

Notice: To All Employees/Contractors

As a Company, we place the health and safety of our Employees/Contractors as a top priority. In light of COVID-19 continuing to spread internationally, it is important that we do not compromise the well being of our Employees/Contractors, nor do we place them in situations of potential risk. Please see below for information about the COVID-19 virus, prevention measures and what to do if you are experiencing symptoms.

about coronavirus disease (COVID-19)

COVID-19 is an illness caused by a coronavirus. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold. Symptoms may take up to 14 days to appear after exposure to the virus.

Coronaviruses are most commonly spread from an infected person through:

- Respiratory droplets when you cough or sneeze, laugh or sing.
- Close personal contact, such as touching or shaking hands, hugs or kisses.
- Touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands.

Evidence indicates that the virus can be transmitted to others from someone who is infected but not showing symptoms. This includes people who:

- Have not yet developed symptoms (pre-symptomatic)
- Never develop symptoms (asymptomatic)

symptoms

Symptoms of human coronaviruses may be very mild or potentially more serious underlying symptoms. Common symptoms include a **Fever, Cough or Difficulty Breathing**.

other symptoms

- New or worsening cough
- Shortness of breath
- Temperature equal to or greater than 38°C
- Feeling feverish
- Chills
- Fatigue or weakness
- Muscle or body aches
- New loss of smell or taste
- Headache
- Gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
- Feeling very unwell generally

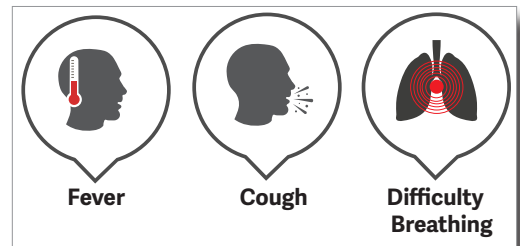
Children have been more commonly reported to have abdominal symptoms, and skin changes or rashes.

prevention

The best way to prevent the spread of infections is to:

- Wash your hands often with soap and water for at least 20 seconds;
- Avoid touching your eyes, nose or mouth, especially with unwashed hands;
- Cough and sneeze into your sleeve and not your hands;
- Maintaining a distance of 6 feet (2 meters) from others;
- Wave in place of a handshake;
- Keep common surfaces sanitized;
- Avoid all non-essential travel;
- Avoid close contact with people who are sick; and
- Stay home if you are sick to avoid spreading illness to others.
- Limit non-essential travel
- Do not share office supplies (i.e. sharing a pen with a colleague)
- It is strongly recommended that Employees wear a non-medical mask or face covering when not able to maintain a consistent physical distance (6 feet/2 meters) from others or when walking through a common area (i.e. arriving at work and walking through the building to your work area/desk).

It is through consciously remembering and following these guidelines that COVID-19 spread can be minimalized. Ensure that you are following preventative measures wherever applicable to keep both yourself and those around you safe.

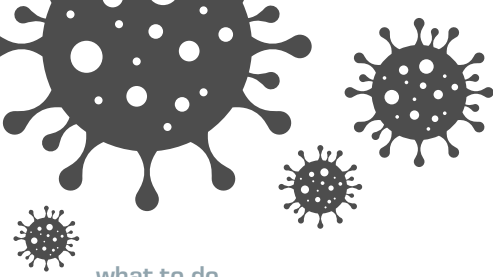


vulnerable populations

There is an increased risk of more severe outcomes for people:

- Aged 65 and over
- With underlying medical conditions
- With compromised immune systems

The basics of prevention remains the best line of defense against the spread of illness.



what to do

If you start having symptoms:

1. Isolate yourself from others as quickly as possible.
2. If you live in Canada, call a health care professional or public health authority in the province or territory you are located. Tell them your symptoms. They will advise what to do.
3. Call your Manager/Supervisor and notify them.
4. Depending on the circumstances, your Manager/Supervisor may authorize arrangements to work from home.
5. Apply for the Canadian Emergency Response Benefit (CERB), Employment Insurance (EI), Group Insurance, or one of the other support benefits to avoid financial hardship.
 - CERB is once more being extended by an additional 4 weeks to a 28-week maximum. At that point, employees who are still unemployed due to COVID-19 will have to look to Employment Insurance (EI) or other new financial supports for relief.
 - CanadaLife will consider paying STD benefits from the start of the quarantine period if you are displaying symptoms consistent with COVID-19, have tested positive, and are unable to work, or if testing doesn't confirm COVID-19 but you have symptoms that prevent you from working, you should submit a claim.
6. If you have been identified as a close contact by the Public Health Authority and are receiving testing or have a confirmed diagnosis of COVID-19, you must inform your Manager/Supervisor and they will take measures to protect others.

Public Health Authorities - Canada (canada.ca)	
British Columbia	811
Alberta	811
Saskatchewan	811
Manitoba	1-888-315-9257
Ontario	1-866-797-0000
Quebec	811
New Brunswick	811
Nova Scotia	811
Prince Edward Island	811
Newfoundland and Labrador	811 or 1-888-709-2929
Nunavut	1-867-975-5772
Northwest Territories	911
Yukon Territory	811
Call Your Doctor - U.S.	

financial support

The Federal government winds down CERB and transitions to a new system to support workers affected by COVID-19. The following changes will come into place following the conclusion of CERB:

