

## Workplace Safety Guidelines: COVID-19

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The following safety protocols and procedures are in place in response to the COVID-19 pandemic. Employees must review and adhere to these protocols at all times:

- Employees entering the workplace are required to complete the Daily COVID-19 Screening using the Smartsheet App
- Social distancing in effect of at least six (6) feet for all employees and visitors in all possible scenarios
- Face masks or coverings are required at all times with the only exceptions being when you are on a break eating/drinking, or if you are alone in an office with the door closed
  - When on a break to eat/drink, you may remove your masks but should be 6 feet apart from anyone while doing so
  - If you are in an office with the door closed and someone enters your office, you must put on a mask
- Telephone or video meetings preferred as much as possible
- Limit time spent in areas of the facility you do not need to be – remain in your work area as much as possible
- Business travel (outside province or country) prohibited unless approved by HR or Vice President
- Non-essential visitors to the facility prohibited – no family members or friends permitted within our facility
- Proper hand-washing instructions are posted in washrooms and should be adhered to
- Hand-sanitizer and disinfectant wipes have been made available throughout the facility for employee use – wipe down your frequently touched surfaces at your workstation frequently
- Mandatory sanitization of incoming equipment is in effect
- Employees with fevers or experiencing other COVID symptoms may not report to work and must notify HR for direction
- Employees who have potential exposure to someone who is experiencing COVID symptoms or is confirmed to have COVID, may not report to work and must notify HR immediately for direction
- Employees who begin experiencing fever or other COVID symptoms at work, must inform HR, will be required to leave, and will not be permitted to return until the Company's return to work protocol as well as Public Health's is met

Please note that should it be required - employee temperature screening may be implemented for a period of time at your branch. Should this occur, you will be required to participate in this screening before entering the workplace.

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We thank you for your contribution to ensuring the safety of our workplace!