

# COVID-19 pandemic policy

## preparedness and response plan

### **A. Policy**

- During the current COVID-19 pandemic, all Employees / Contractors must comply with the safe work practices set forth in this Policy.

### **B. Purpose**

- To minimize the likelihood of spreading the infection and to help ensure the health and safety of Employees / Contractors.
- To ensure that safe work practices are maintained at all times while conducting Company business or working on Company premises in accordance with current public health guidelines and government regulations.

### **C. Scope**

- This Policy applies to all Employees / Contractors while conducting Company business or working on Company premises.

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### **D. About Coronavirus**

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.

### **E. Spread**

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.

Recent 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)

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### **F. 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 a significant mutation in 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.

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### G. Symptoms of COVID-19

Those who are infected with COVID-19 may have little to no symptoms. You may not know you have symptoms of COVID-19 because they are similar to a cold or flu. Symptoms may include:

- new or worsening cough
- fever (temperature greater than 38°C)
- shortness of breath or difficulty breathing
- gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
- headaches
- muscle aches and pains
- sore throat
- chills
- loss of taste or smell
- feeling very unwell

In severe cases, infection can lead to death. Symptoms may take up to 14 days to appear after exposure to COVID-19. This is the longest known incubation period for this disease.

### H. Vulnerable Populations

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

- Older adults (increasing risk with each decade, especially over 60)
- People of any age with chronic medical conditions (i.e. lung disease, heart disease, high blood pressure, diabetes, etc.)
- People of any age who are immunocompromised, including those with underlying medical conditions (i.e. cancer) or taking medications which lower the immune system (i.e. chemotherapy)
- People living with obesity (BMI of 40 or higher)

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### I. Prevention

The best way to prevent the spread of infection 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;
- Wave in place of a handshake;
- Keep common surfaces sanitized;
- Avoid all non-essential travel;
- Avoid close contact with people who are sick; and
- Maintain proper social distancing (at least 6 feet / 2 meters from another person);
- Stay home if you are sick to avoid spreading illness to others;
- Don't share office supplies (i.e. pens and pencils);
- Wear your best mask;
- 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;
- Get fully vaccinated if able to do so;
- Self-Monitor: if any mild or serious symptoms are felt, use a COVID-19 self test.

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### I. Non-Medical Masks

When selecting a non-medical mask, consider the following:

- 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.
- Face shields are not a replacement for masks, but can be worn in addition to.
- Neck gaiters (neck warmers), scarves and bandanas are not recommended as they cannot be secured to ones head or ears, and are more likely to move or slip out of place.
- Masks with exhalation valves are not recommended as they allow infectious respiratory particles to spread outside the mask.

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

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## preparedness and response plan

### I. Prevention cont.

#### How to safely use a non-medical mask

### Do's

	Do wear a non-medical mask to <b>protect yourself and others.</b>		Do ensure your nose, mouth, and chin are fully covered.
	Do ensure the mask is made of <b>at least 3 layers, including 2 layers of tightly woven fabric</b> , 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 <b>wash your hands</b> or use <b>alcohol-based hand sanitizer</b> 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.

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### I. Prevention cont.

- It is important to remember that not everyone is able to wear a mask. For this reason, be kind first rather than making assumptions about those without them.
- Masks are not recommended for:
  - ✓ people who live with illness or disabilities that make it difficult to put on or take off a mask without assistance
  - ✓ those who have difficulty breathing
  - ✓ children under the age of 2
  - ✓ People whose medical condition prevents them from wearing a mask (as determined by a medical health care professional)

**Do your part to protect yourself and others from COVID-19.**

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### J. What to Do

If you start showing symptoms:

1. Isolate yourself from others as quickly as possible.
2. Call a health care professional or public health authority in the area you are located. Tell them your symptoms. They will advise what to do.
3. Call your Manager/Supervisor and notify them.

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.	

# COVID-19 pandemic **policy**

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## **K. Responsibilities**

### **Managers / Supervisors**

Managers / Supervisors are responsible for providing the leadership, resources and direction to ensure this Policy is implemented and monitored.

### **Employees / Independent Contractors**

Employees / Contractors are responsible for understanding and following the terms of this Policy and doing their part to prevent the spread.

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### **K. Responsibilities**

#### **All Employees / Contractors**

- Stay at home if feeling ill. Observe yourself for symptoms.
- Go home if you become ill at work. Call the Public Health Authority for direction.
- Mandatory disclosure of COVID-19 symptoms
- Adhere to Public Health Authority directives.
- Keep your Manager / Supervisor apprised of your situation while away from work.
- Maintain proper social distancing (at least 6 feet / 2 meters from another person).
- Reduce social time in shared office spaces such as break rooms, lunch rooms, ect.
- Adhere to public health hygiene recommendations by washing hands thoroughly after touching commonly used items or coming in contact with someone who is sick.
  - ✓ Use hand sanitizers when washing hands is not available
  - ✓ Avoid touching face, nose, mouth and eyes
  - ✓ Practice proper coughing and sneezing etiquette
  - ✓ Frequent disinfecting of commonly touched surfaces
- Do not share office supplies (i.e. pens and pencils)
- Wear a non-medical mask
- 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.
- Get fully vaccinated if able to do so.

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### **L. Mandatory Disclosure**

Employees / Contractors must immediately notify their Manager/ Supervisor if:

- Tested positive for COVID-19 or are experiencing COVID-19 symptoms;
- Have had close contact with a person(s) that has COVID-19 or COVID-19 symptoms;
- Have travelled outside of Canada within the past 14 days, or to a province or territory that is enforcing a 14 day quarantine for all inter-provincial travelers (excluding cross border truck drivers).

Employees / Contractors must also immediately disclose the names of all co-workers and other persons with whom they have had close contact with.

- Directives from Public Health Authority regarding quarantine, isolation periods, further testing, return to work dates.

### **M. Return to Work**

If directed by a Medical Professional to self isolate or quarantine, Employees / Contractors will not be permitted to return to work until symptoms have completely disappeared, and are cleared by a certified healthcare professional or the Public Health Authority.

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### **N. Duration**

This Policy is a temporary measure that will last only as long as the COVID-19 pandemic, public health guidelines, and mandates are in place. In addition, Siemens Transportation Group Inc. reserves the right to modify any and all of the Policy terms and procedures, including the elimination or addition of requirements, as COVID-19 health guidelines and scientific information evolves and changes over the course of the pandemic.

### **O. Policy Statement**

COVID-19 is a fluid situation and the information around the virus changes frequently. As such, the policy will be revised regularly. All Employees / Contractors are encouraged to view Public Health Agency of Canada or Centre for Disease and Prevention for most current updates. Be prepared to follow public health advice and legislation from the Public Health Authority and local city/provincial guidelines.

#### **US**

**Centre for Disease and Prevention**

1-800-232-4636

[cdc.gov/COVID19](https://www.cdc.gov/COVID19)

#### **CANADA**

**Public Health Agency of Canada**

1-833-784-4397

[canada.ca/coronavirus](https://canada.ca/coronavirus)

[phac.infor.aspc@canada.ca](mailto:phac.infor.aspc@canada.ca)

# Hand Hygiene

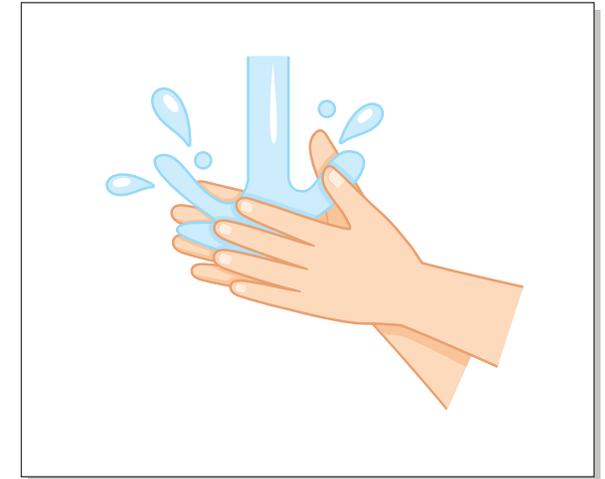
Follow these five simple steps to keeping hands clean.



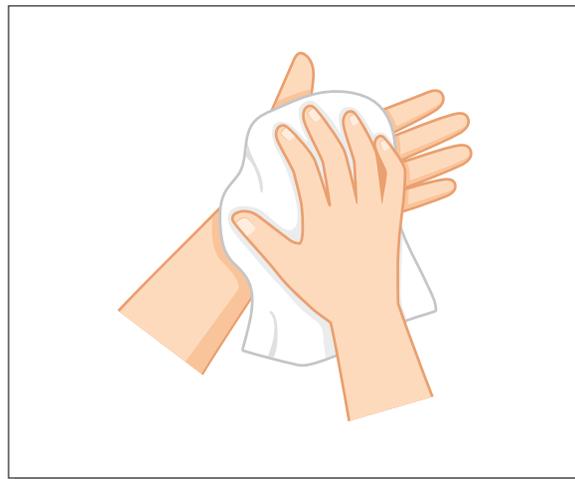
**Step 1:** Remove hand and arm jewellery and wet your hands with warm (not hot) running water.



**Step 2:** Add soap, and then rub your hands together, making a soapy lather. Do this for at least 20 seconds, being careful not to wash the lather away. Wash the front and back of your hands, as well as between your fingers and under your nails.



**Step 3:** Rinse your hands well under warm running water, using a rubbing motion.



**Step 4:** Wipe and dry hands gently with paper towel. Rubbing vigorously with paper towels can damage the skin.



**Step 5:** Turn off tap using paper towel so that you do not recontaminate your hands.

# Stop The Spread Of Germs

Help prevent the spread of respiratory diseases like COVID-19



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.



Wave in place of a handshake.



Keep common surfaces sanitized.



Avoid close contact with people who are sick.



Stay home if you are sick to avoid spreading illness to others.

# KNOW THE DIFFERENCE: SELF-MONITORING, SELF-ISOLATION, AND ISOLATION FOR COVID-19

## SYMPTOMS OF COVID-19



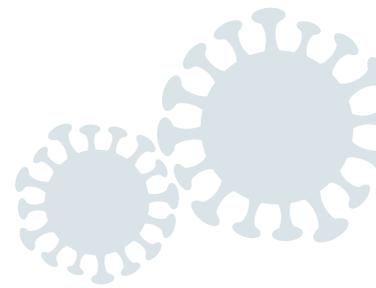
FEVER



COUGH



DIFFICULTY BREATHING



### SELF-MONITORING



You have:

- ▶ no symptoms
- AND
- ▶ a history of possible exposure to the novel coronavirus that causes COVID-19, in the last 14 days

**SELF-MONITOR** means to:

- ▶ **monitor yourself** for 14 days for one or more symptoms of COVID-19
- ▶ go about your day but **avoid crowded places** and increase your personal space from others, whenever possible



You need to **self-monitor** if:

- ▶ you have reason to believe you have been **exposed to a person** with COVID-19

OR

- ▶ you are in **close contact** with older adults or medically vulnerable people

OR

- ▶ you have **been advised to self-monitor** for any other reason by your Public Health Authority



If you develop symptoms, **isolate yourself from others immediately** and contact your **Public Health Authority** as soon as possible

### SELF-ISOLATION

You have:

- ▶ no symptoms
- AND
- ▶ a history of possible exposure to the novel coronavirus due to travel outside of Canada or close contact with a person diagnosed with COVID-19

**SELF-ISOLATE** means to:

- ▶ **stay at home** and monitor yourself for symptoms, even if mild, for 14 days
- ▶ **avoid contact with other people** to help prevent the spread of disease in your home and in your community in the event you become symptomatic

**Self-isolate** if:

- ▶ you have travelled **outside of Canada** within the last 14 days

OR

- ▶ your Public Health Authority has identified you as a **close contact** of someone diagnosed with COVID-19

If you develop symptoms, even if mild, **stay home, avoid other people** and contact your **Public Health Authority** as soon as possible

### ISOLATION

You have:

- ▶ symptoms, even if mild
- AND
- ▶ you have been **diagnosed with COVID-19** or are waiting for the results of a lab test for COVID-19

To be **ISOLATED** means to:

- ▶ **stay at home** until your Public Health Authority advises you that you are no longer at risk of spreading the virus to others
- ▶ **avoid contact with other people** to help prevent the spread of disease in your home and in your community, particularly people at high risk of severe illness outcomes such as older adults or medically vulnerable people

You need to **isolate** if:

- ▶ you have been **diagnosed** with COVID-19

OR

- ▶ you are **waiting to hear the results** of a laboratory test for COVID-19

OR

- ▶ you have been **advised to isolate at home** for any other reason by your Public Health Authority

If your symptoms get worse, immediately contact your healthcare provider or **Public Health Authority** and **follow their instructions**

**WE CAN ALL DO OUR PART IN PREVENTING THE SPREAD OF COVID-19. FOR MORE INFORMATION:**

1-833-784-4397

@ [canada.ca/coronavirus](https://canada.ca/coronavirus)

phac.info.aspc@canada.ca



# Vehicle Cleaning Instructions

Help prevent the spread of respiratory diseases like COVID-19

A clean work vehicle promotes a healthy environment. You play an important role in keeping your vehicle clean.

