

Maple Reinders Plan for Pandemic Novel Coronavirus (COVID-19)

As of March 19, 2020

1. It is Maple Reinders' first priority and policy to promote a safe and healthy environment for its employees. To this end, a Pandemic Plan has been created in an effort to minimize exposure, absenteeism and business interruptions in the event that a pandemic Novel Coronavirus (COVID-19) is a threat to our employees, their families, and our business.
2. The Crisis Management Corporate Response Team will monitor the local situation and advise the CEO (or his designate) regarding possible measures to handle the situation.
3. Maple Reinders will remain open unless an emergency closing is required. All employees are expected to report to work unless such a closing is announced. Options to work from home can be discussed with your manager.
4. The Crisis Management Corporate Response Team will monitor local situations and advise employees if there is a need for them to take laptops and files home in preparation for the possibility of working at home. It is a good practice where possible, to take your laptop home nightly in the event they are unable to return to the office the following day.

First 'Line of Defense': Maintain Personal Hygiene & Good Health Practices

5. To maximize health, you should:
 - cover your cough by coughing into your elbow or into a tissue,
 - wash hands regularly & use alcohol hand gel,
 - avoid touching eyes, nose, and mouth,
 - be physically fit, eat a healthy diet, control body weight, and
 - follow your physician's instructions.
6. Alcohol gel will be provided at all Maple Reinders' offices and sites.

Pandemic COVID-19 Response

7. The Crisis Management Corporate Response Team Leader, with the assistance of the Manager of Human Resources and the Regional Managers, are responsible for monitoring emergency conditions for the purposes of communicating and implementing emergency plans to maintain the safety and security of Maple Reinders' premises and business operations during emergency conditions.

Pandemic COVID-19 Coordinator

8. The Manager of Human Resources or an HR designee will function as a Pandemic COVID-19 Coordinator corporately.
9. Tasks of the Pandemic COVID-19 Coordinator:
 - Track levels of critical absenteeism and invoke measures as per the company's response plan.
 - Update the Crisis Management Corporate Response Team regularly.
 - Educate the workforce in safe work practices.
 - Ensure adequate levels of preventive health supplies in the work premises.

As of March 19, 2020

- Liaise with local public health and community organizations.
- Monitor the situation through the Public Health Agency of Canada's website at: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

Designation of Emergency Closing

10. Only by authorization of the CEO (or his designate) will Maple Reinders cease operations due to emergency circumstances. In the event of an emergency closure, Maple Reinders will specify which offices/sites are affected and how essential services will be handled.
11. If an emergency evacuation is ordered, all employees should calmly and quickly follow their established local evacuation procedures and routes.

Corporate Business Planning for Pandemic COVID-19

Business Continuity

12. All employees are expected to report to work unless:
 - you have symptoms
 - you have been in contact with someone who has tested positive for COVID-19.
 - you have been in contact with someone who has recently travelled internationally or under isolation.
 - If you have any symptoms or have travelled outside the Country, please inform your manager immediately.
 - If you are able to work from home, these arrangements can be made with your manager. If your position in the company does not allow you to work from home, please contact your manager/HR for the next steps.
13. If you report to work, and it appears that you have symptoms including fever, coughing and difficulty breathing, notify your manager and he/she will determine whether you will be sent home.
14. The company has decided to reduce employees' face-to-face exposure by encouraging you to exercise the practice of social distancing by telecommuting, teleconferencing, remaining at least two metres (six feet) from your co-workers and suspending all non-essential business travel until further notice.
15. IT has developed a protocol to give access to the necessary systems and programs should employees be required to work from home.
 - Ensure your laptop has the following components in functional order and you know how to use them:
 - VPN Client
 - Telus Business Connect phone and meetings programs (for office staff)
 - Microsoft OneDrive
 - Installation of Telus Business Connect phone and meeting apps on a mobile phone is highly recommended.

As of March 19, 2020

Pay Practices During Pandemic COVID-19 Crisis

16. While employees are working from home, there will be no disruption to pay.
17. Full time salaried employees will be compensated at their regular pay rate for regular hours in the event that the office is closed due to a pandemic COVID-19 outbreak.
18. In extreme circumstances, unpaid leave and/or workforce reduction may be considered if business levels dictate the actions.

