

DATE: November 6, 2020

RE: COVID-19 Action Plan

FROM: Human Resources

In response to the COVID-19 pandemic, based on guidance from the Ontario government and Public Health authorities, Niigon has put the following policies and guidelines in place:

Awareness and Communication

Various posters and signage have been placed throughout the buildings on hand hygiene, physical distancing, meeting rooms and appropriate use of PPE (i.e. masks/face coverings, etc.).

Updates to our policies and guidance are communicated through email on a regular monthly basis and ad hoc, as government and public health advice and regulations change.

Working at Home

Employees who are able to work from home must discuss individual situations and workload requirements with their Manager.

Daily Screening: Employees

All employees must complete an online COVID-19 Daily Screening form prior to entry into the work environment, each day the employee seeks to enter the work environment. This does not apply to an employee working at home that day.

The Ontario government is also encouraging everyone to download the new [COVID Alert app](#) on their smart phone from the Apple and Google Play app stores and to self-monitor daily for symptoms of COVID-19 such as fever, cough or difficulty breathing, using the [Ontario Self-Assessment Tool](#).

Visitors: COVID-19 Daily Visitor Screening Form

Where possible, virtual discussions with visitors will be scheduled to minimize the number of people in our facilities. All Niigon visitors must:

- Complete a COVID-19 Daily Visitor Screening form (attached) prior to entry, each day they plan to be onsite at Niigon and provide it to their Niigon host in advance of the scheduled visit.
- Check in at Building 2 and complete the Visitor Log upon entry, including the Shipping and Receiving doors, and
- Comply with the policies and practices outlined in the COVID-19 Daily Visitor Screening form.

Notification

Employees must:

- Notify their Manager and Human Resources before returning/coming to work after working at home for an extended period, travel, and suspected and/or confirmed COVID-19 exposure.

- *Stay home and notify their Manager if feeling ill, and/or if experiencing respiratory symptoms (new or worsening cough, sneezing, difficulty breathing) and a temperature above 100.4 F/38 C.*
- Contact their health care provider or Telehealth Ontario (1-866-797-0000) if they have questions.

Masks/Face Coverings

Employees are required to wear a mask when leaving their individual work station/bench, and when working with others on a machine on the shop floor and are unable to maintain physical distancing of 6 feet/2 metres.

Masks are not required when working alone at a work station/bench, as long as physical distancing of 6 feet/2 metres can be maintained.

Disposable masks are available upon request from the Office Manager, Facilities Manager and in the dispensing unit in Building 2.

Travel Guidelines

- All international business travel (i.e. travel between continents) is to be discussed with and approved by the CEO before a trip is booked.
- Limited domestic business travel (i.e. within your home country) to be discussed with and approved by Manager before a trip is booked.
- It is paramount that we all follow government-issued travel bulletins and advisories in our home country and region at all times, for business and personal travel. Check your destination on the Government of Canada website (or equivalent country) for travel advice and advisories: [Travel Advisories](#).

Facility Cleaning Schedule

An increased cleaning schedule of our facilities has been implemented.

What happens if we have a confirmed case of COVID-19?

We will follow and communicate protocol to our employees and visitors based on guidance from the Ontario government and Public Health.

Compliance

Employees who do not comply with this and/or all other policies will be subject to discipline, up to and including termination of employment with Niigon. This guidance and all related policies are subject to change based on government guidance as we continue to monitor the COVID-19 situation.

Thank you for your continued cooperation in our shared responsibility to create and maintain a healthy and safe working environment. Please Human Resources with any questions or feedback.