You should sanitize/disinfect the high-touch areas every time you take over a vehicle at the start of your shift/trip and at the end of your shift/trip.

- Keys or FOBs
- Steering Wheel
- Power Windows and Door Locks
- Seat, Seat Adjuster, Seatbelt Clasp, Pads and Armrests
- Starter Button/Ignition
- Shift Lever and Console
- Radio, Climate Control Buttons, and Handheld Devices
- Touch Screen or Dashboard Buttons
- Door Handles (Inside and Outside)
- Inside Door Grab Handles
- Turn Signal and Wiper Stalks
- Any other commonly used area that may have been touched (Glove Compartment, Hood, Trunk, Van Panel Door Handles, Pickup Tailgate Handles, Sleeping Areas)

Carefully dispose of the cloth immediately after use.

Wash your hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer.





# Workplace Cleaning Instructions

Help prevent the spread of respiratory diseases like COVID-19

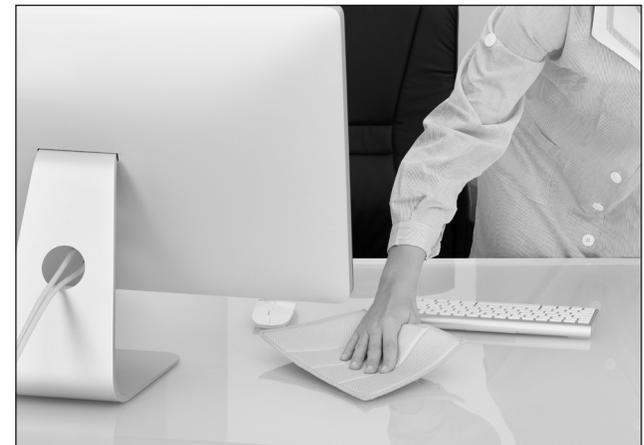
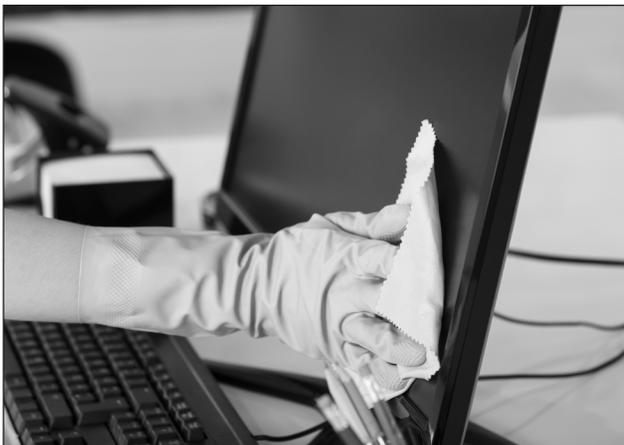
A clean office promotes a healthy environment. You play an important role in keeping your workstation clean.

You should sanitize/disinfect high-touch areas regularly.

- Keyboard
- Mouse
- Phone
- Desktop
- Armrests on Your Chair
- Cabinet Door/Drawers

Carefully dispose of the cloth immediately after use.

Wash your hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer.





# Dock Cleaning Instructions

Help prevent the spread of respiratory diseases like COVID-19

A clean dock promotes a healthy environment. You play an important role in keeping your work area clean.

You should sanitize/disinfect high-touch areas regularly.

- |                  |                      |                        |
|------------------|----------------------|------------------------|
| Forklift:        | - Tools              | - Trailer Door Handles |
| - Seatbelt       | - Door Knobs         |                        |
| - Lever Controls | - Dock Door Buttons  |                        |
| - Steering Wheel | - Pallet Jack Handle |                        |

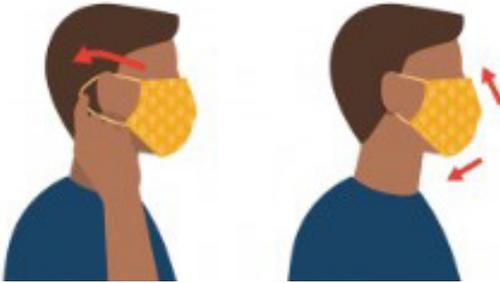
Carefully dispose of the cloth immediately after use.

Wash your hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer.



# How to Wear Non-Medical Masks

From the Centers for Disease Control and Prevention



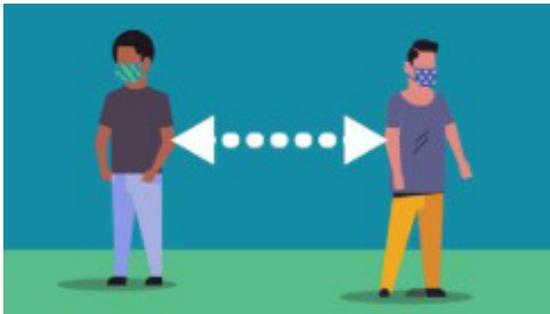
## Wear your Non-Medical Mask Correctly

- Wash your hands before putting on your non-medical mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



## Wear a Non-Medical Mask to Protect Others

- Wear a non-medical mask that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms
- Wear a non-medical mask in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart
- Wear a non-medical mask correctly for maximum protection
- Don't put the non-medical mask around your neck or up on your forehead
- Don't touch the non-medical mask, and, if you do, wash your hands or use hand sanitizer to disinfect



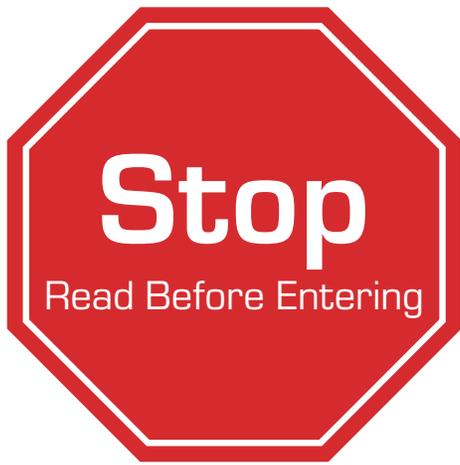
## Follow Everyday Healthy Habits

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



## Taking Off Your Non-Medical Mask When You Are Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.



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.

**It is mandatory that a non-medical mask be worn when entering the building.**



**Please do not enter if you:**

1. Are experiencing any of the following symptoms:

- *Fever or chills*
- *Difficulty breathing or shortness of breath*
- *Cough*
- *Sore throat, trouble swallowing*
- *Runny nose/stuffy nose or nasal congestion*
- *Decrease or loss of smell or taste*
- *Nausea, vomiting, diarrhea, abdominal pain*
- *Not feeling well, extreme tiredness, sore muscles*

2. Have travelled outside of Canada in the past 14 days.

3. Have been in close contact with a confirmed or probably case of COVID-19.

4. Have traveled to a province or territory that's enforcing 14 day quarantine for all inter-provincial travellers.

5. Have been diagnosed with COVID-19 or are waiting to hear the results of a lab test for COVID-19.

6. Have been told by the Public Health Authority that you may have been exposed to COVID-19 and need to quarantine or isolate.



Please call or email the person you intended to visit today or contact us at **1.800.667.8557** or **[www.siemenstransport.com](http://www.siemenstransport.com)**.

**Non-Medical Masks are welcomed.  
Please respect the personal space of  
others.**



# STOP

## Read Before Entering

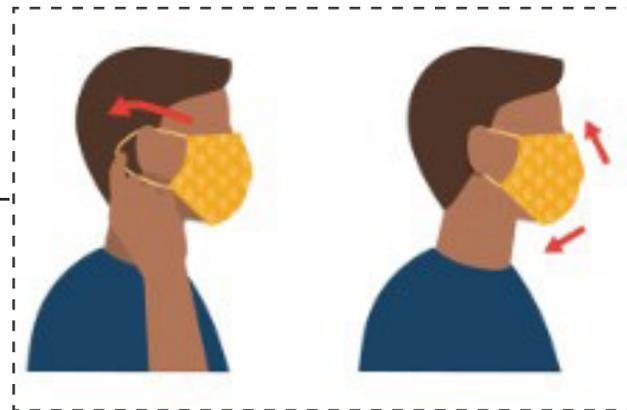
As per the Governor's Executive Order 20-81, all persons including workers, customers, and visitors are required to wear a face covering.

Suitable Face Coverings Include:

- Articles made of a paper or disposable mask, a cloth mask, a neck gaiter, a scarf, a bandanna, or a religious face covering.
- Articles must cover the nose and mouth completely without being overly tight or restrictive.

### Wear your face covering correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



NOTE: A face covering is **NOT** a substitute for social distancing, but is especially important in situations when maintaining at least a 6-foot distance from other individuals not who are not members of the same household is not possible.

Thank you for helping to ensure we are all operating in a safe and healthy community.

# COVID-19: How to safely use a non-medical mask

## Do's



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



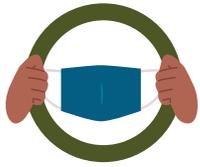
Do ensure your nose, mouth, and chin are fully covered.



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.

# Non-Medical Masks Notice

Help prevent the spread of respiratory diseases like COVID-19

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 non-medical 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.



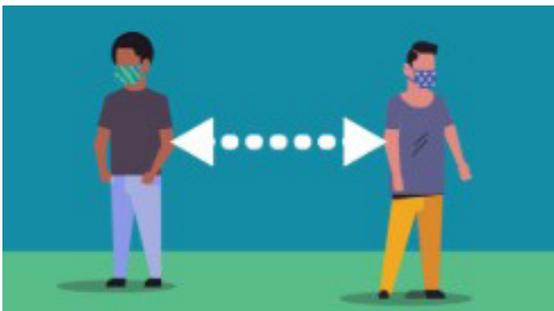
## Wear your Non-Medical Mask Correctly

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



## Wear a Non-Medical Mask to Protect Others

- Wear a non-medical mask that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms
- Wear a non-medical mask in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart
- Wear a non-medical mask correctly for maximum protection
- Don't put your mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect



## Follow Everyday Healthy Habits

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

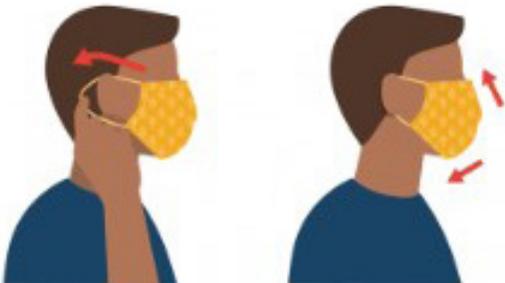
# Non-Medical Masks Notice

Help prevent the spread of respiratory diseases like COVID-19

It is mandatory that Employees wear a non-medical mask 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.

Employees are welcome to wear their own non-medical 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.



