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March 22, 2020

Memo to All Stelco Employees

Re: Our COVID-19 Response

First and foremost, I want to thank all of you for your dedication to our collective safety and the success of our business. As we continue to review and evaluate the evolving circumstances regarding the COVID-19 pandemic, I would like to share a few reminders and updates.

It is important that we all exercise social distancing at every opportunity. I would like to remind everyone that meetings in the workplace should be exclusively over the telephone or by other electronic means. Face-to-face meetings are not to be conducted except in emergency circumstances where no other viable option is available.

We are also taking action to improve social distancing and cleanliness in common areas such as lunchrooms. Managers and supervisors are being asked to stagger breaks and lunch periods to ensure that groups of employees are not congregating in these common areas at any time. I would also ask that each of you take the time to clean these areas both before and after you utilize them so these areas can remain safe for all employees as needed. Understanding that the availability of cleaning supplies is necessary to maintain these practices, efforts are underway to monitor supply levels and institute a quick response plan to obtain necessary equipment and supplies.

We are also evaluating implementing an extended relief policy that will allow workers to stagger their shifts and in turn limit the number of employees utilizing change houses and shower facilities at the same time. Details regarding these efforts will be provided shortly. Employees will be encouraged to make appropriate arrangements with their coworkers that will be approved by supervisors to stagger their shift start time. Again, this is an effort to improve our social distancing practices and protect the health and safety of all employees.

In some areas where conditions warrant, we will investigate the feasibility of transitioning from 8-hour shifts to a 12-hour pattern to further minimize the number of employees moving through the plant at any one time. More information regarding this initiative will be forthcoming for those employees impacted by any changes.

As the traditional March Break period ends, I also want to ensure all employees that every single employee returning from a vacation period is required to be in contact with Human Resources and complete an appropriate screening process. Those employees who are returning from out of country will be required to self-isolate for 14-days and complete a screening process prior to returning to work.



Furthermore, effective immediately, all employees who take time away from work for any reason (i.e. sick time or vacation) for any period of time must contact HR and / or be screened by the Stelco Medical Department prior to returning to work. This measure is being instituted to further protect the health and safety of all employees.

Should you have any questions regarding any of our company policies related to the COVID-19 pandemic, our Human Resources department is expanding their availability and hours to ensure the HR Info line (905-528-2511 x3364) is staffed for longer periods each day. The email account HR@stelco.com is also being monitored in real time. Please do not hesitate to reach out with your questions at any time – day or night – and we will do our best to respond in a timely fashion.

I appreciate everyone that has brought forward constructive ideas on how to improve our practices and make our workplace safer. I encourage you all to think creatively for possible solutions to the challenges we face and to bring those ideas forward to your managers and supervisors or send them directly to the HR Info Line.

Thank you and stay safe.

A handwritten signature in blue ink, appearing to read "S. Sanyal", is written over a horizontal line.

S. Sanyal
Chief Operating Officer



Frequently Asked Questions (FAQ) for Stelco Employees Regarding COVID-19

The following FAQ has been compiled and will be updated based on recommendations and direction from federal and provincial public health authorities, the Province of Ontario, and the Federal Government.

Disclaimer: This FAQ document is based on the best available information at the time of publication. The document will be updated periodically as circumstances warrant and the current situation evolves. This document should not be considered as constituting public health advice or legal advice. Employees should check back regularly for updates and consult external public health resources. Links can be found in the Public Health Resources document on StelCORE, [here](#).

LAST UPDATE: March 21, 2020

Q. Are face-to-face internal staff meetings still supposed to take place?

Unless in the case of an emergency or health and safety incident, there should be no face to face meetings. All staff meetings should take place virtually (i.e. conference call, Skype, GoTo Meeting, etc.).

Q. If a staff member becomes positive with COVID-19, are they eligible for sick leave benefits?

Yes, provided they are otherwise eligible for Company-sponsored sick leave benefits

Q. Are employees paid if they are home due self-isolation? (travel related)

Employees can utilize Employment Insurance benefits, benefits under the new Federal Emergency Response Package, or may choose to use their unused vacation entitlements for a leave of this nature. To the extent an employee is eligible to work from home, they can certainly do so.

Q. What are the policies for return from travel and self-isolation relating to COVID-19?

All travel outside of Canada, must be reported to HR.

In order to support employees during this time of uncertainty, the following travel guidelines have been established for staff.

