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March 27, 2020

Memo to All Stelco Employees

Re: Our COVID-19 Response

If you have questions regarding Stelco's COVID-19 response or plan to return to work following any period of time away, please contact Human Resources.

HR Info Line: 905-528-2511 x 3364 or email: HR@stelco.com

Earlier today most employees will have received a civil emergency message from the Province of Ontario on their mobile device, and that has raised some questions regarding the criteria for self-isolation. At this time there is no change to Stelco's policy or that of the Province. Those returning from travel from outside of Canada must self-isolate for a full 14-day period. Essential service workers, such as truck drivers, continue to be exempt from this policy, but remain subject to the additional screening measures we have in place at our facilities.

Over the next week, we will have several employees who reach the end of their 14-day period of isolation following their return from vacation from outside of Canada. Without exception, employees who have been isolating under this circumstance **MUST be screened** by Emergency Services and Security or the Stelco Medical Department prior to returning to work.

To provide some additional clarity the screening of employees prior to returning to work, I would like to provide the following guidance regarding those employees returning from general illness or vacation:

- If you are returning from an illness of any kind or any duration, **you must clear through Medical or Emergency Services** (on off-shifts) prior to returning to work;
- If you are returning from vacation of 1 week or more, **you must clear through Medical or Emergency Services** (on off-shifts) prior to returning to work;
- If you are returning from vacation of any duration between 1-day and one week, you **must contact Human Resources**, who may either clear you for return to work or direct you for further screening through Medical or Emergency Services, depending on the nature of the vacation;
- There is no need to for anyone to call Human Resources or be screened when returning from regular days off.

As a further reminder, all employees who require to be screened prior to returning to work, must complete their screening prior to going to their workspace or any other location within the facility. This is for the health and safety of all our employees.



As an update to one of the previous measures we have taken, I am pleased to notify you that we have been able to procure an additional 15 portable hand wash stations that will be distributed across both the Hamilton and Lake Erie sites. To date we have delivered 28 of these units which are available across our facilities to allow employees to wash their hands both prior to entering and when they exit various facilities across both plants. Please make use of these stations and continue to practice social distancing and other preventative measures while at work.

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

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

S. Sanyal
Chief Operating Officer