Maple Leaf Foods’
COVID-19
Pandemic Plan

Last Update: April 18, 2020
COVID-19 PANDEMIC PLAN

MAPLE LEAF FOODS ~ COVID-19 PANDEMIC PLAN

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<tr>
<th>Department:</th>
<th>Health, Safety, Security, Sanitation, and Environment</th>
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<td>Document Name:</td>
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Maple Leaf Foods Inc. (MLF) strives for zero occupational injuries and diseases in the workplace, a goal driven by a commitment to employee safety as stated in MLF’s OHS Policy and MLF’s Safety Promise. The Occupational Health & Safety Policy clearly states, “the elimination of occupational injuries and diseases in all our facilities.” It further states, “We believe that zero occupational injuries, while challenging, is an attainable goal.” The Safety Promise states, “We commit to becoming a global leader in food safety and job safety.” To achieve this, Maple Leaf Foods Inc. strives to make worker safety an integral part of our workplace culture.
INTRODUCTION

This Pandemic Plan has been created to prepare for and respond to a pandemic COVID-19 outbreak in an appropriate and timely manner.

The plan’s key objectives include:
1. Achieving effective preparation and response through clear processes for Maple Leaf Foods’ employees and stakeholders.
2. Sharing appropriate information with employees, customers, industry partners, and government in a timely manner.
3. Modifying procedures to protect our people, our business, and our community.

This guide is designed to help Maple Leaf Foods minimize the risk that a COVID-19 pandemic poses to the health and safety of employees, the continuity of business operations, and the effect on the community. It is intended to provide Maple Leaf Foods sites with the basic information they require in preparing a continuity plan to mitigate the potential effects of a pandemic.

As with any risk that threatens the viability of business operations, continuity planning is critical. All Maple Leaf Foods sites must take immediate steps to develop continuity plans that:
1. protect our people;
2. protect our business and minimize disruptions; and
3. protect our community and help prevent negative impacts on customers, consumers, and the economy.

While a pandemic cannot be stopped, proper preparation may reduce its impact.

This guide provides the information that will assist all Maple Leaf Foods sites in preparing business continuity plans.

Maple Leaf Pandemic Program Model
Maple Leaf Foods' Company Policy

The goal is for us to maintain our high performance and the function of our business, while minimizing our in-person social interactions for the immediate future.

As of March 12, 2020:

1. Work from home if possible
   • To the extent possible, you are asked to work from home and leverage technology solutions available to you.

2. Eliminating all in person meetings, unless absolutely required
   • We have cancelled any meetings that are not essential and replaced them with leveraging technology as much as we possibly can.
   • If meetings or events absolutely cannot be conducted remotely and an in-person meeting is required, there cannot be more than 20 people in attendance. (Reduced to a maximum of 5 people in attendance in Ontario as of March 29, 2020.)

3. No visitors please!
   • No external visitors are permitted at our sites or offices, except for essential services required to run the business.

4. Stop visiting business partners in person
   • We have implemented a ban on visits to our customer offices, suppliers, producers or other business partners.
   • All planned visits should be cancelled and replaced with technology engagements.
5. No business travel
   • We have implemented a ban on business travel.

6. Personal travel implications
   • If you or members of your household are travelling internationally, we ask that you report this to your supervisor or Human Resources so that our quarantine policies, which are possibly changing daily, can be properly applied to you.

Revised On March 14, 2020
Following any international travel by you or any members of your household, you must self-quarantine for 14 days from the date of return and before returning to the workplace, you must complete our COVID-19 screening tool. So, for example, if you (or someone from your household):
• returned from an international trip 10 days ago, you must quarantine for 4 more days
• is currently in another country and returns, you must self-quarantine for 14 days from the return date
• goes to another country and comes back, you must self-quarantine for 14 days from the return date.

Revised On March 31, 2020
• The Meadowvale Campus was closed and locked (only accessible with MLF employee card for authorized personnel). Employees with essential roles whose work cannot be conducted at home may request for authorization by completing the “Work At Meadowvale Campus Request Form”.

Education
The key to preventing disease outbreak is understanding the disease. Maple Leaf Foods has implemented various educational initiatives.

