

COVID-19

INCREASED FACE MASK / FACE SHIELD REQUIREMENTS

Together, we will work to minimize the transmission of COVID-19.

In order to maintain a safe work environment, we need to enhance our infection prevention practices given the 2nd wave in Ontario and an increase in cases within our community. At this time, taking all reasonable precautions means the following additional requirements will be **effective Friday, October 2nd:**

- **Masks or face shields will be required at all times, except:**
 - while eating behind plexiglass or while eating more than 6 feet away from others.
 - when in your own office or cubicle with no one else present.
 - in designated smoking areas *

***If smokers in the designated smoking areas do not remain more than 6 feet apart, we will be forced to close the smoking areas.**

Please remember that you do NOT know if you have the COVID-19 virus. We all need to act as though we have the virus and do our very best to protect our co-workers and their family members who might experience the harshest of symptoms if they contracted COVID-19.

Face masks / face shields **must be worn at all times in:**

- Entryways and hallways
- Locker rooms and bathrooms
- Common areas or meeting rooms
- At your machine or work area (in the Mill or at CDC)
- All production areas

Face masks / face shields **may be removed:**

- After exiting the facility (when 6 feet apart from others)
- While alone in your own office or cubicle space
- While eating or drinking in a designated lunchroom or eating area, or outdoors when more than 6 feet apart from others.

These new protocols are in addition to our existing requirements. We will revert back to older protocols based on changes in the community. **As a reminder, our requirements apply to all employees, assigned worker and contractors.**

Over the last 7 months, our team has been flexible and adaptable. Together, we've done a good job of adopting new protocols out of the respect for co-workers and their families.

Thanks, in advance, for adopting this new requirement. It's prudent we adopt this next precautionary step at this time.

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