

COVID-19 pandemic policy

preparedness and response plan

A. Policy

- During the current COVID-19 pandemic, all Employees / Contractors must comply with the safe work practices set forth in this Policy.

B. Purpose

- To minimize the likelihood of spreading the infection and to help ensure the health and safety of Employees / Contractors.
- To ensure that safe work practices are maintained at all times while conducting Company business or working on Company premises in accordance with current public health guidelines and government regulations.

C. Scope

- This Policy applies to all Employees / Contractors while conducting Company business or working on Company premises.

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D. About Coronavirus

COVID-19 is an illness caused by SARS-CoV-2. COVID-19 is associated with mild illnesses, similar to the common cold. Symptoms may take up to 14 days to appear after exposure to the virus.

E. Spread

COVID-19 is most commonly spread from an infected person through:

- Respiratory droplets from an infect person when they cough, sneeze, laugh, sing, or talk.
- Close personal contact, such as touching or shaking hands, hugs or kisses.
- Touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands.

Recent evidence indicates that the virus can be transmitted to others from someone who is infected but not showing symptoms. This includes people who:

- have not yet developed symptoms (pre-symptomatic)
- never develop symptoms (asymptomatic)

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F. Variants

Genetic variations of viruses, such as the one that caused COVID-19, are common and expected. SARS-CoV2 will naturally develop mutations, which are changes to the genetic material in the virus over time. When there have been a significant mutation in the virus, then it's called a variant. A variant is of concern when it affects:

- Disease spread
- Disease severity
- Tests used to detect the virus
- Vaccines and treatments

The Public Health Agency of Canada works with the provinces and territories, and other partners to monitor and identify variants of concern in Canada. These new variants of concern include mutations that seem to make the virus more infectious, allowing it to spread more easily. They may also affect the severity of the disease. Given the limited data on the new variants, more research is needed to confirm these early findings.

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G. Symptoms of COVID-19

Those who are infected with COVID-19 may have little to no symptoms. You may not know you have symptoms of COVID-19 because they are similar to a cold or flu. Symptoms may include:

- new or worsening cough
- fever (temperature greater than 38°C)
- shortness of breath or difficulty breathing
- gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
- headaches
- muscle aches and pains
- sore throat
- chills
- loss of taste or smell
- feeling very unwell

In severe cases, infection can lead to death. Symptoms may take up to 14 days to appear after exposure to COVID-19. This is the longest known incubation period for this disease.

H. Vulnerable Populations

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

- Older adults (increasing risk with each decade, especially over 60)
- People of any age with chronic medical conditions (i.e. lung disease, heart disease, high blood pressure, diabetes, etc.)
- People of any age who are immunocompromised, including those with underlying medical conditions (i.e. cancer) or taking medications which lower the immune system (i.e. chemotherapy)
- People living with obesity (BMI of 40 or higher)

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I. Prevention

The best way to prevent the spread of infection 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;
- Wave in place of a handshake;
- Keep common surfaces sanitized;
- Avoid all non-essential travel;
- Avoid close contact with people who are sick; and
- Maintain proper social distancing (at least 6 feet / 2 meters from another person);
- Stay home if you are sick to avoid spreading illness to others;
- Don't share office supplies (i.e. pens and pencils);
- Wear a non-medical mask;
- The requirements for mandatory mask usage may change based on the Company's situation or as a result of new Health Canada and/or Provincial Health Authority Guidelines;
- Get fully vaccinated if able to do so.

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I. Non-Medical Masks

When selecting a non-medical mask, consider the following:

- Employees are welcome to wear their own mask or request one through their supervisor. Masks should reflect a professional image and not have any offensive decorations, logos, or language.
- Ensure you are using a non-medical mask that meets the standards established by the Public Health Authority.
- Face shields are not a replacement for masks, but can be worn in addition to.
- Neck gaiters (neck warmers), scarves and bandanas are not recommended as they cannot be secured to ones head or ears, and are more likely to move or slip out of place.
- Masks with exhalation valves are not recommended as they allow infectious respiratory particles to spread outside the mask.

Remember, wearing a non-medical mask alone will not prevent the spread of COVID-19. Stay at home if you are sick, wash your hands often and practice physical distancing.

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I. Prevention cont.

How to safely use a non-medical mask

Do's

-  Do wear a non-medical mask to **protect yourself and others.**
-  Do ensure your nose, mouth, and chin are fully covered.
-  Do ensure the mask is made of **at least 3 layers, including 2 layers of tightly woven fabric**, with a filter or filter fabric between layers.
-  Do replace and launder your mask after each use, or whenever it becomes damp or dirty.
-  Do inspect the mask for tears or holes.
-  Do wash your mask with hot, soapy water and let it dry completely before wearing it again.
-  Do ensure the mask or is clean and dry.
-  Do store re-usable masks in a clean paper bag until you wear it again.
-  Do **wash your hands** or use **alcohol-based hand sanitizer** before and after touching the mask.
-  Do discard masks that cannot be washed in a garbage bin after use.
-  Do use the ear loops or ties to put on and remove the mask.