• Communication to and education for our employees:
  o Signage and training material have been developed.
  o The objective is to fully understand perception versus risk, as well as to understand the North American outlook and the global outlook.
  o Town Hall online meetings have been provided across all Maple Leaf Foods sites to cover COVID-19 pandemic fundamentals (background and origin, global status, spread, symptoms, complications, mode of transmission, disease prevention by protection and response strategies (e.g. hand hygiene, coughing/sneezing etiquette), and contingency plans.
COVID-19 PANDEMIC PLAN

Social Distancing
Social distancing is a strategy to limit the spread of COVID-19, the disease caused by the coronavirus. This is a conscious effort to reduce contact between people to slow down the spread of the virus. Even if you are symptom free and not part of an at-risk group, you still need to change your lifestyle starting today to avoid contracting and spread of the virus.

The goal is to do everything possible to limit our in-person interactions, while finding new and more protective ways to operate the physical infrastructure so the food still flows.

Social Distancing In Our Plant Environments
• Plant employees asked to report to work, abide by our screening and social distancing processes.
• While working on the production floor or other plant areas, all employees are to:
  • Wear your Personal Protective Equipment (PPE).
  • Observe Good Manufacturing Processes (GMPs).
  • Wash, sanitize hands regularly, cough/sneeze into upper sleeve or elbow (not your hands).
  • Avoid physical contact wherever possible.
• Further preventative options are to be explored, such as:
  • Staggering start times and break times to avoid large groups of employees.
  • Designating other rooms for break areas.
  • Reducing non-critical meetings and non-essential visitors.
  • Increasing our sanitation and disinfection practices.

COVID-19 Screening
• To help maintain a healthy workforce and workplace, all visitors (including contractors and agency workers) will be screened every day for influenza-like illness prior to coming into the workplace.
• MLF’s COVID-19 Screening Tool is used to determine if visitors and employees should be excluded from the workplace due to illness or exposure. If visitors are not pre-screened over the telephone (preference screening method), they will need to be screened before entering beyond the entrance area.
• Maple Leaf Foods employees are also screened if they have experienced any COVID-19 compatible symptoms within the past week. (Reference: Centers for Disease Control and Prevention’s/CDC’s “Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings (Interim Guidance).”
• Sick employees are instructed to stay home until their symptoms have disappeared.

If anybody screened with the tool indicate “yes” for any flu-like symptoms (i.e., fever, cough, shortness of breath, difficulty breathing, chills, runny nose, sore throat, weakness, headache), they are not permitted to enter any Maple Leaf Foods facility.

Any individuals who are in self-quarantine for 14 days post-travel and/or exposure risk are tracked at the site level and by the Senior Health, Safety, Security, Sanitation, and Environment (HSSE) Team.

Any employees who have received COVID-19 testing are tracked by the Senior HSSE Team.

Before any employee can return to the workplace from self-quarantine, it must be approved by the site COVID-19 designate through the “COVID-19 Screening Tool” process.
**Self-Quarantine/Self-Isolation**

- Self-quarantine or self-isolation means staying home and not going anywhere, unless you need medical care. Many COVID-19 patients are advised to isolate at home while they recover.
- Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions (based on the Centers for Disease Control and Prevention’s/CDC’s “Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings (Interim Guidance)“):
  - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
  - At least 7 days have passed since symptoms first appeared.

