

Kalder continues to be committed to protecting the Health and Safety of our employees. This is a very fluid situation that we will continue to monitor and will provide updates to all staff as they become available.

Kalder has established the following guideline to assist in the protection our employees. Please read thoroughly:

**If you are concerned that you may have been exposed to, or are experiencing symptoms of COVID-19, please advise your manager/supervisor and Human Resources Immediately, DO NOT come into the office or to job site. Contact Telehealth (1-866-797-0000), your primary care provider, or your local public health unit immediately.**

Symptoms Include:

- Cough,
- Fever of 37.3°C (99.1°F) or higher,
- headache,
- difficulty breathing

Personal Hygiene

We advise all staff to practice high level of personal hygiene, which includes:

- **Wash your hands frequently**
  - Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water for a minimum of 20 seconds.
  - **Why?** Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.
- **Avoid touching eyes, nose and mouth**
  - **Why?** Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.
- **Maintain social distancing**
  - Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing.
  - **Why?** When someone coughs or sneezes, they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease.
- **Practice respiratory hygiene**
  - Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.

- **Why?** Droplets spread viruses. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

Ensuring proper hygiene will help reduce the risk to yourself and others in the workplace.

### **Safe Work Procedures**

All doors to the Burlington building are locked or require fob entry. Upon entry to the building, visitors are completing a screening form that requires them to disclose potential exposure and leave personal contact information.

To help protect all employees, anyone who experiences symptoms of COVID-19 will be sent home and advised to self-isolate for 14 days from the date of being sent home.

If you or anyone in your immediate family (anyone in your household) is exhibiting symptoms of COVID-19 please self-isolate and advise your manager/supervisor and Human Resources.

- For those working on job sites: A Foreman will need to evaluate the team for virus like symptoms. Anyone with the signs must be removed from site immediately. While onsite, maintain social distancing, wash hands frequently as you exit/enter site and use any protective equipment that will provide a barrier.

### **Self-isolation**

See attached document. If you have been in self-isolation, a member of the HR team will stay in contact with you to establish your return to work plan.

### **Corporate Travel**

Air travel has been suspended. If travel is required, it must be approved by Noel, Jim or Joyce.

### **Personal Travel**

All employees returning from any personal travel must self-isolate for 10 business days (14 days) upon return and are not permitted to return to the workplace. You must contact your manager/supervisor to notify that you have travelled and a return to work plan will be established.

### **Social Events**

Social events continue to be canceled until further notice. Within the Burlington building, we ask that you do not put out food to share.

It is essential that all work and projects will continue as normal as possible, but we advise everyone to follow provincial and local news regarding the developments of COVID-19. In the event that Neelands needs to take further precautions, a notice will be sent out to all employees.

Thank you for continued cooperation with ensuring the Health & Safety of all staff and those around you.