Castle Building Centres Group Ltd.

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Castle Covid Health and Safety Policy

If an employee has any of the following COVID-19 symptoms while at home they should not go into work or if at work, they should go home right away and self isolate.

- Fever
- Cough
- Difficulty breathing
- Sore throat
- Runny nose
- Loss of taste or smell
- Nausea, vomiting, diarrhea
- Difficulty swallowing

Employee should call Telehealth at 1-866-797-0000, their health care provider or an Assessment Centre and get tested and report the results of the tests to their Manager or HR as soon as possible.

Employee can return to work 14 days after their symptoms began if they test positive COVID-19 and they are symptom free.   A doctor's note will not be required.

For other illnesses, or if a staff has tested negative for COVID-19, they should not attend work until they are symptom-free for at least 24 hours.

If the employee tests positive for Covid , Castle will:

- send co-workers who were exposed to the worker to go home to self isolate and get tested and report to their Manager or HR as soon as possible
- disinfect the workplace area and equipment