

March 11, 2020

The world health community continue to closely monitor the emergence of the Coronavirus disease 2019 (COVID-19). At this time, it is not clear how severe this outbreak will be, but it continues to be of concern, prompting governments and organizations around the world to take significant and appropriate measures to limit the spread of the disease. Given the ongoing uncertainty, PDI is also taking proactive steps to address a number of health and business concerns. First and foremost, we want to maintain a safe workplace and adopt practices which protect the health of employees and their families, customers, suppliers, visitors and others in our community. We also want to ensure the continuity of business operations in the event of a pandemic.

We are posting and distributing a “Know the facts” document from Public Health Canada which provides a basic overview of COVID-19. Please review this material and we ask for your support to take all steps that reduce the risks of transmission in the workplace.

In addition to providing these educational resources, we are also taking the following steps to do our part in limiting the risks of the continued spread of COVID-19;

- All non-essential international business travel will be limited during this outbreak
- We are encouraging our office staff to utilize telephone and video conferencing in place of face-to-face meetings as much as possible (IT is available to support as necessary)
- We ask staff who are planning any international travel (vacations or otherwise), to discuss these plans with your supervisor/manager in advance to ensure steps and considerations are taken to mitigate any risks of potential transmission when returning to work

Please note that it is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. It is recommended that employees remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C), without the use of fever-reducing medications. Many times, with the best of intentions, employees report to work even though they feel ill. PDI provided paid care time from this purpose to compensate employees who are unable to work due to illness.

It is important that staff take time to stay up to date on the latest developments concerning COVID-19. We recommend the following resources:

- Public Health Canada - [canada.ca/en/public-health](https://canada.ca/en/public-health)
- Centers for Disease Control and Prevention (US) – [cdc.gov](https://cdc.gov)
- Provincial/State Health Authorities
- Local Media

We are monitoring the situation closely and will adjust our policies in alignment with regional and national health recommendations. We will also strive to keep our workplaces clean and safe and our staff informed on best practices while we collectively work to prevent the spread of this virus.

Should you have any questions or concerns, please feel free to reach out to us.

Management

## KNOW THE FACTS

# 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.

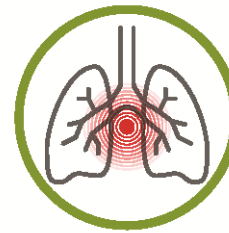
Symptoms of human coronaviruses may be very mild or more serious, such as:



FEVER



COUGH



DIFFICULTY BREATHING

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.

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;
- ▶ avoid close contact with people who are sick;
- ▶ cough and sneeze into your sleeve and not your hands; and
- ▶ stay home if you are sick to avoid spreading illness to others.

### For more information on coronavirus:

1-833-784-4397

[canada.ca/coronavirus](https://canada.ca/coronavirus)

[phac.info.aspc@canada.ca](mailto:phac.info.aspc@canada.ca)

