

GATESTONE & CO.

COVID-19 Preparedness/Action Plan

Updated: March 12, 2020

COVID-19 PREPAREDNESS/ACTION PLAN

Purpose

Gatestone instituted this plan to create guidelines to prevent an outbreak of COVID-19 at our offices. This plan identifies action items that will be taken in the event of an employee contracting the coronavirus. A communication to all staff has been sent out to inform employees of the actions they are required to follow. Management will ensure this is reviewed by all employees. Further communications to employees will be communicated in accordance with new recommendations and requirements.

Our goal is to minimize health risk to employees, minimize our offices becoming a mode of transmission of COVID-19, and ensure that plans are in place so business operations will continue without disruption to service.

What is COVID-19

The 2019 novel coronavirus (COVID-19) causes a respiratory infection that originated in Wuhan, China. Coronaviruses are a large family of viruses that can cause illnesses ranging from the common cold to more serious respiratory infections like bronchitis, pneumonia or severe acute respiratory syndrome (SARS).

How COVID-19 spreads

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects -such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled.

In other words, COVID-19 spreads in a similar way to the flu.

Symptoms of COVID-19

Symptoms range from mild to severe and present as flu like and other common respiratory infections. Symptoms may not be present or obvious for up to fourteen (14) days of contracting the virus.

For most people symptoms start with a fever and a dry cough, not a runny nose.

Complications can include serious conditions like pneumonia or kidney failure, and in some cases, death.

COVID Preparedness Committee and Flu Managers

The COVID Preparedness Committee is made up of Nicholas Dowd (CFO), Suzanne Huether (Director, HR), Nilda Mejias (Facilities Management), John Tilley (Operations), Paolo Genzi (Operations), Alex Wilson (Legal and Regulatory) and Claude LaPointe (Information Technology). The committee is responsible for updating the action plan based on recommendations by health agencies, communicating to employees and ensuring all necessary supplies to combat the outbreak are available at all Gatestone offices.

The company has also appointed two Flu Managers (Manvi Ahlawat for Canadian employees and Debi Justice for US employees) to track and monitor all employees who report symptoms of COVID-19, or who are diagnosed positive. Employee tracking will be reported to the HR Director and CFO on a daily basis.

Employees Who Show Symptoms

Employees who show symptoms of COVID-19 should not report to work as they may infect others in the workplace. Employees are required to exercise their judgement and call-in if they are showing symptoms, using the department's method of reporting an absence.

Employees should only return to the workplace once a medical professional has certified they are no longer contagious.

Employees who show symptoms should stay home and self-isolate. Employees must also notify Manvi, (Ext 6079 or 647-722-6079) HR Canada and Debi, (Ext 8079 or 602-424-6445) HR US immediately and also contact the local public health authority.

Management and HR reserve the right to send those employees showing symptoms home to be checked and cleared by a medical professional.

For the months of March & April all employees will be able to use two (2) paid sick days as long as HR is presented with a medical practitioners certificate. We strongly encourage employees who are showing symptoms to not return to work and seek medical clearance to demonstrate that they do not have COVID-19 and are not contagious. This policy will be reviewed at the end of April.

Employees Confirmed to have COVID-19

Employees who are confirmed to have contracted COVID-19 should not report to work as they may infect others in the workplace.

Employees must stay home and self-quarantine for as long as advised by their medical practitioner and public health, at a minimum fourteen (14) days. Employees must notify Manvi, (Ext 6079 or 647-722-6079) HR Canada and Debi, (Ext 8079 or 602-424-6445) HR US immediately of this diagnosis and also contact the local public health authority.

HR will immediately inform all staff at the location where we have had a confirmed case of COVID-19. Work stations and general areas, such as lunchrooms and washrooms, will immediately be disinfected. Employees will be advised to self-monitor and be vigilant in preventing spread. We also recommend all employees who may have come into contact with the infected person to seek medical attention to ensure they have not contracted the virus themselves. Any additional employees who show symptoms must immediately notify Manvi, HR Canada or Debi, HR US.

Gatestone will also notify public health of the confirmed case of COVID-19 in the workplace to ensure all appropriate measures are taken to contain the spread of the virus. This will include having employees work from home where ever possible.

Employees who are confirmed to have contracted COVID-19 are able to return to work only upon being cleared by their medical practitioner that they are well enough to work and no longer contagious.

New Employees

Corporate Day 1 Orientation for new employees will include a communication on the company's COVID-19 action plan.

Spread In Your Community

Should COVID-19 start spreading in the community surrounding any of our sites, employees with even a mild cough or low-grade fever should not report to work. Medications can mask the symptoms of infection so even then employees should stay home.

Employees experiencing symptoms should stay home and self-isolate. Employees must notify Manvi, (Ext 6079 or 647-722-6079) HR Canada and Debi, (Ext 8079 or 602-424-6445) HR US immediately and also contact the local public health authority.

Travel for business

All business travel is suspended unless authorized by the CEO, President, or CFO.

