

## PREVENTION POLICY - COVID-19—SUMMARY

**Revision date: 03-04-2020**

### **Purpose**

Make Health and Safety a priority in the workplace and manage employee's safety in a pandemic period.

### **Scope**

This policy applies to all Laurentide employees and contractors at all locations. Certain provisions apply to visitors.

### **Communication Procedure—Internal & External**

The Pandemic Response Plan communications procedure is intended to bring the interested parties into line as an effort to reinforce the implementation of the plans and ensure efficiency. It includes receiving and responding to, both internally and externally, information related to the pandemic response strategies, or changes which affect workplace health and safety. The process comprises the flow of information and communications in both directions, and includes all employees, customers and other interested parties.

### **Responsibilities**

#### Laurentide

- Laurentide will fully comply with government guidelines, directives, legislation and regulations.
- Laurentide wants to take measures to prevent the spread and avoid contamination of its employees and partners as we believe we have a responsibility with regard to our employees' health and that the company not become a transmission vehicle for the spread of the pandemic;
- Have crisis management guidelines in the case of an epidemic or pandemic and have a plan to continue to function its business activities to support our customers;
- Strictly follow public health officials' recommendations regarding the COVID-19 pandemic;
- Ensure the training and reminding of good hygiene practices.
- Have a policy that promotes telework and reduce to the bare minimum the people in the office.
- Implement and ongoing communication plan with regard to the status of the situation that takes into account different risk levels;
- Adapt the normal rules & regulations to the situation by showing high level of rigor and accountability.
- Acknowledge our customers Pandemic Prevention Plan and reinforce its compliance
- Request that Laurentide's customers have preventative measures to protect our employees who must provide services during a pandemic period.

#### Employees

- Read and understand the policy and provide written consent to follow the policies' guidelines;
- The employees have an obligation to apply, in the same way as other company rules in place by Laurentide, individual and company-wide measures in the face of an epidemic or pandemic.
- Understand your obligations as citizens and act responsibly at all times.

## **Laurentide Controls**

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## Standards

### Employees with Symptoms

- Any employee experiencing symptoms (cough, fever >38 C and/or difficulty breathing) must immediately advise HR, work from home or apply the short-term medical leave policy that applies to them.
- It is not permitted, under any circumstances, to present oneself to work until the situation regarding their health is under control.

### General Hygiene Measures

- Personal Measures:
  - Cover your mouth and nose with the crease of your elbow when coughing or use a tissue. Discard used tissues immediately in the garbage and wash your hands afterwards;
  - Wash your hands regularly with soap and water for 20 seconds;
  - Avoid touching eyes, nose or mouth with unwashed hands;
  - No direct contact for greetings, such as handshakes;
  - Avoid large gatherings;
  - Keep a social distance of 2 metres with people.
  - When applicable, work gloves must always be worn;
  - All visitors will be required to answer a screening form (travelling history and symptoms) upon entry to Laurentide premises.
- Work Environment and Equipment measures:
  - Each employee will have an assigned workstation that respect the required social distancing;
  - Tools are not to be shared and will need to be cleaned once a day;
  - The supervisor reorganized production work in order to minimize contact by several people on production equipment;
  - Disinfect tools and workstations regularly;
  - More frequent cleaning is done by the service provider on potentially contaminated surfaces in workspaces.
- Specific Hygiene Measures at Customer Site:
  - Disinfect personal tools before usage and after completing the job.
  - For employees at client sites where PPE is supplied by the clients, Laurentide employees must make sure that equipment is disinfected;
  - Must bring disinfectant products and do a general clean-up of the customers tools before and after working
  - A judgment call needs to be made as where a general spray of surfaces is required
  - It is not permitted to share, between employees, masks and half-masks as well as gloves; and,
  - Technicians must wear surgical gloves underneath gloves designated for high-tension (ARC-Flash) work.
  - Prior to approving a site visit, a written confirmation that a Pandemic Prevention Plan has been implemented by the clients is required to ensure the safety and health of our employees
  - Employees going to customers site are presumed to be aware of and comply with the preventive COVID-19 measures taken by customers.

- Before visiting or planning a mandate on a customer site, the employees must fill out the form: [COVID-19-Screening form-Customer Sites](#).

### Managing stress at work during a pandemic

Laurentide's management understands that it is its responsibility to maintain a sense of security for all employees who must report to work to provide essential services to its clients and the public.

- A general stress assessment survey is conducted weekly for all production and operations personnel.
  - The prevention team reviews the survey responses and responds as soon as possible
- Managers should have weekly conversations with telework employees to assess and respond to their stress levels.
  - Any problem deemed serious must be reported immediately the direction of talent and culture.

Note: This is a summary of the key elements of the Coronavirus-COVID-19 Prevention Policy. The full version is available on request at [RH@laurentide.com](mailto:RH@laurentide.com).