**How To Self-Isolate and Prevent Spread To Others In Your Home:**

- **Stay home:**
  - Do not use public transportation, taxis or ride shares.
  - Do not go to work, school or other public places.
  - Your health care provider or public health unit will tell you when it is safe to leave.
  - Avoid having visitors in your home unless necessary.
  - Keep visits short.
  - Postpone all non-essential appointments until you are out of isolation.
  - Keep away from seniors and people with chronic medical conditions (e.g., diabetes, lung problems, and immune deficiency).
- **Avoid contact with others:**
  - Stay in a separate room away from other people in your home as much as possible.
  - Use a separate bathroom, if you have one.
  - Make sure that shared rooms have good airflow (e.g., open windows).
  - Avoid having visitors in your home if necessary.
  - Keep visits short.
  - Postpone all non-essential appointments until you are out of isolation.
  - Keep away from seniors and people with chronic medical conditions (e.g., diabetes, lung problems, and immune deficiency).
- **Cover your coughs and sneezes:**
  - Cough or sneeze into your upper sleeve or elbow, not your hand.
  - Throw used tissues in a lined wastebasket to make disposal safer and wash your hands.
  - After emptying the wastebasket, wash your hands.
- **Wash your hands:**
  - Wash your hands often with hot, soapy water for at least 20 seconds.
  - Dry your hands with a paper towel and discard.
  - Use an alcohol-based hand sanitizer (with minimum of 70% isopropyl alcohol) if soap and water are not available.

Temperature Monitoring
Employee safety as well as our customers and consumers safety are our #1 priority. Now, more than ever, we must work together to supply safe, wholesome product to the public.

The Senior Leadership Team has been investigating the use of temperature checks as a preventative measure in the workplace. Upon guidance from our medical professionals and as a preventative measure, Maple Leaf Foods has endorsed this process.

All employees, visitors, and contractors will be required to have their temperature taken, upon entry to the facility. A trained individual in administering temperature checks will use a “Thermal Infrared Thermometer” and any individuals who have a temperature of 100.4°F (38°C) or higher will not be permitted to enter any Maple Leaf Foods facility.

Our health and safety team has identified and trained specific individuals to administer the temperature checks in a respectful and dignified manner.

The appropriate training is provided to the individuals taking the temperature checks. The measuring and recording of a temperature, which involves no contact with the individual whose temperature is being measured, does not require health professional credentials.
Sanitation

- Maple Leaf Foods’ “Response to a Coronavirus (COVID-19) Positive in the Workplace Plant” standard operating procedures detail the steps for cleaning and disinfection of affected workstations, non-production areas, offices, welfare areas, or pathways which an employee who has tested positive for COVID-19 had access to.

- Plant production areas that are cleaned and sanitized daily is sufficient to assure a safe environment for front line worker to manufacture food products every day.

- Sanitation processes must be executed with the correct staffing and time to achieve consistent and acceptable results.

- Scheduled non-daily tasks (deep cleaning and heat intervention) must be completed as scheduled.

- Disinfection procedures in non-production areas (welfare areas, hallways, etc.) support enhanced hand hygiene practices. Common touchpoint surfaces (such as tables, door handles, etc.) are disinfected at regular intervals throughout normal business hours.

- In the event that an employee tests positive for COVID-19, the impacted site will undergo a deep clean procedure of all auxiliary areas, cafeteria, washrooms, welfare areas, etc.

- Please refer to Maple Leaf Foods’ “Response to a Coronavirus (COVID-19) Positive in the Workplace Plant” SOP for further details. The procedure is outlined below:
  - Determine the scope of the cleaning/disinfection.
    - Secure the premises: The main office door is to be closed and locked. A note is to be placed on the front door of the building alerting employees not involved in the cleaning/disinfection to not enter until permitted to do so. Everybody entering the premises must wear: face mask, disposable gloves and eye protection.
    - All welfare areas, travel pathways, and common touchpoint surfaces are in scope to be cleaned and disinfected. The focus will be on “horizontal” surfaces.
    - Individual work stations are out of scope; however, “hotel” work stations are in scope.
  - Performing cleaning and disinfecting of the affected areas.
    - The janitorial employees must be wearing a face mask, protective eyewear and disposable gloves at all times while performing this task.
    - The janitorial staff must clean all surfaces with soap and water (5% concentration) and the surfaces must be dry before the disinfection step.
    - Janitorial staff must replace PPE with new PPE before starting disinfection.
    - Janitorial staff are to use a 500 ppm bleach solution to effectively disinfect all welfare areas, travel pathways, and common touchpoint surfaces. The focus will be on “horizontal” surfaces. The solution is not to be applied to a cloth damp with water as this will dilute the disinfectant. Contact time of 2 min is required before surfaces can be wiped dry. Use a clean cloth the wipe dry the disinfected surfaces.
    - Once all surfaces have been disinfected, used gloves, face masks and wipes must be placed inside of a secured garbage bag. The garbage bag is then taken to the designated garbage area and disposed of. All reusable items such as pails, mops, cloths, etc. must be cleaned and disinfected.
    - Janitorial staff conducting the cleaning are to wash hands with soap and hot water for 30 seconds after the task has been completed.
**Carpooling**

