance into the area, and the Mail Room door will be the exit. The door to the office complex will remain closed and students and visitors will need to make appointments to visit the offices and copier. A doorbell will be installed to let them into the complex.

In addition, there will be plexiglas shields installed in the admin support offices/workstations, to further reduce the risk of virus spread.

Classrooms (2024 - 4022)

- Instructors/TA are required to wear masks in all common indoor spaces, including classrooms and labs. Instructors may be asked to wear a face mask with a clear window as a way to accommodate students with a disability. Should this be required, AccessAbility Services will notify the instructor of this need, and will make arrangements for them to receive a face mask with a clear window from the Safety Office. Alternatively, instructors may wear a face shield in place of a mask which may impede communication while they are teaching.

- Students must not attend classes if they are ill, or have been in close contact with someone who is ill, or if they have travelled outside of Canada within the past 14 days.
- Wearing a face-covering/mask is required in all common areas on campus, including classroom and labs. No food is allowed to be consumed during classes while beverages are allowed.
- Students must maintain physical distancing while entering and exiting the classroom/lab. Classes have been scheduled with a one-hour break between them in the same room; students can enter and exit the room at their leisure.
• Sanitizing wipes are provided in all classrooms with scheduled classes. Students are encouraged to use a wipe to sanitize their chair and desk prior to class starting. Wipes must be disposed of in the waste receptacles upon leaving class.
• Students are only permitted to sit in seats marked with decals to ensure physical distancing requirements. Instructors should remind students to fill the middle seats in a row before outer or aisle seats.
• Students should leave the building immediately after class is over, except those allowed to be in their research labs in E6.
• Classrooms have reduced capacity to keep everyone 2m apart, as shown in Figures 3 and Figure 6.

3.3.2 SCHEDULING
Staff and faculty spaces do not require special scheduling to keep physical distancing in E6.

All work that can be performed from home should continue to be performed from home. If it can be done in the office, it can be done at home. Office usage should be kept to a minimum, and only lab work should be done on campus.

Only lab work should be done on campus and office usage should be kept to a minimum. Grad/visitors offices should be used only to support your lab work. If you are not scheduled to be in your lab, you should not be in your office, unless you have received formal approval from the Department Chair. Grad/Visitors offices are limited to one person per office. If it can be done in the office, it means it can be done at home.

Make sure to follow Working Alone guidelines at all times

3.3.3 HAND HYGIENE
Hand hygiene should be performed regularly throughout the day. At minimum, you should wash your hands or perform hand sanitization at the following times:

• When entering or leaving a new space
• When removing your gloves
• After using shared equipment

Hand washing is the preferred method of hand hygiene at UW. Hand sanitizers will be ineffective if hands are soiled with dirt, debris, oils, grease, and other contaminants. Use soap and warm water in these cases. When washing your hands, follow these simple instructions:
3.3.4 SURFACE DECONTAMINATION

The department will maintain cleaning kits and cleaning stations with the supplies needed to clean and disinfect your work areas and shared equipment when necessary. You will be responsible for wiping down your own areas. These cleaning kits are appropriate for general office environments and kitchenettes.

The kits will include:

- Disposable Nitrile Gloves
- Surface Sanitizer Spray
- Antibacterial Disinfectant Spray: for hard non-porous surfaces
- Disposable Disinfectant Wipes: hard non-porous materials
- Disposable Paper Cloth Towels

Remember that surface decontamination involves two stages: cleaning and then disinfection.

CLEANING

Cleaning involves the physical removal of visible dirt (e.g. dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. Cleaning is the necessary first step because organic substances inhibit the effectiveness of disinfectants. Cleaning, which is done with water, detergents, and steady friction from a cleaning cloth, requires the following steps:

- Wear nitrile or other similar gloves.
- Remove organic materials with a disposable towel and discard.
- Use a cloth and warm soapy water to wipe down surfaces.
- Allow the surface to dry.
**DISINFECTION**

Disinfection is where the killing of viruses and bacteria occurs. Apply disinfectant to objects only – never apply it on the human body.

When disinfecting a surface, consider these important factors:

- Is the disinfectant effective against whatever you are trying to kill?
- Is the disinfectant appropriate for the surface being disinfected?
- Is the concentration of the disinfectant strong enough to be effective?
- How much contact time is required for the disinfectant to perform its action? Contact time refers to the amount of time that the disinfecting agent is required to be in wet contact with the surface/object to appropriately disinfect.

The disinfection kits provided are effective against COVID-19, appropriate for most surfaces, and concentrated enough to be effective. The table below indicates how much contact time is required for the disinfectant to kill the virus on shared equipment.

**SHARED EQUIPMENT DECONTAMINATION**

You are responsible for cleaning and disinfecting all shared equipment and spaces that you use. The table below identifies some share equipment and spaces, and the process used to decontaminate it.

