

# COVID-19 SAFETY PLAN

As of July 7, 2020

## What's been done so far at First Majestic Silver?

**Phase I** – implemented a work from home policy with minimal staff at the office. We maintained a “bi-weekly” work schedule that tracked all staff and their workplace.

**Phase II** – The BC government has now begun to implement phase 3, in an effort to restore normal life in our communities and workplaces. The official guidance is still to work from home where possible. At First Majestic, we are rolling out our return to work plan and taking the necessary precautions for employee health and safety. A COVID-19 Committee, which reflects a cross-section of the Company's employees, has been formed to ensure a COVID-19 Safety Plan is developed that conforms to [WorkSafeBC protocols](#). Once the Safety Plan is in place, the Company will have an online training session to review the Plan and ensure everyone understands it fully. **Please note, only essential visitors will be allowed in the offices at this time.**

The Company is committed to observing the orders, notices, or guidance issued by the Provincial Health Officer and understands the necessity for social distancing. Those whose preference is to continue working from home may continue to work from home, and that preference will be respected. It has been noted that videoconferencing has supported, and may continue to support, meetings while working from home.

Employees who have indicated a preference or desire to return to the office will be supported in doing so provided that they adhere to the contents of the Safety Plan and with the understanding that, if we have too many employees who wish to recommence working at the Company's office, schedules will have to be implemented for those in the office to ensure proper spacing given the size of our floor space. We ask that you please communicate with your manager if you want to return to the office and you will be advised when you will be eligible to do so.

For those employees using public transit who may have concerns, please work with your manager to access “off-peak” hours on the transit system to minimize your exposure to large groups in potentially small spaces.

We do not anticipate a full staff complement in the short-term. We do not know what the future looks like and there is no need to “rush” into any set agenda – this will be an evolving approach. In this Phase, we are keeping the **maximum** number of people in the office to **20**, which correlates to approximately 50% of employees.

All offices / common spaces will have signage and stickers pertaining to COVID-19 and observation of social-distancing. We have reviewed our floorplan and are addressing physical distancing requirements with respect to workstations.

In addition, all offices will have our COVID-19 Safety Plan posted. We will be holding employee information sessions online to review the plan with all employees. We have attached a copy of the Safety Plan along with this document.

Showing professional courtesy and maintaining physical distancing will help to ensure a safe work environment for all. In some instances, a friendly reminder to somebody who is not respecting the rules may be the best approach. We all have habits developed over many years and it is easy to slip up. We want to protect ourselves, our colleagues and their families.

Staff are expected to do a thorough self-analysis each morning. If you are exhibiting any symptoms of COVID-19 including coughing, sneezing, fever, sore throat or difficulty breathing, lack of sense of smell or taste – notify your manager and **do not come to the office**.

If you or any members of your household have travelled out of country or province, you cannot return to the office for 14 days.

Please direct any questions to your manager and/or Human Resources.

Thanks for your patience and cooperation during this difficult time.

**First Majestic Silver – COVID-19 SAFETY PLAN**  
**As of July 7th, 2020 – Subject to Change**

First Majestic has implemented the following practices and procedures that apply to ALL STAFF in the Vancouver office, in response to the COVID-19 pandemic, so as to reduce the risk of transmission of the virus and maintain a safe work environment for everyone.

Our COVID-19 Safety Plan has been developed through:

- Information from various sources – government health websites (WHO/WorkSafe BC), contact with other mining companies and employee feedback; and
- Input from our Crisis Management Team and the Vancouver office COVID-19 Committee.

We will also supplement the Safety Plan with an employee survey.

It should be noted that this is an “evolving process” and the Safety Plan will be reviewed and adjusted accordingly.

We recognize that these protocols are a significant departure from our previous normal office work protocols and that they pose a significant challenge. However, they reflect the current circumstances and executive directions from the Provincial Health Officer and WorkSafeBC, as modified to suit our office environment.

### **1. Cathedral Place Protocols**

Employees are required to adhere to the building rules which currently require physical distancing and direction flow to use elevators and limits on the number of individuals in each elevator.

### **2. Physical Distancing**

Everyone coming into the office must maintain a physical distance of 2 metres from other persons at all times.

We have reviewed our office layout and have made adjustments to ensure sufficient distancing is in place for all workspaces. We have reduced the number of the people in the office on any given day and scheduled attendance in order to achieve physical distancing for all employees at their workstations.

In scenarios where employees’ workstations are not 2 metres apart or too close to walking spaces, those individuals will be moved for an interim period to a workplace which will meet the standard.