- Safer carpooling practices were shared across Maple Leaf Foods to provide some information for those who have to carpool and how to reduce the spread of COVID-19.
  - If you have ANY symptoms, stay home and contact your health provider. DO NOT risk spreading this virus, or any illness.
  - When possible, avoid carpooling to work. When you must carpool, ask all riders to wash hands thoroughly for 20 seconds with warm, soapy water before getting in the car.
  - Limit the number of people in one vehicle at a time as much as possible.
  - Space out seating as much as possible to keep distance and avoid contact.
  - Wipe any contact surfaces (like door handles and seat belts buckles) with soap and water or sanitizer before every instance of carpooling. Always read the label and follow the product instructions. Also, test it first on a small spot.
  - Don't touch your eyes, nose or mouth while carpooling.
  - Follow cough etiquette by coughing into your sleeve or a tissue, disposing the tissue afterwards and washing your hands.
  - Upon arriving at work or at home, wash your hands for at least 20 seconds with hot, soapy water and use an alcohol-based hand sanitizer when available.

  - wash your hands and use hand sanitizer frequently throughout the day whether at home or at work.

**COVID-19 Return To Work**

- **Return To Work Notifications:**
  - A worker (including contractors and temporary workers) must immediately notify their designated sick line or Human Resources designate over the telephone (prior to returning to the workplace) if:
    - returning from international travel (interprovincial travel for Manitoba workers with exceptions (e.g., commercial transportation of goods and services); refer to local provincial or state guidelines;
    - showing symptoms of a respiratory infection (e.g., cough, sore throat, shortness of breath, fever);
    - being tested for COVID-19; or
    - receiving a positive test result for COVID-19.
  - Site COVID-19 designate follows up with workers (including contractors and temporary workers) for any of the above-mentioned conditions before they return to the workplace.
  - Every day, the site COVID-19 designate must call the worker who has been tested for COVID-19 to follow up on the test result.
In the case of a positive COVID-19 worker confirmation:

- Site COVID-19 designate immediately notifies the site leadership team (SLT) and Regional HSSE Manager.
- Site Leader notifies VP of Manufacturing.
- Site Human Resources (HR) designate contacts Corporate HR business partner.
- Site Food Safety and Quality Assurance designate contacts Food Safety and Quality Director.
- Senior HSSE Team launches Emergency Management Council (EMC) notification to inform other senior MLF stakeholders.
- Site COVID-19 designate consults with and follows public health’s recommendations for any positive COVID-19 workers.
- Site COVID-19 designate provides immediate verbal notification to Canadian Food Inspection Agency (CFIA) and the local Public Health unit for direction of what to do at the workplace.

Verbal notification to CFIA is provided without any details for COVID-19 testing of a plant employee. If CFIA wants details, then verbally provide:
- last date at the establishment - XX, 2020
- date COVID sample submitted – YY, 2020

In the case of a confirmed positive COVID-19 worker confirmation to CFIA, prepare the following information for a risk assessment:
- Worker 1 (name to be provided verbally to CFIA only if the worker consents):
  - date of onset of symptoms
  - date of confirmed diagnosis
  - where the worker works
  - Normal working hours (e.g., 3:30 p.m. – 12 midnight)
  - Hourly worker’s position
    - Where does the worker enter the plant, locker room location, specific spot in worker lunch room, where the worker enters which offices (main, supervisor, health unit), where the worker enters which hallways and rooms (inedible room, compactor, coolers, shipping dock)

**Return to Work Criteria With Confirmed or Suspected COVID-19:**
- Site COVID-19 designate (in consultation with Regional HSSE Manager) uses the below non-test-based strategy to determine when a worker, contractor, or temporary worker may return to work:
  - Workers are to be excluded from work until:
    - At least 3 days (72 hours) have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications; and
    - Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
    - At least 7 days have passed since symptoms first appeared.
- **Note:** If a worker was never tested for COVID-19, but has an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work should be based on that diagnosis and complete internal screening.
  
