



Prevention plan related to COVID-19 (Coronavirus)

Updated April 23th, 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:

[Before going to work](#)

1. Take note of the preventive measures plan;
2. Check your schedule with your supervisor to limit the risk of meetings and gathering;
3. Fill out the voluntary service form and give it to your supervisor;
4. Stay home and tell your manager if you have flu-like symptoms, including fever. If in doubt, we recommend taking a COVID-19 screening test. See symptom reference in Table 1;
5. Stay at home and inform your manager if you are returning from a trip outside the country;
6. Stay at home and tell your manager if someone in 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;
7. People infected with COVID-19 should be quarantined until medical confirmation of healing and non-contagion;
8. People who have been in contact with people with COVID-19 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;

9. People aged 70 and over and those at risk must stay at home;
10. Inform your manager if you are at a higher risk of developing complications from COVID-19;
11. Each quarantined case will be assessed individually to determine work at home or other possibilities.

Basic individual measures

12. Wash your hands regularly with soap and water (still is the most effective way)
13. Disinfect your hands when entering and leaving your work areas;

Before and after handling paper, tools or other common equipment, hands should be washed with soap and water for at least 20 seconds or a disinfectant gel should be used

14. Maintain a minimum distance of 2 meters between people at all times;
15. Consider using the hand sanitizers available to you;
16. Cover your mouth and nose with your arm when you cough or sneeze to reduce the spread of germs. If you are using a tissue, throw it out as soon as possible and wash your hands afterwards ;
17. Avoid touching your face;
18. Avoid handshakes;
19. Tell your manager if you need to be tested for COVID-19;

General measures

20. Clean and disinfect frequently touched objects and surfaces (keyboard, mouse, desk, table, door handles, etc.)

21. Clean the tools after the day or between uses in the case of common tools;

Each person will be released 10 minutes before the end of their shift to allow them to disinfect their workspace and tools. (Think of common tools like the crane handle, etc.)

22. Favor teleworking for functions that can be performed remotely;

23. Encourage virtual meetings when possible, either through a secure application (such as Teams, Webex) or by telephone;

24. Use conference rooms only when necessary, referring to the maximum number of people allowed in the room;

25. When using a vehicle, it is your responsibility to disinfect it before and after use. The material required for cleaning will be given to you with the key;

26. Stay alert to cybersecurity risks, including email phishing;

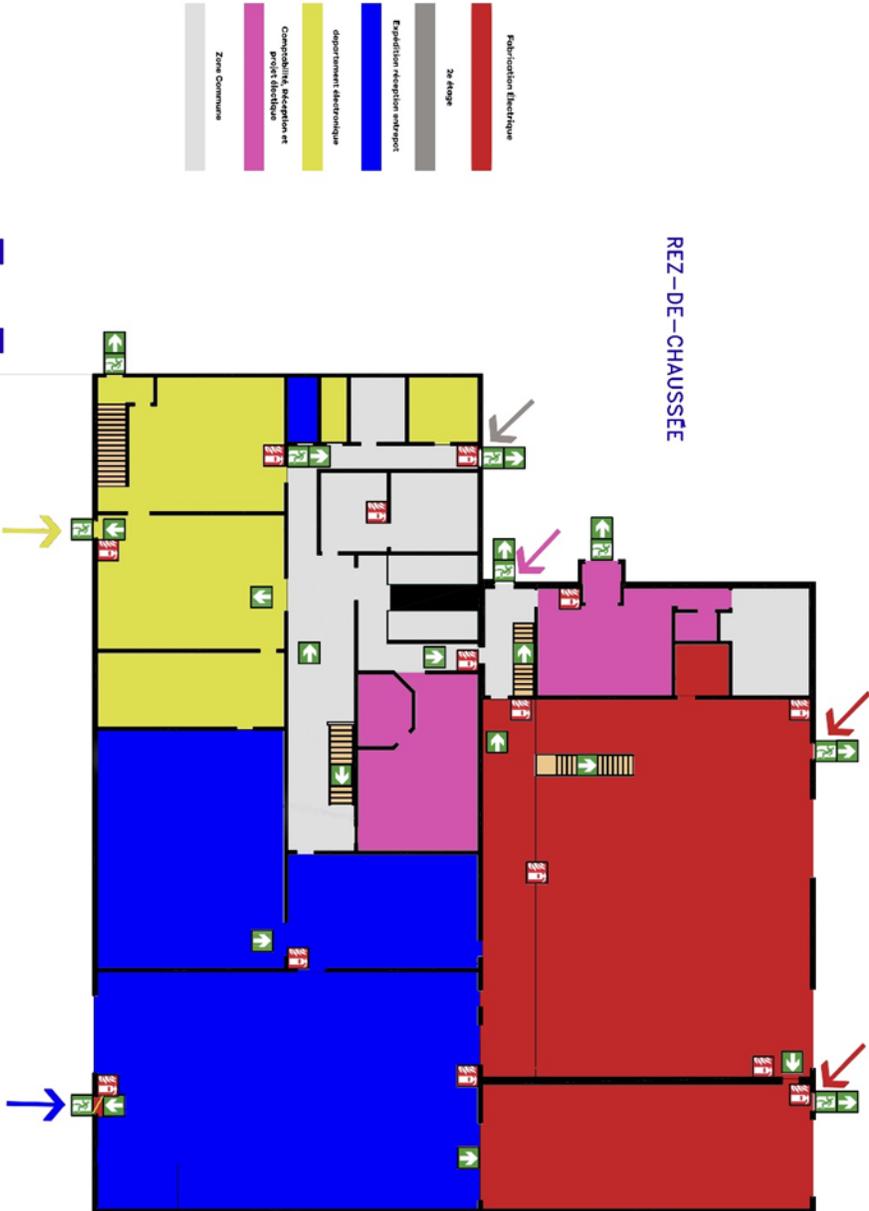
27. Stay on the lookout for posters which invite to respect distancing and preventive measures;