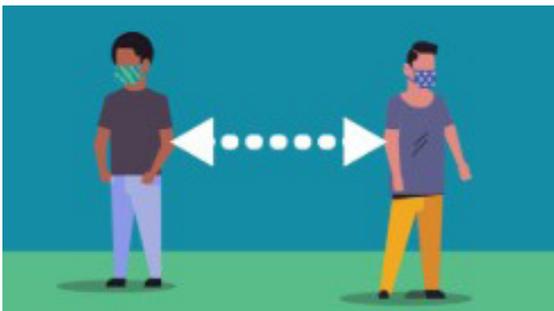
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- Make sure you can breathe easily



## Wear a Non-Medical Mask to Protect Others

- Wear a non-medical mask that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms
- Wear a non-medical mask in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart
- Wear a non-medical mask correctly for maximum protection
- Don't put your mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect

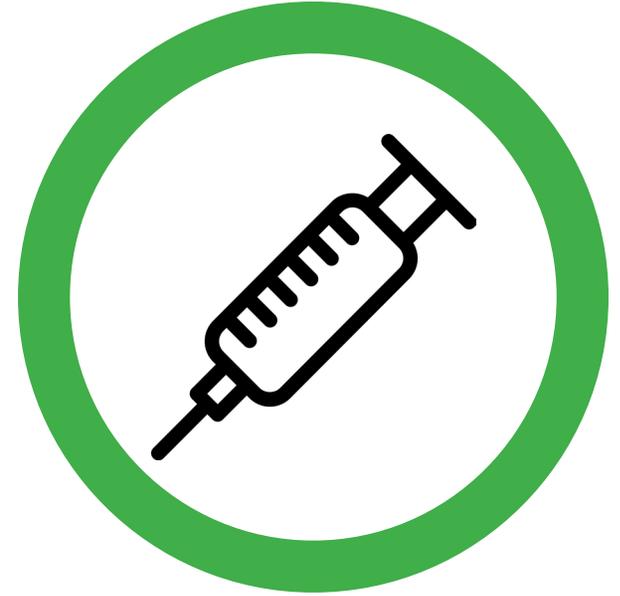


## Follow Everyday Healthy Habits

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

# COVID-19 VACCINE

*STICK IT TO COVID,  
GET YOUR VACCINE!*



With increasing availability and accessibility to new age groups, our Company recommends we all do our part in receiving the COVID-19 vaccine. When your age limited is allowed, book your appointment online or by phone with your local Health Authority. Reduce the risk for yourself and those around you. Let's do our part and stick it to COVID.

Thank you for helping to ensure we are all operating in a safe and healthy community.



# Notice: To All Employees/Contractors

Company Update - COVID-19 Pandemic  
July 12, 2021

Based on progressive vaccination strategies and improvements of public health indicators, such a declining case counts and hospitalizations, provinces are gradually reopening and lifting public health orders at different stages. The Company will follow the re-opening directives of the local and provincial Public Health Authorities and will continue to safely adjust to recommendations and restrictions.

## Masking

As masking becomes no longer required under provincial public health orders the Company recommends that masks should be worn if not fully vaccinated (14 days after second dose). Anyone is welcome to wear a mask if they choose to do so. It is important for everyone to reassess their own health and personal situation and make their own decision. Everyone must respect the comfort levels of others.

## Physical Distancing

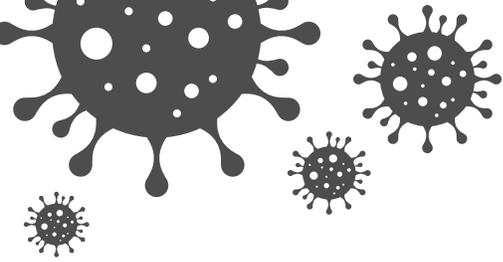
As physical distancing becomes no longer required under public health orders, spacing should still be considered and the personal space of others must be respected.

## Guidelines of Other Businesses

While conducting company business, guidelines of our customers and other business must be adhered to. In some work places and settings restrictions may vary.

**The Company strongly recommends we all do our part and get fully vaccinated. Reduce the risk for yourself and those around you.**





# Notice: To All Employees/Contractors

**Company Update - COVID-19 Pandemic  
July 12, 2021**

Based on progressive vaccination strategies and improvements of public health indicators, such as declining case counts and hospitalizations, provinces are gradually reopening and lifting public health orders at different stages. The Company will follow the re-opening directives of the local and provincial Public Health Authorities and will continue to safely adjust to recommendations and restrictions.

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As physical distancing becomes no longer required under public health orders, spacing should still be considered and the personal space of others must be respected.

## Guidelines of Other Businesses

While conducting company business, guidelines of our customers and other business must be adhered to. In some work places and settings restrictions may vary.

## Basics of Prevention

As Public Health Canada has cautioned that it is unlikely that COVID-19 will completely go away the basics of prevention remains the best line of defense against the spread of communicable diseases:

- 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 from others;
- Wave in place of a handshake;
- Keep common surfaces sanitized;
- Check the Government of Canada's Website regarding travel regulations prior to any trips and before returning;
- Avoid close contact with people who are sick;
- 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); and,
- Get fully vaccinated.

Ensure that you are following preventative measures to keep both yourself and those around you safe.

## What does being fully vaccinated mean?

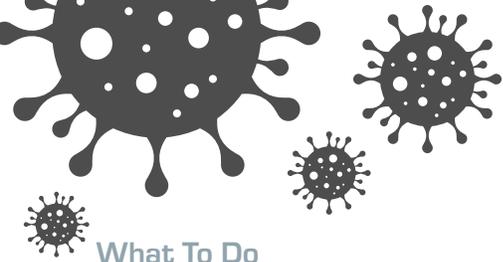
Being fully vaccinated means that you have received your second dose of a two dose vaccine series or one dose of an approved one dose vaccine. Your immune system response after your first dose will be boosted by your second dose. You will not get maximum protection right away, but by two weeks after your second dose you will likely be protected and:

- Your risk of serious illness will be much lower.
- The risk of other people catching the virus from you is likely very low.
- It is likely you will have very good protection against infection, including against most current variants of concern, however, there is a chance you still may not be completely protected.

If you are fully vaccinated and do not have symptoms of COVID-19, you can now do more things safely within the context of the current public health restrictions in your region.



**The Company strongly recommends we all do our part and get fully vaccinated. Reduce the risk for yourself and those around you.**



## What To Do

If you start having symptoms:

1. Isolate yourself from others as quickly as possible and get tested.
2. Call a health care professional or public health authority in the province you are located for directions.
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 financial supports through either Canada Life Group Insurance coverage or one of the Government of Canada Recovery Benefits listed below.
6. If you have been identified as a close contact, 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	1-866-626-4862
Ontario	1-866-797-0000
Quebec	1-877-644-4545
New Brunswick	811
Nova Scotia	811
Prince Edward Island	811
Newfoundland and Labrador	811 or 1-888-709-2929
Nunavut	1-888-975-8601
Northwest Territories	811
Yukon Territory	811
Call Your Doctor - U.S.	

## Financial Support

Apply for Insurance Benefits or apply to one of the Government of Canada Recovery Benefits. The following financial support benefits have been made available until September 25, 2021.

- Expansion of EI Benefits
- Canada Recovery Benefit (CRB)
- Canada Recovery Sickness Benefit (CRSB)
- Canada Recovery Caregiving Benefit (CRCB)

Please visit [Government of Canada](https://www.canada.ca) website for details under each benefit.

## Stay Informed

COVID-19 remains a fluid situation and all the information around the virus changes frequently. 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

### CANADA

Public Health Agency of Canada  
 1-833-784-4397  
 canada.ca/coronavirus  
 phac.info.aspc@canada.ca

### US

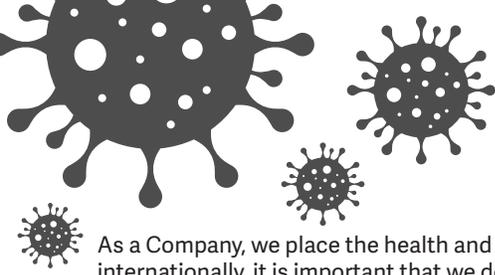
Centre for Disease and Prevention  
 1-800-232-4636  
 cdc.gov/COVID19

### CANADA & US

World Health Organization  
 who.int

### COMPANY - INTERNAL QUESTIONS

questions-covid19@siemenstransport.com



# 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

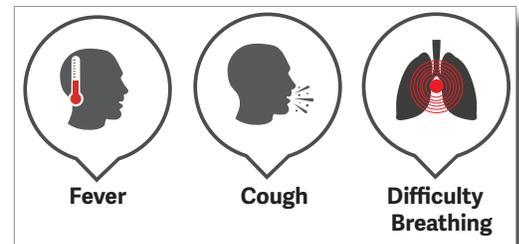
Children have been more commonly reported to have abdominal symptoms, and skin changes or rashes.

## 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.

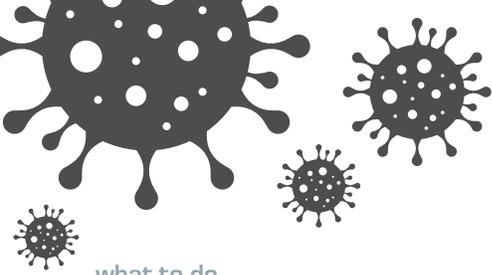


## vulnerable populations

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 ( <a href="http://canada.ca">canada.ca</a> )	
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.

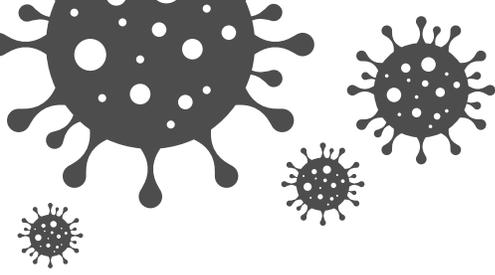
The CRCB is limited to one person per household for the same period. As with the CRSB, to qualify, workers must miss at least 60% of their scheduled work for the week in which they are claiming the benefit. Workers can not get the CRCB for any week in which they are on paid leave or getting the CERB 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><b>CANADA</b></p> <p>Public Health Agency of Canada</p> <p>1-833-784-4397</p> <p><a href="http://canada.ca/coronavirus">canada.ca/coronavirus</a></p> <p><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</p> <p>1-800-232-4636</p> <p><a href="http://cdc.gov/COVID19">cdc.gov/COVID19</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 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](https://canada.ca/coronavirus)

 [phac.info.aspc@canada.ca](mailto:phac.info.aspc@canada.ca)

### US

Centre for Disease and Prevention

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 [cdc.gov/COVID19](https://cdc.gov/COVID19)

### CANADA & US

World Health Organization

 [who.int](https://who.int)

### COMPANY - INTERNAL QUESTIONS

 [questions-covid19@siemenstransport.com](mailto:questions-covid19@siemenstransport.com)

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

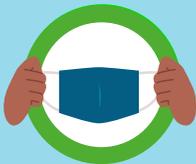
## DO'S



**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.



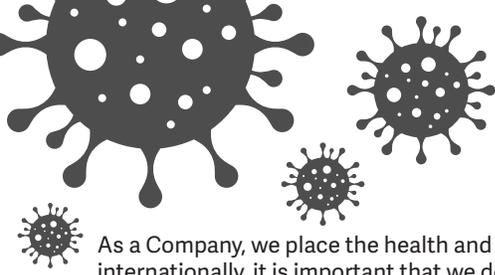
**DON'T** share your mask.



**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.





# 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.

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

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## symptoms

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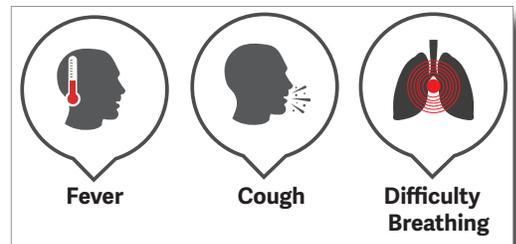
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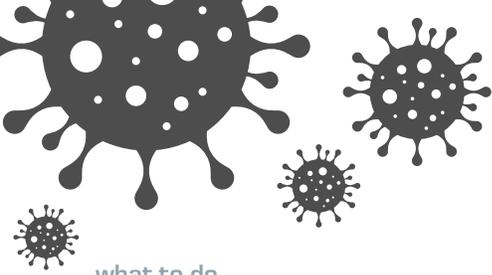


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If you start having symptoms:

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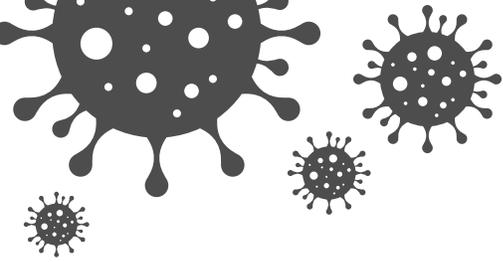
The CRCB is limited to one person per household for the same period. As with the CRSB, to qualify, workers must miss at least 60% of their scheduled work for the week in which they are claiming the benefit. Workers can not get the CRCB for any week in which they are on paid leave or getting the CERB 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><a href="http://canada.ca/coronavirus">canada.ca/coronavirus</a></p> <p><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</p> <p>1-800-232-4636</p> <p><a href="http://cdc.gov/COVID19">cdc.gov/COVID19</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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# Limit the Spread of COVID-19 in Commercial Vehicle Operations (Updated)

Federal Safety Guidance - Transport Canada  
September 10, 2020

Transport Canada has collaborated with the Public Health Agency of Canada (PHAC) to develop guidance to help protect drivers and employees working in commercial vehicle operations. This document is a follow-up to a previous communication piece put out by Transport Canada in April and has been amended to encompass up-to-date information on COVID-19.

