



April 9, 2020

PREVENTION PLAN FOR A SAFE RETURN  
TO WORK  
COVID-19

SPECTRA PREMIUM INDUSTRIES INC.  
BOUCHERVILLE & LAVAL SITES

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## INTRODUCTION

The COVID-19 Management Committee has put in place new procedures and preventive measures in order to ensure a safe and sustainable return to work for all.

This plan is based on information available to date by the Public Health Agency of Canada as well as the Federal and Provincial Governments. Given the rapidly changing situation and the new recommendations announced daily by public health agencies and governments, this document will be revised and updated as the situation evolves. The committee ensures that it is on the lookout for any new directives or recommendations in order to put in place the necessary preventive measures.

In the current situation, no employee will be required to return to work if the employee communicates to us, in writing, his temporary refusal to return to work for a reason related to COVID-19, including:

- Childcare following school closures
- Isolation or quarantine following government recommendations
- To care for a family member
- Person considered at risk: employee aged 65 and older, employee with a chronic disease (heart, lung disease, cancer or diabetes) or person with a weak immune system

## COVID-19 TRANSMISSION AND SYMPTOMS

According to the information available to date on the Quebec Government's website, COVID-19 is transmitted through respiratory droplets thrown into the air when an infected person coughs or sneezes. COVID-19 can be caught when:

- Our eyes, nose or mouth are in contact with the droplets of an infected person who coughs or sneezes
- We touch a contaminated surface or object with our hands and bring our hands to our face

The main symptoms usually associated with COVID-19 are:

- Cough
- Fever (38°C or 100.4°F and above)
- Difficulty breathing
- Sudden loss of sense of smell and taste without nasal congestion

## COVID-19 MANAGEMENT COMMITTEE

A Committee was set up on March 13<sup>th</sup> to deal with the current situation relating to COVID-19.

This multidisciplinary committee has several functions including:

- Stay up-to-date on all developments in order to put in place the necessary preventive measures
- Ensure communication with all active employees and temporarily laid off employees due to the temporary closure of our Boucherville and Laval plants.
- Answer employees' questions in relation to their jobs, working conditions and return to work
- Follow-up on all declarations of risky situations

Several preventive actions and activities have been carried out in both factories since March 13<sup>th</sup>, until the temporary closure on March 24<sup>th</sup>.

## ENTRIES AND EXITS

Access to all doors leading to the various buildings will be disabled for all employees of Boucherville and Laval sites.

Doors that do not require scanning a card, such as emergency exits, will be controlled by an alarm system.

Anyone wishing to enter to Spectra Premium Boucherville or Laval sites will have to head to the Sanitary Checkpoint which will be the only entry point, regardless of whether it is a factory or office worker, a member of management, a visitor or a subcontractor.

These checkpoints were chosen because they are central and allow access to all the buildings.

For Boucherville, the Sanitary Checkpoint is located between 1421 and 1431 Ampere Street.

For Laval, the Sanitary Checkpoint is at the press entrance.

Access will be disabled for entries but not to exit the premises so we can evacuate in case of emergency. Posters will be displayed on all doors leading inside to indicate that entry is prohibited and which door to use.

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## **PARKING**

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Parking will no longer be permitted at the back of the sites. Access through the gates will be disabled for all. All employees, visitors and subcontractors will be required to use the available parking spaces at the front of the buildings. Temporarily, reserved spaces will be available to all (employee of the month, carpool, office, handicap, visitor, department, names, etc.), with the exception of electric cars.

## **ENTRANCE (INTERIOR ACCESS)**

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Anyone who wants to access any of the buildings (factories, offices, garage, etc.) will have to go through the Sanitary Checkpoint.

Upon arrival, employees, visitors or subcontractors will have to get in line while maintaining a 2-meter distance between each other. Lines will be drawn on the ground to indicate the distance to maintain.

In Boucherville, a tent will serve as a waiting area and protect people in case of bad weather.

In Laval, the waiting area will be inside.

Signs reminding employees of preventive measures will be displayed inside the waiting areas.

Immediately after the waiting area, there are nine hand-washing stations in Boucherville and seven in Laval. These stations include an automatic faucet, an automatic soap dispenser, a paper towel dispenser and a handwashing poster.

## **CONTROL AGENTS**

Three agents will be assigned to control entries and exits at the Sanitary Checkpoints and one agent will be assigned to control traffic at each locker room.

### **Boucherville**

Agent A will be posted at the entrance of the tent to interview each person to determine if they may be posing a risk of contamination. If the person does not pose a risk, agent A will ask him/her to get in line and maintain a 2-meter distance with other people. Lines will be drawn on the floor to indicate the distance to maintain.

A person will not be authorised on the site if he/she:

- Poses a risk of contamination
- Refuses to answer questions aimed at evaluating the contamination risk
- Refuses to have their temperature taken
- Refuses to wash their hands

They will be isolated from the group and the agent will have to contact a member of the COVID-19 Management Committee to advise them of the situation.

