



Statement of Purpose

Our company is committed to providing a safe and healthy workplace for all of our staff. A combination of measures will be used to minimize worker exposure to COVID-19, including the most effective control recommendations currently available. Our work procedures will protect not only our workers, but also others who may have to enter our facility. All employees must follow the procedures outlined to prevent or reduce exposure to COVID-19

Introduction

There are numerous infectious diseases in the community such as measles, mumps, chickenpox, norovirus, tuberculosis and seasonal influenza. The scope of this policy is limited to COVID-19 which is caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

The effects of COVID-19 in the workplace will be a significant concern for the foreseeable future. There is currently no vaccination available and it is unclear if those who have contracted it will have residual immunity. As it is a new virus and much is still unknown prevention strategies are the main means of keeping our team safe. As the guidance from public health and the government is updated, we will revise our practices accordingly.

Symptoms

Those who are infected with COVID-19 may have little to no symptoms. Symptoms, similar to a cold or flu, may take up to 14 days to appear after exposure to COVID-19. Recent information suggests that the median for onset of symptoms is 5 days after exposure. People are considered to be contagious up to 2 days prior to demonstrating symptoms. Many who have tested positive for COVID-19 have not demonstrated any symptoms at all which means that relying on visible symptoms is not enough to avoid infection of this highly contagious disease.

Symptoms, if present, include: cough, fever, difficulty breathing, pneumonia in both lungs. In severe cases, COVID-19 infection can lead to death.

One area of concern is that the milder symptoms of COVID-19 are similar to the common cold or seasonal influenza. This makes it difficult in the workplace to accurately determine the level of risk.

Transmission

Information from the Public Health Agency of Canada indicates:

- Symptomatic cases of COVID-19 are causing the majority of transmission; however, many people with COVID-19 have only mild symptoms, especially at the early stage of the disease, and can still transmit to other people.
- Asymptomatic and pre-symptomatic transmission of COVID-19 is occurring; however, it remains unclear if it is a major driver of transmission.
- Person-to-person transmission is mostly occurring via infectious respiratory droplets
 - *Respiratory droplets and contact transmission are considered to be the most important routes of transmission of COVID-19 viruses, but do not fully account for the occurrence of all COVID-19 cases and the reasons for the rapid spread of this virus.*
- The virus enters a person's body:
 - by large respiratory droplets containing the virus that adhere to mucous membranes of a person's eyes, nose or mouth, or
 - by touching a surface or an object contaminated with the virus and then proceeding to touch one's eyes, nose and mouth.



- A longer exposure time and a more severe illness with coughing likely increases the risk of exposure to the virus.
- Airborne transmission is not known to be occurring in community settings

Three primary routes of transmission

These include contact, droplet, and airborne transmission all of which must be controlled.

1. Contact transmission, both direct and indirect

Direct contact involves skin to skin contact such as shaking hands.

Indirect contact involves a worker touching a contaminated intermediate object such as door handles, light switches, refrigerator door handle, coffee machine controls, photocopier, work tools, documents, tables in a common area like the lunchroom, telephone, or computer keyboard, and then touching the eyes, nose, or mouth.

Contact transmission is important to consider because COVID-19 can persist for minutes on hands and hours on surfaces if not properly cleaned or disinfected.

2. Droplet transmission

Large droplets may be generated when an infected person coughs or sneezes, and also during conversations in close proximity with others, especially without the use of a mask. Droplets travel a short distance through the air, and can be deposited on inanimate surfaces or in the eyes, nose, or mouth.

3. Airborne transmission

Airborne (inhalable) particles can be generated from coughs and sneezes particularly if the individual is not using a mask or using proper cough/sneeze hygiene. Studies have shown that even coughing or sneezing into your elbow can generate aerosols or particles that are spread through the air.

Coughs and sneezes produce both large droplets and smaller airborne particles. The smaller particles remain suspended in air for longer periods, and can be inhaled. The large droplets can also evaporate quickly to form additional inhalable particles.

As the distance from the person coughing or sneezing increases, the risk of infection from airborne exposure is reduced; but it can still be a concern in smaller, enclosed areas, especially where there is limited ventilation. As the number of infected people in a room increases, the risk of infection can increase.

Workplace exposure to the virus may occur in a variety of ways, including the following:

- Shaking hands with an infected person or touching a surface contaminated with the virus, followed by touching one's eyes, nose, or mouth
- Infectious droplets (from coughing, sneezing or conversation in close proximity) landing in the eye or onto the mucosa (moist inner surfaces) of the nose or mouth
- Breathing infectious airborne droplets or particles (from coughing, sneezing or close proximity during conversation)
- Sharing food items or utensils with an infected person

Action the Company is Taking to Enhance Your Safety During COVID-19

In conjunction with our Joint Health & Safety Committee we are taking a number of steps to enhance our sanitizing and disinfecting practices.