## About 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 of human coronaviruses can take up to 14 days to appear after exposure to the virus, be very mild or more serious and vary from person to person.

Coronaviruses are most commonly spread from an infected person through:

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

The best way to prevent the spread of infections is to practice good hand and respiratory hygiene, respect physical distancing, wearing a non-medical masks or face covering when physical distancing is not possible and cleaning and disinfecting high-touch surfaces.

## Symptoms

Commercial vehicle drivers must diligently self-monitor for symptoms of COVID-19. Drivers with any of the following symptoms should self-isolate, stay home, and seek advice from a public health professional for information on getting tested:

- New or worsening cough
- Shortness of breath or difficulty breathing
- Temperature equal to or over 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

## Hand Hygiene

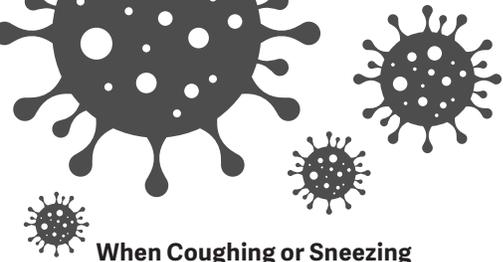
Hand washing and respiratory hygiene are important ways of interrupting this transmission.

- Wash hands regularly and whenever they become soiled:
  - Hand washing with plain soap and water is the preferred method of hand hygiene, since the mechanical action is effective at removing visible soil and microbes.
  - Hands should be washed using soap and warm water for at least 20 seconds. When drying hands, disposable paper towels are preferred.
  - If soap and water are not available, an alcohol-based hand sanitizer (ABHS) can be used as a temporary measure until hand washing can be done. ABHS containing 60-90% alcohol concentration (optimally over 70%) are the most rapidly active of all agents used in hand disinfection. However, ABHS may not be effective when there is organic material on your hands (e.g. after using the toilet). For this reason, ABHS alone should not be used on visibly soiled hands. Use wipes to remove soil, followed by ABHS.
- Avoid touching eyes, nose and mouth with unwashed hands.

## Other Recommendations

Commercial vehicle drivers should be aware of the public health requirements and advice of the areas they are in and should follow local public health advice (e.g., travel restrictions, wearing of non-medical masks in various settings).

The Government of Canada has developed the ArriveCAN mobile application (app) for use prior to entering Canada to speed up arrival processing and reduce points of contact at the border. The ArriveCAN app is intended to make it easier for drivers and all individuals entering Canada to provide mandatory information that is required for entry into Canada.



### **When Coughing or Sneezing**

- Cough or sneeze into a tissue or the bend in the arm, not into hands; and dispose of any tissues that have been used as soon as possible in a lined waste basket and wash/sanitize hands for 20 seconds afterwards.
- Face-to-face meetings should be kept to a minimum and respect social distancing requirements. To the extent possible, face-to-face meetings should be replaced with conference calls or video conferencing. Interactions with clients should also be kept as short as possible keeping in mind social distancing requirements.

### **Before Each Trip**

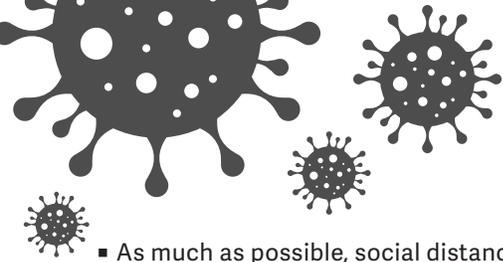
- Commercial vehicle drivers must diligently self-monitor their health. Drivers with mild cough or low grade fever (37.3°C or more) should self-isolate and stay home. Drivers should advise their employer so steps can be taken to protect co-workers.
- Make sure vehicle interiors are clean and hygienic by wiping surfaces with disinfectant. Use the following options:
  - Personal Protective Equipment (as required by the operator's health and safety protocol)
  - Disposable cloths;
  - Paper towels and absorbent materials;
  - Waste disposal bags, labels and tape;
  - Cleaning agents; and Disinfectants.
- Cleaning is a critical first step for disinfecting affected surfaces. In general, when cleaning vehicle interiors:
  - Use disposable, water-proof gloves. Avoid hand contact with the face, especially the nose and eyes. Direct contact with contaminated areas should be avoided.
  - For routine cleaning and disinfection, and for areas potentially contaminated with COVID-19, a hard-surface disinfectant authorized by Health Canada is recommended. For a list of hard-surface disinfectants for use against coronavirus (COVID-19), please see Health Canada's website.
  - Follow the manufacturer's instructions for the recommended dilution rates, contact times and conditions specific to the surface.
  - Avoid bleach except on simple plastics.
  - Don't use solvents.
  - Wipe off what you wipe on; don't leave chemicals to linger.

### **High Touch Surfaces in Trucks That Should be Regularly Cleaned Include but are not Limited to**

- Keys or FOBs;
- Starter button on vehicles with FOBs;
- Inside and outside door handles; Inside door grab handles, pads and armrests;
- Steering wheel;
- Shift lever and console;
- Dashboard;
- Power window and power door lock switches;
- Radio and climate control buttons;
- Turn signal and wiper stalks;
- Seat and Seat adjuster;
- Touch screen; and
- Any other parts that are commonly used and that may have been touched (glove compartment, hood, trunk, van panel door handles, pick-up tailgate handle, sleeping areas, for example).
- Dispose of soiled cleaning clothes, disinfection cloths, disposable gloves and any other items in contact with respiratory tract secretions in a waste disposal bag. Wash hands when finished using proper hand washing techniques.

### **During the Trip**

- Commercial vehicle drivers should wash their hands frequently under warm, running water with soap for at least 20 seconds, and avoid touching their faces with unwashed hands. This is especially important after coming in contact with other people or surfaces that may carry the virus. When soap and water is not available, a 60% alcohol based hand sanitizer is recommended.
- Commercial vehicle drivers should take precautions such as covering their hands when pumping gas, touching the service station door handles, or handling any automotive products that may be required when performing vehicle maintenance, such as filling windshield washer fluid and adding motor oil, if this is possible. If it is not possible, commercial vehicle drivers should wash their hands or apply hand sanitizer immediately thereafter, if available.



- As much as possible, social distancing practices should be observed, staying at least two metres (or six feet) away from other people. Commercial vehicle drivers should keep appropriate distances between themselves and others and avoid direct physical contact (including handshaking). This includes contact with customers, receiving personnel and those at rest stops. When indoors or in other situations where physical distancing cannot be maintained or as recommended by local public health authorities, commercial vehicle drivers should wear a non-medical mask or face covering.

#### **At the End of the Trip**

- Repeat a thorough cleaning of high-touch surfaces with appropriate disinfectants as described above.
- Drivers who start to experience symptoms after completing a trip should stay home, self-isolate, and advise their employer so that additional steps can be taken to protect co-workers and other drivers using the truck.
- While commercial vehicle drivers are exempt from the 14-day quarantine requirements for business purposes, when off-duty, they should abide by recommendations of local and national public health authorities, including recommendations relating to social distancing.
- Must, during the 14-day period that begins on the day on which they enter Canada, wear a non-medical mask or face-covering if they are in public settings where physical distancing cannot be maintained.

## **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**

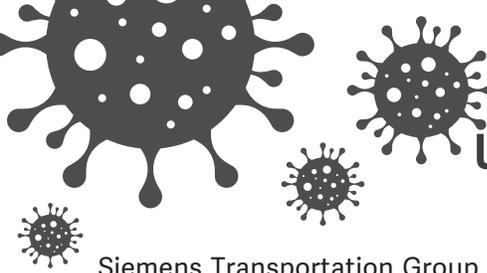
Centre for Disease and Prevention  
1-800-232-4636  
cdc.gov/COVID19

### **CANADA & US**

World Health Organization  
who.int

### **COMPANY - INTERNAL QUESTIONS**

questions-covid19@siemenstransport.com



# Update Notice: To All Employees/Contractors

July 23, 2020

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.

## Increased Questioning at Border Crossings

On June 29th an Order in Council was issued by the Public Health Agency of Canada allowing for greater questioning of individuals entering Canada. All Canadians, including commercial truck drivers can expect more detailed questioning at border crossings due to the increased authority being granted by the the Public Health Agency of Canada. Drivers can expect to be asked questions related to their personal information and contact information on top of the standard COVID-19 screening questions. It was also stated that the Order in Council is set in place until August 31st, at which point it will be repealed. Continue monitoring the Public Health Agency of Canada’s website for information on COVID-19 questioning and potential changes to the order.

For more information on the Order in Council, click [here](#) to access the Government of Canada’s website.

## CBSA Data Collection and Ports

The Canada Border Security Agency (CBSA) released information related to the types of personal data being collected as well as entry ports across the border that are affected.

### Personal Data Collection

Border Services Officers (BSO) are expected to input personal contact information for persons exempt from quarantine, including their email address, principle phone number and secondary phone number (if applicable) into a database that is managed by PHAC. Once collected, the information will automatically be entered into the system and not have to be taken when the driver crosses next.

Travellers who refuses to provide their information will be advised by a BSO they could be subject to additional measures, such as a requirement to undergo a health assessment. They could also be charged with an offence under the Quarantine Act. Alternatively, local police in a specific jurisdiction can issue a ticket under the Contraventions Act. If the exempt traveller continues to refuse providing their information, they will be referred to a PHAC quarantine officer.

### Effectuated Ports of Entry

- St. Stephen 3rd Bridge
- St. Armand/Philipsburg
- Lansdowne
- Queenston-Lewiston bridge
- Coutts
- Pacific Highway
- Woodstock Road
- St. Stephen
- Stanstead
- St. Bernard-de-la Colle
- Sault St. Marie
- Prescott
- Windsor/Detroit Tunnel
- Peace Bridge
- North Portal
- Emerson
- Abbotsford/Huntingdon
- Aldergrove

### Government of Canada Mobile App

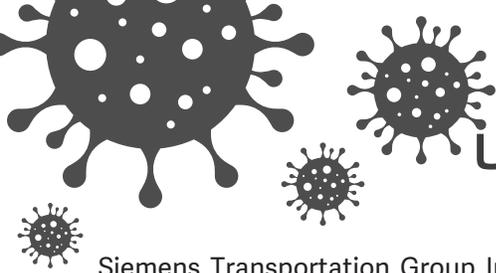
To assist essential workers and streamline the border questioning process, the Government of Canada has released an app that allows essential workers to provide health information prior to reaching border crossings.

Click the following to download the app on [Apple](#), or [Google Play](#).

For more information on the app, [click here](#).

## 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><a href="http://canada.ca/coronavirus">canada.ca/coronavirus</a></p> <p><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</p> <p>1-800-232-4636</p> <p><a href="http://cdc.gov/COVID19">cdc.gov/COVID19</a></p>	<p><b>CANADA &amp; US</b></p> <p>World Health Organization</p> <p><a href="http://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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# Update Notice: To All Employees/Contractors

July 23, 2020

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.

## Face Covering Requirements in Minnesota

As of July 25, 2020, per the Governor's Executive Order 20-81, people in Minnesota are **required** to wear a face covering in all public indoor spaces and businesses, unless alone. Additionally, workers are **required** to wear a face covering when working outdoors in situations where social distancing cannot be maintained.

