



CONFIDENCE AND COMPLIANCE PLAN **COVID-19 Policy (Updated December 18th, 2020)**

As leaders in the field of health and wellness, we are committed to the health and safety of our employees, customers, consumers and communities. Our current environment and the global COVID-19 pandemic is very fluid and requires that we adapt and evolve our policies and programs regularly. Our goal is to responsibly do all we can to help slow the spread of the virus and safeguard our employees.

Our **CONFIDENCE AND COMPLIANCE PLAN** is focused on four key elements to ensure the health and safety of our employees:

- 1. Physical Distancing Practices and Policies**
- 2. Employee Travel Policy**
- 3. Hygiene and Sanitation Processes**
- 4. Monitoring Personal Health**
- 5. COVID-19 Action Plan**

1) Physical Distancing Practices and Policies

We will adapt, change and alter our work practices to ensure that physical distancing is a constant focus and reviewed regularly for continuous improvement. Our goal is to shrink the circle of interactions with others at work and at home to help stop the spread of COVID-19. We have:

- adjusted shift schedules to minimize the crossover of our employees in our facilities;
- adapted the physical environment such as locker rooms and breakrooms to ensure proper physical distancing practices and employed signs, tape marks and visual cues to promote physical distancing;
- created a clear division between office spaces and production areas in our Windsor and Scarborough locations to ensure office staff and production staff do not come into close contact with one another;
- provided recommended personal protective equipment (“PPE”) for our people, such as gloves, ear protection, proper footwear, three-layer masks and respirators in the appropriate areas of our facilities and where physical distancing is not possible;
- required mandatory non-medical three-layer masks to be worn at all times, for all essential employees while in all Jamieson facilities;



- installed engineered solutions where physical distancing is difficult. This includes physical barriers between people such as plexiglass;
- limited facility access to essential services and essential employees and only after a rigorous screening process and approved by HR and COPO;
- instituted remote work program and technical support;
- transitioned all necessary group meetings to be scheduled utilizing available technology to limit or eliminate in-person contact;
- required all employees to avoid personal contact (i.e. shaking hands, hugging, etc.) and to maintain a safe physical distance between each other as much as possible;
- required that all employees successfully complete an on-line, phone or paper self-assessment prior to entry in any Jamieson office or facility, and;
- postponed or cancelled team events and participation in larger public gatherings.

2) Employee Travel Policy

Throughout the COVID-19 pandemic we have focused on doing all we can to protect our people. As the pandemic situation evolved earlier this year in March, we required that our employees provide details of their travel plans and itinerary so that we could best support and promote personal and team safety. This information was extremely valuable and allowed for direct support for individuals who were travelling during the very beginnings of the COVID-19 pandemic.

Of course, our current environment continues to change rapidly. We continue to adapt our programs, procedures and policies to continue to deliver on our commitment to ensure that safest possible environment.

- We have suspended all commercial air travel to avoid high traffic areas such as airports;
- Customer meetings are permitted but only for those employees who are essential to the meeting and travel is restricted to the use of personal vehicles only, and;
- We require that all employees must provide details of personal travel itineraries in advance of travel and regularly follow-up on their status.

Further, going forward we have amended our travel policy to include the following:

- all employees must adhere to all Federal and Provincial guidelines and requirements currently posted;



- an employee who has chosen to travel may be required to complete a COVID-19 test prior to returning to work;
- if an employee has chosen to travel and is required to complete a COVID-19 test, any time off work must be taken as unpaid leave or utilize existing paid leave available, and;
- further details and support will be provided by a member of the HR team and assessed regularly to ensure a safe return to work.

If you require any additional information, please contact a member of the Human Resources team.

3) Hygiene and Sanitation Processes

Hygiene and sanitation processes are a key part of our Confidence and Compliance Plan. Our everyday actions, commitment to personal hygiene and aggressive sanitation processes are important lines of defense in protecting the health of our employees. Therefore, we:

- require all essential employees and visitors (ie essential maintenance workers) to wear a three-layer mask at ALL times while inside our facilities and offices (with the exception of when eating in approved areas);
- require all employees to continue to be vigilant and ensure that they are practicing proper hand washing and hygiene measures to help avoid the spread of viral infections. This includes covering their mouth with their elbow or a tissue when they sneeze or cough and avoiding touching their face, mouth and eyes;
- increased sanitation processes in each facility focusing on high traffic areas and equipment, and; specifically, high-touch shared surfaces, and;
- installed hand sanitizer stations at all entry points and production areas and increased regular communication and reminders of proper hand hygiene in our facilities.