Effective for Return from Travel after March 18, 2020

Employees returning from any travel outside of Canada (including the United States), must self-isolate and monitor for symptoms of COVID-19 for a total of 14 calendar days from the date they return home. This applies regardless of whether the employee is symptomatic or not. If symptoms develop, you are advised to utilize the [online self-assessment tool](#) and follow the instructions given based on the results. The employee must also notify HR of any change in their condition. Upon completion of the self-isolation period, these employees are not permitted to return to work until they have contacted both HR and the Stelco Medical Department and are cleared to return to work.



Return from Travel on or before March 18, 2020

Employees returning from travel outside of Canada prior to March 18, 2020, will have their situations evaluated on a case-by-case basis by the Stelco Medical Department. In accordance with the guidance from public health agencies at the time of their return, these employees were not required to automatically self-isolate unless otherwise directed by a healthcare professional, or unless they returned from an area designated in public health guidelines. These employees are asked to self-monitor for symptoms. If symptoms develop, employees should utilize the [online self-assessment tool](#) and must immediately advise the Stelco Medical Department and HR. As an additional safeguard, the Company is re-screening all employees who have returned from travel between March 15, 2020 to March 18, 2020. Affected employees will be contacted by the Human Resources Department to arrange a visit to the Stelco Medical Department.

Q. What about travel scheduled after March 18, 2020?

Non-essential travel out of the country at this time is prohibited in alignment with restrictions put in place by public health agencies and the federal government. No employee may arrange for travel outside of Canada without prior consultation with HR. If an employee chooses to leave the country for non-essential travel, they must self-isolate upon their return in accordance with public health directives and will not be eligible for sick benefits if they become ill. Upon completion of the self-isolation period, these employees are not permitted to return to work until they have contacted both HR and the Stelco Medical Department.

Q. Are employees that are immunocompromised, pregnant, or considered medically high-risk and told to stay at home by their doctor going to be paid for their absence?

Employees who are not ill but under quarantine as a preventative measure as directed by Public Health Services, Telehealth Ontario, their doctor or any other healthcare professional that they are required to self-isolate, are currently not entitled to disability benefits.

Q. Will an employee have to go into self-isolation if they come into contact with someone who has travelled internationally (including to the US)?

The 14-day self-isolation period is for travellers only. Consideration for the 14-day self-isolation period will be afforded in the event of an employee coming into contact with a person who has been diagnosed with COVID-19.

Q. How do I report if my facility is not being cleaned to the increased disinfection and cleaning guidelines?

If the facility where you work is not being cleaned please report this to your Supervisor immediately.



Q. What are the precautions Stelco has implemented in protecting Stelco staff?

All levels of government are monitoring the global coronavirus situation and have taken measures to ensure public health readiness at the federal, provincial and municipal levels. We are closely monitoring and following government and public health measures. We have also taken the following measures:

- All business travel outside Canada has been suspended until further notice.
- Visitor access to all Stelco facilities has been restricted and those visitors who are permitted into our facilities are being closely monitored:
 - All non-essential visitor/suppliers are not permitted; and
 - Contractors or vendors must complete a screening process prior to arriving at the premises or will not be granted access to any area of the property.
- Business meetings should be conducted by telephone or Skype when possible.
- Medical Department hours have been extended at both plants for coverage to 12-hours/day to facilitate screening for employees and are subject to change depending upon demand.
- Cleaning service hours have been extended and protocols have been enhanced for additional coverage in all work areas.
- In order to facilitate additional social distancing practices, employees will now be required to punch out from their shift at the main gate from within their vehicle, rather than within their operating department. This policy will remain in effect until at least March 31, 2020 and will be reviewed on a weekly basis.

Daily updates will be posted on the [StelCORE Sharepoint site](#) and other points of distribution as more information becomes available. The health and safety of our employees remains at the front of our actions.

Q. What if employees have pre-scheduled training or conferences?

All Stelco training classes have been cancelled until April 6, 2020. We will reassess this situation on a regular basis and advise of any future changes. Employees should not be attending any external meetings or conferences.