### When a Face Covering is Required

- In all public indoor spaces and businesses, including when waiting outside to enter the public indoor space or business.
- When riding on public transportation such as buses or trains, or in a taxi, ride-sharing vehicle, or vehicle that is being used for a business purpose.
- **For workers only: When working outdoors in situations where social distancing (i.e., maintaining physical distance of at least six feet from other individuals who are not in the same household) cannot be maintained.**
- When present in a business, whether indoor or outdoor, that has elected to require face coverings. Businesses are allowed to require face coverings even in situations where face coverings are not otherwise required by Executive Order 20-81.
- When applicable industry guidance, available at Stay Safe Minnesota, specifically requires face coverings.

### When Can Face Coverings be Temporarily Removed

- While eating or drinking, if you can maintain 6 feet of physical distance from others who are not a member of the same party.
- **When alone, such as when working in an office or a cubicle with walls higher than face level when social distancing is maintained, in an enclosed indoor area, in a vehicle, or in the cab of heavy equipment or machinery. In such situations, persons should still carry face coverings to be prepared to wear when no longer alone.**

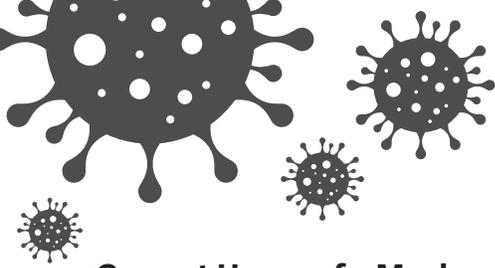
### Obligations for workers under the Executive Order

- Require that all persons, including their workers, customers, and visitors, wear face coverings as required by Executive Order 20-81 and take reasonable steps to enforce the requirement.
- Mitigate or eliminate worker and customer exposure to persons who cannot wear or refuse to wear a face covering.

### Types of Face Coverings

- Types of face coverings can include a paper or disposable mask, a cloth mask, a neck gaiter, a scarf, a bandanna, or a religious face covering.
- A face covering must cover the nose and mouth completely. The covering should not be overly tight or restrictive and should feel comfortable to wear.
- Any mask that incorporates a valve that is designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow droplets to be released from the mask.
- A face covering is not a substitute for social distancing, but is especially important in situations when maintaining at least a 6-foot distance from other individuals not who are not members of the same household is not possible.
- Although medical-grade masks (e.g., surgical face masks, N95 respirators) are sufficient face coverings, members of the public who do not work in health care or an occupation that requires medical-grade protective equipment (e.g., certain construction professions) are discouraged from wearing them as they should be reserved for those workers.

This Executive Order is effective immediately upon approval by the Executive Council, with the requirement to wear face coverings starting July 25. It remains in effect until the peacetime emergency declared in Executive Order 20-01 ends or until cancelled by a proper authority (Minnesota Statutes 2019, section 4.035, subdivision 2, and section 12.32).

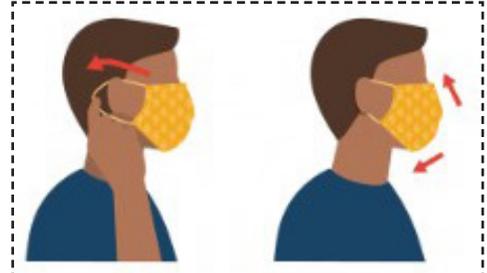


## Correct Usage of a Mask

The Center for Disease Control and Prevention (CDC) also put out a guide for the effective usage of masks and cloth face coverings. The diagrams below can be used as an aid for proper face covering usage.

### Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



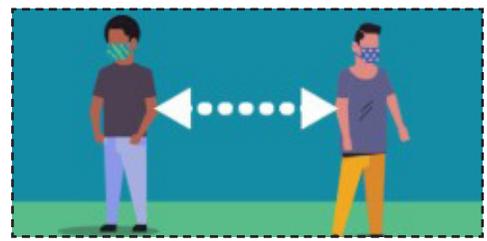
### Wear a Face Covering to Protect Others

- Wear a face covering that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms
- Wear a face covering in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart
- Wear a face covering correctly for maximum protection
- Don't put the face covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, wash your hands or use hand sanitizer to disinfect



### Follow Everyday Healthy Habits

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



### Taking Off Your Face Covering When You Are Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.



### Resources:

[Minnesota Department of Health Website](#)

[CDC How to Wear Cloth Face Coverings](#)

[State of Minnesota Executive Order](#)

[Minnesota Department of Health FAQ's about wearing Face Coverings](#)

## for more information about the virus

### CANADA

Public Health Agency of Canada  
 1-833-784-4397  
[canada.ca/coronavirus](http://canada.ca/coronavirus)  
[phac.info.aspc@canada.ca](mailto:phac.info.aspc@canada.ca)

### US

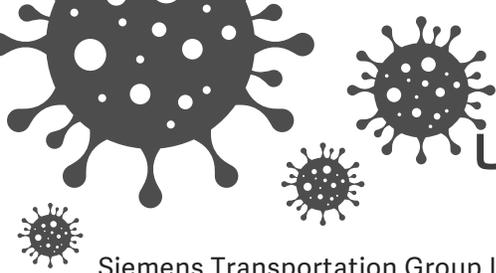
Centre for Disease and Prevention  
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[cdc.gov/COVID19](http://cdc.gov/COVID19)

### CANADA & US

World Health Organization  
[who.int](http://who.int)

### COMPANY - INTERNAL QUESTIONS

[questions-covid19@siemestransport.com](mailto:questions-covid19@siemestransport.com)



# Update Notice: To All Employees/Contractors

July 17, 2020

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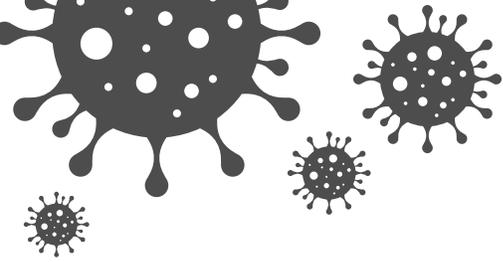
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# Personal Protective Equipment and their uses by Commercial Vehicle Drivers

Federal Safety Guidance - Transport Canada

May 21, 2020

## Purpose:

The purpose of this document is to distinguish the different types of Personal Protective Equipment (PPE) and provide guidance with respect to their use as it pertains to commercial vehicle drivers. The following recommendations were developed to compliment the existing Federal Safety Guidance in protecting drivers and limiting the spread of COVID-19.

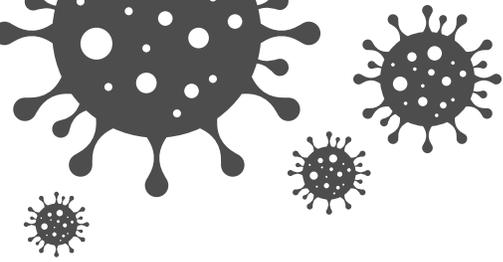
## Ensuring Measures Taken to Protect Drivers Reflect Risk of Exposure:

A combination of PPE and transmission prevention techniques is the most optimal way to mitigate risk of exposure to COVID-19. Commercial vehicle drivers are encouraged to continue monitoring and abiding to public health authorities recommendations such as those published on the Government of Canada Coronavirus website.

As outlined in the Federal Safety Guidance to protect drivers, proven interventions to limit the spread of COVID-19 include: hand washing, regular cleaning of commonly touched surfaces, and respecting physical distancing by maintaining a 2 meter distance from other people. It is critical that these measures continue.

## Masks / Face Coverings

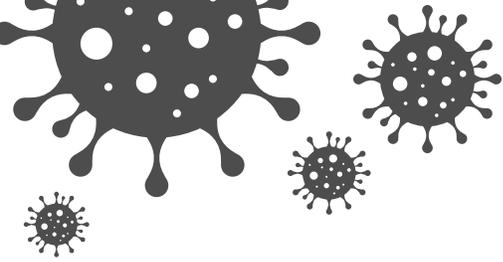
Types of Personal Protective Equipment	Description	Applications during COVID-19
 <p><b>N 95 Mask</b></p>	<p>Used for working with dust, mold, or medical/ environmental emergencies. Protects against airborne particles, but not gases or vapors.</p> <p>Protects healthcare workers from germs by blocking out at least 95% of small airborne particles (if worn, manipulated and disposed of correctly).</p>	<p>Healthcare workers treating COVID-19 patients</p> <p>Transportation workers as recommended by OHS advice to protect from airborne particles (e.g. dust from grain, potash)</p> <p>Self-protection - yes</p> <p>Protect others – yes (except for models with an exhaust valve)</p>
 <p><b>Surgical Mask</b></p>	<p>Used mostly by medical professionals to prevent them from getting germs on their patients.</p> <p>Can help protect wearers from getting others sick by preventing the spread of respiratory droplets.</p> <p>Does not protect healthy people from acquiring an illness and a loose fit leaves room for error.</p>	<p>Transportation workers that are routinely required to have physical contact or be within 2 meters of others (e.g. truck drivers in “hot spots”).</p> <p>Sick people (to avoid infecting others) and caretakers</p> <p>Self-protection - yes (protection against droplets)</p> <p>Protect others – yes (protection against droplets)</p>
 <p><b>Handmade Mask</b></p>	<p>Non-medical masks or face covering can be sewn, cut or fashioned from a bandana, t-shirt, or other breathable material.</p> <p>Can reduce the chance that others come into contact with respiratory droplets from the wearer.</p>	<p>Transportation workers (e.g. Commercial Vehicle Drivers) that generally are able to respect physical distancing of 2 meters in performing duties.</p> <p>Self-protection - variable</p> <p>Protect others - yes</p>
 <p><b>Disposable Gloves</b></p>	<p>Protect the wearer by providing a barrier to help prevent potential exposure to infectious disease.</p>	<p>Transportation workers that must come into physical contact with others or with potentially contaminated items</p> <p>Self-protection - yes</p> <p>Protect others – yes</p>



- **N-95 Masks-** In the context of the COVID-19 pandemic, respirators (e.g. N-95 masks) must be conserved for health care workers and others providing direct care to COVID-19 patients.  
It is extremely important that the supply of this PPE not be diverted away from where it is needed most. As such, the use of respirators, outside of healthcare settings or other industries where respirators are routinely used, is not recommended.
- **Surgical Masks-** Surgical masks are effective barriers for retaining large droplets which can be released from the wearer through talking, coughing, or sneezing. At the same time, the filter material of surgical masks does not retain or filter out submicron particles, and therefore, cannot be used as a protection from many hazardous airborne materials. In addition, surgical masks are not designed to eliminate air leakage around the edges.
- **Face Covering-** A cloth mask or face covering can reduce the chance that others come into contact with respiratory droplets, in the same way that covering a cough with tissues or your sleeve can reduce that chance.  
Instructions on how to make "sew" and "no-sew" cloth face coverings from t-shirt, bandanas, or other cotton-like materials are published on the Public Health Agency of Canada's [about non-medical masks and face coverings page](#).
- **Gloves-** Disposable gloves (latex, vinyl, synthetic polymer or nitrile) are recommended when workers will be in direct contact with an ill person, or a contaminated object or environment. Gloves are not recommended when handling documents or providing services. Commercial vehicle drivers are encouraged to use disposable gloves when cleaning high-touch surfaces in their vehicles. Caution and proper safety procedures for removing the gloves must be followed. An instructional video on how to properly remove gloves can be found here:  
<https://www.canada.ca/en/public-health/services/video/covid-19-how-to-take-off-disposable-gloves.html>.  
Soiled disposable gloves should be discarded in lined garbage receptacles, or stored in sealed disposable plastic bags until they can be properly disposed of if a garbage bin is not available.

