

1.0 Purpose

This Best Practice is designed to help in the application of appropriate steps required to reduce and manage employee exposure to the effects of the COVID -19 Virus in the workplace. Every effort should be made to reduce and control employee exposure by more permanent means (i.e. elimination/substitution; engineering controls; work task changes; worker isolation; and administrative controls). However, workers may encounter conditions when such controls are not sufficient to reduce exposure to an acceptable level, and PPE may be needed on a temporary basis until permanent controls can be put in place.

2.0 Scope

This Best Practice applies to all Gateway Materials operations, contractors and third parties performing work on Gateway premises, or while conducting business on behalf of Gateway.

Gateway Materials shall respect all local laws and regulations respecting worker exposure to Hazardous Substances that are more stringent than the required specified herein.

3.0 General Hygiene

- Keep a safe distance, ideally not less than 2 m (6 ft) when interacting with others
- Avoid touching your eyes, nose and mouth to prevent the spread of germs
- If coughing, use a tissue or the corner of a sleeve to reduce the risk of spread, immediately wash hands for 20 seconds or use a commercial disinfectant.
- Common or shared touch surfaces must be disinfected between uses and whenever first used.
- Wash your hands frequently, before and after eating or before touching your eyes, nose or mouth
- Report/Call your supervisor if you have any of the following symptoms:
 - o Dry Cough
 - o Fatigue
 - o Fever (temperature above 100f)
 - o Nasal Congestion or Sore Throat
- Report to your supervisor if you are returning from outside Nova Scotia
- Report to your supervisor if you have high susceptibility and/or additional complications if infected with Covid-19 (e.g. reduced lung function, heart issues)
- We are preparing and testing protocols to ensure business continuity at the highest level possible while protecting our employees, should further isolation be required. You may see some adjustments in how we operate as we practice and test activities.
- Immediately report to your supervisor if you or a family member has been medically identified with Covid-19 and remove yourself from the immediate workplace

4.0 Offices and Administration

- Non-essential administration employees who can work from home while maintaining normal work activities may be instructed to do so after management review.
- For employees who are required to work from an office, Government of Canada social distancing rules will apply, including:
 - o Ideally maintain a distance not less than 2 m (6 ft) at all times
 - o Disinfect all workspaces daily and between shifts
 - o Increase spacing between workstations where possible
 - o Relocate employees to spare offices to increase distance when possible

5.0 Gateway Plant Operations

- No visitors will be allowed access to our plants without prior approval—and then, only for essential activities
- All plant personnel have been evaluated for risk and appropriate social distancing actions have been taken, this includes maintaining between employees a distance of ideally not less than 2 m (6 ft).
- Site support employees such as loader operators, mechanics and yard staff are required to work in specifically identified safe work areas maintaining a distance of ideally not less than 2 m (6 ft).
- Hygiene guidelines have been established for all spaces used by multiple users. Where equipment is used by more than one individual, these must be disinfected at commencement and finish of use.

6.0 Operators

- All operators are required to remain in their cabs whenever possible
- Operators are not allowed to congregate and must maintain a spacing of ideally not less than 2 m (6 ft). from other employees
- Equipment is to be cleaned at the start of the shift and also at the end of the shift. It is the responsibility of each operator to ensure this is done.

The above best practice has been set forth by Gateway Materials to help reduce the risk of exposure to our valued employees, customers and visitors.

We appreciate your continued efforts and support during this time.

Sincerely,

Scott Stevens

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