

CASTLE BUILDING CENTRES GROUP LTD.

COVID-19 RETURN TO WORK POLICY

1. INTRODUCTION

Purpose

The current pandemic caused by the SARS-CoV-2 coronavirus (which causes the disease commonly known as “**COVID-19**”) has had a great impact on Castle Building Centres Group Ltd. (the “**Company**”) and the rest of the world.

Over the past few months, Ontario has begun to see positive results due to its public health measures, resulting in the gradual reopening of workplaces in the Province. In accordance with public health measures and guidelines, and based on management’s risk assessment, the Company has decided to begin re-opening its offices and sites to employees and to contractors, clients, customers and third parties in accordance with this return to work policy (the “**Policy**”).

The Policy outlines the steps the Company is taking to ensure your safety and health in your return to the workplace and resumption of business activities. This Policy also outlines your role in abiding by this Policy, as we all have a part to play to protect one another.

As always, safety in the workplace is the Company’s main priority and is of paramount importance.

To whom does this Policy apply?

This Policy applies to all employees, management, customers and third parties who are physically present in our workplaces, which includes both office and out-of-office spaces.

When does this Policy apply?

This Policy is in effect immediately and may be updated by the Company from time to time, based on public health guidelines and our continuous risk assessments. All updates will be communicated to you as soon as possible.

How does this Policy affect policies put into place by third parties and clients?

This Policy should be read and followed in conjunction with any policies implemented by the landlord of our office. The Company will communicate such third-party policies to you as they become available. If there is conflict between this Policy and that of a third party with whom the Company deals with, you are expected to comply with this Policy. If you have any questions regarding this Policy or other third-party policies which may apply, please contact your Manager immediately for clarity.

2. KNOWLEDGE: COVID-19

Please refer to **Schedule A** (COVID-19 Information) which provides further details about COVID-19 and the common symptoms those infected with it may exhibit.

3. RETURN TO WORK

As of July 19, 2021, employees of the Company will return to the workplace in accordance with the guidelines in this Policy and will no longer work from home or remotely.

If you are unable to return to the workplace, please contact your Manager immediately.

4. RETURN TO WORK SAFETY MEASURES

In accordance with public health measures and guidelines, the Company has implemented certain measures to reduce the risk of spreading COVID-19 in our workplaces.

Anyone who enters the Company's workplaces must follow and abide by these measures.

If you are unable to do so, please contact your Manager immediately and before returning to the workplace.

Physical Distancing and Limiting the Number of People in High-Risk Spaces

Public health authorities continue to promote physical distancing as one of the key strategies to prevent the spread of COVID-19.

The Company's Response

The Company has assessed the safety of our workplaces and has organized workspaces and floor plans to allow individuals to maintain at least 2 meters (or 6 feet) of distance from others.

See also *Section 3: Mask and Face Coverings* of this Policy for a discussion regarding using masks or face coverings when physical distancing is a challenge.

The Company has also:

- Designated entrance and exit points at each workplace;
- Posted signs and floor markers to encourage physical distancing and to limit two-way foot traffic;
- Cancelled all non-essential business social events;
- Staggered appointments or meetings with third parties attending the workplace. Company meeting rooms will continue to be booked using Outlook;

- Limited the sharing of equipment. Where sharing is necessary, the Company has provided disinfectants to clean such equipment before sharing occurs (Please see *Section 3: Workplace Hygiene* for further details).

Your Role

When you are in the workplace:

- Always try to maintain physical distance of 2 meters (6 feet) between others. If you are unable to social distance, you must wear a mask or face covering that covers your nose, mouth and chin (please see *Section 3: Mask and Face Coverings* of this Policy for more information about the Company's mask policy);
- Use the designated entrance and exit points;
- Limit the sharing of equipment, if possible;
- Refrain from using meeting rooms or communal areas as much as possible. If you must use these areas, ensure that you are physical distancing

Workplace Hygiene

In addition to physical distancing, hand hygiene is essential to prevent the spread of COVID-19.