- **Expansion of EI benefits:** Changes to the current EI eligibility will come into place and will make it easier for Canadians to qualify for EI. Eligibility for EI benefits is based on the number of insurable hours an individual has worked during the qualifying period (i.e. the year before the application or individual's last claim). Normally, the number of insurable hours worked must be between 420 and 700. However, due to the pandemic, causing disruptions in work patterns, the government is temporarily reducing that number to 120.
- **Canada Recovery Benefit (CRB):** The CRB will provide \$400 per week for up to 26 weeks to those who are not eligible for EI or are self-employed. Claimants will be required to reapply after every 2 weeks and attest that they still meet the requirements.
- **Canada Recovery Sickness Benefit (CRSB):** The CRSB will pay \$500 per week for up to 2 weeks to workers who are sick or must self-isolate due to COVID-19. To qualify, workers must miss at least 60% of their scheduled work for the week in which they're claiming the benefit. Workers don't need a medical certificate but are not allowed to claim the benefit if they are currently receiving paid sick leave from their employer.
- **Canada Recovery Caregiving Benefit (CRCB):** The CRCB provides households \$500 per week for up to 26 weeks to individuals who must care for a child under 12 years of age, a family member with a disability or a dependent because:
 - The person's school, daycare, or other care facility is closed or operates under an alternative schedule due to COVID-19
 - The person can not attend school, daycare or other care facilities under the advice of a medical professional due to being at high-risk upon contraction of COVID-19 or,
 - The caregiver who usually provides care is unavailable for reasons related to the pandemic.

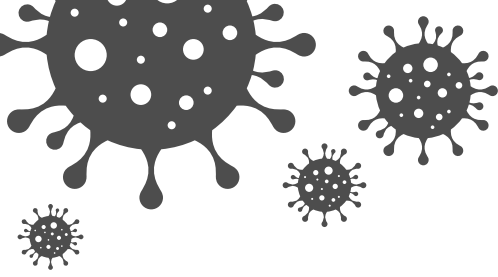
The CRCB is limited to one person per household for the same period. As with the CRSB, to qualify, workers must miss at least 60% of their scheduled work for the week in which they are claiming the benefit. Workers can not get the CRCB for any week in which they are on paid leave or getting the CERB or similar EI benefit.

stay informed

Be prepared to follow public health advice and legislation from the Public Health Authority and local city/provincial guidelines. We will continue to monitor the COVID-19 situation and provide updates accordingly. Should you have any questions, please contact your Manager/Supervisor.

for more information about the virus

<p>CANADA</p> <p>Public Health Agency of Canada</p> <p>1-833-784-4397</p> <p>canada.ca/coronavirus</p> <p>phac.info.aspc@canada.ca</p>	<p>US</p> <p>Centre for Disease and Prevention</p> <p>1-800-232-4636</p> <p>cdc.gov/COVID19</p>	<p>COMPANY - INTERNAL QUESTIONS</p> <p>questions-covid19@siemenstransport.com</p>
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COVID-19 Notice - Non-Medical Masks or Face Coverings

Siemens Transportation Group Inc. continues to closely monitor the COVID-19 outbreak and is taking all necessary precautions to ensure the health and safety of our Employees/Contractors while continuing to provide essential services to our communities.

Attention all Employees in the workplace:

It is strongly recommended that Employees wear a non-medical mask or face covering when not able to maintain a consistent physical distance (6 feet/2 meters) from others or when walking through common areas (i.e. arriving at work and walking through the building to your work area/desk).

Employees are welcome to wear their own mask or face covering or request one through their supervisor. Face masks and coverings should reflect a professional image and not have any offensive decorations, logos, or language.

The following poster reflects good practices when putting on, taking off, and wearing a mask.

for more information about the virus

CANADA

Public Health Agency of Canada

1-833-784-4397

canada.ca/coronavirus

phac.info.aspc@canada.ca

US

Centre for Disease and Prevention

1-800-232-4636

cdc.gov/COVID19

CANADA & US

World Health Organization

who.int

COMPANY - INTERNAL QUESTIONS

questions-covid19@
siemenstransport.com

HOW TO SAFELY USE A NON-MEDICAL MASK OR FACE COVERING

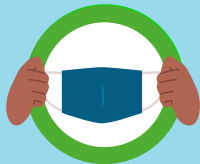
DO'S



DO wear a non-medical mask or face covering to protect others.



DO ensure the mask is made of at least two layers of tightly woven fabric.



DO inspect the mask for tears or holes.



DO ensure the mask or face covering is clean and dry.



DO wash your hands or use alcohol-based hand sanitizer before and after touching the mask or face covering.



DO use the ear loops or ties to put on and remove the mask.



DO ensure your nose and mouth are fully covered.



DO replace and launder your mask whenever it becomes damp or dirty.



DO wash your mask with hot, soapy water and let it dry completely before wearing it again.



DO store reusable masks in a clean paper bag until you wear it again.



DO discard masks that cannot be washed in a plastic-lined garbage bin after use.

DO YOUR PART.

Wear a non-medical mask or face covering to protect others when you can't maintain a 2-metre distance.

NON-MEDICAL MASKS ARE NOT RECOMMENDED FOR:

- People who suffer from an illness or disabilities that make it difficult to put on or take off a mask
- Those who have difficulty breathing
- Children under the age of 2

DON'T JUDGE OTHERS FOR NOT WEARING A MASK.

Kindness is important as some people may not be able to wear a mask or face covering.

DON'TS



DON'T reuse masks that are moist, dirty or damaged.



DON'T wear a loose mask.



DON'T touch the mask while wearing it.



DON'T remove the mask to talk to someone.



DON'T hang the mask from your neck or ears.



DON'T share your mask.



DON'T leave your used mask within the reach of others.

REMEMBER, wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. You must also wash your hands often, practise physical distancing and stay home if you are sick.

