

Advanced Electrical Services (AES) takes the health and safety of all its employees as its most important mandate. The protection of the employees and the public has always been our number one focus, and that has been illustrated even more than ever during the COVID-19 pandemic.

AES has worked hard to integrate and adapt our existing procedures into our pandemic response. Involvement at all levels of the company has been paramount for this to be successful.

AES has adopted best practices from many of our clients, peers, and governments to expand our current practices and procedures. We would like to thank all safety professionals and the leadership within these organizations for sharing during this critical time. Our goal by sharing this, is to do the same and assist our community and everywhere possible. Beyond creating a safe environment for our staff, we also want to ensure we only have a positive impact on our client's critical electrical systems. Thankfully these two things go hand in hand.



CREATING A SAFE WORK ENVIRONMENT FOR EMPLOYEES (KEY TOPICS INCLUDE)

- Crew size, scheduling, and interactions
- Washing hands
- Hand sanitizing
- Disinfecting with wipes
- Disinfecting / cleaning test equipment
- Use of technology for training, troubleshooting site issues, meetings, and mental health support
- Disinfecting / cleaning vehicles
- Disinfecting surfaces
- Identifying approved disinfecting products (more detailed usages of approved disinfecting products can also be found in AES's "Pandemic Emergency Response Plan")

It is important for AES to maintain operational readiness, so all AES employees have been empowered to create their own safe workspaces. An example of this process from the start of an average day would be:

- Disinfect the crew vehicle (as per "SWPRA-2 Disinfecting Equipment and Vehicles".)
- Keep two employees or less per vehicles and not switch vehicle occupants during a project
- Establish the work zone based upon the scope of work
- Use of yellow or red tape to cordon off the overall work area to limit outside access
- Use of yellow or red tape to cordon off the personal work areas so physical distancing can be practiced by each individual
- Clean and disinfect the area
- Tape to cordon off the overall work area to limit outside access

TAPE TO CORDON OFF THE PERSONAL WORK AREAS #1



TAPE TO CORDON OFF THE PERSONAL WORK AREAS #2



DISINFECTED TEST EQUIPMENT AREA



PRE-PROJECT KICKOFF AND DAILY HAZARD MEETING

Prior to the crew arriving on site and each day at the morning toolbox, the supervisor reviews potential hazards and mitigation controls with the team. This is not exclusive to COVID-19 but also applies to all the regular hazards that come with live electrical testing and commissioning. The crew then is assigned their personal work areas. All AES technicians practice physical distancing during their regular workday. An employee may feel it necessary to set up more barricade tape as a visual reminder of his personal workspace. Additional steps on site have been implemented to maintain professional physical distancing, such as:

- Controlling personal testing space
- Reducing crew sizes on site
- Staggering breaks
- Providing extra PPE (gloves/masks)
- Avoiding public site gathering areas like lunchrooms
- Advising best practice for washing hands and using washrooms / wash cars

AES IS USING SEVERAL STRATEGIES RELATED TO CREW SIZE AND INTERACTION BOTH INSIDE THE TEAM AND EXTERNALLY:

- Crews are broken into small groups or work pods
- Whenever possible these pods are limited to four members or less
- Keeping daily field reports (DFR) to track any interaction an employee has with another worker outside of his pod.
- In the case of a potential pod becoming contaminated, this process will allow AES management to isolate any other potentially infected persons so they can quarantine.
- The pod system would also allow a pod that has to quarantine to be replaced by another group to carry on with any critical essential services such as power reliability to a city/town or hospital, etc.