Business Planning for Pandemic COVID-19

19. *Designated Employees*: If the Maple Reinders office is officially closed, essential functions must still be maintained. As such, designated employees must report to work unless otherwise instructed.
20. Key Groups may be established to include a COO, Vice President, Directors and/or Regional Manager and one to two employees from the following departments: IT, Human Resources, Safety and Accounting.
21. A list of designated employees will be maintained by the Crisis Management Corporate Response Team with assistance from the Pandemic COVID-19 Coordinator. An up-to-date copy of each department's designated employees will be kept on file in the Human Resource Department.

Emergency Medical Procedures

22. If an employee is in need of medical attention, please notify your immediate supervisor and request assistance. If you believe the situation merits trained medical personnel, please contact 911 immediately and inform 911 of the individual's symptoms, location and any other information 911 requests.

Pandemic Flu Leave

23. Regular, full-time salaried employees may use earned sick leave at regular pay as per the '*Guidelines of Employment*' in the following circumstances:
 - The employee is exhibiting flu-like symptoms
 - Maple Reinders receives notification that the employee's community of residence is under quarantine as a result of a pandemic COVID-19 epidemic. However, the employee should contact their manager to make alternate work arrangements if applicable.
24. If the employee's family members are exhibiting significant flu-like symptoms, the employee must contact their manager prior to coming in to work. Depending on the situation, the employee may be asked to work from home.

Short Term Disability

25. Full time salaried employees, as per the "*Guidelines of Employment*" with COVID-19 medical documentation should qualify for short term disability during part of their absence.

As of March 19, 2020

Screening Questionnaire

26. Effective March 20, 2020 all new workers must complete the Maple Reinders COVID-19 screening questionnaire. Current employees (worksites and office) must complete the Maple Reinders COVID-19 screening questionnaire within the next 24 hours. Anyone who answers “yes” to any of the #1 - #5 questions must notify the Superintendent/Supervisor and immediately self-quarantine.

Communications

27. Maple Reinders has developed a specific webpage to keep our employees, subtrades and clients up to date on our response to the COVID-19 pandemic. Please reference this page regularly for information. <https://www.maple.ca/covid-19-updates/>
28. A dedicated email address has been set up for employees to ask questions and provide feedback. This email address is monitored continually by the Pandemic Response Team. Please use this email: covid19@maple.ca

Travel and Quarantine (self-isolation) policy

29. All non-essential business travel is cancelled until further notice. All business air travel is also suspended until further notice.
30. If you have traveled outside of Canada and returned within the last 14 days **you MUST** self-isolate for 14 days and monitor for symptoms of COVID-19 (cough, fever, difficulty breathing)
31. If you are living and sharing space with someone who has traveled outside of Canada and returned within the last 14 days **you MUST** self-isolate for 14 days and monitor for symptoms of COVID-19 (cough, fever, difficulty breathing)

Tracking hours related to COVID-19

32. Tracking hours related to COVID-19 – for jobsites and projects use code 1-009. For non-project salaried staff, use the 50-999 code assigned to your division.

Regular cleaning of worksite and office equipment

33. Properly clean your offices, trailers, containers, workshops and other facilities. The frequency of cleaning each work area and surface depends on the number of people who use it, the duration of use, and the presence of any objects which people might handle with their bare hands. Examples of surfaces that should be cleaned daily include equipment cabinets, planning boards, remotes, battery chargers, and shared tools.

“High-touch” surfaces should be cleaned and disinfected every work shift. Some examples of high-touch surfaces include:

- Door knobs and push bars
- Coffee makers and water fountains
- Shared radios and phones
- Handrails
- Toilet flush handles
- Chemical toilets; you should also place wash stations or, at a minimum, hand sanitizers outside the door
- Refrigerator door handles

As of March 19, 2020

- Conference/meeting room surfaces (for example, tabletops, chairs, PC cables, markers) and telephones
- Elevator buttons
- Copiers and fax machines
- Personal keyboards, offices, heavy equipment controls, mobile phones, and small personal tools are frequently used only by one or two people; therefore, they may be cleaned less often.