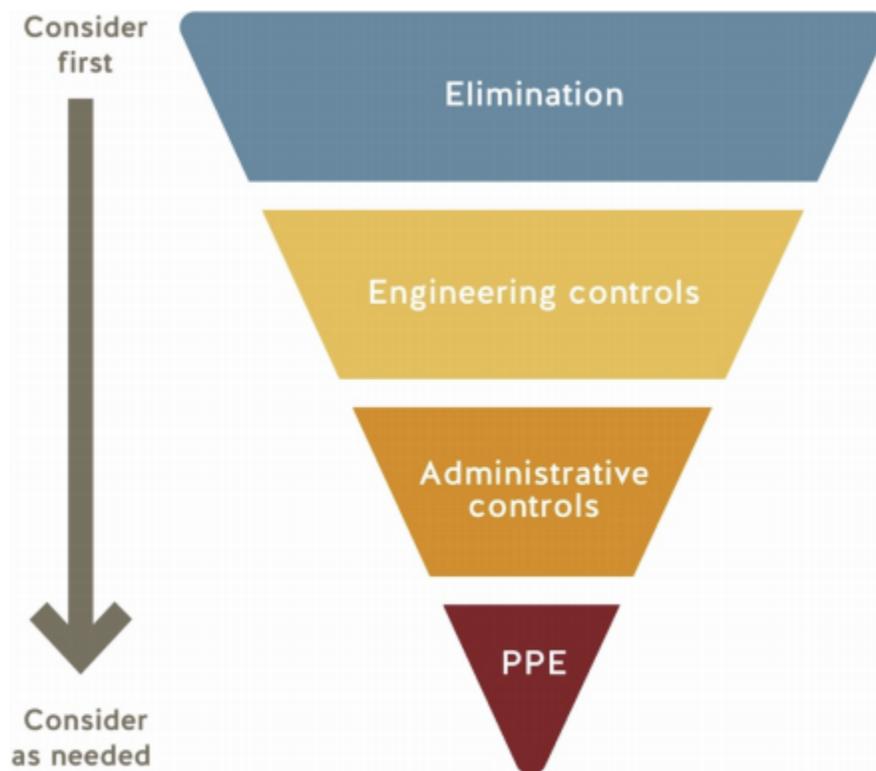


Protocols Implemented to Reduce the Risks of COVID -19

IITA has identified areas and activities where there may be risks of contracting COVID-19, either through close physical proximity or through contaminated surfaces, and we have implemented controls to address these risks.

Note that different protocols offer different protection. Wherever possible, IITA will use the protocols that offer the highest level of protection. The protocol used will be determined for each type, and area of, interaction based on the following protection levels:

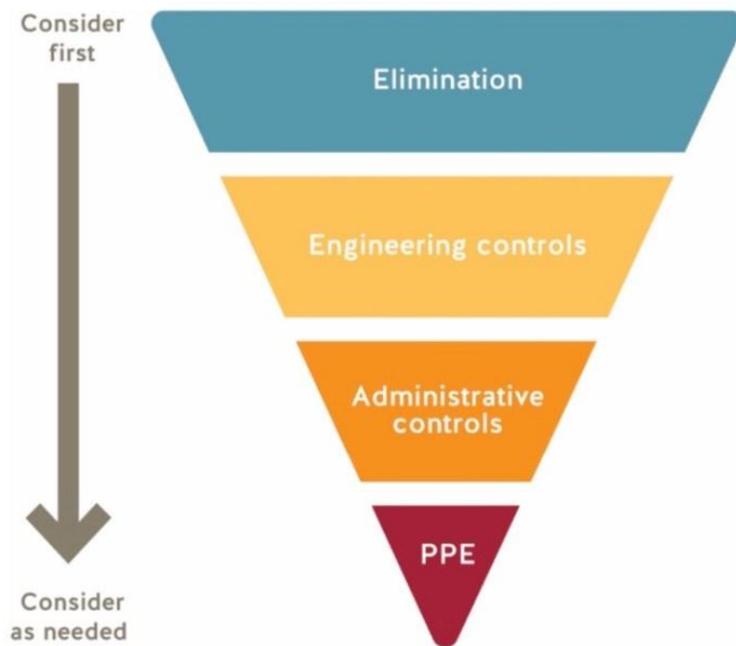


*First level protection (elimination): IITA will use policies and procedures to keep people at a safe physical distance from one another. Limit the number of people gathering and implement protocols to keep individuals at least 2 metres from other team members, tenants, clients and community members.

