



Notice: To All Employees/Contractors

As a Company, we place the health and safety of our Employees/Contractors as a top priority. In light of COVID-19 continuing to spread internationally, it is important that we do not compromise the well being of our Employees/Contractors, nor do we place them in situations of potential risk. Please see below for information about the COVID-19 virus, prevention measures and what to do if you are experiencing symptoms.

about coronavirus disease (COVID-19)

COVID-19 is an illness caused by a coronavirus. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold. Symptoms of human coronaviruses may be very mild or more serious, such as **fever, cough or difficulty breathing**.

vulnerable populations

There is an increased risk of more severe outcomes for people:

- aged 65 and over
- with compromised immune systems
- with underlying medical conditions

symptoms

Symptoms may take up to 14 days to appear after exposure to the virus.

Coronaviruses are most commonly spread from an infected person through:

- Respiratory droplets when you cough or sneeze.
- Close personal contact, such as touching or shaking hands.
- Touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands.

prevention

The best way to prevent the spread of infections is to:

- Wash your hands often with soap and water for at least 20 seconds;
- Avoid touching your eyes, nose or mouth, especially with unwashed hands;
- Cough and sneeze into your sleeve and not your hands;
- Maintaining a distance of 6 feet (2 meters) from others;
- Wave in place of a handshake;
- Keep common surfaces sanitized;
- Avoid all non-essential travel;
- Avoid close contact with people who are sick; and
- Stay home if you are sick to avoid spreading illness to others.

fever **cough** **difficulty breathing**

other symptoms
 headaches aches and pains sore throat
 chills runny nose
 loss taste or smell shortness of breath

The basics of prevention remains the best line of defense against the spread of illness.

what to do

If you start having symptoms:

1. Isolate yourself from others as quickly as possible.
2. If you live in Canada, call a health care professional or public health authority in the province or territory you are located. Tell them your symptoms. They will advise what to do.
3. Call your Manager/Supervisor and notify them.
4. Depending on the circumstances, your Manager/Supervisor may authorize arrangements to work from home.
5. Apply for the Canadian Emergency Response Benefit (CERB) or Group Insurance to avoid financial hardship.
CanadaLife will consider paying STD benefits from the start of your quarantine period if you are under quarantine directed by a medical doctor or public health official, and are unable to work from home.
6. If you are receiving testing or have a confirmed diagnosis of COVID-19, you must inform your Manager/Supervisor and we will take measures to protect others.

Public Health Authorities - Canada (canada.ca)	
British Columbia	811
Alberta	811
Saskatchewan	811
Manitoba	1-888-315-9257
Ontario	1-866-797-0000
Quebec	811
New Brunswick	811
Nova Scotia	811
Prince Edward Island	811
Newfoundland and Labrador	811 or 1-888-709-2929
Nunavut	1-867-975-5772
Northwest Territories	911
Yukon Territory	811
Call Your Doctor - U.S.	

We will continue to monitor the COVID-19 situation and provide updates accordingly. Should you have any questions, please contact your Manager/Supervisor.

for more information about the virus

<p>CANADA</p> <p>Public Health Agency of Canada 1-833-784-4397 canada.ca/coronavirus phac.info.aspc@canada.ca</p>	<p>US</p> <p>Centre for Disease and Prevention 1-800-232-4636 cdc.gov/COVID19</p>	<p>COMPANY - INTERNAL QUESTIONS</p> <p>questions-covid19@siemenstransport.com</p>
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