Employee Travel

Employees and the employee's household family members should ensure they have the latest information on the areas where COVID-19 is spreading and avoid travel to those locations.

All employees who are requesting vacation time or leave of absence to travel will be required to advise the company as to where they are travelling, which will be reviewed by HR, and the company reserves the right to decline any request as it deems necessary for the protection of our business. As well, employees are required to report same details when the employee's household family members are travelling.

If employees are travelling Gatestone encourages employees to wash their hands regularly, use alcohol-based hand rub, and stay at least one meter away from people who are coughing or sneezing.

Employees traveling abroad, with the exception of non-hot zones in USA and Canada, will be required to self-isolate for 14 days upon returning from their vacation. Employees must ensure they are not carrying COVID-19 before entering any Gatestone work site. Employees must immediately notify Manvi, (Ext 6079 or 647-722-6079) HR Canada and Debi, (Ext 8079 or 602-424-6445) HR US and also contact the local public health authority.

Several active travel health notices for COVID-19 are in effect for the below destinations:

- China
- Hong Kong
- Iran
- Japan
- Italy
- Singapore
- South Korea

If returning from the Wuhan Region of China or Iran employees are to self-quarantine for fourteen (14) days.

Visitors

At this time, visitors are being restricted from all sites and meetings and communication with visitors are being held by conference calls, Webex or Skype.

Work From Home

Support staff and operationally critical employees will work from home. This policy is subject to meeting client compliance requirements for working in approved locations.

Routine Hygiene Practices to Protect against COVID-19

Following routine hygiene practices helps to protect both the employees and clients of Gatestone from pathogens. Consistent hygiene practices must be used at all times with all persons as someone could be infected but be asymptomatic.

▪ Hand Hygiene

Hand hygiene is the most important measure in preventing the transmission of microorganisms. Hand hygiene includes both washing the hands with plain or antimicrobial soap with warm water as well as non-rinse alcohol-based hand rub.

Employees and clients of Gatestone should regularly wash their hands with soap and running warm water. When using soap and water, a minimum of fifteen (15) seconds of lathering is required before rinsing.

All employees entering the office should use hand sanitizer which is located at entrances. Apply a sufficient amount so that a minimum of fifteen (15) seconds will pass before the product becomes dry on hands.

Employees should exercise good judgment when determining if hands should be washed. If it is possible that hands may have become contaminated with bodily fluids, they should be washed with soap and warm water or sanitized immediately.

Employees should avoid physical contact such as shaking hands and avoid touching their face or rubbing their eyes.

Signs have been posted in all washrooms to show proper hand washing technique.

▪ Respiratory Etiquette

Gatestone expects all employees to practice respiratory etiquette and personal practices that help prevent the spread of microorganisms and encourage clients to do the same. These personal practices include avoidance measures that minimize contact with droplets when coughing or sneezing.

- Turning the head away from others;
- Maintaining a two (2) metre distance from others;
- Covering the nose and mouth with a tissue;
- Immediate disposal of tissues after use;
- Immediate hand hygiene after disposal of tissues.

If tissues are not available, other avoidance measures (e.g. coughing or sneezing into sleeve) may be used.

- **Environmental Cleaning and Sanitizing**

Maintaining a clean and healthy environment is integral to the safety of employees and clients and is a top priority at Gatestone. Environmental cleaning and disinfection is performed on a routine and consistent basis to provide a safe and sanitary environment.

Office janitorial service providers have been directed to increase cleaning protocols, including additional attention to sanitizing door handles, stair hand rails and elevator buttons.

As an additional measure the company has purchased sanitizing wipes. Employees are responsible for cleaning their headsets, keyboards, and desk on a daily basis prior to beginning their shift.

Ongoing Measures

HR will track employees showing symptoms and confirmed as having COVID-19.

The COVID Preparedness Committee will closely monitor COVID-19 related developments and follow travel and health advisories of WHO and other government agencies. Changes to the plan will be made in accordance with new recommendations and requirements and will be communicated to employees in a timely manner.

Management will monitor employee sickness and report to HR Director to identify and manage symptomatic employees.

Forehead thermometers have been purchased to check employee temperature and will be used on those that develop symptoms while at work. The company will adopt a full employee screening program in the event that there is a more significant community outbreak.

