

Internal Company Memo - Coronavirus (COVID-19)

March 13th, 2020

In light of recent world events surrounding the spread of the Coronavirus (COVID-19) we felt it would be best to address the matter with our staff directly rather than having any 2nd hand information, reports or suggestions dictate how we will be handling this virus as a business.

With March Break beginning next week for many schools, some of you may be going away or you may have family and/or friends and neighbours who will be going for a vacation or you may know someone that has recently returned from overseas. As such, there are some precautions that each of you need to take. As well, if you travel in an airplane during March Break, you will be required to be tested for the Virus prior to returning to work. We will require a doctors note indicating that you were tested for and do not have the COVID-19 virus before you will be allowed to return.

Further, if anyone starts to suddenly develop any of the following symptoms (while on site or in the office), they will be required to leave the jobsite/office immediately and will not be allowed back to work until after they have been checked out by their doctor. The main symptoms of this virus are;

- A runny nose**
- Sore throat**
- Cough**
- Fever**
- Difficulty breathing (in severe cases)**

Here are recommendations regarding personal hygiene which will help to limit/restrict/stop the spread of this Virus;

- Make sure you are washing your hands for at least 20 seconds with soap after each visit to the bathroom**
- Maintain at least one-metre distance between yourself and anyone who is coughing or sneezing**
- Make sure you Cough and sneeze into a facial tissue or if none are available, use your elbow or shoulder**
- Avoid touching your face, especially your eyes, nose, and mouth**
- Throw away used facial tissues immediately**

While we do not want anyone to panic, we are advising that each of you have on you at all times your own hand sanitizer so that you are able to keep your hands clean particularly at lunch and break times.

Smokers please do not share cigarettes or any vaping apparatus with anyone.

We will make sure to have additional hand sanitizer vials in the office, in the lunch room and by the front counter and encourage everyone to use it often. Foreman will be required to have at least 2 hand sanitizers with them on site. 1 in their trucks and 1 up on the roof or wherever the crew congregates for their lunch and breaks.

These precautions are in place in order help stop the spread of this virus. With your cooperation, we will be able to do our part while ensuring there are no disruptions to the work we do on a regular basis.

Marco Serra
Health & Safety Manager