- Enhanced cleaning procedures to facilities, door openings and common area touch points such as kitchen taps and appliances.
- Washrooms will be cleaned twice daily and after visitor use
- Physical distancing practices implemented



- Minimal staff at the facility to limit possible spread of COVID-19
- Hand sanitizer is readily available
- Standard Personal Protective Equipment (PPE) will include additional measures including use of masks when physical distancing is not possible
- Revising/developing checklists for enhanced safety measures

Lunchroom/Kitchen Protocol

Wherever possible, we recommend that you please bring what you need on a daily basis (fork, knife, spoon, cup, bowl etc.) so that you can eat your lunch. Be sure to wash your hands before and after handling anything to avoid contact spread. All appliances will be cleaned daily.

Your Behavior Makes a Difference

Effective immediately we require the following:

- If you feel sick stay home
- If someone that you are in close contact with is sick stay home
- Wave hello but no handshaking, hugging or other personal contact at the office
- Do not hand things to each other unless you are both wearing gloves or it is unavoidable
- Frequent hand washing and use of Alcohol Based Hand Sanitizer is required
- Use extra diligence when using frequently used spaces to ensure social distancing such as doorways, lunch room or bathrooms.
- You must keep us informed of any COVID-19 related symptoms or concerns.

The Importance of Health Screening Questionnaires

As an employer we are required to take all reasonable precautions to ensure the safety of our workers. We have a variety of working environments and must take each into consideration.

All employees, contractors, visitors or customers coming onto the premises are required to complete a health screening questionnaire prior to entering the facility. Anyone answering “yes” will not be permitted on premises for a 14 day period of time. That screening will inquire about:

- Travel location, travel by air within last 14 days.
- Close contact with or care provided to someone diagnosed with COVID-19 within the last 14 days.
- Have you been in close contact with anyone who has travelled within the last 14 days outside the country or by air?
- Have you experienced any cold or flu like symptoms that are like COVID-19 in the last 14 days? (fever, dry cough, pneumonia in both lungs, difficulty breathing, chills)

What is Close Contact?

Close contact is currently defined as:

- 15 minutes of face to face interaction or in the same room as someone who is infected (room size and ventilation are important factors but have not yet been defined by Public Health Agency of Canada),
- Living with someone infected
- Direct contact with a sneeze or cough.

If you are displaying any flu like symptoms

You are required to stay home if you are displaying any flu like symptoms. While we appreciate that you want to come to work, we need you to get better at home. During the pandemic we cannot take the risk of spread within the company. You will be expected to return to work once you are symptom free for 24 hours.

If you are at work and begin to feel ill advise your Manager immediately.



Where to go for COVID-19 Testing

The Province has a dedicated site to help assess if you have COVID-19 <https://covid-19.ontario.ca/self-assessment/>

The closest testing centers can be found at <https://covid-19.ontario.ca/assessment-centre-locations/> We strongly encourage you to go to call before going to pre-register for the appointment.

Infectious Disease Emergency Leave Act

Anyone who comes to work demonstrating symptoms will be sent home immediately and paid either for the time worked or for a minimum of 3 hours.

Any employee taking Ontario's Infectious Disease Emergency Leave does so as a job protected leave. The Company does not pay for this time off and this is an unpaid leave. Employment Insurance currently provides income replacement and a Record of Employment will be provided to you. Alternatively, we will allow you to request that some or all of the time off be considered vacation if you have accrued vacation available.

We may require a "Fit for Work" note when you return to work to ensure that you no longer pose a health risk to your fellow employees.

An Employee is diagnosed with COVID-19

If an employee is diagnosed with COVID-19 and they are still at work they will immediately be sent home. We will immediately implement Contact Tracing for the purposes of determining which other employees, contractors, visitors or customers were in contact with the employee in the 2 preceding days.

Any employees who were in contact with the infected employee in the 2 calendar days preceding the test result will be sent home immediately and placed on 14 days of self-isolation. The Company does not pay for this time off and this is an unpaid leave. Employment Insurance currently provides income replacement and a Record of Employment will be provided to you. Alternatively, we will allow you to request that some or all of the time off be considered vacation if you have accrued vacation available.

If you are able to work from home during the 14 day period of self-isolation you will continue to be paid.

Leave of Absence

Any other leave of absence requested due to COVID-19 shall be unpaid in keeping with our standard policies on leaves. If the leave of absence is as a result of a request for accommodation, we will require substantiating documentation.

Social Distancing

Social distancing is an important means of preventing the spread of COVID-19. We have implemented the following practices effective immediately.

