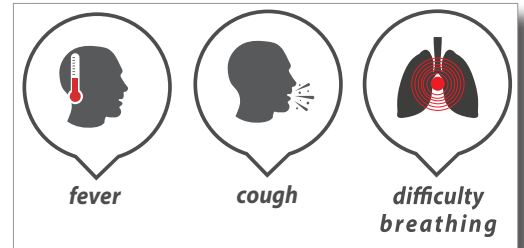


# Notice: To All Employees/Contractors

As a Company, we place the health and safety of our Employees/Contractors as a top priority. In light of COVID-19 continuing to spread internationally, it is important that we do not compromise the well being of our Employees/Contractors, nor do we place them in situations of potential risk. Please see below for information about the COVID-19 virus, prevention measures and what to do if you are experiencing symptoms.

## about coronavirus disease (COVID-19)

COVID-19 is an illness caused by a coronavirus. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold. Symptoms of human coronaviruses may be very mild or more serious, such as **fever, cough or difficulty breathing.**



## symptoms

Symptoms may take up to 14 days to appear after exposure to the virus.

Coronaviruses are most commonly spread from an infected person through:

- Respiratory droplets when you cough or sneeze.
- Close personal contact, such as touching or shaking hands.
- Touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands.

These viruses are not known to spread through ventilation systems or through water.

## prevention

The best way to prevent the spread of infections is to:

- Wash your hands often with soap and water for at least 20 seconds;
- Avoid touching your eyes, nose or mouth, especially with unwashed hands;
- Cough and sneeze into your sleeve and not your hands;
- Wave in place of a handshake;
- Keep common surfaces sanitized;
- Avoid close contact with people who are sick; and
- Stay home if you are sick to avoid spreading illness to others.

**The basics of prevention remains the best line of defense against the spread of illness.**

## what to do

If you start having symptoms:

1. Isolate yourself from others as quickly as possible.
2. If you live in the U.S., call your doctor and tell them your symptoms. They will advise what to do.
3. Call your Manager/Supervisor and notify them.
4. Depending on the circumstances, your Manager/Supervisor may authorize arrangements to work from home.
5. Apply for Group Insurance - STD benefits, if applicable and eligible.  
Employees must be diagnosed with and unable to work due to the virus in order to be eligible for STD benefits. Employees would not meet the definition of disability just because they are quarantined.  
Employees who are not eligible or do not have STD may wish to reach out to their local state or Federal Government about possible benefits based on their circumstances.
6. If you are receiving testing or have a confirmed diagnosis of COVID-19, you must inform your Manager/Supervisor and we will take measures to protect others.

We will continue to monitor the COVID-19 situation and provide updates accordingly. Should you have any questions, please contact your Manager/Supervisor.

## for more information about the virus

<p><b>CANADA</b></p> <p>Public Health Agency of Canada   1-833-784-4397  <a href="http://canada.ca/coronavirus">canada.ca/coronavirus</a>  <a href="mailto:phac.info.aspc@canada.ca">phac.info.aspc@canada.ca</a></p>	<p><b>US</b></p> <p>Centre for Disease and Prevention   1-800-232-4636  <a href="http://cdc.gov/COVID19">cdc.gov/COVID19</a></p> <p>Minnesota Department of Health   1-651-201-3920  <a href="http://health.state.mn.us/">health.state.mn.us/</a></p>	<p><b>COMPANY - INTERNAL QUESTIONS</b></p> <p> <a href="mailto:questions-covid19@siemenstransport.com">questions-covid19@siemenstransport.com</a></p>
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