Agent B will be posted at the beginning of the line to take each person's temperature using a contactless thermometer. He will then direct people toward the hand-washing stations and ask them to wait for the Agent C's signal before leaving the stations.

Agent C will ensure that people wash their hands and will instruct them, one by one, to advance to clock in and scan their card before accessing the Distribution Center (DC) to get to their department.

The agent assigned to control traffic at the locker rooms will limit the number of people inside the locker room in order to maintain a 2-meter distance between each employee.

### **Laval**

Agent A will be posted at the entrance to interview each person to determine if they may be posing a risk of contamination. If the person does not pose a risk, agent A will ask him/her to get in line and maintain a 2-meter distance with other people. Lines will be drawn on the floor to indicate the distance to maintain.

Agent B will be posted at the beginning of the line to take each person's temperature using a ncontactless thermometer. He will ask each person to punch in and will direct him/her to the hand-washing stations. They will then have to wait for Agent C' signal authorising them to move forward to access the plant.

A person will not be authorised on the site if he/she:

- Poses a risk of contamination
- Refuses to answer questions aimed at evaluating the contamination risk
- Refuses to have their temperature taken
- Refuses to wash their hands

They will be isolated from the group and the agent will have to contact a member of the COVID-19 Management Committee to advise them of the situation.

The agent assigned to control traffic at the locker rooms will limit the number of people inside the locker room in order to maintain a 2-meter distance between each employee.

### **COVID-19 MANAGEMENT COMMITTEE**

After receiving a notice from an Agent that a person may pose a risk of contamination, the Committee must take the necessary information. We have determined that a person experiencing one of the following symptoms will not be allowed in the premises: cough, fever, difficulty breathing and loss of smell. If a person has a symptom that does not pose a risk of contamination like a sore throat, runny nose, nasal congestion, stomach-ache,

headache, he/she will be allowed to enter. If the person has two or more symptoms, access to the building will be denied as a precautionary measure.

All declarations will be recorded in a file and monitored to ensure that an employee, visitor or subcontractor who poses a contamination risk or who refuses to answer the questions, to have their temperature taken or to wash their hands do not present themselves at our Boucherville or Laval site before receiving written authorisation from the Committee. It should be noted that the Committee may require an employee who declared being infected to provide a medical note stating that the employee no longer presents signs of infection before authorising him to come back to work.

All declarations are recorded in a file for the follow-up to make sure employees who may pose a risk does not come back to work without an authorization from the Committee.

The Committee consists of the:

- Vice President, Sustainable Development
- Vice President, Human Resources
- Human Resources Manager, Boucherville
- Environment, Health and Safety Advisor, Boucherville
- Human Resources Coordinator, Laval

#### EMPLOYEES

Upon arrival, employees will have to answer a few questions to validate if they pose a risk of contamination before going through the temperature checkpoint and clock-in. Then they will head to a hand-washing station and then wait for an agent's authorisation to move forward to scan their card and enter the plant or DC.

When they scan their card, employees will read a poster indicating that by scanning the card, the employee declares that he/she is not posing a risk of contamination and that he/she understands that any false statement will be subject to disciplinary measure. We will consider the scan as a digital signature.

#### VISITORS AND SUBCONTRACTORS

Upon arrival, visitors or subcontractors will be required to inform the Agent of the nature of their visit and the identity of their host so that the Agent contacts the host to greet the visitor in the DC.

They will have to answer questions to validate if they are posing a risk of contamination and go through the temperature checkpoint before heading to a hand-washing station.

An Agent will hand them a temporary card and will enter their information on the visitors/contractors register.

Before scanning the temporary card, the visitor or subcontractor will read a sign indicating that by scanning the card, the person states that they do not present a risk and understands that any false statement could lead to a temporary or permanent ban from Boucherville and/or Laval sites.

They will have to scan the card in the same way as the employees. This scan will be considered as a digital signature.

## EXITS

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Employees will be able to leave through the main doors to go outside. There will be no control at these doors as the access to enter will be disabled for all. To reintegrate the buildings, they will have to present themselves once again at the Sanitary Checkpoint.

Unionized employees will be required to clock out at the usual time clocks before leaving.

When a visitor or subcontractor leaves the site, the host must escort them outside and return the temporary card to an Agent by returning through the Sanitary Checkpoint to re-enter the site. The Agent will indicate the departure time on the visitor/subcontractor register.

## TRAFFIC IN THE PLANT

Once inside, employees will have to use the delimited pathways to access their departments in the various buildings. Barriers will indicate the pathways. Signs will be installed to indicate directions.

Exceptionally, steel-cap boots, safety goggles and safety vests will not be required in these pathways. However, they will be mandatory for regular activities that will take place in the plant and the DC.

