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March 25, 2020

Memo to All Stelco Employees

Re: Our COVID-19 Response

Over the past several days we have received several questions on a variety of topics regarding our continued response to the COVID-19 pandemic. So that all employees may benefit from the collective response to these questions, we are providing an update to the previously circulated FAQ document. In addition to being attached to this update, the FAQ document will also be updated on the [COVID-19 Resource Page](#) on the stelCORE Sharepoint site.

I would like to remind all employees who are returning to work and are required to be screened must contact Human Resources or be screened by Emergency Services and Security upon arrival at the plant prior to travelling to any part of the facility. Employees should not visit the change house or their workspace in advance of going to medical. This is to protect the health and safety of all employees and to reduce the strain on our internal resources resulting from additional cleaning and sanitization measures that may result. This is a strict requirement of our new return to work protocol and I would ask for your continued support and compliance with this measure.

Additionally, I am offering some clarification regarding wage replacements available for those employees affected by particular circumstances related to the COVID-19 pandemic. Our insurance administrator has advised Sava that those employees who are directed by a health care professional to self-isolate due to having an immunocompromised system would not be covered by weekly indemnity benefits as this condition does not constitute a disability under the guidelines. In this circumstance, affected employees would be eligible to apply for Employment Insurance (EI).

I will also clarify that those employees who have been instructed to self-isolate because of either recent travel outside Canada, or imposed isolation by a public health professional, will be permitted to utilize their vacation entitlements instead of immediately applying for (EI). However, those who choose to voluntarily self-isolate would need to apply for EI. Any vacation request from those voluntarily self-isolating, would have to be considered on a case by case basis and is subject to management approval and operational considerations under the normal course.

Thank you all for your efforts and please continue to work safely.

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. You can access all of our archived daily updates, the current FAQ document and several public health resources by visiting the stelCORE Sharepoint site [here](https://bit.ly/2UgDLJH) (<https://bit.ly/2UgDLJH>).

LAST UPDATE: March 25, 2020 (Updates since previous version are Highlighted)

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 is the method of wage replacement for an employee who is directed by a Health Care professional to self-isolate due to having an immunocompromised system?

Our insurance administrator, Canada Life (GWL), has advised that the scenario you are asking about would not be covered by Weekly Indemnity as the person is not considered disabled. In order to receive Weekly Indemnity benefits the employee has to be unable to work due to disability. In this circumstance, the employee would apply for EI.

Q. Are people being allowed to move vacation to cover (their absence) if they choose to self-isolate? I am being told that managers are not allowing this to happen.

People who are self-isolating not by choice (because of recent travel outside Canada or imposed isolation by Public Health personnel) would be allowed to use vacation instead of EI.



Those who choose to self-isolate would apply for EI. Any vacation request would have to be considered on a case by case basis and, as always, subject to management approval and operational considerations.

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.
- 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.
- To further support social distancing, we are 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.
- 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.
- Effective March 22, 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 Stelco Emergency Service and Security prior to returning to work or travelling to any location within the plant.

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.

To provide additional support to our employees in this regard, portable hand wash stations have been delivered to various locations throughout our facilities. We continue to investigate having additional units delivered when they become available.

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. What should I do if my department / area is running short of cleaning or other COVID-19 related supplies?

Materials Management in collaboration with our Divisional Managers have developed an inventory control protocol to specifically manage the supply of all COVID-19 related supplies. If there are additional materials or supplies required in your workspace, please notify your supervisor or manager and we will work to ensure supplies are replenished as quickly as possible.



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

Q. Will Stelco be forced to idle operations as a result of the Province of Ontario's mandatory closure of non-essential businesses?

No. Ontario has mandated the closure of all non-essential workplaces in Ontario however, primary metal and steel manufacturing was clearly designated as an essential business in the rules released by the Province. Additionally, all businesses that supply essential businesses such as ours are also excluded from the mandatory closure. This effectively means that under the current guidelines our business is not being restricted from operating.

Q. How are we ensuring the safety of employees as essential employees (i.e. truck drivers) who have been outside of Canada arrive at our facilities?

We have restricted access to our facilities and are only admitting those who are essential to our continued operations. In the case of truck drivers who may have travelled to the United States, they are subject to an initial screening at the main gate which includes instructions for them to maintain strict social distancing practices. We have also implemented automated shipping functions in order to further limit contact between drivers deemed as essential employees and our Stelco employees.



Q. What measures are being taken to manage a situation where an employee becomes symptomatic while at work?

Any employee who suffers the onset of any flu like symptoms while at work should immediately call Emergency Services and Security (ESS) and inform them of the symptoms they are experiencing. The employee must immediately refrain from any contact with other employees and will require immediate assessment at medical service. ESS has developed a procedure to transport the employee while ensuring all those involved are protected, and the vehicles involved in transporting the individual are properly sanitized following transport.