



May 21, 2020

To: Raptor Employees and visitors

Re: The Covid19 Pandemic

As the management of Raptor Integration, we recognize the seriousness of the current medical environment, and wish to take all reasonable precautions to protect our staff, suppliers and customers. In putting together this policy, we have worked to act with cautious responsibility, in accordance with best evidence, and to not stoke alarmism and fear. Thus, after consulting current Government of Canada and BC Center for Disease Control guidelines on the outbreak, we are implementing the following policies for Raptor Integration until further notice:

1. **Our work place will remain open.** Our office occupancy of 12-14 falls well under the 50 participant threshold set by the BC-CDC. Additionally, there is ample room for people to maintain safe distances from other employees.
2. We do work in a collaborative environment that requires occasional meetings to establish a consensus on an approach to a given problem. In these circumstances, practicing diligent personal precautions - donning appropriate personal protective equipment (PPE) may be required.
3. Employees may request to work from home. Each case will be treated on an individual basis.
4. Employees are encouraged to take more frequent breaks to have an opportunity to wash their hands with soap and hot water.
5. Participants are encouraged to bring their own alcohol-based hand sanitizer to work. When it is available, the company will provide hand sanitizer as well.
6. The office will be supplied with an ample supply of disinfectant sprays and wipes if possible. Employees and managers are jointly responsible for ensuring that frequently contacted surfaces and equipment are wiped down regularly.
7. If you feel poorly, or develop any symptoms that might suggest a Covid19 infection, you are requested stay away from the work place, seek medical attention and arrange to work remotely (if possible) until your symptoms have passed.
8. We understand and respect that healthy people - especially in higher-risk groups - might wish to exercise additional caution during this time, and they are encouraged to not to put themselves or others at risk.



9. Delivering product and services to our customers requires most employees to travel to customer sites for commissioning or service of equipment. This necessary travel may increase the risk of contact to Covid19. In each case a risk assessment should be carried out prior to a trip taking place. The subject employees will be participants in the Covid 19 risk assessment which will include at minimum the following elements:

- safe travel to/from the location
- safe accommodation
- safe food plan while away
- safe working conditions at the customer facility

The purpose of the assessment is to expose any unusual risk to covid19 that may exist and to mitigate the potential of increasing transmission of the disease.

10. It is expected that employees will follow hygiene protocols and social distancing techniques when away from the work place or at customer facilities.
11. Visitors will be limited to the front entrance of the building in most cases. If a visitor is required to proceed beyond the entrance, the visitor will be required to wear a mask.
12. Employees that have been working out of the office for five or more days will be required to wear a mask for the first five days up returning to the office work environment.
13. This page will be updated if new information or BC-CDC recommendations become available.

Thank you for your understanding and patience during this time.

Stay safe, and please continue to observe safe practices at home and in public.

sincerely

**MANAGEMENT
RAPTOR INTEGRATION INC.**