

**Internal Announcement**

**Date:** 3<sup>rd</sup> announcement

## **COVID-19: A Message for Employees Regarding Positive Cases in [City]**

As you may know, a growing number of COVID-19 cases are being reported in the [city], which is extremely concerning given how many of our people live in the community and the close proximity of [city] to other communities and our operations in the region.

This increase in regional cases is an important reminder that we are still very much in the second wave of the pandemic, the risk of transmission remains high, and that continued diligence in following COVID-19 protocols and preventative measures is essential – at work, at home and in the community.

Since the beginning of the pandemic, we have seen incredible effort across the [region] sites to keep each other safe and healthy. This massive joint effort relied on commitment and cooperation by our people, the unions, our communities and Interior Health, and has helped safeguard the health and safety of those who live and work in the region. It has also helped responsibly maintain operations and employment for those of us who work in the essential industry of [industry].

To ensure we continue to support ongoing efforts to manage the risk of transmission of COVID-19, please adhere to the following at all times:

### **Self-Monitor for Symptoms**

Self-monitor for symptoms of COVID-19 at all times. If you experience any symptoms, self-isolate, contact your local public health authority (call 811) and get tested for COVID-19. Do not come to work, inform your supervisor, including your testing status, and complete contact tracing.

### **Close Contacts**

If you've been in close contact with someone who has tested positive for COVID-19, self-isolate and contact your local public health authority (call 811). Do not come to work and inform your supervisor.

### **Follow Public Health Guidance**

Continue to follow public health guidance for your region, including:

#### *Mandatory mask wearing*

Wear a mask in all public indoor settings (such as stores). At [company], the X respirators is mandatory in indoor settings and workspaces for all employees, contractors and visitors. Respirators may only be removed in a work area or meeting room and only if physical distancing of 2 meters (6 feet) and/or physical barrier can be maintained between yourself and others at all times.

#### *Significantly reducing social interactions*

No social gatherings of any size with anyone other than your immediate household or core bubble.

*Significantly reducing non-essential travel*

All non-essential travel should be avoided.

Please also continue to practice the following to protect yourself and others:

- Maintain a distance of at least 2 metres/6 feet between yourself and others whenever possible, in addition to wearing a mask in indoor public and work settings
- Wash your hands frequently and thoroughly with soap and water for at least 20 seconds, or make use of a 70% alcohol-based hand sanitizer
- Cough or sneeze into your elbow or into a tissue
- Clean and disinfect high-touch surfaces

**Additional Information**

More information about response protocols and preventative measure in place across our steelmaking coal operations can be found at [*website*] or by emailing [*contact info*]. Information about province-wide restrictions in B.C. can be found [here](#).

I would like to thank everyone for your continued focus and commitment to health and safety and for your support as we work to prevent the spread of COVID-19.

[Signature]