

Social Distancing, Self-Monitoring, Self Isolation and Isolation Instructions for Novel Coronavirus (COVID -19) - March 17, 2020

This document has been prepared to provide some guidance to employees of Paper Excellence on how we are dealing with COVID-19 both at our worksites and in our communities.

What is Social Distancing?

In order to decrease transmission of COVID-19 Public Health Agency of Canada has now recommended that all residents practice social distancing. Social distancing involves taking steps to limit the number of people you come into close contact with. This will help to limit the spread of COVID-19 in the community.

Social distancing includes, but is not limited to:

- Whenever possible, spend time in settings where people can maintain a 1-2 metres (3-6 feet) distance from each other. For morning tool-box meetings keep a distance of 3 feet from you co-workers. In lunchrooms and control rooms keep your distances when practicable. The Company has cancelled all Town Halls and postponed meeting or gathering of 12 people or more. Reduce or minimize the number of meetings we have and when possible have people dial into the meetings.
- If you have meetings planned, consider doing them virtually instead of in person.
- Some staff positions maybe able to work from home talk to your supervisor or manager to see if you are a candidate for this option. We are currently working on reestablishing VPN and we will keep you updated on the progress.

In our communities:

- Avoiding sending children to daycare, if you are able to;
- Avoiding visits to Long-Term Care Homes, Retirement Homes, Supportive Housing, Hospices and other congregate care settings unless the visit is absolutely essential;
- Avoiding non-essential trips in the community;
- If you have to go into the community for an essential trip via taxi or rideshare, be sure to keep the windows down;
- If possible, limit or consider cancelling group gatherings.

You can still go outside to take a walk, go to the park, or walk your dog. If you need groceries, go to the store. Health Canada has recommended that while outside you

make sure to avoid crowds and maintain a distance of 1-2 metres (3-6 feet) from those around you.

Remember: While you may not feel sick, and while we know these measures are an inconvenience, please be mindful of the members of our community who are more vulnerable to COVID-19 than others. We are all in this together.

Please note that these are guidelines and will change as more information becomes available.

What is self-monitoring?

- This is when you monitor your health for symptoms of COVID-19 like fever, cough and difficulty breathing.

What is self-isolation?

Self-isolation is when you separate yourself from others, with the purpose of preventing the spread of the virus, including those within your home. If you are ill, you should be separated from others in your household to the greatest extent possible.

Even if you do not have symptoms, it is a requirement to self-isolate for 14 days if:

- You have travelled **anywhere outside of Canada** (including the United States of America).
- You live with, provided care for, or spent extensive time with someone who has:
 - Tested positive for COVID-19, OR is suspected to have COVID-19, OR who has respiratory symptoms (fever, cough, or shortness of breath) that started within 14 days of travel outside of Canada.

What is Isolation?

- This is when you have been diagnosed with COVID-19 or are waiting for the results of a lab test for COVID-19
- You have been advised to stay at home until your Public Health Authority advises you that you are no longer at risk of spreading the virus to others.

We have attached a PDF “Know the Difference” as a guideline, if you are unsure or if you have questions after reading the attachment, contact your supervisor.

How COVID-19 spreads

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to flu. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.

Simple ways to prevent the spread of COVID-19 in our Workplace.

We are taking steps that will help prevent the spread of infections in our workplace and protect customers, contractors and employees.

1. Make sure your workplaces are clean and hygienic. We are augmenting the number of janitors we are using at this time and are adding additional cleaning activities.
 2. Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly. Why? Because contamination on surfaces touched by employees and customers is one of the main ways that COVID-19 spreads. Guidelines/Instructions will be sent out shortly on this topic
 3. Regular and thorough hand washing by employees, contractors and customers.
 4. We have asked that all non-essential vendors stay away from the mill and make contact through e-mail or phone.
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