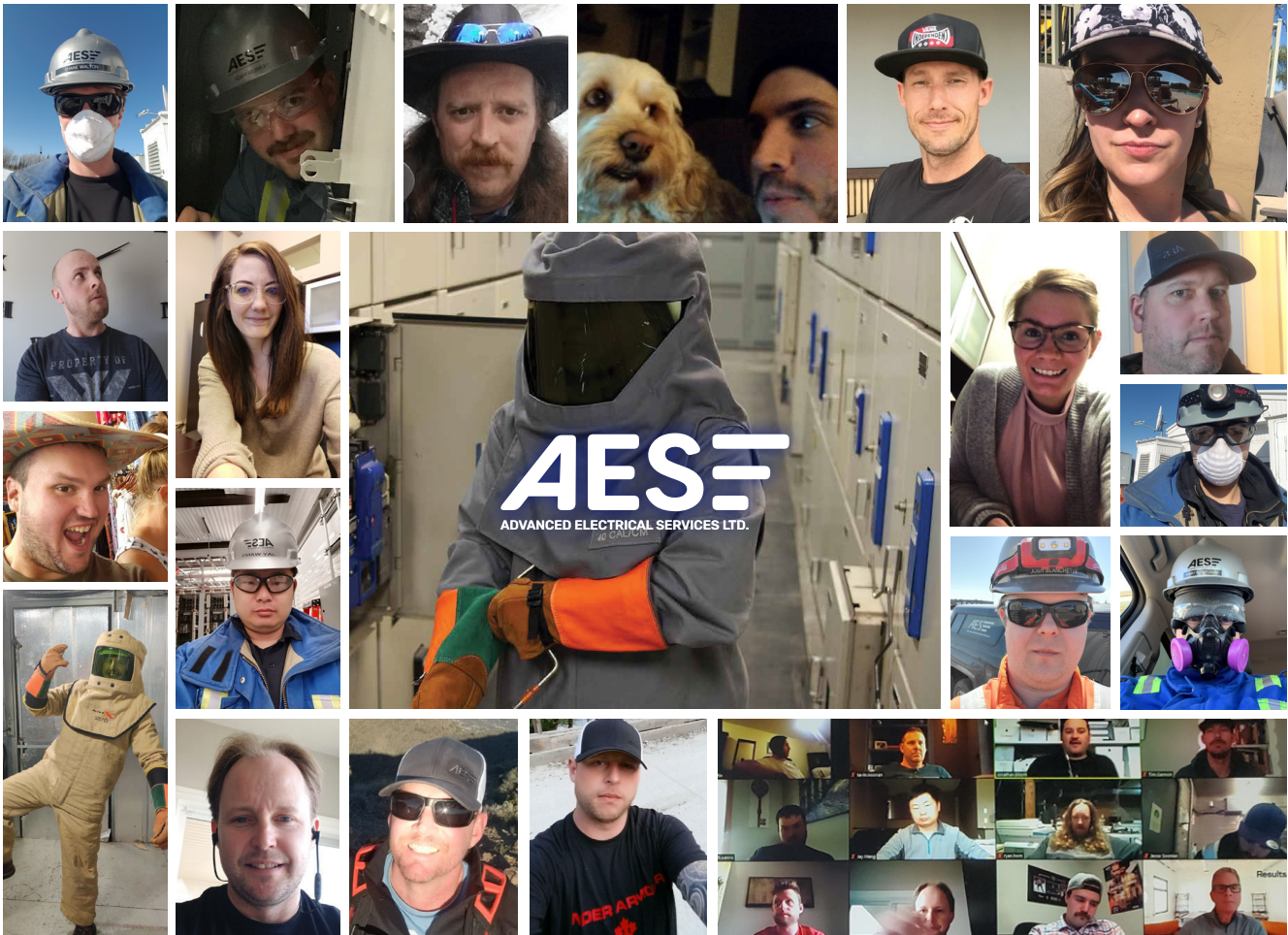
Physical distancing has also been adapted by both field staff and the administrative side of AES. All managers are now working from home offices and attending to internal and client meetings remotely. Field staff are utilizing various technologies for troubleshooting as well as for technical training while maintaining a safe distance.

AES HAS UTILIZED VARIOUS TOOLS TO ACCOMPLISH THIS INCLUDING BUT NOT EXCLUSIVE TO:

- Microsoft teams
- Zoom meetings
- Telus conference call service
- Whatsapp
- Text communication

AES ADMINISTRATION HAS ALSO BEEN PROVIDING REGULAR UPDATES TO THE SITUATION. THESE UPDATES MAY INCLUDE:

- New or revised policies
- Toolbox topics
- Mental Health resources
- Best practice reminders
- Optimistic reports
- Leadership training (currently switched from in-class to remote)
- Humor in form of memes or videos



**APART, BUT TOGETHER
WISHING YOU THE BEST FROM THE TEAM AT AES**

THE BASICS



WASH YOUR HANDS FOR AT LEAST 20 SECONDS USING ANTIBACTERIAL SOAP AND WARM WATER



WHEN YOU CAN'T WASH, USE A HAND SANITIZER WITH AT LEAST 70% ALCOHOL CONTENT



DISINFECT HIGH-TOUCH SERVICES WITH DESIGNATED CLEANING PRODUCTS



AVOID USING OR TRAVELLING THROUGH ALL COMMON & HIGH-TRAFFIC AREAS LIKE LUNCH-ROOMS OR WASH CARTS



TRAVEL ALONE WHEN POSSIBLE OR LIMIT VEHICLE OCCUPANCY TO 2 FOR THE DURATION OF A PROJECT AND DON'T CHANGE VEHICLES

THE ADVANCED



DISINFECT AND CLEAN ALL JOB SITE EQUIPMENT BEFORE USE, AND CLEAN COMPANY VEHICLES REGULARLY



SHARE WINS AND SUCCESSES



USE ONLY APPROVED DISINFECTING PRODUCTS**

**SPRAY 9 IS THE DISINFECTANT WE USE TO ENSURE WE SAFELY AND APPROPRIATELY DISINFECT ALL WORKPLACE SURFACES



INCREASE COMMUNICATIONS WITH YOUR TEAM AND CONDUCT REGULAR STAFF WELL-BEING CHECK-INS



BE PREPARED TO OFFER MENTAL HEALTH SUPPORT SERVICES TO YOUR TEAM AS THE ISOLATION CONTINUES TO DRAW ON

WORK-SITE SPECIFIC



USE TECHNOLOGIES SUCH AS ZOOM OR WHATSAPP TO REDUCE THE NEED FOR CREW MEMBERS TO BREAK THE 6FT BARRIER



REDUCE CREW SIZES BY HALF & HAVE CREWS WORK IN DESIGNATED PODS WITH STAGGERED BREAKS



USE DAILY FIELD REPORTS TO TRACK ANY INTERACTIONS BETWEEN EMPLOYEES IN DIFFERENT WORK PODS



CORDON OFF THE OVERALL WORK AREA AND RESTRICT ENTRY & EXIT TO LIMIT OUTSIDE ACCESS



USE OF RED OR YELLOW TAPE TO CORDON OFF PERSONAL WORK AREAS TO FACILITATE "PROFESSIONAL DISTANCING"