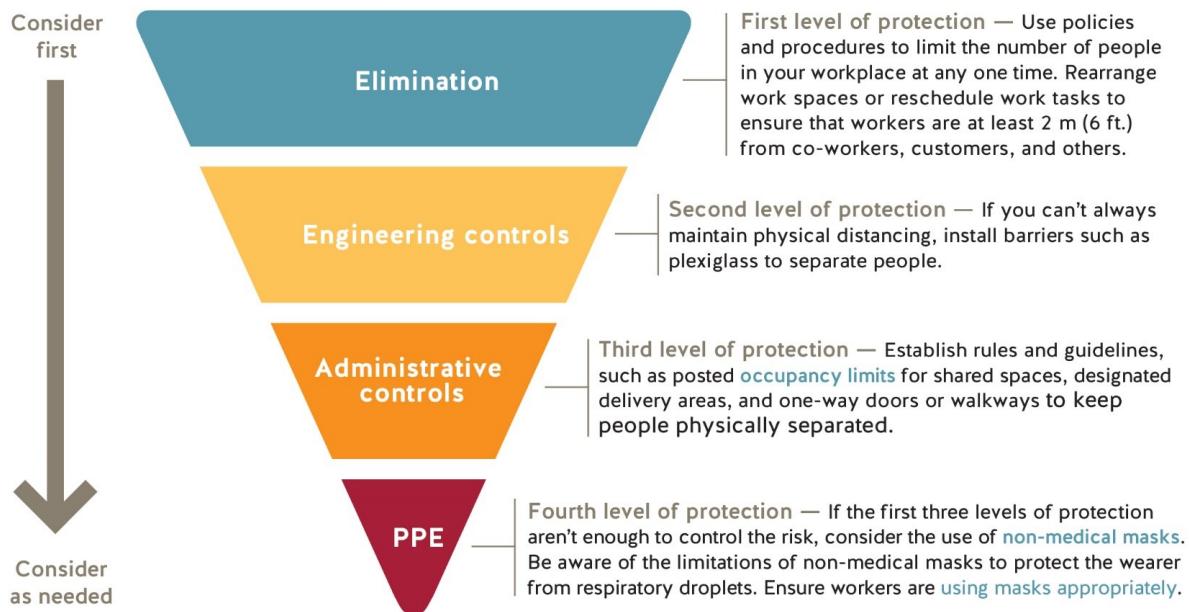


Royal Printers COVID 19 Safety Plan

Royal Printers is committed to providing a safe and healthy work environment for all employees and suppliers who step into our facility. A combination of measures are being used to reduce the risk of COVID-19 transmission in our workplace. Our safety plan has been developed in conjunction with our Joint Occupational Health & Safety Committee and is based on guidance published by WorkSafeBC.

This is a living document and will be reviewed and revised as needed. If you have any suggestions as to how we can improve our procedures, please provide your suggestions to any member of management.

To reduce the risk of the COVID-19 spreading through droplets in the air, it is necessary to implement protocols to protect against the identified risks. Different protocols offer different levels of protection. Wherever possible, the protocol that offers the highest level of protection should be used. Second, third, or fourth level protocols are considered if the first level isn't practical.



Below is a list of all the measures Royal Printers has implemented to reduce transmission...

1st Level of Protection: Elimination

- Sales & Accounting staff have reduced in-office hours, and work from home whenever possible.
- Sales & Management have been asked to schedule meetings virtually, rather than in person.
- Limit the number of employees in the building to 35 at all times.
- Only accepting deliveries & courier pick ups at the shipping bay.

2nd Level of Protection: Engineering

- Scheduling employee's production to ensure everyone is practicing social distancing.
- Adding a plexiglass shield at reception to ensure protection during customer pick-ups.

3rd Level of Protection: Administrative

- Each employee & visitor is required to sanitize their hands when entering the building.
- Only single-use dishes & utensils are available in the kitchen.
- All common area surfaces in the building are professionally cleaned 4 times a week.
- Multiple sanitization stations are located around the building.
- The JHSC meets monthly to discuss ways in which we can reduce the spread of COVID-19, and improve the measures currently in place.
- Signage is posted around the building, which highlights cleaning & hand washing protocols.
- Entrance surfaces are cleaned at the end of each day.

4th Level of Protection: PPE

- Masks and gloves are available to employees who would like to use them.

Below is a list of all the policies Royal Printers has implemented regarding self-isolation...

- **Those that travel abroad** will be required to self-isolate for 14 days from the day they return home. Please keep this in mind when creating your travel plans.
- **Those that are exhibiting flu symptoms** or symptoms in line with COVID-19 will be asked to self-isolate for 14 days. You may resume work early if you're able to obtain written permission from a doctor or received negative test results.
- **If you have been in contact with someone** who is a confirmed positive case of COVID-19, you'll be asked to self-isolate for 14 days from the time you were in contact with them.
- **If someone in your household is exhibiting symptoms**, you will be asked to self-isolate for 14 days.
- **If someone in your household has returned home from travel abroad**, you will be asked to self-isolate for 14 days from the time they arrived home.