Don'ts

-  Don't wear masks with exhalation valves or vents.
-  Don't hang mask from your neck or ears.
-  Don't wear a loose mask.
-  Don't share your mask.
-  Don't touch the mask while wearing it.
-  Don't leave your used mask within the reach of others.
-  Don't remove the mask to talk to someone.
-  Don't reuse masks that are damp, dirty or damaged.

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I. Prevention cont.

- It is important to remember that not everyone is able to wear a mask. For this reason, be kind first rather than making assumptions about those without them.
- Masks are not recommended for:
 - ✓ people who live with illness or disabilities that make it difficult to put on or take off a mask without assistance
 - ✓ those who have difficulty breathing
 - ✓ children under the age of 2
 - ✓ People whose medical condition prevents them from wearing a mask (as determined by a medical health care professional)

Do your part to protect yourself and others from COVID-19.

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J. What to Do

If you start showing symptoms:

1. Isolate yourself from others as quickly as possible.
2. Call a health care professional or public health authority in the area you are located. Tell them your symptoms. They will advise what to do.
3. Call your Manager/Supervisor and notify them.

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.	

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K. Responsibilities

Managers / Supervisors

Managers / Supervisors are responsible for providing the leadership, resources and direction to ensure this Policy is implemented and monitored.

Employees / Independent Contractors

Employees / Contractors are responsible for understanding and following the terms of this Policy and doing their part to prevent the spread.

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K. Responsibilities

All Employees / Contractors

- Stay at home if feeling ill. Observe yourself for symptoms.
- Go home if you become ill at work. Call the Public Health Authority for direction.
- Mandatory disclosure of COVID-19 symptoms
- Adhere to Public Health Authority directives.
- Keep your Manager / Supervisor apprised of your situation while away from work.
- Maintain proper social distancing (at least 6 feet / 2 meters from another person).
- Reduce social time in shared office spaces such as break rooms, lunch rooms, ect.
- Adhere to public health hygiene recommendations by washing hands thoroughly after touching commonly used items or coming in contact with someone who is sick.
 - ✓ Use hand sanitizers when washing hands is not available
 - ✓ Avoid touching face, nose, mouth and eyes
 - ✓ Practice proper coughing and sneezing etiquette
 - ✓ Frequent disinfecting of commonly touched surfaces
- Do not share office supplies (i.e. pens and pencils)
- Wear a non-medical mask
- The requirements for mandatory mask usage may change based on the Company's situation or as a result of new Health Canada and/or Provincial Health Authority Guidelines.
- Get fully vaccinated if able to do so.

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L. Mandatory Disclosure

Employees / Contractors must immediately notify their Manager/ Supervisor if:

- Tested positive for COVID-19 or are experiencing COVID-19 symptoms;
- Have had close contact with a person(s) that has COVID-19 or COVID-19 symptoms;
- Have travelled outside of Canada within the past 14 days, or to a province or territory that is enforcing a 14 day quarantine for all inter-provincial travelers (excluding cross border truck drivers).

Employees / Contractors must also immediately disclose the names of all co-workers and other persons with whom they have had close contact with.

- Directives from Public Health Authority regarding quarantine, isolation periods, further testing, return to work dates.

M. Return to Work

If directed by a Medical Professional to self isolate or quarantine, Employees / Contractors will not be permitted to return to work until symptoms have completely disappeared, and are cleared by a certified healthcare professional or the Public Health Authority.

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N. Duration

This Policy is a temporary measure that will last only as long as the COVID-19 pandemic, public health guidelines, and mandates are in place. In addition, Siemens Transportation Group Inc. reserves the right to modify any and all of the Policy terms and procedures, including the elimination or addition of requirements, as COVID-19 health guidelines and scientific information evolves and changes over the course of the pandemic.

O. Policy Statement

COVID-19 is a fluid situation and the information around the virus changes frequently. As such, the policy will be revised regularly. All Employees / Contractors are encouraged to view Public Health Agency of Canada or Centre for Disease and Prevention for most current updates. Be prepared to follow public health advice and legislation from the Public Health Authority and local city/provincial guidelines.

US

Centre for Disease and Prevention

1-800-232-4636

[cdc.gov/COVID19](https://www.cdc.gov/COVID19)

CANADA

Public Health Agency of Canada

1-833-784-4397

canada.ca/coronavirus

phac.infor.aspc@canada.ca