*Second level protection(engineering controls): N/A (working from home offices).

*Third level protection (administrative controls): IITA will establish rules and guidelines around COVID-19.

*Fourth level protection (PPE): If the first three levels of protection are not enough to control the risk, IITA recommends staff and contractors to wear non medical or medical masks to protect the wearer from respiratory droplets. Ensure individuals are using masks appropriately.



*Image Provided by www.worksafefbc.com

Policies

1. Team & Contractors

Individuals must work remotely and not meet in person unless approved by the Executive Director (and only when necessary). Any team members or contractors that are feeling sick must stay home and are prohibited from meeting with vendors or clients or other team members. There are no exceptions.

NOTE: If you need to have an in-person meeting and feel comfortable doing so, please use a location that is open, and outdoor, maintain a safe distance (6 feet), and use proper sanitization methods.

2. Team directed by Public Health to self-isolate

Any team member or contractor, as may be directed by Public Health, are required to self-isolate until Public Health has decided that it is safe for them to resume normal activities. Similarly, if you live in the same household as a confirmed or clinical COVID-19 case who is self-isolating, you must stay away from in person meetings.

3. Team Travel & Transportation Policy

IITA will follow the BC Government, Provincial Health Officer and BC Centre for Disease Control, respectively to recommended travel policies and protocols. Currently, IITA 's travel policies are as follows:

- Any team member that has travelled outside of Canada must remain away from the office and self-isolate for at least 14 days.
- Interprovincial travel will be reported to the ED with the possibility of self-isolation upon return. Self-isolation is determined based on the potential level of exposure, and options to continue to work from home during this time.
- No in-person transport of team members/clients and/or vendors to jobs, appointments or other meetings within the community.
- Where possible all staff can communicate virtually using phone, zoom meetings, text message.

4. First Aid Policy

Given operational procedures and status as above, there is no requirement to have a First Aid Attendant. If First Aid beyond a basic first aid kit is required, team members have been directed to either proceed to a medical office for assistance or in cases of emergency, call 911.

5. Working Alone Policy

With IITA team members working from home, there is a possibility that some of our team members are working alone without anyone present to check-in on their well-being. Given this, IITA has developed a system for ensuring that persons that live alone and are working from home are checked in regularly. The process is as follows:

- ED will document who on the team does not have another person regularly present while they are working from home;
- Team members will connect once a day via phone, text or email.
- If a team member does not send a message in response, the team member will inform the ED and get a hold of the individual and/or take further steps to ensure the well-being of the individual.

6. Working at Home Policy

- IITA has given up its office space as of July 1st, 2020 and began remote operations, to-date.
- IITA has asked all team members to work from home during the COVID-19 pandemic. Our team are considered “at work” when working from home and, as such, WorkSafeBC requires those working from home to take steps to ensure their health and safety including:
 - Ensuring you have a comfortable and safe workspace sensitive to your personal ergonomic needs;
 - Office area is clear of trips, slip and fall hazards
 - For managers and their team members, checking in with one another at least once a day (by phone, email, or text) to ensure wellbeing; and
 - Identifying proper evacuation procedures from the home.
 - Any workplace incidents or injuries arising “out of and in the course of” working from home must be reported to the ED. Not all at home incidents and injuries need to be reported, only those that were caused by the work activities being conducted at home.

Communication Plan & Training

IITA's ED & GM have been communicating regularly about our COVID-19 Safety Plan, returning to the office space (possibly in the future) and the measures implemented to ensure the return to the office is done safely. The COVID-19 Safety Plan is posted on IITA's website.

In addition, IITA team members have been provided a copy by email and asked to confirm their understanding of its contents. Updates to the COVID-19 Safety Plan may be necessary to address newly identified risks, concerns, or regulatory requirements. Updates to the COVID-19 Safety Plan will be tracked by highlighting additions in RED. IITA's ED & GM will monitor the implementation and adherence to the COVID-19 Safety Plan. IITA does not believe there are any potential risks from resuming in person operations.