28. Departments have been divided into work areas and employees are asked to enter the establishment through the door identified for their department and to remain in their respective work areas. A bathroom has also been identified for each of the departments. See the plan on the next page for the boundaries of the work areas.

29. If you notice that there is missing cleaning equipment, please contact Simon Bertrand, HR director.



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Measures for travel and site visits

- 30. Obtain the approval of your manager before traveling to a client, whether for service calls or for representation;
- 31. The preventive measures for each site will be evaluated before making the decision to send our employees;

Measures for common areas

- 32. Take the time to clean spaces and surfaces before and after use. Think of door handles, tables, chairs, counter, keyboard, mouse, desk, etc.);
- 33. Disinfect before and after use all appliances such as refrigerators, microwaves, toasters, etc .;
- 34. Disinfect surfaces before and after use;
- 35. Don't leave your lunch boxes and utensils on the tables;
- 36. We recommend you to bring cold lunches;
- 37. Clean bathrooms before and after use. Consider using the disinfectant for the toilet, sink and faucet;
- 38. Respect the indications in the common rooms concerning the maximum number of people authorized;
- 39. You are responsible for cleaning and disinfecting your offices. The concierge will take care of emptying your garbage cans on Tuesdays and Thursdays, **but you must place them outside your offices;**

Measures specific to shipping - receiving

Before and after handling paper, tools or other common equipment, hands should be washed with soap and water for at least 20 seconds or a disinfectant gel should be used

- 40. Invite the deliverers to respect the delivery perimeter, which defines the zone of entry and deposit of the parcels;
- 41. Wearing gloves is compulsory for handling deliveries. Gloves should be changed regularly;

42. Packages are quarantined until the morning after receipt, that is to say for approximately 15 hours;

43. Clean your workspaces regularly.

Travel-related measures

44. All work-related travel outside the country is suspended until further notice;

45. All air travel not linked to the performance of a task by a customer within the country is suspended until further notice;

Measures for visitors

46. We favor virtual meetings as much as possible

47. All visitors must go through the admission located at reception to follow the procedures;

48. Upon arrival, people will be asked to disinfect their hands;

49. Each person must take note of the visitor measures;

50. Each visitor must complete and sign a declaration form concerning COVID-19;

51. Persons who have had contact with persons confirmed or suspected of having COVID-19 will not be allowed to enter the establishment unless they have a medical confirmation of recovery;

52. Persons currently having flu-like symptoms (fever, cough, shortness of breath) compatible with COVID-19 will not be allowed to enter the establishment.

Table 1

Symptoms	Coronavirus Symptoms range from mild to severe	Cold Gradual onset of symptoms	Flu Abrupt onset of symptoms
 Fever	Common	Rare	Common
 Fatigue	Sometimes	Sometimes	Common
 Cough	Common* (usually dry)	Mild	Common* (usually dry)
 Sneezing	No	Common	No
 Aches and pains	Sometimes	Common	Common
 Runny or stuffy nose	Rare	Common	Sometimes
 Sore throat	Sometimes	Common	Sometimes
 Diarrhea	Rare	No	Sometimes for children
 Headaches	Sometimes	Rare	Common
 Shortness of breath	Sometimes	No	No

Sources: World Health Organization, Centers for Disease Control and Prevention



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