



March 17, 2020 - **Update**

To: all employees

**Subject: Instructions and Preventive Measures Taken by Transit Truck Bodies - Coronavirus (COVID-19)**

### **Message :**

*The health and safety of our employees and visitors is a priority for Transit Truck Bodies. Due to the Coronavirus pandemic, we have implemented additional hygiene and screening measures to protect our employees and visitors to our facilities.*

*We will remain on the lookout for government guidelines and will take steps to comply with them.*

### **Important hygiene instructions to respect: **REMINDER:****

- **Wash your hands frequently and correctly:** "Washing your hands well (with soap and water) minimizes the risk of being contaminated after touching a surface that has been previously contaminated by a sick person. (**Sing twice « happy Birthday ».**)
- **Avoid shaking hands** to greet each other.
- **Avoid touching your mouth, nose and eyes:** these are possible "entry points" to the virus. During an epidemic, it is best to avoid touching your face with your potentially contaminated hands as much as possible.
- Practice good respiratory hygiene: coughing and **sneezing into the crease of your elbow** or in a tissue that will be immediately thrown away, limits potential exposure of the virus to those around us.
- **Use** hydroalcoholic gel or **an alcohol-based disinfectant solution** since it is not always possible to find a water point and soap when leaving a public place. We suggest that you always carry an antiseptic or hydroalcoholic solution (such as "Purell").

### **Instructions and information for all employees**

The current and exceptional circumstances of the pandemic will lead us, on both sides, to adapt to new measures.

Here are a few:

**Meeting and kick off:** It is important to keep a distance of one meter between each person. We will favor meetings in small groups.

#### **Meals and breaks:**

##### **Cafeteria:**

- Each person must sit 1 meter apart, i.e. 2 chairs between each employee.
- Meals at workstations or in cars will be exceptionally tolerated (as long as you respect the basic rules of hand washing).
- Food service: The cafeteria dealer has given strict hygiene and food disposal instructions.

##### **Table cleaning:**

- We ask you to get up from your table or leave the cafeteria at least 5 minutes before the end of your break to allow the tables to be cleaned for the next group.
- OSH Committee: We need the involvement of all members of the OSH Committee in order to disinfect the tables after your group's meal. We will be soliciting other volunteers.

#### **Conference rooms usage :**

- When using a room, the organizer must clean the table at the end of the meeting.



**Cleaning of common areas:** Daily, the external cleaning service will be used to disinfect doors, handles, etc.

**If a case of Covid-19 is declared in an area:**

- Operations will be suspended.
- The person will be removed from the workplace immediately.
- Workplaces and common areas will be disinfected and cleaned according to the procedures prescribed by Public Health.
- If someone has to use the work area of someone who has had flu-like symptoms, cleaning the surfaces will limit the spread inside the business.
- Cleaning with regular household cleaning products is effective when used as directed.
- *It is the duty of the employer to take the measures necessary to protect the health and ensure the safety and physical integrity of the worker as provided for in section 51 of the Act respecting occupational health and safety (OHS).*

**Symptomatic employees among you?**

This morning, if any of you experience the following symptoms, we ask that you head to the cafeteria for a member of the human resources team to meet with you. (Audrey or Marie Josée)

If you have :

- Symptoms (fever, cough, difficulty breathing);
- Been exposed to symptoms by either a loved one or family member;
- Traveled outside of Canada in the past 14 days.

**If you have symptoms in the next few days:**

**You stay at home and report your absence.**

Contact the Human Resources Department by dialing 1-877-382-0104, voicemail 6. Clearly indicate on the mailbox that you are quarantined due to the coronavirus.

*A member of the HR team (Audrey or Marie-Josée) will contact you to assess your situation.*

*Depending on your situation, you may have several options: personal leave bank, remaining vacation bank, employment insurance, unpaid leave, La Capitale disability insurance, or other.*

*We will be on the lookout for new government directives in the event that new programs are offered.*

**Employees-portal:**

An [employees-portal](#) has been set up on [www.transit.ca](http://www.transit.ca), available from the home page in the "[Transit News and Bulletins](#)" section, to keep you informed.

It will be updated in real time as soon as new details become available. You can find answers to the many questions you have.

**Daily monitoring:** The management team meets daily and follows very closely the developments in the situation which affects the health and safety of all our employees. We will confirm to you, gradually, additional preventive actions that will be taken by Transit Truck Bodies.



## **New Instructions and Information for All Employees (March 17, 2020)**

*The current and exceptional circumstances of the pandemic will lead us, on both sides, to adapt to new measures.*

**All employees with cold symptoms should be seen by Human Resources and will be quarantined.**

**If an employee has symptoms in the next few days, they should call the HR department.**

**Mandatory disinfection / hand cleaning** during breaks and dinners.

Additional measures taken to limit access to the business:

- Main entrance,
- Parts and services,
- Reception of raw materials: respect the distance of 1 meter with the deliveryman

**We ask you to avoid any displacement of your workstation.**

All non-essential trips are canceled until further notice:

- internal activities,
- visits outside of our offices and
- subcontractors.

We thank you for your collaboration.

Marie Josée Valois, CRHA  
Director of human resources