

TO: All Paladin Staff

FROM: Paladin Management

SUBJECT: Coronavirus Information Sheet update

DATE: March 14, 2020

Hello Paladin Staff,

Please read important information below and print a copy to leave on-site for all staff to read. You should be getting regular emails from Paladin Employee Care as well.

Current Risk Remains Low to Canadians - however, extra caution is being urged to those aged 65 of over, those that have compromised immune systems or have underlying health conditions

Field Staff Communication:

Firstly, I want to thank everyone for your continued commitment and hard work during this unprecedented and challenging time. As you know, the work we perform is critical to our customers and often times vital to our economy and the critical infrastructure that we protect on a daily basis. During this time of uncertainty there remains one constant, our commitment to making the world a safer and friendlier place, and there is no time for important to deliver on this commitment than now. The fact is we are relied upon to do more when most people are doing well, and I am immensely proud that this desire to help continues to show itself on a daily basis across our operations, from coast to coast.

In order to improve our communication around Covid-19, moving forward, we will be posting frequent updates on our ERC and we encourage you to check back regularly while maintain frequent communication with your site supervisor, manager and HR department. The ERC will also include an evolving FAQ section, and important resources and links that we feel are important to share with you. As communication works best when it is two way, we encourage you to communicate with your supervisor / manager as and when needed.

In the meantime, we are providing the following update:

Reminder on Hygiene Best Practices

- Stay up-to-date on Hygiene best practices via the following Health Canada link:
 - <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>
- The best things you can current do to limit exposure include:
 - Frequent hand washing - for at least 20 seconds / use hand sanitizer, if available
 - Maintaining 6 feet of distance of personal space, whenever possible

- Keep your personal workspace clean
- Cover your mouth and nose when sneezing (sneeze or cough into your elbow area)
- Avoid touching your face

What to do if you're feeling ill

- Contact your local health ministry and follow their direction and advice
- Call your supervisor, and advise them you are feeling ill, and once your shift is covered, stay home until you are feeling better or as directed by a healthcare professional

What happens if I am quarantined?

- You will need to provide a doctor's note to your supervisor that is provided to you from the health authority
- Once provided, you have a few options available to you to maintain income:
 - Request a medical ROE (via the ERC) to receive government assistance during this time then once the quarantine period is complete you can return to work with us.
 - Request to take vacation time during this time off
 - Request a payroll advance.

Travel

- As the situation is evolving quickly, we are recommending all staff strictly adhere to their provincial and federal health authority directions regarding travel, including adhering to the 14 day quarantine upon return from travel anywhere outside of Canada (which is currently in place). If possible, we are recommending everyone refrains from travelling to avoid the need for self-isolation / quarantine and minimize the likelihood of contracting Covid-19.
- If you have planned travel and vacation and would prefer to stay local and continue working please let your supervisor know and we can cancel or re-schedule your time off request

Extra Shifts

- As we are expecting there will be requests for additional coverage from our clients, if you are able to work and want to pick up extra shifts we would greatly appreciate your assistance.
- Contact your local scheduler / PRC or your Supervisor and let them know you are available to work

EAP: In a time of such uncertainty, we want to make sure we are offering our people appropriate outlets if they are feeling extra stressors in their life. As such, please be mindful of this and use Homewood Health, our EAP provider whenever necessary.

Thank you for your attention to this important message,