The Company's Response

To ensure that everyone in the workplace continues to practice proper hand hygiene, the Company has:

- Posted hand hygiene guidelines throughout the workplaces;
- Provided alcohol-based hand sanitizer at all entrances/exits and throughout the workplaces;
- Provided disinfectant cleaners for use by all staff;
- Provided personal protective equipment (such as masks and gloves) for all to use; and
- Ensured that all high-touch surfaces and the washrooms will be cleaned and disinfected regularly by cleaning staff.

Your Role

If you are entering the workplace:

- Regularly wash your hands with soap and warm water for at least 20 seconds or use an alcohol-based hand sanitizer;
- Cover your mouth when coughing or sneezing and then immediately wash your hands or use an alcohol-based hand sanitizer;
- After using a public touch-point (e.g. printer/scanner/fax, coffee makers, fridges, etc.), immediately clean and disinfect the areas you have touched. If you are unable to clean the area, let your Manager know so that cleaning staff can do so;
- If you must share equipment with others, after using it and before sharing it, clean and disinfect the equipment.

Masks and Face Coverings

In accordance with public health guidelines, the Province has required people to wear masks or face coverings when in indoor public spaces; This includes workplaces, whether or not they are open to the public, and vehicles that operate as part of a business or an organization.

The Company's Response

The Company has adopted this mask policy for everyone who enters a Company workplace. The Company has posted signs at all entrances of the workplaces that advise of this mask policy and any applicable municipal by-laws or Provincial guidelines related to the wearing of masks and face coverings.

Your Role

- In accordance with this Policy and any applicable municipal by-laws and/or Provincial guidelines, you must wear a mask or face covering in any designated public spaces and whenever social distancing is a challenge. You must also wear a mask within the workplace, except when you are working in an area that allows you to maintain a distance of at least 2 metres from anyone else while you are indoors;
- Your mask or face covering should fit securely to the head with ties or ear loops, maintain their shape after washing and drying, be made of at least two layers of tightly woven material (such as cotton or linen) and must be large enough to completely and comfortably cover your nose, mouth and chin without gaping;
- For those who work on specific outdoor sites, we recommend that you always wear a mask or face covering, but it can be removed if physical distancing is maintained; and

- If you are unable to wear a mask or face covering, please let your Manager know immediately and before entering the workplace. Suitable accommodations will be made in appropriate cases.

Health Screening and Declaration

The Company's Response

To ensure that individuals who have COVID-19 symptoms or who may have been exposed to COVID-19 are quarantined from others, the Company has adopted a mandatory health screening and declaration.

All persons that attend a Company workplace must sign the declaration in **Schedule B** of this Policy.

The declaration asks each person to confirm that he or she:

- is aware of the Company's COVID-19-related policies;
- will self-evaluate for symptoms of COVID-19 each time he or she plans to attend the workplace (see **Schedule A** for COVID-19 symptoms and for instructions you must follow should you experience such symptoms);
- will not attend the workplace if he or she exhibits any COVID-19 symptoms, if he or she has been in contact with someone who has experienced COVID-19 symptoms, or if he or she has travelled outside of Canada within the last 14 days and is still subject to Canada's travel-related quarantine laws;
- agrees to report to the Company if he or she exhibits any COVID-19 symptoms, if he or she has been in contact with someone who has experienced COVID-19 symptoms, or if he or she has travelled outside of Canada within the last 14 days and is still subject to Canada's travel-related quarantine laws; and
- agrees to allow the Company to share his or her name and contact information (i.e. telephone number) with the relevant public health authorities for contact tracing purposes.

Your Role

It is paramount that you sign the declaration in **Schedule B** and constantly self-monitor for COVID-19 symptoms every time you visit the workplace.

If you have COVID-19 symptoms, are exposed to anyone with COVID-19 symptoms or have travelled outside of Canada in the last 14 days and you are still subject to Canada's travel-related quarantine laws, you must contact your Manager immediately, and if deemed necessary, refrain from coming into the workplace and contact your local telehealth.

Contact Tracing

In the unfortunate event that someone in our workplace contracts COVID-19, we have implemented a system so that those who were in contact with such individual can be advised and monitored for symptoms.