Awareness posters will be posted across the pathways and in all common areas to remind employees to apply proper hygiene methods and practice social distancing.

## WORKING IN THE PLANT

We have determined that the level of exposure to a known or suspected source of COVID-19 is low for most of our operations. For some positions, requiring two employees to work together, the level of exposure is considered moderate.

When the level of exposure is considered moderate for a workstation because it is not possible to keep a distance of 2 meters or because two employees must work together, the

wearing of anti-projection masks will be mandatory. These positions will be targeted and employees will be met to explain the importance of wearing the mask and how to properly wear the mask.

To determine the level of exposure and the measures to take, we use the following table:

Exposure Level	Definition	Recommended measures
Low	Minimal contact with the public and co-workers at work	<ul style="list-style-type: none"> <li>- Hand hygiene.</li> <li>- Limiting access to customers and sanitary hygiene</li> <li>- Promoting social distance</li> </ul>
Moderate	Frequent and close contact (less than 1m) with clients and co-workers.	<ul style="list-style-type: none"> <li>- Hand hygiene.</li> <li>- Sanitary hygiene and limiting access to customers</li> <li>- Promoting social distancing</li> <li>- Install a physical barrier</li> <li>- Provide anti-projection masks if it is not possible to apply the first three measures.</li> </ul>
High	High risk of exposure to known or suspected sources of COVID-19	No position is considered to be at high risk of exposure

#### FACTORY

In Boucherville, the factory includes the OEM, Production, Press and Carters departments.

In Laval, the factory includes the Press, Before-Oven, After-Oven, Industrial and Packaging departments.

All workstations in each department are evaluated to ensure a 2-meter distance between employees. Some workstations were modified to respect this distance.

For workstations where it is not possible to keep a 2-meter distance and which cannot be reconfigured, physical barriers (Plexiglas or other) will be installed to reduce the risk of respiratory droplet projections.

If the installation of a barrier is not possible, anti-projection masks must be worn.

For tasks requiring two employees to work together, such as handling heavy products, anti-projection masks will be mandatory.

In addition, where possible, we will stop employee rotations to avoid having to touch multiple surfaces, with the exception of workstations where rotations are necessary to avoid injury. At these stations, employees will be required to disinfect objects and surfaces before and after each rotation.

At each beginning and end of the shift, employees will be given 5 minutes to clean their workstation with a disinfectant and a wipe.

#### MACHINE SHOP & MAINTENANCE SHOP BOUCHERVILLE

Employees must maintain a 2-meter distance with each other. If a situation requires two employees to work together, wearing an anti-projection mask will be mandatory. Employees should avoid sharing tools. If necessary, they must disinfect the tools before and after each use.

#### WELDING SHOP BOUCHERVILLE & LAVAL

All welders have a personal visor. Sharing visors is prohibited. Welders should make sure to keep their visors on when in contact with other employees within a 2-meter distance.

#### DISTRIBUTION CENTER BOUCHERVILLE & LAVAL

Employees will be advised to keep a 2-meter distance between each other while driving or walking in the DC. Because the aisles are one-way, the risk of passing each other is low. Two employees cannot pick up or drop off products at the same location. Equipment operators will have to wait for their colleague to finish and move away before accessing that location. However, we allow equipment operators to continue to move if a colleague is parked in an alley, but they must not stop.

At the beginning and end of the shift, employees will be given 5 minutes to wipe down the rolling equipment and scanners using a disinfectant and wipes.

For the “Rebox” section, employees will also have to clean their stations at each start and end of shift. In addition, each employee will need to ensure that they have the necessary equipment at their workstation to avoid sharing tools. If they need to share a tool or equipment, employees must disinfect it before and after each use.

For tasks that require two employees to work together, such as handling heavy products or unloading trailers, anti-projection masks will be mandatory.

#### ENGINEERING, AUTOMATION, DEVELOPMENT, CONCEPTION & PROGRAMMING

For situations that require an analysis by two or more employees, employees will need to keep a 2-meter distance between them. If it is not possible to keep such a distance, the use of anti-projection mask will be mandatory for all.

#### BACK YARD BOUCHERVILLE & LAVAL

Employees who have to go out to the back yard to perform a task (propane tanks, recycling, etc.) must notify their supervisor prior to going out. They need to inform their supervisor where they are going. When they return, they must wash their hands before continuing their work. The supervisor is responsible for ensuring that the employee washed his hands.

Supervisors will be responsible for making several rounds in their department to remind the employees of the preventive measures put in place, to enforce them and to inform employees of any changes.

## WORKING IN THE OFFICES

Employees whose physical presence is not required and who have the opportunity to telework will have to do so.

Managers will be required to compile a list of all employees whose physical presence is required before allowing them to work in their offices. Anyone whose name is not on the list will be denied access to the site unless he/she was pre-authorized for a special situation.