#### **Other recommendations regarding PPE**

- Transportation workers are encouraged to wear a non-medical mask or face covering:
  - At any time when they cannot physically distance from others during the course of their duties;
  - As directed by law enforcement, public health officials, Canada Border Service Agents, or other officials when crossing community check points, interprovincial borders, or the Canada-U.S. border (if required/as appropriate).These masks or face coverings are not considered as PPE, however, safe handling techniques are required as these may become contaminated, which could infect the wearer or another person touching the mask. In the context of the transportation sector, surgical masks offer a similar level of protection as other face coverings (see below) when physical distancing cannot be respected.
- Commercial vehicle drivers are therefore encouraged to wear a surgical mask, a non-medical mask or face covering:
  - When they cannot physically distance from others;
  - When they are required to exit their vehicle and may not be able to physically distance from others (e.g. at rest-stops, gas stations, during deliveries, etc.);
  - As directed by law enforcement, public health officials, Canada Border Services Agency officers, or other officials when crossing community check points, interprovincial borders, or the Canada-U.S. border (if required/as appropriate).
- Commercial vehicle drivers are also encouraged to wear gloves or otherwise cover their hands:
  - when pumping gas
  - touching the service station door handles
  - or handling any automotive products that may be required when performing vehicle maintenance, such as filling windshield washer fluid and adding motor oil, if possible.Commercial vehicle drivers should wash their hands or apply hand sanitizer immediately thereafter, if available.
- **Hand Washing / Hand Sanitizer:**  
Hand washing with plain soap and water is the preferred method of hand hygiene, since the mechanical action is effective in preventing the spread of COVID-19. Hands should be washed using soap and warm water for at least 20 seconds. When drying hands, disposable paper towels are preferred.  
If soap and water are not available, an alcohol-based hand sanitizer (ABHS) can be used as a temporary measure until hand washing can be done. ABHS containing 60-90% alcohol concentration (optimally over 70%) are the most rapidly active of all agents used in hand disinfection. However, ABHS may not be effective when there is organic material on your hands (e.g. after using the toilet). For this reason, ABHS alone should not be used on visibly soiled hands. Use wipes to remove soil, followed by ABHS.



■ Other Cleaning Supplies:

Commercial vehicle drivers are encouraged to frequently clean high-touch surfaces in the cabs of their vehicles, especially at the start and end of each trip.

For routine cleaning and disinfection, and for areas potentially contaminated with COVID-19, a hard-surface disinfectant authorized by Health Canada is recommended. For a list of hard-surface disinfectants for use against coronavirus (COVID-19), please see Health Canada's website:

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1>

Commercial vehicle drivers will need cleaning cloths to disinfect high-touch surfaces using damp cleaning methods. Disposable cloths are preferred. After cleaning, soiled cleaning cloths should be disposed of in lined garbage bins, or stored in sealed disposable plastic bags until they can be properly disposed of if a garbage bin is not available. Reusable cleaning cloths may also be used, but should be stored in sealed disposable plastic bags until they can be laundered using regular laundry soap and hot water (60 to 90 degrees Celsius). For additional information, please see:

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>

## for more information about the virus

### CANADA

Public Health Agency of Canada

1-833-784-4397

[canada.ca/coronavirus](https://canada.ca/coronavirus)

[phac.info.aspc@canada.ca](mailto:phac.info.aspc@canada.ca)

### US

Centre for Disease and Prevention

1-800-232-4636

[cdc.gov/COVID19](https://cdc.gov/COVID19)

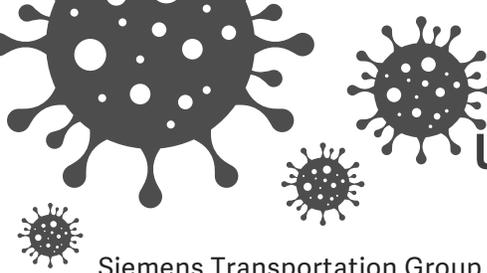
### CANADA & US

World Health Organization

[who.int](https://who.int)

### COMPANY - INTERNAL QUESTIONS

[questions-covid19@siemenstransport.com](mailto:questions-covid19@siemenstransport.com)



# Update Notice: To All Employees/Contractors

May 8, 2020

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.

## New COVID-19 Tip Sheets

The Canadian Centre for Occupational Health and Safety (CCOHS) has developed a series of tip sheets for essential service workers. The CCOHS tip sheets offered a variety of important takeaways to protect the health and safety of workers in the transportation industry. A few additional important points presented in the document are the following.

- Have credit or debit cards readily available for electronic toll roads.
- Check that licenses and passports are up to date. Contact the appropriate agency to inquire about extensions if necessary.
- Drivers should ensure they take required breaks for their physical and mental health.
- Some organizations may have changed their site entry docking and delivery procedures. Follow their recommendations while maintaining your distance.

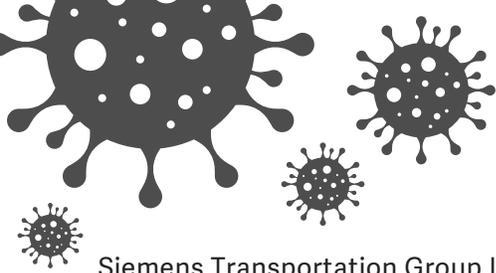
## CBSA Enhances Border Crossing Guidelines

The Canada Border Services Agency (CBSA) has issued enhanced guidance in regards to the primary inspection line (PIL) booth interaction and other opportunities to limit physical interaction at the border. Keep the following in mind when approaching border crossing stations:

- Ensure COVID-19 preventative practices are continually followed including but not limited to maintaining social distancing, proper sanitization of equipment and operator, and proper cough/sneeze etiquette.
- The Public Health Agency of Canada (PHAC) has stated that all individuals seeking entrance into Canada must wear a non-medical mask or face covering. This requirement is currently being phased into regular border crossing procedures.
- Screening Officers have been advised to visually inspect and ask specific enhanced screening questions to monitor COVID-19 symptoms in drivers.
- Enhanced screening for COVID-19 has increased processing times when attempting to cross the border. It is advised that drivers prepare identification and paperwork in advance.
- Plexiglass installations have been initiated in higher-risk CBSA facilities to reduce the risk of transmission. Plexiglass installations will take place in commercial longrooms and offices where other enclosures or barriers do not currently exist.

## 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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# Update Notice: To All Employees/Contractors

April 13, 2020

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.

## Usage of Masks and Gloves

Public Health Canada has stated that wearing a non-medical grade mask and gloves is an additional measure you can take that may protect others around you. However, it is important to note that the usage of masks and gloves is not a substitute for other preventative measures such as following social distancing procedures, respiratory etiquette, and hand hygiene.

## Proper Usage of Non-Medical Grade Masks

The following steps should be followed to ensure masks are used effectively:

- Before putting on a mask, wash hands with soap and water or an alcohol based hand sanitizer. Masks should be worn with the colour side facing out.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask. Press the mask tight to your face using your fingers to secure along the perimeter of the mask, pressing firmly over the bridge of your nose.
- Wash your hands again with soap and water or an alcohol based hand sanitizer.
- Avoid touching the mask while using it. If you do, clean your hands with soap and water or alcohol based hand sanitizer.
- Replace the mask with a new one as soon as it is damp or dirty with secretions. Do not reuse single-use masks.
- To remove the mask, remove both straps from behind the ears. Do not touch the front of mask and ensure that the front of the mask does not touch your skin or any surfaces before you discard it. Discard used masks immediately into a closed waste container.
- Once your mask is removed, wash your hands with soap and water or an alcohol based hand sanitizer.

## Proper Usage of Disposable Gloves

The following steps should be followed to ensure disposable gloves are used effectively:

- Wash hands with soap and water or an alcohol based hand sanitizer prior to putting on gloves.
- Always inspect gloves prior to being worn to ensure they are not torn or damaged. Gloves should be put on slowly, ensuring they are fitted properly on your hands without any exposed skin.
- Gloves may be worn until they are soiled or torn, at which point they must be replaced with a new pair.
- To remove gloves safely, with one of your gloved hands, pull off your glove on the opposite hand from the fingertips. As you pulling, form your glove into a ball within the palm of your gloved hand. To remove your other glove, slide your ungloved hand in under the glove at the wrist and gently roll inside out, and away from your body. Avoid touching the outside of the gloves with your bare hands.
- Discard the gloves in a plastic-lined waste container.
- After removing gloves, wash hands with soap and water or an alcohol based hand sanitizer.

## 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

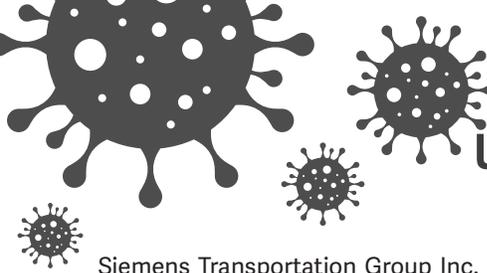
### CANADA & US

World Health Organization

who.int

### COMPANY - INTERNAL QUESTIONS

questions-covid19@siemenstransport.com



# Update Notice: To All Employees/Contractors

April 6, 2020

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.

## Provincial Check-Points - CDN

As a response to COVID-19, roadside check-points have increased across Canada. The purpose of these checkpoints is to provide awareness materials to motorists about the virus and government policy and, in some cases, more restrictive measures that limit non-essential travel into a specific province or region to prevent the further spread of the virus. [Click here for a list of Roadside Check-Points.](#)

## Truckstop Restrictions and Availability

**Ontario** - ONroute announced their travel plazas will remain open for take-out, grab-and-go and drive through services. In addition, their sites will continue to offer 24-hour washroom facilities.

**Canada** - Effective April 2, 2020 Tim Hortons announced they have opened more than 400 locations along Canadian highways to truck drivers, providing counter access to food and drink services as well as washrooms. In addition the company is working on a new curbside mobile ordering system for truck drivers.

**US** - Effective April 3, 2020 the U.S. Federal Highway Administration (FHWA) issued a notice allowing states to let food trucks set up at Interstate highway rest areas. Previously, commercial activity along federally-funded highways was prohibited.

## US & Border News

**Ladero, Texas** - Effective April 2, 2020, the City of Laredo, Texas will be requiring all people to wear face coverings in public (ie. homemade mask, scarf, bandana, or handkerchief) – or risk a misdemeanour charge or fine of up to \$1,000. For truck drivers passing through Laredo, Texas, this means face coverings is required when fueling at a truck stop, entering a shipper or receiver, or entering a grocery store. The face mask requirement will be in place until April 30, 2020.

**Trucking Remains Essential Service** - It has come to our attention that flyers being provided by CBSA officials on behalf of the Public Health Agency of Canada (PHAC) at the border, were causing confusion and concern for truck drivers returning from travel in the US. The flyer states that all travelers returning from cross-border travel are required (mandated) to self-isolate for 14-days upon return to Canada. As indicated through multiple government statements and CTA communications, truck drivers remain an essential service, and drivers are exempt from self-isolation requirements when returning from travel in the US. Truck drivers are being asked to continually self-monitor the status of their health and are advised to self-isolate should they become symptomatic.

## Returning Home Checklist - Driver/Contractors

There is detailed information available on social distancing, proper hand washing and sanitation of trucks (handles, cab, seats, etc.). Further to that, Drivers are asking about safety steps to be taken when they go home. Below is a checklist of recommendations to help you transition into being home/days off:

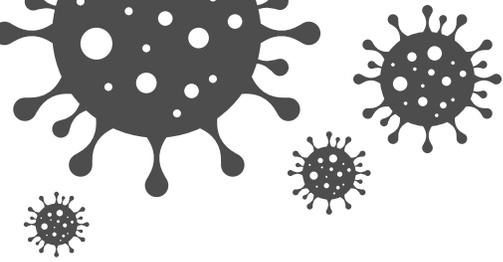
It is recommended that you follow this checklist upon transitioning into being home/days off:

- Clean/Sanitize any equipment used during the shift with soap and water or disinfecting wipes, including: boots/shoes, flashlights, other equipment items in your truck.
- Remove work clothes before going home, including boots/shoes, and place in bag until laundry can be washed.
- Put on clean clothes and shoes. Prior to putting on clean clothes and shoes, wash thoroughly or sanitize, (shower, if at all possible).
- If you can't change prior to going home:
  - Remove boots/shoes outside
  - Remove work clothes in a pre-identified place in your residence (inside your garage) or,
  - Consider setting up a tent outside or,
  - Section off a room in your house.
- Shower and wash thoroughly as soon as you get home (avoid touching any surfaces prior).
- When you bring any item into the house, sanitize or wash it immediately (mugs, lunch bags, clothes, etc.). Remember after that's done to sanitize the work area and yourself again.

Tip: If it doesn't have to leave the truck, leave it in the truck.