- Where possible maintain a 2 meter/ 6ft distance from one another.
- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, the meeting time should be for a minimum period of time, in a large meeting room and participants should sit at least 2 meters/ 6ft from each other, if possible.
- Avoid person-to-person contact such as shaking hands.
- Avoid sharing paper documents during meetings including business cards.
- Do not congregate in work rooms, lunch rooms, by the copier or any other areas where employees typically socialize.



- Eat at your desk, or away from others.

Working from Home

During the Ontario Emergency Management and Civil Protection Act some employees, based on their position responsibilities, have been working from home. The Company retains the right to have all employees work at the facility.

Business Travel during COVID-19

Business travel and face to face meetings will be cancelled during this time unless unavoidable to reduce the risk of spread within the Company.

Personal Travel/Vacation During COVID-19

If you have travelled from a country or area in the country that is under an advisory for COVID-19 by the government then you will be required to self-isolate for 14 days.

Personal Protective Equipment

The Company is making disposable masks, gloves and face shields available for those who are not able to safely practice social distancing at work. Masks and gloves are available for anyone working at the facility.

Use of masks

A mask is a protective barrier that is worn on the face, covers the nose and mouth, and is used to contain large droplets generated during coughing and sneezing *by the person using the mask*. Masks also filter airborne particles that can cause infection. Masks help minimize the spread of potentially infected material from the wearer to other people. When removing a mask, it is important to have washed your hands and remove the mask by only touching the elastic by your ear. Do not wear contaminated gloves while removing your mask. Do not touch the outside of the mask at any time as the outside may be contaminated. After removing and properly disposing the mask wash your hands again.

We have provided reusable masks for employees.

Amendment 1.1 - We will require all employees to wear a mask or face shield when in all common areas. Common areas are all areas outside of your personal work space, i.e. desk, cubicle, office or work bench. The mask or face covering should cover your nose, mouth and chin, without gapping.

For visitors entering the premises it is mandatory, in the plant or office area, that a mask is worn.

Any visitors enter the building must wear a mask. The employee(s) that are in direct contact with those individuals must also wear a mask for safety during their visit.

Hand Washing:

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body — particularly the eyes, nose, and mouth — or to other surfaces that are touched.

You are to wash your hands for a minimum of 20 seconds using soap and water or use an Alcohol Based Hand Sanitizer and rub until the alcohol has evaporated. Hand washing with soap is preferable.



We will have signage available throughout the building on proper hand washing technique. Please contact a member of the Joint Health & Safety Committee for further guidance.

Wash your hands immediately:

- When entering the work area
- Before leaving a work area
- After handling materials that may be contaminated (masks, face shields, tools, taps, doors handles, etc.)
- Before eating, drinking, smoking, handling contact lenses, or applying makeup
- Before touching your face
- After sneezing or coughing

Cough/Sneeze Etiquette

Our workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes.

Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions, and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing
- Wash your hand immediately after handling a tissue you have coughed or sneezed into.

Right to Refuse Work

The right to refuse work is not impacted by COVID-19. We will continue to work with the support of our Joint Health & Safety Committee to ensure that we provide a working environment that is as safe as possible for everyone. There is no reprisal for refusing to work if you believe the Company is not providing you with a safe working environment.

Please be advised that in order to refuse to work you must actually be at work to lodge a complaint. In other words, someone currently working from home cannot file a Work Refusal due to COVID-19. They may instead need to advise us of their need for the Infectious Disease Emergency Leave or to request a medical accommodation.

Visitor Protocol

Effective immediately we have adopted a protocol for visitors to the facility. Visitors are restricted from the premises unless absolutely essential. Each visitor must have a HOLMAN Exhibit point of contact who will be responsible for ensuring the Visitor Questionnaire process takes place and that they are wearing a mask at all times, any HOLMAN employee will have to wear a mask while in contact with the visitor as well. Visitors access to our premises is limited to the minimum.

Receiving Products

If you are receiving products you are to wear gloves and a mask at all times. Paperless transactions are preferred if possible. Disinfect any touched items such as pens/iPads after use.

Privacy Concerns

We value your right to privacy and will keep personal information related to COVID-19 confidential to the best of our ability. During the pandemic we will be required to engage in contact tracing at the Company if you are diagnosed. We will not disclose the name of the infected employee, unless advised to do so by Public Health, but will be required to disclose that an employee has been diagnosed.



Disciplinary Action

Anyone not truthfully answering screening questions, following social distancing, using personal protective equipment or practicing proper hand washing, coughing or sneezing etiquette will be subject to disciplinary action up to and including termination.

Answering screening questions truthfully, requesting medical accommodation exercising your rights under the Infectious Disease Emergency Leave Act or your right to refuse work is not subject to disciplinary action.

You May Still Have Questions or Concerns:

If you have questions or concerns please speak to your Manager or a member of the Joint Health & Safety Committee. COVID-19 is new for all of us and it is best if we keep the lines of communication open and discuss things openly for everyone's health and safety.