The Company's Response

The Company has developed a premises log for contact tracing purposes. This log will keep track of the names and telephone numbers of any third-party visitors to the workplace. If someone becomes sick, the Company will advise all employees and any third-party visitors listed on the premises log who may have encountered that person in the workplace, so that they can self-monitor for symptoms.

Your Role

Whenever you invite a third party into the workplace, complete the premises log with that person's name, telephone number and the time he or she entered and exited the workplace. Only essential third parties will be attending workplaces and such attendance should be confirmed with your Manager.

Travelling Off-site

The Company's Response

To reduce the potential spread of COVID-19, all travel needs to be approved in advance by Management.

Training and Communication

The Company's Response

Prior to commencing work, the Company will provide training to all employees on this Policy. Whenever we update this Policy, the Company will provide further training as needed and will communicate frequently with employees and contractors whenever such updates occur.

Your Role

You must attend all trainings and read all communication from the Company related to COVID-19 and this Policy. You must also ask questions and seek clarification whenever you are unsure about anything in this Policy, the training provided or the Company's communications and updates.

5. COVID-19 OUTBREAK RESPONSE PLAN

The Company's priority is the health and safety of everyone in the workplace. However, we must prepare for the worst-case scenario: someone entering the workplace while having COVID-19.

This section outlines the Company's COVID-19 outbreak response plan and everyone's role in ensuring the plan is implemented.

If someone is symptomatic in the workplace, the Company will:

- Immediately and safely re-locate the symptomatic individual into a designated quarantine room until that person can be safely transported to his/her home;
- Depending on the severity of the symptoms and outcome of any testing, at the discretion of the Company, contact and report the illness to telehealth, applicable public health authorities, the Ministry of Labour and the Workplace Safety and Insurance Board to determine next steps;
- At the discretion of the Company, review the premises log to determine who the symptomatic individual may have had contact with and immediately contact such people and ask them to go home and self-monitor for symptoms for a period of 14 days; and
- Clean and disinfect all areas of the workplace, especially those areas in which the symptomatic individual may have touched.

When you come into contact with someone who is symptomatic in the workplace, you will:

- Immediately report the illness to your Manager;
- After discussing the matter with your Manager, safely leave the workplace;
- Go home and self-monitor for COVID-19 symptoms for 14 days; and
- After 14 days, if you have no COVID-19 symptoms, you may return to work at the discretion of the Company.

6. VACCINATION FOR COVID-19

To protect the health and safety of our employees, the Company requires all employees to have received the full series of an accepted COVID-19 vaccine or a combination of accepted vaccines prior to returning to the workplace. Each employee must provide proof of vaccination to Sarina Kaluzny, Vice President, Finance, on or before July 19, 2021. If you have not yet been vaccinated, under employment standards legislation, you have the right to take job-protected infectious disease emergency leave to take time off work to get vaccinated or because of side effects after vaccination.

When you receive a vaccine, you are less likely to get sick if you are exposed to the COVID-19 virus. However, vaccination is not a replacement for the safety measures provided for in this Policy. You must follow all the guidelines in this Policy even when fully vaccinated.

If you require time off to get vaccinated contact your Manager, however if you have any concerns about getting vaccinated, please contact Sarina Kaluzny.

7. REPORTING ISSUES AND CONCERNS

We understand and appreciate that many people may be anxious and concerned about COVID-19 and returning to work. The Company has developed this simple process for you to raise any concerns or issues that you may have.

If you are unable to comply with any measure in this Policy or if you are part of an at-risk group, please contact your Manager to discuss those concerns. We are happy to accommodate the needs of our staff.

Also, if you ever feel unsafe in the workplace or if you would like to raise issues with this Policy or compliance with this Policy, please contact your Manager.

8. UPDATES TO POLICY

This Policy was developed based on guidance from the World Health Organization and the Government of Ontario. Because the COVID-19 pandemic is a fluid situation, as such guidance changes, so too will this Policy and the Company's response. The Company will continuously update and monitor the Policy and communicate updates to you as soon as possible.