<table>
<thead>
<tr>
<th>Equipment/surface identifier</th>
<th>Disinfectant</th>
<th>Contact time</th>
<th>Frequency of disinfection</th>
<th>Person responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailroom counters (3029)</td>
<td>70% isopropyl alcohol / Lysol wipes/ Clorox wipes</td>
<td>Allow surface to air dry</td>
<td>3x per day (start, mid, and end of the day)</td>
<td>Admin rotation</td>
</tr>
<tr>
<td>Mailroom printer (3029)</td>
<td>70% isopropyl alcohol / Lysol wipes/ Clorox wipes</td>
<td>Allow surface to air dry</td>
<td>After each use</td>
<td>Admin rotation</td>
</tr>
<tr>
<td>Meeting room (2022)</td>
<td>70% isopropyl alcohol / Lysol wipes/ Clorox wipes</td>
<td>Allow surface to air dry</td>
<td>After each mtg</td>
<td>Mtg organizer</td>
</tr>
<tr>
<td>Classroom (2024, 4022)</td>
<td>70% isopropyl alcohol / Lysol wipes/ Clorox wipes</td>
<td>Allow surface to air dry</td>
<td>After each class</td>
<td>Dept co-op</td>
</tr>
<tr>
<td>Kitchen/lounge (4024/5028)</td>
<td>70% isopropyl alcohol / Lysol wipes/ Clorox wipes</td>
<td>Allow surface to air dry</td>
<td>2x per day (start and end of day)</td>
<td>Dept co-op</td>
</tr>
</tbody>
</table>
**HIGH-TOUCH AREA DECONTAMINATION**

Surfaces that are touched by hands very frequently tend to be heavily contaminated and become a potential source of COVID-19 infection. As such, we require your involvement to help decontaminate high-touch areas such as desk-surfaces and edges, elevator buttons, door knobs/handles/push plates, light switches, taps, touch-pads/touch-screens, handrails, drawer-pulls, tool handles equipment start buttons and power switches.

**Table 4: High tough area decontamination details.**

<table>
<thead>
<tr>
<th>Item Identifier</th>
<th>Disinfectant</th>
<th>Responsible Person</th>
<th>Frequency of disinfection</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infrastructure high touch surfaces (door knobs, light switches, accessible door plates, etc)</td>
<td>quaternary ammonium solution/Peroxide solution</td>
<td>Plant-ops / Housekeeping</td>
<td>3-4x per day</td>
<td>Daily / Nightly</td>
</tr>
<tr>
<td>Hallway doors (into hallway and not office doors) push bars, accessibility panels, stairwell door handles and push bars, stairwell railings, elevator button, exit door push bars, entrance and exit door accessibility panels</td>
<td>70% isopropyl alcohol / Lysol wipes/ Clorox wipes / quaternary ammonium solution</td>
<td>Plant-ops / Housekeeping</td>
<td>3-4x per day</td>
<td>Daily / Nightly</td>
</tr>
</tbody>
</table>

*Research labs, workshops, and shared office spaces, must follow their own safety plans regarding shared equipment and high-touch areas decontamination.

### 3.4. GROUP PROTECTIVE EQUIPMENT/PERSONAL PROTECTIVE EQUIPMENT

If physical distancing is practiced, additional group protective equipment (GPE)/ personal protective equipment (PPE) will not be required.

However, when physical distancing not be possible for specific tasks or specific situations, GPE such as cloth face coverings should be used.

#### 3.4.1. FACE MASKS

Face coverings are required in all common use areas of University buildings. While in a common use area of a University building, everyone – including employees, students, visitors and contractors – must wear a face covering. Common use areas includes corridors, lobbies,
washrooms, elevators, classrooms, teaching laboratories, classrooms and meeting rooms, as well as any area where physical distancing is not possible.

In employee-only areas, managers will set expectations regarding masks with their teams based on physical setup and work activities.

**Using Face Masks**
Everyone wearing a face mask must follow these standard face mask precautions:

- Maintain consistent and strict adherence to hand hygiene, physical distancing, and respiratory etiquette.
- Wash hands or use hand sanitizer immediately before putting on and after taking off masks.
- Cover your nose and mouth, making sure the mask fits snugly but comfortably against the side of your face.
- Do not share the mask with others.
- Avoid touching the mask while using it.
- Do not touch your eyes, nose and mouth when applying or removing the mask.
- Remove the mask by grasping the ties or ear loops, and avoid touching the front of the mask.

Managers and researchers can order cloth face masks from Central Stores using the on-line stores requisition form (item code 33-0989).

**Compliance**

To ensure users comply with the requirements and protocols outlined in this guide, consequences for non-compliance will be administered to those who fail to follow the expectations outlined.