Annex 1

Roles and Responsibilities of the Flu Manager

1. Actively monitor development of the virus outbreak and work with management to disseminate messages to employees with clear instructions when measures need to be activated.
2. Educate employees on the latest available information on the virus. Brief them on the need for infection control measures and the preventive procedures that have been set in place. Educate employees on the proper use of touchless forehead thermometers.
3. Collate updated contact information of all employees, i.e. home address/home telephone number/ mobile phone number. Make sure all employees have contact numbers of Flu Manager for their location. Employees are to contact the Flu Manager if they are admitted to hospital with suspected infections for contact tracing purposes.
4. Ensure that the company has appointed at least one designated Point of Contact (POC) (may be the Flu Manager), who will be responsible for liaising with public health during activation of contact tracing processes at the workplace.
5. Check the following global, country and local websites daily for updated advisories (e.g. travel advisories) and update employees accordingly.
6. Ensure that employees who have travelled to affected areas are quarantined for a sufficient number of days, as advised by the WHO. Check on employees' health by phone or email during his/her absence from work.
7. Appoint employee to keep quarantined employees informed of events in office.
8. Ensure that the workplace has adequate supplies of tissue paper/hand towels, disinfectants and masks.
9. Brief employees on personal hygiene measures:
 - a. Wash hands
 - i. Regularly and thoroughly with soap and warm water
 - ii. After coughing and sneezing
 - b. Sneezing and coughing should be done onto a tissue which should be carefully disposed and then hands washed
 - i. use upper arm/sleeve where no tissue is available
 - c. Avoid sharing of cups, cutlery, utensils
 - d. Avoid physical contact such as shaking hands
10. Put up notices in washrooms on proper hand washing techniques.
11. Ensure common areas e.g. lunchrooms, washrooms, meeting rooms are disinfected daily. Liaise with cleaning employees/contractors on this.
12. Designate a room/area in the office with nearby toilet facilities as the isolation room/area for the employee(s) with fever to use. Identify the isolation route (a route that is not commonly used

by employees/visitors) that leads to an area where the employees with fever can be brought to the flu clinic/hospital.

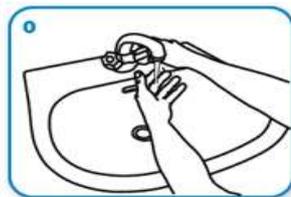
13. Identify hospital/clinics that employees with fever can be brought to.

14. Where advised by public health, carry out symptom or temperature monitoring of employees. If temperature monitoring is instituted, ensure employees measure their temperature twice daily.

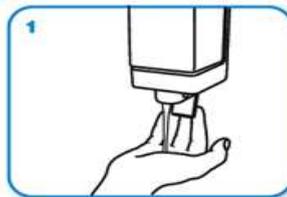
Annex 2A

Personal hygiene awareness

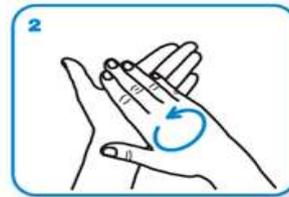
1. Cover your mouth when coughing or sneezing.
2. Maintain good indoor ventilation.
3. Avoid sharing food, crockery, utensils and other personal hygiene items.
4. Avoid physical contact such as shaking hands and avoid touching your face or rubbing your eyes.
5. Maintain good personal hygiene, including hand washing with soap and water, or the use of alcohol-based hand rubs.
 - i. Washing your hands properly takes about as long as singing "Happy Birthday" twice, using the images below.



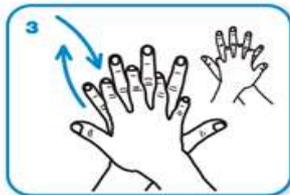
Wet hands with water



apply enough soap to cover all hand surfaces.



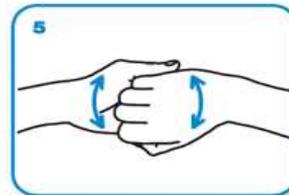
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



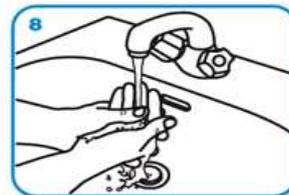
backs of fingers to opposing palms with fingers interlocked



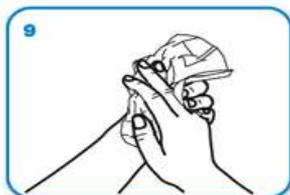
rotational rubbing of left thumb clasped in right palm and vice versa



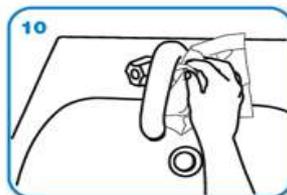
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



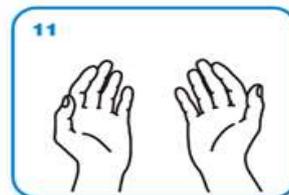
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

Annex 2B

How to wear a surgical mask

HOW TO WEAR A MASK?



It should **COVER YOUR MOUTH, NOSE AND CHIN**, with the coloured side facing outwards.



PINCH THE METAL EDGE OF THE MASK so that it presses gently on your nose bridge.



Remove a used mask by **HOLDING ONLY THE EAR LOOPS**.



DO NOT WEAR A MASK IF YOU ARE WELL

There are sufficient masks in the warehouses and government stockpiles, if they are used responsibly.

WEAR A MASK ONLY IF



- You have a **FEVER, COUGH OR RUNNY NOSE**
- You are **RECOVERING FROM ILLNESS**

Note:

- To be effective, change your mask regularly or if soiled or wet.
- Wash your hands with soap and water after disposing the soiled mask properly into a bin.