9. GOVERNMENT RESOURCES

For further information about COVID-19 and the Government of Ontario's guidelines for returning to work, please review the resources in **Schedule C**.

SCHEDULE A

COVID-19 INFORMATION

What is COVID-19?

Coronaviruses are a type of virus which may cause illness in animals or humans. The most recently discovered coronavirus (SARS-CoV-2) causes the infectious disease named COVID-19. This new coronavirus and disease were unknown before the outbreak began in December 2019 in Wuhan, China. COVID-19 is now a pandemic affecting us globally.

What are the common symptoms of COVID-19?

COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization.

The most common symptoms include:

- Fever;
- Dry cough; and
- Tiredness.

Some less common symptoms include:

- Aches and pains;
- Sore throat;
- Diarrhoea;
- Conjunctivitis;
- Headache;
- Loss of taste or smell; and
- A rash on skin, or discolouration of fingers or toes.

Other serious symptoms can include:

- Difficulty breathing or shortness of breath;
- Chest pain or pressure; and
- Loss of speech or movement.

Seek immediate medical attention if you have serious symptoms.

People with mild symptoms who are otherwise healthy should manage their symptoms at home.

On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.

If you or someone you have recently had close contact with experience any of these symptoms, please let your Manager know, refrain from coming into the workplace and contact your local telehealth for further information.

How does COVID-19 spread?

Although public health authorities continue to study COVID-19 to understand how it spreads, human coronaviruses are most commonly spread from an infected person through respiratory droplets, close, prolonged personal contact and touching an infected area, then touching one's mouth, nose or eyes before washing one's hands. There is also some evidence that such viruses are airborne, but further research is still to be conducted.

The Company has developed this Policy to minimize the risk of COVID-19 spreading in the workplace and to ensure those who visit our workplace remain safe and healthy.

SCHEDULE B

FORM OF HEALTH DECLARATION

I, [*Print Employee's name*] _____, have read and understood Castle Building Centres Group Ltd.'s (the "**Company**") COVID-19 Return to Work Policy (the "**Policy**") and agree to the following:

1. I will comply with the Policy and any amendments to it;
2. I will self-evaluate for symptoms of COVID-19 each time I attend the Company's workplaces;
3. I will not attend the workplace and immediately report to my Manager if I:
 - a. exhibit any COVID-19 symptoms;
 - b. have been in contact with someone who has experienced COVID-19 symptoms;
or
 - c. have travelled outside of Canada within the last 14 days and I am still subject to Canada's travel-related quarantine laws;
4. I permit the Company to share my name and telephone number with the relevant public health authorities for contact tracing purposes; and
5. I will report immediately to my Manager any concerns I have with the Policy or any non-compliance with the Policy.

SIGNED this _____ day of _____, 2021.

Witness

EMPLOYEE NAME:

SCHEDULE C

COVID-19 RESOURCES

World Health Organization. "COVID-19 Homepage", online:
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>.

Government of Ontario. "COVID-19 Updates", online: <https://covid-19.ontario.ca/>.

Government of Canada. "COVID-19 Updates", online: https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html?utm_campaign=not-applicable&utm_medium=vanity-url&utm_source=canada-ca_coronavirus

Public Health Ontario. "COVID-19 Updates", online:
<https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus>

Government of Ontario – Ministry of Labour. "Infection Prevention and Control", online:
https://www.labour.gov.on.ca/english/hs/sawo/pubs/fs_preventioncontrol.php

Government of Ontario. "Develop your COVID-19 workplace safety plan", online:
https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan?_ga=2.250484806.1790913942.1592242295-1977472155.1580826788

Government of Ontario. "Resources to prevent COVID-19 in the workplace", online:
https://www.ontario.ca/page/resources-prevent-covid-19-workplace?_ga=2.163027579.651086337.1588278206-1543806143.1579546760

Government of Ontario. "Face coverings and face masks", online:
<https://www.ontario.ca/page/face-coverings-and-face-masks>

Government of Ontario. "COVID-19 vaccines and workplace health and safety", online:
<https://www.ontario.ca/page/covid-19-vaccines-and-workplace-health-and-safety>