Staff, faculty, and the Safety Officer will monitor activity and remind individuals of the requirements and protocols and their responsibilities. When breaches do occur they will be handled as follows:

- First offence: Offender will be reminded of the protocol with a verbal warning.
- Second offence: Offender will be reported to their PI/Supervisor for a formal warning.
- Third offence: Offender will be reported to the department Chair for appropriate action. (Students, post-docs, and visiting researchers will be suspended from campus for one week; faculty will have their office privileges revoked for one week; staff will be written up, and a note will be placed in their HR files).

Repeat offenders will be suspended from campus (Students, post-docs, and visiting researchers will be suspended from campus for one term; faculty and staff will be suspended from campus for a duration determined at the discretion of the Chair.)
4. HEALTH PROTOCOLS
It is important for the health of everyone on campus that we all monitor our health and take action to limit the spread of COVID-19. This includes performing regular self-assessments, staying home when any signs of illness are present, and reporting our absences so that contact tracing can be conducted if necessary, as described below.

4.1 SELF-ASSESSMENT SCREENING
To minimize the risk of community spread, employees and students must not come to campus when ill.

The University requires that employees and students monitor themselves daily for symptoms of COVID-19. The COVID-19 self-assessment tool, found in the WatSAFE app and on the University’s Health Protocols site provides clear directions on how to self-assess.

Signage posted at building entrances will remind employees and students to conduct self-assessments.

4.2 ILLNESS AND ABSENCE REPORTING
Do not participate in work or allow a member of your team to participate if exhibiting COVID-19 symptoms. Review and follow the University’s Health Protocols at all times.

All employees must be aware of the symptoms and the importance of reporting symptoms and/or absences to their supervisors or delegates before the beginning of the first day absent.

Due to COVID-19, all absences should be reported to the supervisor. Confidentiality of personal information will be maintained at all times and subsequent actions will include:

- If the employee is ill, the supervisor is to report this directly to Occupational Health.
- The supervisor is to proceed with usual illness reporting procedures through Workday (Not applicable for CUPE employees)
- During the return to campus phase, Occupational Health will continue to monitor all absences

5. CONTINGENCY PLAN
If an employee or grad student has symptoms of COVID-19, tests positive for COVID-19, or is required to self-isolate, that person must proceed directly home to self-isolate and contact their health care provider or a COVID-19 Assessment and Testing Centre directly. They must report this to their supervisor immediately, using the process outlined in section 4.2 Illness and Absence Reporting.

The supervisor will conduct a Contact Tracing review of all others that recently came into contact with that person and alert them of the situation for self-monitoring. The person’s workspace should be disinfected (Refer to section 3.3.4 Surface Decontamination in this safety plan).
If someone becomes ill in class, whether they report symptoms or simply display symptoms, the instructor will ask them to proceed directly home to self-isolate and contact their health care provider or a COVID-19 Assessment and Testing Centre directly. The surfaces that person touched and the area where that person had been, including a two-metre radius around it, should be cleaned and disinfected. (Refer to section 3.3.4 Surface Decontamination in this safety plan).

5.2 COVID-19 OUTBREAK

If an active outbreak of COVID-19 in the Department of Chemical Engineering presents significant hazard to students, faculty, and staff in E6, and upon the recommendation from Ontario Public Health, the department will return to Phase 1 as follows:

- All Chemical Engineering spaces in E6 will be closed and sanitized.
- All but essential employees will work at home. Employees must not report to campus for work.
- Arrangements for full remote delivery of classes and/or exams will be implemented, or classes will be postponed and suspended where this is not possible.
- All international and domestic travel will be suspended. Visits from all domestic and international visitors will be canceled.

6. ACKNOWLEDGEMENTS

Acknowledgement can be done electronically by filling the acknowledgment form in the link below.


<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marc Aucoin, Chair</td>
<td></td>
<td>Dec 18, 2020</td>
</tr>
<tr>
<td>Elizabeth Bevan, Admin Officer</td>
<td>Liz Bevan</td>
<td>January 28, 2021</td>
</tr>
<tr>
<td>Tom Dean, Technical Operations Director</td>
<td>Tom Dean, P. Eng.</td>
<td>January 28, 2021</td>
</tr>
<tr>
<td>Charles Dal Castel, Safety Officer</td>
<td>Medalist</td>
<td>Jan 27, 2021</td>
</tr>
</tbody>
</table>

Department head acknowledgement:

I have implemented all procedures outlined in this document to reduce infection risk of COVID-19. Those found not following these directives will be subjected to corrective action up to and including disciplinary measures.

Name: Marc Aucoin, Chair

Signature: ___________________________ Date: _Dec 18, 2020_