Whenever possible, employees should keep their office doors open to avoid handling door handles.

Employees will be required to use phone calls or video conferences for scheduled meetings. Face-to-face meetings should be avoided at all costs, unless there is an emergency in which case a 2-meter distance must be maintained.

## BREAKS

We recommend that employees opt for cold meals to limit the use of common appliances like microwaves and avoid a long wait.

Break hours were changed and some groups were split in two to reduce the number of employees in the cafeterias at the same time.

Employees who wish to go outside during their break will have to represent themselves at the Sanitary Checkpoint to re-enter the building.

### FACTORY AND DC

In the cafeterias, two chairs per table will be placed to ensure a 2-meter distance between employees. Stickers will be put on the tables to indicate where to sit.

During breaks, four Agents will be assigned to the two cafeterias.

Agent A will be assigned at the cafeteria's entrance to make sure that employees wash their hands before entering the room.

Agent B will make sure that employees follow the lines drawn on the floor when waiting in line to warm up their meal and clean the microwave after each use.

Agent C will make sure that employees leave the cafeteria through the second door, which will be an exit door only. He will make sure that no one enters through that door and directs them to the front door.

Agent D will be at the bathrooms entrance to ensure that there are no more than two employees at a time.

For cafeterias with only one access door, we will ask employees who want to enter or exit to wait until the area is clear before continuing on their way.

#### OFFICES

In the offices cafeterias, two chairs per table will be placed to ensure a safe distance between employees. Stickers will be put on the tables to indicate where to sit. Given the lower traffic in the offices cafeterias due to telework, only one agent will be assigned per cafeteria.

#### SMOKING

We ask smokers not to gather at the designated locations. Exceptionally, we ask employees who smoke to scatter in the front parking lot. An ashtray will be installed 9 meters from the Sanitary Checkpoint so that employees can put their cigarettes butts. Anyone who exits a building to smoke will have to head to the Sanitary Checkpoint to re-enter the building.

It is prohibited to smoke at the back of the sites or in the back yard.

## RECEIVING, CARRIERS & TRUCK DRIVERS

### Boucherville

Truck drivers and carriers must go through the security post where their information will be taken.

They will be advised that they must stay in their vehicle, except to collect an invoice or use the bathroom. They will be directed to the transport office where an employee will greet them behind a window, there is no contact. At no time will they be allowed to access inside the DC.

A chemical toilet is installed outside for truck drivers and carriers.

## **Laval**

Truck drivers and carriers must go through the gate leading to the backyard. A sign will indicate to go to the transport office where an employee will greet them behind a window, there will be no contact. At no time will they be allowed to access inside the DC.

A bathroom is reserved for truck drivers and carriers and is located at the entrance of the transport office.

## **HOUSEKEEPING**

A squad assigned on each shift, in the plant and offices, to disinfect all the frequently handled objects or objects handled by several people such as:

- All plant and offices door handles
- Printers
- Vending machines
- Water stations
- Handrails

A disinfectant and a box of nitrile gloves are available on each floor to allow office workers to disinfect their workstations: mouse, keyboard, phone and monitors.

In addition, we will increase the frequency of cleaning of common areas (bathrooms cafeterias and changing rooms) by our housekeeping teams. Nitrile gloves are distributed to all members of those teams.

Cleaning products are kept in the janitorial closet and an inventory will be done every week to ensure that there is no shortage of product.

In the event of a shortage of disinfectant, we will mix a solution consisting of one part bleach and nine parts water.

## **COVID-19 CASE DECLARATION**

If the event a person is tested positive to COVID-19, the Committee must be notified immediately to ensure that we have all the necessary information and act as fast as possible. The department where the employee worked and all the places he or she attended will be automatically sanitized.

## NON-COMPLIANCE

Failure to comply with these measures may result in eviction from Spectra Premium premises.

Employees who fail to comply with these measures may be subject to disciplinary action up to and including dismissal.

## EMERGENCY MEASURES

Employees who are part of the security team or who need to respond to an emergency will still have access to enter through any door to act fast in case of an emergency.

In the absence of an emergency, they will have to follow the same procedure as all employees and come to the Sanitary Checkpoint to access the interior of the building. If they do not comply with this rule, they may face disciplinary action up to and including dismissal.

## AWARENESS CAMPAIGNS

An initial awareness campaign "YOUR HEALTH IS YOUR HANDS" was launched to remind all employees to wash their hands and adopt hygiene measures to avoid contracting or spreading the virus.

A second awareness campaign "STAY APART, DO YOUR PART" will be launched for a safe return to work. This campaign focuses on the importance of keeping our distance.

Both campaigns are advertised through:

- Posters in all common locations of factories and offices
- Signs in traffic areas
- Managers as well as the health and safety advisor
- Screensavers
- Intranet
- Facebook page