COVID-19 PANDEMIC PLAN

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<tr>
<th>Process Steps</th>
<th>Notes</th>
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<tbody>
<tr>
<td>1. <strong>COVID-19 positive workers</strong> are removed from the workplace and placed on self-isolation/quarantine at home as per the CDC guidelines (see “note” below).</td>
<td><strong>Pre-investigation</strong> starts when a worker goes for COVID-19 testing. The workers who have received test results immediately notify MLF.</td>
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<tr>
<td>2. <strong>Initial investigation</strong> includes employee map tracing is deployed (e.g., plant walkthrough, interviews, and data collection).</td>
<td><strong>Investigation</strong> of any pending and positive COVID-19 cases must be launched (including map tracing and interviews).</td>
</tr>
<tr>
<td>3. <strong>Risk Assessment</strong>: If there are more than 1 confirmed COVID-19 case, risk assessment continues.</td>
<td><strong>Risk Assessment</strong>: If there is only 1 confirmed case and it is an isolated situation, then continue to monitor for any symptoms. Risk assessment continues if &gt; 1 positive case.</td>
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<td>4. <strong>Symptomatic workers</strong> are quarantined. They may get tested at a later date if required.</td>
<td><strong>Symptomatic workers</strong> self-isolated/quarantined: Monitor for any continued symptoms. See “note” below.</td>
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<td>5. <strong>Asymptomatic workers</strong> continue to work with measures.</td>
<td><strong>Asymptomatic workers</strong>: Face protection with masks/shields and additional screening with temperature monitoring and questionnaire).</td>
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<td>6. <strong>Continue to operate safely.</strong></td>
<td><strong>Decision to safely operate</strong> includes review by MLF’s Senior Leadership Team.</td>
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<td>7. <strong>Investigation</strong> continues.</td>
<td><strong>Investigation</strong> must identify the root cause and business impacts must be assessed.</td>
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<td>8. <strong>Action items</strong> are identified to improve the program.</td>
<td><strong>Investigation findings</strong> are captured in action items and tracked to close any gaps.</td>
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<td>9. <strong>Secondary contacts</strong> continue to be monitored for any COVID-19 symptoms.</td>
<td><strong>Symptom monitoring</strong> of secondary contacts (i.e., workers who had contact with anybody who is positive COVID-19 or went for testing).</td>
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<tr>
<td>10. <strong>Screening for the return to work</strong> of previously symptomatic workers.</td>
<td><strong>Return to work</strong> as defined in the “note” below.</td>
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**Note**: At least 3 days (72 hours) have passed since recovery, which is defined as resolution of fever (≥37°C) without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 7 days have passed since symptoms first appeared. *Based on [Centers for Disease Control and Prevention's guidelines](https://www.cdc.gov).*

**Continuance of Plant Operation Model for COVID-19**

- **Start**
  - Both COVID-19 positive and symptomatic workers are removed from the workplace and placed in self-isolation/quarantine at home as per CDC’s guidelines.
  - **Initial investigation** (including movement map tracing) is deployed (e.g., plant walkthrough, interviews, and data collection).
- **Is there more than 1 confirmed COVID-19 Case?**
  - **Yes**
    - Initiate MLF C-19 Risk Assessment
    - **Secondary contacts** (i.e., workers who had contact with anybody who is COVID-19 positive or went for testing) continue to be monitored for COVID-19 symptoms. Asymptomatic workers continue to work.
  - **No**
    - **Continue to operate safely.**
- **Investigation continues**
  - **Yes**
    - **Action items** identified to improve program
  - **No**
    - **Investigation continues**
- **Plant opens / continues to operate.**
- **End**
COVID-19 Face Protection

- Effective April 17, 2020, all workers (including contractors, temporary workers, and visitors) is required to wear face protection at all times while at MLF sites (e.g., production, offices, test kitchens, product or process development pilot plants/kitchens, walk-in freezers and coolers, laboratories, welfare areas, maintenance shops, distribution centres, barns, farms, feedmills, hatcheries) during the COVID-19 pandemic, except while using the washrooms and while eating, drinking, or smoking during breaktimes. Masks may only be removed if working alone in a closed office.

