



Coronavirus (COVID-19) Company Policy

Policy Brief & Purpose

This Company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions, we assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) Company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

Scope

This policy applies to all employees who physically work in our office(s) and in the field. We request our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

Policy Elements

The following are guidelines and actions we require employees immediately take within the workplace, at home, and in any Company provided accommodations to protect themselves, reduce exposure to COVID-19, and ensure the health and safety of all:

Basics First:

- Wash your hands (using the 20 second rule) or sanitize upon entering the workplace, after using the toilet, while in the kitchen handling the appliances, before using the xerox machine or any commonly used equipment, and if you cough/sneeze into your hands.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers, wear a mask, and take extra precautionary measures (such as requesting sick leave).
- Tidy your work area before leaving work so that the cleaning staff may thoroughly disinfect your workspace every evening.
- Wear a mask while in the office building public spaces and on the elevators.
- Refrain from physical contact with others within the workplace.



Social and Physical Distancing:

- Employees are requested to maintain a 2 meter (6 feet) distance between others while at work, where possible, and everyone is encouraged to continue social and physical distancing outside of work.
- Restrict your movements to your personal workspace as much as possible.
- Employees are encouraged to use the telephone or video conferencing instead of face-to-face meetings as much as possible.

Lunch /Eating Arrangements:

- Employees are permitted to eat at their own desks or outdoors at their discretion.
- Groups of 6 or less may go out for lunch at a restaurant, following all protocols set in this document and by the restaurant, ensuring to maintain a 2 meter (6 feet) distance between each other.
- If lunch is provided to the employees by the Company, follow all the hand sanitizing safety rules and maintain a safe distance.
- Eating and serving areas will be cleaned and sanitized before and after eating.

Sick Leave Arrangements:

- It is critical that employees do not report to work if they are experiencing COVID-19 symptoms (fever, dry cough, difficulty breathing, sore throat, runny or stuffy nose, body aches, headache, chills, or fatigue). Please isolate yourself, advise Human Resources, and contact your provincial health line 811 for further instructions.
- Centers for Disease Control and Prevention recommends employees remain at home for at least 24 hours with no fever (100 F or 37.8 C) without the use of fever-reducing medications.
- If you have a positive COVID-19 diagnosis, you can return to work only after you have fully recovered. You may be required to provide a doctor's note confirming your recovery.
- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request leave or work from home. Employees who report to work ill will be sent home in accordance with our Health and Safety guidelines.

Notify Senior Management and Human Resources immediately:

- If you, or someone you have been in close proximity to, is diagnosed with COVID-19 by public health officials or have been directed to quarantine by public health officials.
- If you need to provide care to a family member infected by COVID-19, you will only be permitted to return to work fourteen calendar days after your family member has fully recovered, provided that you are asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked to not come into physical contact with any colleagues during this time.



Work from Home Requests:

- If you are feeling ill, but you can work, you may request to work from home.
- If you have recently returned from areas with a high number of COVID-19 cases (based on CDC announcements), we'll ask you to work from home for 14 days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you are a parent and you must stay at home with your sick children, request work from home.
- If you need to provide care to a family member infected by COVID-19, request work from home. You will be permitted to return to the office 14 days after your family member has fully recovered, if you are asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

Travelling/Commuting Measures:

- All international work trips and events are cancelled/postponed until further notice.
- All inter-provincial work trips must be pre-approved by senior management until further notice.
- If you voluntarily travel within Canada (non-work related), monitor yourself for COVID-19 symptoms for 14 days. If you develop even mild symptoms (cough, fever, difficulty breathing), isolate yourself, advise Human Resources, and contact your provincial health line 811 for further instructions.
- Employees are asked to cancel or postpone all non-essential international travel until further notice. All voluntary non-essential international trips must be reported to Human Resources. Employees must further notify Human Resources if anyone in their immediate household has travelled or has plans to travel anywhere outside Canada. Requests for vacation days may be denied if you have plans to travel outside Canada.
- Review the Government of Canada's travel health notices before planning any travel:
 - <https://travel.gc.ca/travelling/advisories>
 - <https://travel.gc.ca/travelling/health-safety/travel-health-notices/221>
- If you voluntarily travel outside of Canada, you must self-isolate for 14 days or take a 14-day leave of absence upon your return to Canada before you will be permitted to return to the office or field. Please note, you will not be paid for travel-related self-isolation or leave of absence.
- If you voluntarily travel outside of Canada: after 14 days, you must be asymptomatic before returning to the office or field. You may be required to provide confirmation that you do not test positive for COVID-19 prior to being permitted to return to work. You will also be asked not to come into physical contact with any colleagues during this time.
- If you normally commute to work by public transportation, follow all COVID-19 health and safety precautions including: wearing a mask on public transit at all times, sanitizing upon entering work space, and checking your temperature at the door (non-contact thermometers are provided).