### **3. Occupancy Limits**

We have identified the key areas in our office where people generally congregate, such as boardrooms, kitchen, copy room, etc. In all of the noted common areas, the Company has supplied

sanitary products (hand sanitizer / disinfectant wipes) and we ask that you use them upon entry and exit of these spaces. The following occupancy limits have been established and apply to the following common spaces in the office and may not be exceeded:

Boardroom San Dimas	9
Boardroom La Parrilla	4
Boardroom La Encantada	4
Boardroom San Martin	4
Boardroom Springpole	4
Kitchen (Max 3 at each large table and 2 at the small table)	8
Copy room	2
Washrooms	2
Vault	2
Offices – if size allows	2
Workstations	1
Elevators (per building standard)	2

**Note: it is at the discretion of all staff to wear face masks if so desired.**

#### **4. Kitchen**

Employees are asked to minimize the use of the kitchen area and maintain physical distancing at all times. Employees are encouraged to eat in your office or at your workstation.

Upon entering the kitchen, please wash your hands prior to touching any of the other commonly touched areas – sinks, cupboard doors, fridge handle, microwave handle, and copier / printer buttons.

All employees are expected to clean up **COMPLETELY** after themselves in the kitchen area. As with all common spaces, sanitary materials (Disinfectant wipes / hand sanitizer) will be provided and easily accessible. No dishes are to be left on the counters or in the sink – all dirty dishes must be placed in the dishwashers.

#### **5. Social Gatherings**

Although not prohibited, please use caution and avoid meeting or gathering in the office or the hallway.

We ask that you avoid wandering around the office and commit to spending the bulk of your time in your office or workspace.

## **6. Use of PPE (Personal Protective Equipment)**

The Company will provide all employees with masks, it is an individual choice if you wish to use a mask at work.

Some employees may choose to wear masks. Please ensure you understand how to correctly put your mask on and take your mask off. Sanitizing your hands before and after touching your mask is required. All employees will be given hand sanitizer and wipes for their workspace. In addition, hand sanitizer stations will also be located throughout the office.

For more health information please check out the following:

[http://www.bccdc.ca/Health-Professionals- Site/Documents/COVID19\\_SurgicalMaskPoster.pdf](http://www.bccdc.ca/Health-Professionals- Site/Documents/COVID19_SurgicalMaskPoster.pdf)

When conducting meetings with other individuals, it is appropriate to ask others to maintain social distancing in the room, use the sanitizing products upon entry, be respectful of others who chose to wear a mask and speak up if someone is not observing the protocols – a pleasant reminder is not a bad thing.

## **7. Cleaning & Hygiene**

We have identified the high touch areas in the office and will be sanitizing them on a frequent basis each day. Each night we have cleaners in our office, who are performing additional cleaning activities – wiping all surfaces and doorknobs. In addition, all bathrooms are cleaned throughout the day by building services.

Wash or disinfect your hands:

- Immediately upon arrival at the office
- After coughing or sneezing
- Frequently throughout the day

Wash or disinfect your hands before using a common resource in the kitchen and copier areas.

Wash or disinfect your hands after touching a high contact area such as a doorknob; a paper dispenser; an appliance in the kitchen, or a copier.

Upon beginning each day, wipe down your desk and workspace.

Desks and equipment cannot be properly sanitized if they are not kept neat and tidy.

## 8. Essential Visitors

At this time, we will only be conducting meetings with essential visitors at the office until further notice. All visitors, including deliveries, are required to provide contact information in case contact tracing is required. Please use available technology such as Microsoft Teams or Zoom, etc. to conduct meetings with external parties.

In the event a visitor arrives without an appointment, reception will advise them of the requirements of our Safety Plan and ask them to contact our office via phone or e-mail.

## 9. Daily Self Check

Please take all proper precautions prior to coming to work, remember rule number one – if you feel sick or exhibit any symptoms **DO NOT COME TO WORK**. This is one of the best things you can do to ensure the health of everyone at the office.

We are asking all staff to do a daily thorough self-analysis.

Do not come to the office if any of the following apply:

- You have been diagnosed with COVID-19 or think you may have been exposed
- You have been in contact with anybody that has been diagnosed with COVID-19
- You are experiencing a loss of taste / smell
- You have a fever
- You are experiencing more than normal sneezing or coughing
- You are experiencing a sore throat
- You are having difficulty breathing
- If you or any members of your household have travelled out of province, or out of the country, you are required to self quarantine for 14 days

## 10. Symptomatic and Sick Employees

If you have any of COVID-19 symptoms, you should contact your health professional to seek further guidance. For more information see: <https://ca.thrive.health/covid19/en>

If you are in the office and start feeling any symptoms, please advise your manager and leave the office immediately (if able). If you need assistance, please contact reception and they will provide first aide or assist you.

If you are diagnosed with COVID-19 and you have been working at the office anytime during the previous 2 – 3 weeks, we request that you immediately inform your manager. Your diagnosis will remain confidential, but we will need to take action to prevent transmission of the virus and may seek your assistance with contact tracing. Employees that have had a positive diagnosis of COVID-19 will be able to return to work in the office when they are considered COVID-19 free by the

appropriate health authority and following a determination of the Vancouver office COVID-19 Committee.

## **11. Working from Home**

If you are continuing to work from home, here is an additional resource that may provide helpful tips and guidelines for the home/work environment. Additional information can be found on the [worksafeBC](#) website.



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