



Prevention plan related to COVID-19 (Coronavirus)

Updated March, 18th, 2020

A series of measures to contain the pandemic of the virus was recently announced by provincial and federal government. Some of these measures were compulsory for the public network while certain "suggestions" were addressed to the private sector.

The risk of contracting COVID-19 in Canada is low for the moment, but we must all collaborate to minimize the spread of the virus. The risk of being seriously ill is higher for some people, such as the elderly and people with chronic conditions.

As an employer, we issue the following preventive measures. They are effective now and we will notify you when they are lifted. Here are the guidelines and the measures implemented:

Basic measures:

1. Wash your hands frequently and cover your mouth and nose when you cough or sneeze.
2. Clean and disinfect frequently touched objects and surfaces, such as your desks, tables, door handles, etc.
3. Avoid touching your eyes, nose and mouth unless you have washed your hands just before.
4. Tell your manager if you need to have COVID-19 test.
5. Avoid handshakes;
6. Make sure to keep a distance of 1 meter between you, at your work station and also during breaks;
7. Promote virtual meetings when possible, either through a secure application (such as Teams, Webex) or by phone.
8. Workers aged 70 and over are asked to stay at home.
9. Inform your manager if a member of your household has COVID-19. Persons with a member of the household affected will not be allowed to enter work for a period of 14 days and after having sent a medical confirmation of non-contagion and/or recovery;
10. Inform your manager if you are at a higher risk of complications from COVID-19;
11. Obtain the approval of your manager before traveling to a client, whether for service calls or for representation;
12. Stay alert to the cybersecurity risks of COVID-19, including phishing by email.

Travel-related measures

1. All work-related travel outside the country is suspended until further notice;
2. All air travel not related to the performance of a task at a customer's home country is suspended until further notice;
3. Anyone returning from a trip outside the country on March 12 or after must stay at home for a period of 14 days;
4. Each quarantined case will be assessed individually to organize work at home or other possibilities;
5. Employees who have attended the Toronto PDAC will be quarantined until March 17 inclusive.

Symptom-related measures

1. Staff infected with COVID-19 will be returned home and quarantined until medical confirmation of recovery and non-contagion;
2. Staff with flu-like symptoms, including fever, will be returned home and advised to take a COVID-19 test;
3. Staff who have been in contact with people with COVID-19 will be returned home and quarantined until medical confirmation of non-contagion and / or recovery.

Visitors measures

1. A visitor register has been established. Anyone entering a Meglab establishment must complete and sign a declaration form for COVID-19;
2. Visitors who have traveled outside the country in the past 14 days will not be allowed into the establishment. A communication will be sent to suppliers;
3. Persons who have had contact with persons who have visited a COVID-19 level 3 * country listed by the CDC in the past 14 days will not be allowed to enter the establishment;
4. Persons having had contact with persons confirmed or suspected of having COVID-19 will not be allowed to enter the establishment unless they have medical confirmation of recovery and / or non-contagion
5. Persons currently having flu-like symptoms (fever, cough, shortness of breath) compatible with COVID-19 will not be allowed to enter the facility.

PS: The level 3 countries listed on March 13, 2020 by the CDC are: China, Iran, South Korea, Europa (Schengen Area): Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City.

United Kingdom and Ireland: England, Scotland, Wales, Northern Ireland, Republic of Ireland.

A handwritten signature in dark ink, appearing to read 'D Valade', with a stylized, cursive script.

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