

SYSTEM BULLETIN**To: All Operations Employees****All Regions****Date: January 14, 2021****Updates to CP's face covering policy: inclusion of vehicles, locomotives and shop floors**

Effective immediately, CP has updated its face covering policy. In addition to the areas that have required face coverings since the mandate was implemented in July, CP will now also require face coverings in the following areas:

- In CP vehicles being utilized for work purposes when more than one person is present in the vehicle,
- In locomotives, unless you are seated in the conductor or locomotive engineer chair position and are 2 metres/6 feet from the other individual, and
- On mechanical shop floors, except when conducting hot-work tasks.

CP's updated [Policy HR 208 is available on CP Station](#).

See [CP Station >COVID-19 Resource Page](#) for more information on acceptable face coverings.

If you cannot maintain physical distance, wear a face covering. When in doubt as to whether you should be wearing a face covering, take the safe approach and elect to wear one.

Speak to your manager or contact the Pandemic Team (CP_Pandemic_Team@cpr.ca, 403-319-4767 or 1-855-830-4493) if you have any questions about these changes.

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



FACE COVERINGS POLICY

Approved by: [CP Policy Committee]

Effective: [October 5, 2020]

Updated: [January 12, 2021]

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, including CP vehicles being utilized for work purposes when more than one person is present in the vehicle. 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 if more than 2m/6ft away from all other persons;
- (c) while conducting hot-work tasks on the shop floor in a mechanical shop; or
- (d) while eating in a lunch room.

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.

6.0 Additional Information

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