4) Monitoring Our Personal Health

Jamieson employee wellness starts with individual wellness and hygiene practices both at work and at home. We all have a responsibility to ensure that we are doing all we can to live by this Confidence and Compliance Plan in order to protect ourselves and our coworkers. Therefore:

- all essential employees entering our offices and facilities must complete a mandatory questionnaire - on-line, paper or via the attendance hotline prior to arriving at work;
- all employees who are not well are required to stay home. They must report their absence through the self-assessment tool or the attendance hotline;
- if employees have become sick during the day, they must immediately notify their supervisor and be separated from other employees and sent home;
- confidential and regular follow-ups will be conducted by a member of the HR team to ensure that individuals are getting the support they may require;
- at home, all employees must follow public health authority recommendations for physical distancing, hygiene practices and quarantine/self isolation for the safety of the entire team;
- all employees must report physical distancing breaches or concerns to their supervisor and/or a member of the HR team for investigation and follow-up;
- all employees are advised to follow physical distancing, personal hygiene and self isolation as required in the communities in which they live;
- all employees must provide details of personal travel itineraries and regular follow-up on their status, and;
- notify their supervisor if they require assistance or have any mental health questions or concerns

Note: It is important to remember that all information is kept strictly confidential and will be utilized to ensure the safety of all. No repercussions will occur for identifying breaches in physical distancing practices. This information is used to continuously improve our procedures in the facility to better safeguard our employees.



5) COVID-19 Action Plan

We believe that with the commitment of our employees and the adherence to this Confidence and Compliance Plan, our environment is safe for our employees. Through our collective behaviours and actions, we will help slow the spread of the virus.

If one of our employees contract COVID-19, adherence to our Confidence and Compliance Plan will enable us to swiftly support that individual as well as the rest of the employee team. Throughout the execution of this COVID-19 Action Plan, our primary focus will be on the support and care of Jamieson employees.

In the event an employee contracts COVID-19, we will:

- first and foremost, ensure the support and care of the individual;
- work with public health authorities to ensure a thorough investigation;
- review physical distancing logs, shift logs and/or office sign-in logs to identify employees who may have been in close contact with the individual;
- in coordination with and at the recommendation of local public health we will communicate directly with any employee who may have breached this policy or public health recommendations;
- review operations and sanitization logs in the working area of the individual;
- conduct additional/incremental sanitization of immediate areas the individual would have been exposed to while at work if necessary and as recommended by public health;
- assign a member of the HR team to work with the individual to ensure regular follow-ups and to arrange for a proper and safe return to work with the support of public health;
- if employee was in a Jamieson facility within the 14 days prior to their positive test result, all employees at that facility will be notified before the beginning of the next operating shift after Jamieson was notified. Any individual expected to be in that facility outside of standard shifts (i.e. contractor, maintenance) will be notified as soon as possible.;
- notify company-wide if there is impact on a facility's operational ability or material business impact, and;



- conduct a regular thorough review of this process for improvements.

WE ALL HAVE A ROLE TO PLAY to ensure we help slow the spread of COVID-19 and promote the health and safety of our people. As this situation continues to evolve, we will adapt and update our Confidence and Compliance Plan and policies to reflect what we believe is a leadership position on this issue.

We thank you all for your continued vigilance and active participation in the promotion of health and safety in our facilities and doing all we can do to protect our fellow employees.

Important provincial health department contacts

BC, Alta, Sask, PEI, NB	dial 811
Manitoba	1-204-788-8200
Telehealth Ontario	1-866-797-0000
Quebec	1-800-561-9744
Nova Scotia	1-800-563-8880
Windsor Essex public health	1-800-265-5822
Toronto public health	1-416-338-7600
Local Government Wellness Support	1-855-242-3310
Employee and Family Assistance Program	1-844-880-9142