## for more information about the virus

<p><b>CANADA</b></p> <p>Public Health Agency of Canada   1-833-784-4397  <a href="http://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="http://cdc.gov/COVID19">cdc.gov/COVID19</a></p>	<p><b>CANADA &amp; US</b></p> <p>World Health Organization  <a href="http://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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# Limit the Spread of COVID-19 in Commercial Vehicle Operations

Federal Safety Guidance - Transport Canada

April 1, 2020

## General Advice:

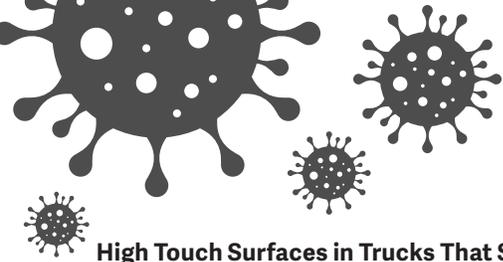
- Based on available information, it is estimated that the coronavirus can survive on hard surfaces from 24 hours to several days. Coronavirus can be spread by touching an infected area, then touching the mouth, nose or eyes before washing hands. Hand washing and respiratory hygiene are important ways of interrupting this transmission.
- Wash hands regularly and whenever they become soiled:
  - Hand washing with plain soap and water is the preferred method of hand hygiene, since the mechanical action is effective at removing visible soil and microbes.
  - Hands should be washed using soap and warm water for at least 20 seconds. When drying hands, disposable paper towels are preferred.
  - If soap and water are not available, an alcohol-based hand sanitizer (ABHS) can be used as a temporary measure until hand washing can be done. ABHS containing 60-90% alcohol concentration (optimally over 70%) are the most rapidly active of all agents used in hand disinfection. However, ABHS may not be effective when there is organic material on your hands (e.g. after using the toilet). For this reason, ABHS alone should not be used on visibly soiled hands. Use wipes to remove soil, followed by ABHS.
- Avoid touching eyes, nose and mouth with unwashed hands.

## When Coughing or Sneezing:

- Cough or sneeze into a tissue or the bend in the arm, not into hands; and dispose of any tissues that have been used as soon as possible in a lined waste basket and wash/sanitize hands for 20 seconds afterwards.
- Face-to-face meetings should be kept to a minimum and respect social distancing requirements. To the extent possible, face-to-face meetings should be replaced with conference calls or video conferencing. Interactions with clients should also be kept as short as possible keeping in mind social distancing requirements.

## Before Each Trip

- Commercial vehicle drivers must diligently self-monitor their health. Drivers with mild cough or low grade fever (37.3°C or more) should self-isolate and stay home. Drivers should advise their employer so steps can be taken to protect co-workers.
- Make sure vehicle interiors are clean and hygienic by wiping surfaces with disinfectant. Use the following options:
  - Disposable cloths;
  - Paper towels and absorbent materials;
  - Waste disposal bags, labels and tape;
  - Cleaning agents; and Disinfectants.
- Cleaning is a critical first step for disinfecting affected surfaces. In general, when cleaning vehicle interiors:
  - Use disposable, water-proof gloves. Avoid hand contact with the face, especially the nose and eyes. Direct contact with contaminated areas should be avoided.
  - For routine cleaning and disinfection, and for areas potentially contaminated with COVID-19, a hard-surface disinfectant authorized by Health Canada is recommended. For a list of hard-surface disinfectants for use against coronavirus (COVID-19), please see Health Canada's website.
  - Follow the manufacturer's instructions for the recommended dilution rates, contact times and conditions specific to the surface.
  - Avoid bleach except on simple plastics.
  - Don't use solvents.
  - Wipe off what you wipe on; don't leave chemicals to linger.



**High Touch Surfaces in Trucks That Should be Regularly Cleaned Include but are not Limited to:**

- Keys or FOBs;
  - Starter button on vehicles with FOBs;
  - Inside and outside door handles; Inside door grab handles, pads and armrests;
  - Steering wheel;
  - Shift lever and console;
  - Dashboard;
  - Power window and power door lock switches;
  - Radio and climate control buttons;
  - Turn signal and wiper stalks;
  - Seat and Seat adjuster;
  - Touch screen; and
  - Any other parts that are commonly used and that may have been touched (glove compartment, hood, trunk, van panel door handles, pick-up tailgate handle, sleeping areas, for example).
- Dispose of soiled cleaning clothes, disinfection cloths, disposable gloves and any other items in contact with respiratory tract secretions in a waste disposal bag. Wash hands when finished using proper hand washing techniques.

**During the Trip**

- Commercial vehicle drivers should wash their hands frequently under warm, running water with soap for at least 20 seconds, and avoid touching their faces with unwashed hands. This is especially important after coming in contact with other people or surfaces that may carry the virus. When soap and water is not available, a 60% alcohol based hand sanitizer is recommended.
- Commercial vehicle drivers should take precautions such as covering their hands when pumping gas, touching the service station door handles, or handling any automotive products that may be required when performing vehicle maintenance, such as filling windshield washer fluid and adding motor oil, if this is possible. If it is not possible, commercial vehicle drivers should wash their hands or apply hand sanitizer immediately thereafter, if available.
- As much as possible, social distancing practices should be observed, staying at least two metres (or six feet) away from other people. Commercial vehicle drivers should keep appropriate distances between themselves and others and avoid direct physical contact (including handshaking). This includes contact with customers, receiving personnel and those at rest stops.

**At the End of the Trip**

- Repeat a thorough cleaning of high-touch surfaces with appropriate disinfectants as described above.
- Drivers who start to experience symptoms after completing a trip should stay home, self-isolate, and advise their employer so that additional steps can be taken to protect co-workers and other drivers using the truck.
- While commercial vehicle drivers are exempt from the 14-day quarantine requirements for business purposes, when off-duty, they should abide by recommendations of local and national public health authorities, including recommendations relating to social distancing.

**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**

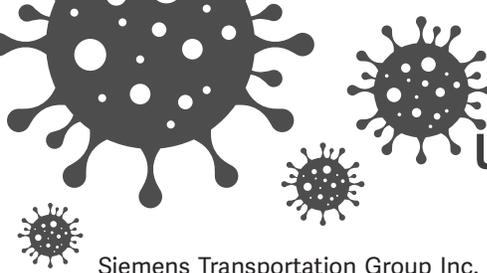
Centre for Disease and Prevention  
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 cdc.gov/COVID19

**CANADA & US**

World Health Organization  
 who.int

**COMPANY - INTERNAL QUESTIONS**

questions-covid19@siemenstransport.com



# Update Notice: To All Employees/Contractors

March 25, 2020

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.

## Essential Services Only - Ontario & Quebec

Ontario and Quebec have ordered all non-essential businesses to shut down for a minimum of two weeks beginning at midnight on Tuesday March 24th. Transportation and related activities continues to be deemed an essential service in both provinces.

## Handling Paper Documents

A reminder to wash hands or use an alcohol-based sanitizer before and after the handling of any paper documents (ie. BOL, Shipping Documents or money)

## Truckstop Restrictions and Availability

The majority of truckstops across Canada and the US are keeping their doors open but have adjusted their services and cleaning protocols in response to the COVID-19 outbreak. See below for a summary of restrictions and/or availability of services:

	Pilot Flying J	HuskyPRO	PetroCanada
<b>Payment</b>	Encourage people to use the Pilot Flying J app for payment.		Encouraging pay at the pump, and use debit or credit to pay instead of cash when paying in store.
<b>Fuel</b>	Fuel supply continues to be strong and no shortages are anticipated at this time.	Fuel supply continues to be strong and no shortages are anticipated at this time.	Fuel supply continues to be strong and no shortages are anticipated at this time.
<b>Cleaning &amp; Sanitation</b>	Sanitation processes have been enhanced.	Expanded hygiene and cleaning practices, including increased frequency of cleaning common, high-contact areas.	Increased cleaning and sanitizing procedures, especially in high touch areas.
<b>Food &amp; Restaurants</b>	Deli pre-packaged food continues to be available for purchase. Self-serve food is closed (ie. hot dogs, soup, etc.) Dining room seating is closed but food service is available for carry out at all locations. All restaurants are closed during overnight hours.	In jurisdictions where our restaurants remain open, there is reduced occupancy and "closure" of every second table. Many restaurants also offer take-out options. Note: Husky House Restaurants are adhering to Provincial State of Emergency directives. No longer selling unwrapped food items in stores (ie. hot dogs and pizza) and only disposable cups available for beverages.	Reducing contact points in our stores by closing all fountain pop and slush machines. Supporting partners, like A&W as they move to take-out service only.
<b>Driver Lounge</b>	All driver lounges are closed. Gaming rooms in the following states are closed: Illinois, Nevada & Louisiana.		
<b>Showers &amp; Laundry</b>	All showers and laundry rooms are open across the network.	Increased cleaning and sanitizing in an effort to keep the showers open and available.	
<b>Link to Website</b>	Pilot Flying J	HuskyPRO	PetroCanada

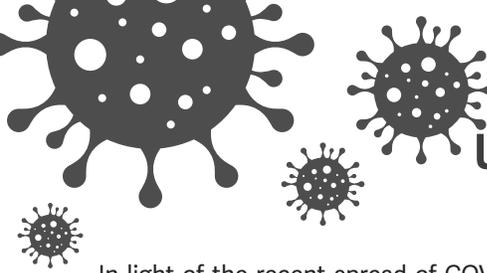
Additional Truckstop Information:

**NISKU, AB** - Blackjack's Roadhouse is closed with the exceptions of:

- Providing 24 hour on-call take out service (Essential/Emergency Service Workers Only) by contacting 780-920-0539
- Free, secure and camera monitored parking lot for truckers
- Showers and portable washrooms available at sister location (Airways Country Inn)
- Weight scale remains open

## for more information about the virus

<p><b>CANADA</b></p> <p>Public Health Agency of Canada   1-833-784-4397  <a href="http://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="http://cdc.gov/COVID19">cdc.gov/COVID19</a></p>	<p><b>CANADA &amp; US</b></p> <p>World Health Organization  <a href="http://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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# Update Notice: To All Employees/Contractors

March 24, 2020

In light of the recent spread of COVID-19, Siemens Transportation Group Inc. has remained fully operational. We are continuing to closely monitor the situation and taking all necessary precautions to ensure the health and safety of our Employees/Contractors while continuing to provide essential services to our communities.

## Policy Changes

- The Federal Motor Carrier Safety Administration has issued a 50-state waiver to the Hours of Service Rule for commercial vehicle drivers transported goods related to the COVID-19 outbreak. This will last until the end of the day on April 12, 2020 or until the end of emergency (whichever is sooner).

## Border Crossing

- The Canada-US border is closed to non-essential travel but remains open to all commercial trucks hauling all commodities.
- Upon returning to Canada, travelers must self-isolate for 14 days. As truck drivers are essential to the movement of goods they are exempt from this rule. Drivers are therefore asked to:
  - Practice social distancing (maintain a distance of 2 meters from others)
  - Closely self-monitor
  - Self-isolate should they exhibit any symptoms

Should Drivers encounter any issues in regards to border crossing, they should present the [Department of Homeland Security](#) memo to border officials.

## Truckstops

Pilot Company (Flying J) have confirmed their travel centers in the United States and Canada are open and ready to serve drivers. A summary of service availability is below:

- Fuel** - Fuel supply continues to be strong and no shortages are anticipated at this time.
- Mobile App** - The Pilot Flying J Mobile App allows drivers to practice social distancing and healthy hygiene by using the mobile pay feature to reduce pin pad touches, reserve showers and receive notifications when their shower is ready - as well as share receipts to reduce use of the in-store driver kiosk.
- Cleaning and Sanitation** - Sanitation processes have been enhanced.
- Deli pre-packaged food continues to be available for purchase. Self-serve food is closed (ie. hot dogs, soup, etc.)
- Restaurants** - Dining room seating is closed but food service is available for carry out at all locations. All restaurants are closed during overnight hours.
- Driver Lounge** - All driver lounges are closed. Gaming rooms in the following states are closed: Illinois, Nevada & Louisiana.
- Showers and Laundry** - All showers and laundry rooms are open across the network.

For further information and updates visit the [Pilot Flying J](#) website.

## reduce the spread

A reminder that it is everyone's responsibility to reduce the risk of spreading the virus:

- 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;
- Wave in place of a handshake;
- Keep common surfaces sanitized;
- Avoid close contact with people who are sick;
- Stay home if you are sick to avoid spreading illness to others;
- Avoid non-essential travel; and
- Social distancing.

