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## SYSTEM BULLETIN

To: All Operations Employees

All Regions

Date: October 5, 2020

**SUBJECT: Continued vigilance required in on-going fight against COVID-19**

Today, we welcome back the next group in our reintegration plan. In most locations outside Minnesota, we are now at, or close to, 100 percent capacity. From all accounts, our phased reintegration has gone exceptionally well. I credit the pandemic team, Facilities and everyone who has played a role in getting the CP family back to work safely, and efficiently. I also credit each of you for being vigilant, situationally-aware and committed to not only your own health, but the health of your colleagues.

Since the beginning of the COVID-19 pandemic, CP has strived to follow the best practices and guidance outlined by the Public Health Agency of Canada and the U.S. Centers for Disease Control and Prevention. Throughout, we have said that as the pandemic situation evolves, so will CP's safety protocols and measures. To that end, [back in July we announced](#) that face coverings would be mandatory in common areas of all CP buildings. Since that time, the medical consensus on the importance and effectiveness of face coverings in battling the spread of COVID-19 has only grown. As we enter the cold and flu season, it is clear that face coverings will continue to be part of our day-to-day lives for some time, and it is for that reason that today we are announcing a formal policy on mandatory face coverings. Policy HR 208, effective today, consolidates all of our previous communications on face coverings into one document.

These are extraordinary times and that is why we must continue to be proactive, responsive and focused on doing what is right for CP and for the communities we live and operate in. Since the end of July, we have been closely monitoring the wearing of face coverings in 11 of our larger facilities in Canada and the U.S. In September we saw 242 instances of employees not wearing an approved mask or wearing one improperly, up from 175 in August. With a shared commitment and collective vigilance, we can do better. We owe that to ourselves, but more importantly, we owe that to the coworker next to us – they are the true beneficiary of us doing our part.

Throughout 2020 we have adapted and persevered, developing and implementing new protocols and procedures to continue our delivery of essential services to North Americans. As the pandemic stretches on, our commitment to service and to each other cannot waver. Let's continue to be CP proud by looking out for each other and protecting our shared best interests.

Respectfully,

Laird Pitz  
Senior Vice-President and Chief Risk Officer

Chad Rolstad  
Vice-President Human Resources and Chief Culture Officer

***Home Safe is a commitment to be vigilant about personal safety and the safety of co-workers.***



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## FACE COVERINGS POLICY

Approved by: [CP Policy Committee]

Effective: [October 5, 2020]

### 1.0 Objective

To implement best practices in response to COVID-19 as recommended by governing health authorities including Health Canada, the Centers of Disease Control and Prevention and the World Health Organization.

### 2.0 Policy Statement

The spread of contagious respiratory illnesses such as COVID-19 can be minimized by the use of face coverings. Where circumstances warrant, CP may require employees to wear face coverings while on CP premises in order to protect the health and safety of all individuals.

### 3.0 Scope

This Policy applies to all employees (Canada & US).

### 4.0 Face Covering Mandate

#### 4.1 Invoking a Face Covering Mandate

The Company may announce that face coverings are required in one or more CP locations in the event public health circumstances so warrant. Any CP location covered by such an announcement shall be referred to as being under a “face covering mandate”. A face covering mandate may be removed at the discretion of the Company, unless otherwise required by law, regulation, or ordinance.

#### 4.2 When Face Coverings are Required

All employees must wear a face covering at all times while attending a CP location subject to a face covering mandate. Employees may only remove their face covering:

- (a) while in the employee’s own workspace if more than 2m/6ft away from all other persons;
- (b) while seated in a meeting room where at least 2m/6ft can be maintained from all other persons and only with the permission of the meeting leader;
- (c) while in a locomotive with no more than one other person;
- (d) while on the shop floor in a mechanical shop; or

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- (e) while eating in a lunch room; or
- (f) while in a vehicle, except that a face covering must be worn in a vehicle operated by a third party and used to transport crews.

**4.3 Appropriate Face Coverings**

All face coverings must:

- (a) fit securely to the head with ties or loops over the ears or of a similar style;
- (b) cover the nose and mouth securely without gaps;
- (c) be made of at least two layers of tightly woven or tightly knit fabric such as cotton or linen;
- (d) be easily removed or pulled away intentionally or unintentionally without risk of choking, strangulation or otherwise pulling an employee's head in an unsafe fashion;
- (e) not have exhalation valves;
- (f) not impair vision or interfere with tasks; and
- (g) be tasteful and professional.

**4.4 Medical Exemptions**

An employee must contact Disability Management in the event the employee has a disability or medical condition that prevents them from wearing a face covering where required. An employee's failure to submit substantiating medical documentation to Disability Management may result in denial of the employee's medical exemption claim.

**5.0 Consequences**

**5.1 Non-Union Employees**

Non-union employees who fail to wear an appropriate face covering pursuant to this Policy may be subject to progressive disciplinary measures, up to and including unpaid suspensions and termination of employment.

**5.2 Union Employees**

Union employees who fail to wear an appropriate face covering pursuant to this Policy may be subject to disciplinary measures in accordance with the Hybrid Discipline Guidelines for unionized employees, up to and including unpaid suspensions and termination of employment.

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## 6.0 Additional Information

For interpretation or additional information on this policy, please contact Human Resources.

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