

TO: All Niigon Employees

RE: Coronavirus Safety Precautions and Travel

DATE: March 6 2020

The health and well-being of our employees is top priority. As a result, we're taking this opportunity to advise all staff regarding Niigon's safety and travel precautions in light of the 2019 novel coronavirus known as COVID-19 (the "Coronavirus"). It is the responsibility of every Niigon employee to take all reasonable precautions to limit the potential spread of illness in the workplace, including the spread of the Coronavirus. This message outlines Niigon's guidance and requirements in this regard.

Current Status of Coronavirus

According to the Ontario Government, the risk of contracting the Coronavirus here in Ontario remains low as of this date. As you're no doubt aware, the risk of contracting the Coronavirus is significantly higher in other parts of the world.

We ask you to watch the following video for an overview of the Coronavirus: [Coronavirus CBC Video](#)

Additional information regarding the Coronavirus is available on the following websites:

[Ontario Government](#)

[CDC and World Health Organization](#)

[ECDC \(European Centre for Disease Prevention and Control\)](#)

Prevention and Awareness

We encourage all Niigon employees to protect themselves and those around them from communicable illnesses, such as the Coronavirus, through heightened personal hygiene and the following best practices:

- Wash your hands often and thoroughly with soap and water for 20 seconds or an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are ill.
- Avoid contact with customers/suppliers/visitors who have travelled in the last 14 days to an area Health Canada identifies as an affected area. The list of these areas can be found here: [COVID1919 Affected Areas](#)
- Stay home if you are ill, feeling ill, and/or if you have respiratory symptoms (new or worsening cough, sneezing, difficulty breathing) and a temperature above 100.4 F/38 C.
- Cover coughs or sneezes with a tissue, then immediately throw that tissue in the garbage and wash your hands. If there is no tissue, sneeze or cough into your sleeve or arm, not your hand.
- Clean and disinfect frequently touched objects and surfaces.
- Minimize or avoid handshakes.
- Contact your physician with any questions.
- Follow the "Obligations with respect to Travel and Coronavirus Contact" outlined below.

As an additional precaution, we are looking into an increased cleaning schedule for our facilities with a focus on high traffic areas.

Obligations with respect to Travel and Coronavirus Contact

General Travel Guidelines

Where business travel is non-critical, we encourage you to take advantage of virtual meeting technology to maintain business continuity during this time.

Prior to undertaking any travel (whether for work or personal reasons), please obtain updated information regarding the risk of the Coronavirus in the region(s) to which you are travelling. Check your destination on the government of Canada website (or equivalent countries) for travel advice and advisories:

[Travel Advisories](#)

It is paramount that all employees follow government-issued travel bulletins and advisories in your country and region at all times.

Enhanced Travel Approval Process

If you have a scheduled business trip to an area where cases of the Coronavirus have been reported, and/or if you feel uncomfortable about any required business travel, we ask that you seek guidance from Human Resources before traveling. We strongly support you prioritizing your health and well-being at all times.

HR Notification Procedure

In order to ensure we are vigilant in protecting the health and well-being of our co-workers, we ask that you please notify Human Resources before returning/coming to work, if you:

- Have travelled outside of Canada in the last 14 days (whether for work or personal travel).
- Come into contact with someone with the Coronavirus.
- Come into contact with someone who has travelled in the last 14 days to an area Health Canada identifies as an affected area. The list of these areas can be found here: [COVID1919 Affected Areas](#)
- If you are experiencing any of the following symptoms: fever, chills, shakes, new or worsening cough, sneezing and/or difficulty breathing.

Please note that you may be asked to go through a screening process with our company physician or a physician of your choice, to determine return to work readiness. You may be asked to work from home (remotely) for 14 days, as well as provide a clearance note from a physician for your return to work.

Hosting Customers/Supplier/Visitors

If you are scheduled to host a customer/supplier/visitor, please notify your team leader and Human Resources well before the scheduled visit so we can assess risk factors such as their recent travel history.

All customers/suppliers/visitors must be provided with a copy of this communication by their Niigon host.

Compliance with Policy

This is a fluid situation which we will continue to monitor closely. It is important that all employees take the steps described above. Thank you in advance for your cooperation. We will keep you updated regarding any changes to our current guidance. **Please consult Human Resources with any questions.**