

Policies and Measures 2019 Novel Coronavirus (COVID-19)

March 12, 2020

We are closely monitoring developments related to the coronavirus and wanted to update you on the measures and guidelines we have in place to support the health and safety of all employees and minimize any impact on our business.

For all incidences outlined below, please notify your Manager immediately

Travel to/from affected areas

- If you or someone in your household are planning to travel you must notify your Manager and Human Resources prior to leaving the country and upon your return, so we can take the necessary precautions including updating you before and during your travel. A work from home period may be required following your return
- Further to the recommendations made by the Government of Canada, please avoid all unnecessary and non-urgent travel to the affected areas – (Visit this link to obtain up-to-date information, including affected areas: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>)

Exposure to Environment or Individual

If you have been exposed to an environment or individual who is confirmed or being evaluated for the infection

- An employee who has knowingly been exposed to or has come into direct contact with an individual or an environment with the known contagion (household, hospital, or any environment with an infected individual), even if you don't show the symptoms is subject to 14-day isolation
- If you have been in contact with an individual who has returned from an affected area and they are in quarantine, you are required to work from home for a period of 14-days
- Each instance will be assessed by management on a case-by-case basis, based on government and medical advice
- If you or someone in your household has been in contact with someone returning from one of the designated the affected areas listed by the Government of Canada <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>, today and onwards you should notify your Manager and work from home for a period of 14 days; this is due to the latency period of up to 14 days

Individuals who Exhibit Symptoms:

A) If you are Exhibiting Symptoms Post Exposure to the virus:

- If you are exhibiting symptoms of the virus (fever, cough, shortness of breath) then you are not to enter the workplace and are to stay at home.

- A medical note is not required to stay home at this time, a written clearance from a medical professional is required prior to the employee returning to work
- Absence will be handled under the Company's existing Personal day or Disability Policies

B) If you are Exhibiting Flu or Flu-like symptoms without Exposure to the virus:

- If you are exhibiting symptoms stay home, do not come into the office and seek medical advice, as required
- Please contact your manager about working from home
- Contact your manager prior to your return to work.
- A medical note is not required to stay home at this time, a written clearance from a medical professional is required prior to the employee returning to work
- If an Employee is ill and is unable to work from home, then the absence will be handled under the Company's existing Personal Day or Disability Policy

Confirmed Cases:

- Employees who are confirmed to have contracted the virus are to remain in quarantine as directed by a medical professional
- Absence will be handled under the Company's existing Personal day & Disability Policy
- A medical note is not required to stay home at this time, a written clearance from a medical professional is required prior to the employee returning to work

If you are concerned about being in the workplace

The Company continues to monitor the situation as it evolves and will continue to share updates with you as the information becomes available. Individuals can minimize their own risk through good hygiene practices like regular and thorough washing of hands.

To reduce exposure to and transmission of a range of illnesses, including coronaviruses, you should follow usual health precautions such as:

- Good hygiene practices such as regularly and thoroughly washing your hands frequently with soap and water or alcohol-based hand rub
- Avoid contact with people who are sick
- Maintain at least 3 feet (1 meter) distance between yourself and anyone who is coughing or sneezing (called social distancing)
- Replace in-person meetings with meetings via Teams
- Avoid touching your eyes, nose and mouth
- Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze
- Maintain clean work area, common areas, lunchrooms and eating areas

If you have any questions or concerns, please don't hesitate to reach out to your manager or to HR.

We will provide updates on any new developments and advise of additional actions as required.