Q. How can employees stop the spread of COVID-19?

There are some things that we can all do to be diligent in our workplaces to prevent the spread of all types of respiratory illnesses, including the flu. Substantial information is available in this regard from public health resources. Amongst other things, public health advises:

- washing your hands often with soap and water
- avoiding close contact with people who are sick
- covering your mouth and nose when you cough or sneeze; if you don't have a tissue, sneeze or cough into your sleeve or arm
- avoid touching your face, eyes and mouth to prevent illness
- cleaning and disinfecting frequently touched objects and surfaces, and
- getting the flu shot, if you haven't already done so



Q. Is Stelco providing hand sanitizer to employees?

Hand washing with soap and water is the single most important infection prevention and control practice. Hand sanitizers provide an important backup to hand washing as part of an overall hand hygiene program. Where hand washing facilities are not available or easily accessed due to work demands, departments are encouraged to provide employees with alcohol-based hand sanitizers, so they can protect themselves. Noticeably dirty hands must be washed using soap and water.

It is important that employees take the necessary steps to protect themselves including frequent hand washing, coughing into their sleeves and staying home if they are sick. Currently, hand sanitizers are in short supply. If your area does not have adequate hand cleaning products, please notify your supervisor immediately.

Q. What cleaning practices are recommended during this time?

Cleaning service hours have been extended and protocols have been enhanced for additional coverage in all work areas.

Q. Should staff be wearing a mask or respirator at work?

Employees in non-healthcare setting (with the exception of plant workers who are already required to wear a respirator in their job) are not required to wear masks or respirators. There is no evidence to suggest that wearing masks will prevent the spread of infection in the general population or employees in non-healthcare settings. Improper use of masks may in fact increase the risk of infection. Masks do not act as an effective barrier against disease when they are worn for extended periods of time. In addition, removing your mask incorrectly can spread virus to your hands and face. There is a potential risk of infection with improper mask use and disposal.

Q. What should I do if I am required to take time off work to care for a family member?

Employees may require time off during this time for various reasons. This could be to take care of children due to closures of schools from March 14 to April 6, or to take care of an immediate family member who is ill.

Employees can utilize EI benefits, benefits under the new Federal Emergency Response Package, or may choose to use their vacation entitlement for a leave of this nature.

Q. What if an employee who is at work becomes ill with suspected COVID-19?

If an employee is exhibiting COVID-19 symptoms, they should immediately:

- Advise their Supervisor
- Call the Medical Department and then report to the Medical Department
- Go home to self-isolate and report suspected illness to Public Health
- If the person is asymptomatic, at the end of their isolation period, prior to their return to work they must advise the HR and be screened at Medical Department.
- If the person was tested positive for COVID-19, a clearance from the treating physician will be required prior to return to work and the employee must inform HR and the Stelco Medical Department.



Q. Can an employee claim sick time if they are already on vacation?

If an employee becomes sick but is already on vacation, they are to continue with their pre-approved vacation. If the illness extends beyond the vacation period, the employee can apply for sick benefits.

Q. Is a supervisor obligated to tell staff that one of their co-workers has a suspected or confirmed case of COVID-19?

Supervisors are not permitted to share private health information concerning another staff member. However, in the case of positive COVID-19 case, the Company will work with Public Health and notify those effected.

Q. If an employee contracts COVID-19 and suspects this was contracted in the workplace is it considered a WSIB claim?

Incident reporting procedures remain in effect. Such a claim is subject to adjudication by the WSIB which determines eligibility to compensation if the claim is substantiated.

Q. Does an employee need to see a doctor and submit a doctor's note of they have a presumptive or confirmed case of COVID-19?

Employees are required to contact their local Public Health Authority to report their illness and advise our HR or Medical department. With respect to obtaining a doctor's note, for absences related to positive cases of COVID-19, a clearance from the treating physician will be required prior to returning to work.

Q. Are employees paid if they are home due to being quarantined/self-isolating? (non-travel related)?

If an employee has been directed by Public Health Services, Telehealth Ontario, their doctor or any other healthcare professional that they are required to self-isolate may choose to use their vacation entitlement or apply for EI benefits.

Employees who decide to self-isolate WITHOUT medical direction may choose to use their vacation entitlement for a leave of this nature or apply for EI benefits or benefits under the Federal Emergency Response Package (which may or may not qualify).

Q. Do I have to self-isolate if I have come into close contact with a person that has been diagnosed with COVID-19?

As per the government of Canada public health site, you must Self-isolate if you:

- may have been exposed to COVID-19 as a result of:
 - travelling outside of Canada within the last 14 days or
 - coming in close contact with someone diagnosed with COVID-19
- have been asked to do so by your Public Health Authority