

# 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.

## about COVID-19

COVID-19 is an illness caused by SARS-CoV-2. COVID-19 is associated with mild illnesses, similar to the common cold. Symptoms may take up to 14 days to appear after exposure to the virus.

COVID-19 is most commonly spread from an infected person through:

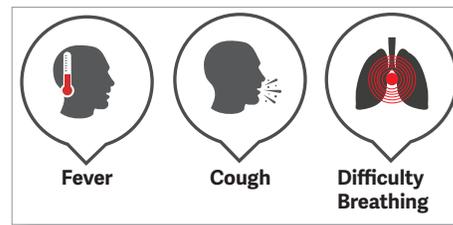
- Respiratory droplets from an infect person when they cough, sneeze, laugh, sing, or talk.
- Close personal contact, such as touching or shaking hands, hugs or kisses.
- Touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands.

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

- **New or worsening cough**
- **Fever** (temperature greater than 38°C)
- **Difficulty Breathing** or shortness of breath
- Chills
- Fatigue or weakness
- Muscle or body aches
- Loss of smell or taste
- Headaches
- 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.
- Do not share office supplies (i.e. sharing a pen with a colleague)
- It is mandatory that Employees - I/C's wear a non-medical mask either:
  - ✓ At all times when in the workplace (with the only exception being for eating and drinking). Non-Medical masks are also mandatory outside if not able to maintain a consistent physical distance of 6 feet/2 meters.
  - OR
  - ✓ 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).
- The requirements for mandatory mask usage may change based on the Company's situation or as a result of new Health Canada and/or Provincial Health Authority Guidelines.
- It is recommended that all Employees - I/C's receive their vaccine when eligible.

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.

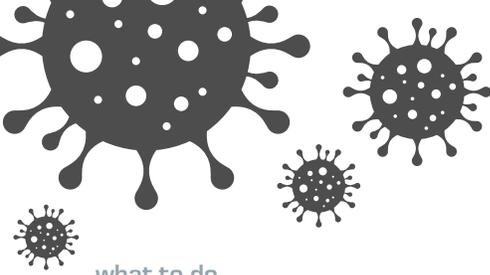
## COVID-19 variants

Genetic variations of viruses, such as the one that caused COVID-19, are common and expected. SARS-CoV2 will naturally develop mutations, which are changes to the genetic material in the virus over time. When there have been several significant mutations to the virus, then it's called a variant. A variant is of concern when it affects:

- Disease Spread
- Disease Severity
- Tests used to detect the virus
- Vaccines and treatments

The Public Health Agency of Canada works with the provinces and territories, and other partners to monitor and identify variants of concern in Canada.

These new variants of concern include mutations that seem to make the virus more infectious, allowing it to spread more easily. They may also affect the severity of the disease. Given the limited data on the new variants, more research is needed to confirm these early findings.



### 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 Recovery Benefit (CRB), Employment Insurance (EI), Group Insurance, or one of the other support benefits to avoid financial hardship.
  - CRB is available for a 2 week duration for individuals affected by COVID-19. Following the 2 week period, employees who are still unemployed due to COVID-19 will have to look to 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

In support of workers affected by COVID-19, the following financial support benefits have been made available.

- **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.

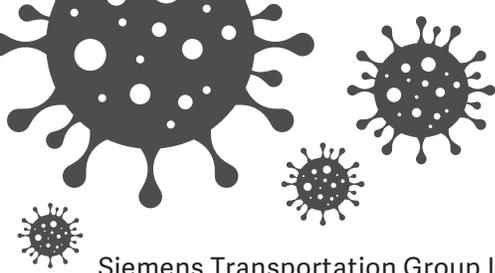
The CRCB is limited to one person per household for the same period. As with the CRSB, to qualify, workers must miss at least 60% of their scheduled work for the week in which they are claiming the benefit. Workers can not get the CRCB for any week in which they are on paid leave or getting the CERB 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><b>CANADA</b></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><b>US</b></p> <p>Centre for Disease and Prevention</p> <p>1-800-232-4636</p> <p>cdc.gov/COVID19</p>	<p><b>COMPANY - INTERNAL QUESTIONS</b></p> <p>questions-covid19@siemenstransport.com</p>
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# COVID-19 Notice - Non-Medical Masks

Siemens Transportation Group Inc. continues to closely monitor the COVID-19 pandemic 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 mandatory that Employees wear a non-medical mask at all times when in the workplace (with the only exception being for eating or drinking). Non-medical masks are also mandatory outside if not able to maintain a consistent physical distance of 6 feet/2 meters.

Employees are welcome to wear their own mask or request one through their supervisor. Masks should reflect a professional image and not have any offensive decorations, logos, or language. Ensure you are using a non-medical mask that meets the standards established by the Public Health Authority.

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

## for more information about the virus

<p><b>CANADA</b></p> <p>Public Health Agency of Canada   1-833-784-4397  <a href="https://canada.ca/coronavirus">canada.ca/coronavirus</a>  <a href="mailto:phac.info.aspc@canada.ca">phac.info.aspc@canada.ca</a></p>	<p><b>US</b></p> <p>Centre for Disease and Prevention   1-800-232-4636  <a href="https://cdc.gov/COVID19">cdc.gov/COVID19</a></p>	<p><b>CANADA &amp; US</b></p> <p>World Health Organization  <a href="https://who.int">who.int</a></p>	<p><b>COMPANY - INTERNAL QUESTIONS</b></p> <p> <a href="mailto:questions-covid19@siemenstransport.com">questions-covid19@siemenstransport.com</a></p>
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# COVID-19: How to safely use a non-medical mask

## Do's



Do wear a non-medical mask to **protect yourself and others**.



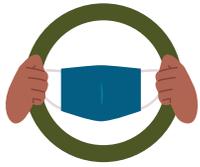
Do ensure your nose, mouth, and chin are fully covered.



Do ensure the mask is made of **at least 3 layers, including 2 layers of tightly woven fabric**, with a filter or filter fabric between layers.



Do replace and launder your mask after each use, or whenever it becomes damp or dirty.



Do inspect the mask for tears or holes.



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



Do ensure the mask or is clean and dry.



Do store re-usable masks in a clean paper bag until you wear it again.



Do **wash your hands** or use **alcohol-based hand sanitizer** before and after touching the mask.



Do discard masks that cannot be washed in a garbage bin after use.



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

## Don'ts



Don't wear masks with exhalation valves or vents.



Don't hang mask from your neck or ears.



Don't wear a loose mask.



Don't share your mask.



Don't touch the mask while wearing it.



Don't leave your used mask within the reach of others.



Don't remove the mask to talk to someone.



Don't reuse masks that are damp, dirty or damaged.

Remember, wearing a non-medical mask alone will not prevent the spread of COVID-19. Stay at home if you're sick, wash your hands often and practise physical distancing.



## Do your part to protect yourself and others

Wear a non-medical mask:

- › when you're in shared indoor spaces
- › when you can't maintain a 2-metre physical distance from others
- › as advised by your local public health authority

## Be kind

Some people may not be able to wear a mask.

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 years

## Be environmentally responsible

- › Wear reusable masks whenever possible.
- › Washable and reusable masks are more environmentally friendly than disposable masks.
- › If you must use a disposable mask, dispose of it properly.
- › Don't litter.