

**DATE:** May 29, 2020  
**TO:** All Niigon Employees  
**RE:** Gradual Return to Work Plan – effective June 1, 2020  
**FROM:** Human Resources

Hi Everyone,

We hope you are all keeping well in this challenging time. We are planning for a gradual return to work June 1, 2020. Our plan is based on the Ontario government's [Framework for Reopening the Province](#), [various health and safety guidelines](#), travel advisories and advice from Public Health and we will work with our international employees based on similar local guidelines. Please carefully read the details below and let us know if you need clarification on anything or have any questions.

### **Returning from Working at Home**

We will be asking certain employees to continue to work from home either part or full time as we gradually open our facility. Your manager will contact you to discuss your individual situation. Work at the facility will be based on the following model:

- 2 people per pod maximum.
- Redistribute work stations based on vacant seats; distancing where possible.

### **Policies and Guidance**

All Niigon employees and visitors/customers/suppliers are expected to protect themselves and those around them at all times through the following best practices and polices:

#### **Travel Guidelines**

- All international business travel (i.e. travel between continents) remains prohibited until further notice.
- 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 countries) for travel advice and advisories: [Travel Advisories](#).

#### **Screening**

##### **Employees: Return to Work Readiness Form**

Prior to returning to work after working from home for the past few weeks, employees must complete the "COVID-19 Employee Return to Work Readiness" form with your Manager and email it Human Resources. The form is attached to this email and is available on the DM under 'Company documents > Departments > Human Resources > Forms'.

## Visitors/Customers/Suppliers: COVID-19 Visitor Screening Form

**All Niigon employees scheduled to host a visitor/customer/supplier must notify your team leader and Human Resources well before the scheduled visit so we can assess risk factors through the attached screening form. All visitors/customers/suppliers must:**

- Complete a Covid19 Visitor Screening form (attached) and provide it to their Niigon host in advance of the scheduled visit. The Niigon host must then scan/forward it to Lisa Lanzillotta and Human Resources for review.
- 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 Visitor Screening form.

## Tablets

- Tablets at building entrances and throughout the facility will be reconfigured to avoid tapping/touching of the screen.
- Alternatively, employees can enter hours and cafeteria purchases on their computers through the DM.

## Fitness Facility and Ping Pong Room

These areas will remain closed until further notice.

## Awareness

Please note the following and familiarize yourself with the various posters which have been placed throughout the buildings on hand hygiene and physical distancing and appropriate use of PPE (i.e. masks/face coverings, etc.).

### Hand Hygiene

- Wash your hands often and thoroughly with soap and water for 20 seconds or an alcohol-based hand sanitizer with at least 60% alcohol.
- Hand sanitizer is available outside the washrooms, in meeting rooms, the cafeteria and kitchenettes.
- 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.
- Avoid touching your face, eyes, nose, and mouth with unwashed hands.

### Physical Distancing

Practice physical distancing: keep 2 metres or 6 feet away from others, particularly at building entrances, in reception areas, meeting rooms, cafeteria and kitchenettes. Avoid gathering in groups:

- **Meetings/Meeting Rooms:**
  - Limit face-to-face meetings; call people on the phone instead and take advantage of virtual meeting technology (i.e. zoom)
  - Seats should be spaced 2 metres or 6 feet apart
  - No more than 2-6 people in a room at one time (depending on room size)

- **Elevator** – one person in the elevator at a time.
- **Cafeteria, Kitchenettes**
  - Food service will remain closed until further notice.
  - Fridges will still be available for those bringing a lunch from home. If preferred, employee can keep lunch in a cooler at work area or locker instead.
  - Disinfectant wipes will be provided on cafeteria tables and in the kitchenettes. Please wipe down your own seating area after you leave the table, or use an appliance in the kitchenettes.
  - Maximum # of seats per table.
  - Encourage use of outside patio area, weather permitting.
- **Washrooms**
  - 2 people max at a time in smaller washrooms; 4 people max at a time in larger plant washrooms.
  - Avoid washing hands at the same time, if you can't maintain physical distancing.

### **Personal Protective Equipment (PPE) – Face Coverings/Gloves/Safety Glasses**

When physical distancing cannot be maintained due to the nature of work, it is recommended to use face coverings (e.g. non-medical masks or cloth masks) and gloves. Masks and gloves will be available upon request from the Office Manager, Facilities Manager and in the dispensing unit in Building 2.

Employees must retain a pair of safety glasses for their own use.

Hosts must provide guests with appropriate personal protective equipment from the dispensing unit in Building 2 if guests cannot supply their own PPE.

### **Forklifts and Crane Pendants**

Forklifts and crane pendants are to be wiped down after use. Disinfectant wipes will be provided.

### **Facility Cleaning Schedule**

The increased cleaning schedule of our facilities will continue twice a week (on Wednesdays and Fridays or Saturdays). A full outline of the cleaning schedule will be posted on the JHSC Boards and in the DM.

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

We would follow and communicate protocol based on Health Canada's and the Ministry of Labour's guidance: close the facilities completely for 24 hours, conduct a thorough cleaning, wait another 24 hours, then reopen the facilities, as needed.

In parallel, an investigation would be conducted of the individual's circumstances and we would communicate to people accordingly. If the case is confirmed to have been contracted through work at Niigon, the Ministry of Labour would be involved.

## Notification Procedure

- Notify Human Resources before returning/coming to work, after working at home, travel, suspected and/or confirmed COVID-19 exposure.
- *Stay home and notify your 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.*
- Self-monitor for symptoms of COVID-19 such as fever, cough or difficulty breathing, using [Ontario's Self-Assessment Tool](#)
- Contact health care provider or Telehealth Ontario (1-866-797-0000) if you have questions.

## Compliance with Policy

This plan and all related policies are subject to change as we continue to monitor the situation and our approach over the coming weeks. Thank you for your continued cooperation in our shared responsibility to create and maintain a healthy and safe working environment. We will keep you updated regarding any changes to our current guidance. A copy of this communication will be posted on our website. **Please consult Human Resources with any questions or feedback.**