## safe practices

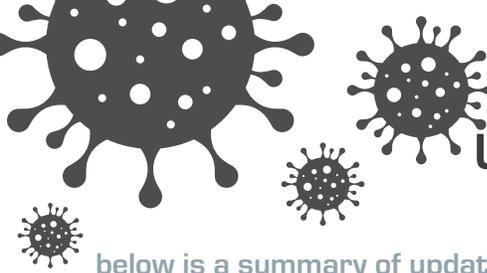
- Implementation of a Company-wide, self-distancing requirement of 1-2 meters for all Employees/Contractors.
- Limited access to buildings - only when absolutely necessary and must meet screening notice.
- Increased regular scheduled cleaning of common areas in all Company buildings as well as require Employees to wash hands or use an alcohol-based hand sanitizer on a continuous basis.
- Drivers: thoroughly wash hands or use an alcohol-based hand sanitizer immediately after fueling or visiting a public establishment.
- During post-trip inspections, wipe down all shared spaces with a disinfecting agent. This includes the steering wheel, dashboard, radio/telematics devices, door handles, gear shift, etc.

We all need to make good decisions and work together during these trying times as we have always done in the past.

Continuous updates can be found on our Corporate Intranet or Company Websites.

## 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>CANADA &amp; US</b></p> <p>World Health Organization</p> <p>who.int</p>	<p><b>COMPANY - INTERNAL QUESTIONS</b></p> <p>questions-covid19@siemenstransport.com</p>
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# Update Notice: To All Employees/Contractors

March 19, 2020

below is a summary of updates

## Border Crossing

- The Canada-US border remains open to all commercial trucks hauling all commodities.
- There is no public health requirements or recommendations for truck drivers to self-isolate after crossing the border if they are feeling healthy. That applies to their family members as well.
- For drivers who are Temporary Foreign Workers, this issue continues to be an area of focus for the CTA.

## Benefits

The Federal Government introduced two new benefits in response to the COVID-19 outbreak:

- **Emergency Care Benefit** - providing income support to workers who must stay home and who do not have access to paid sick leave. Focusing on people who are ill, who are taking care of someone who is ill, and parents who are taking care of children who are home due to illness or due to school closures. The eligible groups include:
  1. "Workers, including the self-employed, who are sick, quarantined, or who have been directed to self-isolate but do not qualify for Employment Insurance (EI) sickness benefits."
  2. "Workers, including the self-employed, who are taking care of a family member who is sick with COVID-19, such as an elderly parent or other dependents who are sick, but do not qualify for EI sickness benefits."
  3. "EI-eligible and non EI-eligible working parents who must stay home without pay because of children who are sick or who need additional care because of school closures."
- **Emergency Support Benefit** - Support to workers who are not eligible for EI and who are facing unemployment.

Both of these benefit programs are expected to be available starting in April, but a specific date has not yet been announced.

## reminder

As COVID-19 continues to spread, the government's directive remains the same.

**The basis of prevention remains the best line of defense against the spread of illness.** Prevention methods must include:

- 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;
- Wave in place of a handshake;
- Keep common surfaces sanitized;
- Avoid close contact with people who are sick;
- Stay home if you are sick to avoid spreading illness to others;
- Avoid non-essential travel; and
- Social distancing.

Management is regularly reviewing our preparedness and response plans with a view to proactively anticipate and respond to any potential business interruptions.

As the situation is changing rapidly, it is imperative that all Employees/Contractors make use of reputable sources for information (Public Health Agency of Canada, Centre for Disease Control and Prevention, World Health Organization) instead of rumors or unfounded speculations. We are advising all individuals to follow the direction of the government authorities as it pertains to health and travel. Mixed messaging can cause chaos.

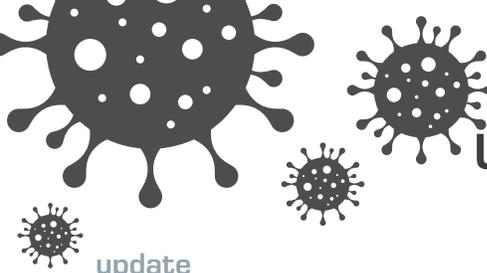
Be responsible for your own situations and circumstances, while understanding that our continuous operation depends on an active workforce. Please seek advice from a medical professional on when to be cautious and self-monitor vs when to self-isolate.

We all need to make good decisions and work together during these trying times as we have always done in the past.

Continuous updates can be found on our Corporate Intranet or Company Websites.

## 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>🌐 <a href="http://canada.ca/coronavirus">canada.ca/coronavirus</a></p> <p>✉️ <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</p> <p>📞 1-800-232-4636</p> <p>🌐 <a href="http://cdc.gov/COVID19">cdc.gov/COVID19</a></p>	<p><b>CANADA &amp; US</b></p> <p>World Health Organization</p> <p>🌐 <a href="http://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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# Update Notice: To All Employees/Contractors & thank you

March 18, 2020

## update

### Federal Government

- Waived the 1 week waiting period for sickness benefits, in this case being quarantined.
- Waived the medical note required to go into quarantine as directed by law or by health officials.

### Commercial Truck Drivers - Deemed Essential Workers

- Declared that commercial truck drivers are essential workers who will be exempt from the requirements to self-isolate for at least 14 days if entering Canada from abroad, provided they do not have symptoms.
  - Commercial Truck Drivers must ensure they do not have symptoms before crossing border and to take the necessary measures ie. contact a Public Health Official for advice if they exhibit COVID-19 symptoms.
  - If returning from a high risk country and attempting to cross border within 14 days, entry will be denied.
  - Officials on both sides of the border have indicated extra questions of drivers will occur, but will attempt to prioritize the effective movement of truck drivers and goods.

## reminder

As COVID-19 continues to spread, the government's directive remains the same.

**The basis of prevention remains the best line of defense against the spread of illness.** Prevention methods must include:

- 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;
- Wave in place of a handshake;
- Keep common surfaces sanitized;
- Avoid close contact with people who are sick;
- Stay home if you are sick to avoid spreading illness to others;
- Avoid non-essential travel; and
- Social distancing.

Management is regularly reviewing our preparedness and response plans with a view to proactively anticipate and respond to any potential business interruptions.

As the situation is changing rapidly, it is imperative that all Employees/Contractors make use of reputable sources for information (Public Health Agency of Canada, Centre for Disease Control and Prevention, World Health Organization) instead of rumors or unfounded speculations. We are advising all individuals to follow the direction of the government authorities as it pertains to health and travel. Mixed messaging can cause chaos.

Be responsible for your own situations and circumstances, while understanding that our continuous operation depends on an active workforce. Please seek advice from a medical professional on when to be cautious and self-monitor vs when to self-isolate.

We all need to make good decisions and work together during these trying times as we have always done in the past.

## thank you

That being said, it is important that we take a minute to acknowledge and appreciate what our drivers do. Approximately two-thirds of Canada and US trade is moved by truck, including all the essential products that we depend on during these uncertain times: goods directly related to combating COVID-19, medical supplies, food, sanitizing products and other products needed to fill and replenish our shelves.

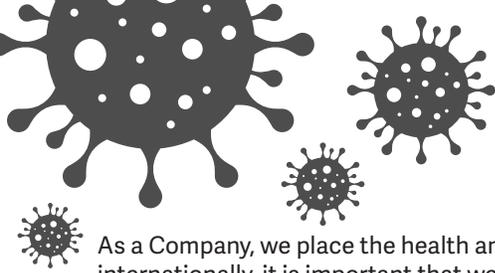
Thank you to our Drivers, Dockworkers, Mechanics, all Office Staff and Management for helping to ensure our Operations are uninterrupted, Canadians have access to the essentials and for keeping the supply chain moving.

We wish everyone good health and safety during these unprecedented times.

Continuous updates can be found on our Corporate Intranet or Company Websites.

## for more information about the virus

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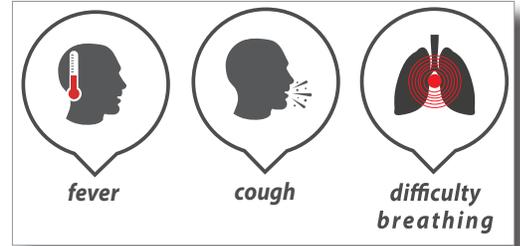


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As a Company, we place the health and safety of our Employees/Contractors as a top priority. In light of COVID-19 continuing to spread internationally, it is important that we do not compromise the well being of our Employees/Contractors, nor do we 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 of human coronaviruses may be very mild or more serious, such as **fever, cough or difficulty breathing.**



## symptoms

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.
- Close personal contact, such as touching or shaking hands.
- Touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands.

These viruses are not known to spread through ventilation systems or through water.

## 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;
- 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.

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

## what to do

If you start having symptoms:

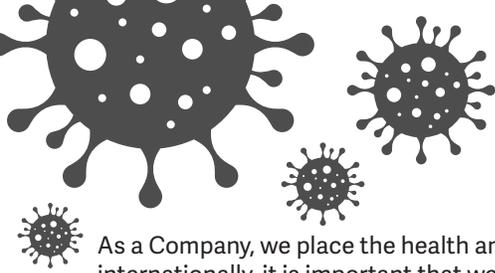
1. Isolate yourself from others as quickly as possible.
2. If you live in Canada, call a health care professional or public health authority in the province or territory you are located. Tell them your symptoms. They will advise what to do.
3. Call your Manager/Supervisor and notify them.
4. Depending on the circumstances, your Manager/Supervisor may authorize arrangements to work from home.
5. Apply for the Canadian Emergency Response Benefit (CERB) and Group Insurance to avoid financial hardship.  
CanadaLife will consider paying STD benefits from the start of your quarantine period if you are under quarantine directed by a medical doctor or public health official, and are unable to work from home.
6. If you are receiving testing or have a confirmed diagnosis of COVID-19, you must inform your Manager/Supervisor and we 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.	

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   1-833-784-4397   canada.ca/coronavirus   phac.info.aspc@canada.ca</p>	<p><b>US</b></p> <p>Centre for Disease and Prevention   1-800-232-4636   cdc.gov/COVID19</p>	<p><b>COMPANY - INTERNAL QUESTIONS</b></p> <p> questions-covid19@siemenstransport.com</p>
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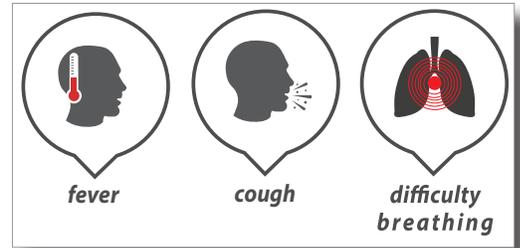


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- Wave in place of a handshake;
- Keep common surfaces sanitized;
- Avoid close contact with people who are sick; and
- Stay home if you are sick to avoid spreading illness to others.

**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 the U.S., call your doctor and 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 Group Insurance - STD benefits, if applicable and eligible.  
Employees must be diagnosed with and unable to work due to the virus in order to be eligible for STD benefits. Employees would not meet the definition of disability just because they are quarantined.  
Employees who are not eligible or do not have STD may wish to reach out to their local state or Federal Government about possible benefits based on their circumstances.
6. If you are receiving testing or have a confirmed diagnosis of COVID-19, you must inform your Manager/Supervisor and we will take measures to protect others.

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

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# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$  for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at  $\frac{2}{3}$  for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### ▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ▶ ENFORCEMENT

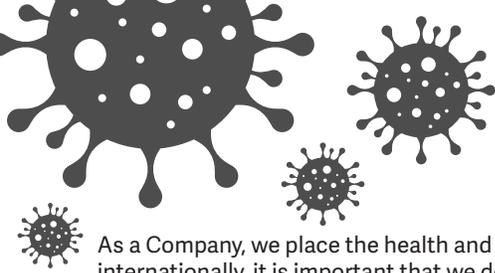
The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)





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## vulnerable populations

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

- aged 65 and over
- with compromised immune systems
- with underlying medical conditions

## symptoms

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.
- Close personal contact, such as touching or shaking hands.
- Touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands.

**fever**      **cough**      **difficulty breathing**

**other symptoms**  
 headaches      aches and pains      sore throat  
 chills      runny nose  
 loss taste or smell      shortness of breath

## 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.

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

## what to do

If you start having symptoms:

- Isolate yourself from others as quickly as possible.
- 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.
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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.	

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