- Workers must not share face masks or respirators unless sterilized by an approved method.

- Where there may be a shortage of mask supply, cloth masks may be used in food production areas as approved by site FSQ designate.

- Face protection must be used in conjunction with other important prevention measures:
  - 6 feet (2 metre) social distance;
  - frequent handwashing with soap and warm water for at least 20 seconds or alcohol-based hand sanitizer to maintain clean hands and fingernails;
  - respiratory etiquette with coughing or sneezing (i.e., using sleeve);
  - routine cleaning of frequently used surfaces and objects;
  - isolation for a symptomatic individual who is suspected of having, or known to have (confirmed or positive), COVID-19 (such individuals would not be allowed on any MLF site).

- Used/soiled face protection must be removed following the removal process.

- Please refer to the “COVID-19 Face Protection” SOP.
There are lots of resources, documents, posters, pictures, etc. that have populated our MLF SharePoint sites. Here are the 3 main COVID-19 MLF SharePoint sites:

- Emergency Management Council SharePoint Site
- COVID-19 Crisis Communications Resource Center
- Manufacturing Community SharePoint Site

### COVID-19 Crisis Communications Resource Center

Welcome to the MLF Emergency Management Council Site for COVID-19!

**CLICK on the category names below to access the documents:**

1. Standards/SOPs
2. Communication (EMC Meetings, Memos, Presentations)
3. Tools
4. Other Information
5. Plant Shared Resource
6. Social Distancing Catalogue
7. Function Response Plan
Maple Leaf Foods’
COVID-19
Playbook
(Quarantine Protocol)*

*This Playbook has been reviewed, edited, and endorsed by the Public Health Agency of Canada (PHAC).

This document was prepared by Maple Leaf Foods Inc. solely for internal use by it and its subsidiaries (collectively “Maple Leaf”). It is being provided only in the interest of sharing information in the context of global efforts to fight the COVID-19 pandemic. The information contained in this document should not be considered as advice or recommendations and should not be relied upon by any third party. Maple Leaf expressly disclaims any liability for any use or reliance on this document and the information contained herein.
EMPLOYEE AT A Maple Leaf Foods Site TESTS POSITIVE\(^1\) FOR COVID-19

**Assume:** Employee receives notification while at home but has likely had the virus for 1+ days at work.

**Note:** Steps are to be completed with urgency and immediacy from “time zero” (notification of the positive COVID-19 case).

The Maple Leaf Foods (MLF) site must use the following guidance to manage response.

1. **EXPECT NOTICE** - If an employee tests positive for COVID-19, it is expected that the employee must notify MLF. Site COVID-19 designate will follow up with employee for test results. Immediate verbal notification must be provided to the Canadian Food Inspection Agency (CFIA) upon receipt of a public health authority request for COVID-19 testing of a plant employee and a COVID-19 positive employee. It is likely that the local municipality will share additional expectations at this time. Expectations may differ by municipality or region. An approved letter may be later sent to CFIA that includes details from the investigation (e.g., risk assessment). The letter must be approved by senior leaders (e.g., Government Affairs, Operations, FSQA leads).

2. **FOLLOW HEALTH INSTRUCTIONS** - The site must consult with and follow public health’s\(^2\) recommendations relating to the site’s response and request for their assistance in determining the risks to the other Employees (including CFIA employees). Any employee confirmed to test positive for COVID-2019 (symptomatic or asymptomatic) must comply with public health’s instructions. The employee will not be permitted to return to work for at least 14 days and until deemed healthy (all clear).

3. **PROTECT PERSONNEL INFORMATION** - MLF managing personnel must not release personal information about employee’s identity or health status. (Note: investigating team may include multiple managers/supervisors; all must comply with confidentiality and privacy obligations). Employees may voluntarily disclose their status (e.g., to colleagues). They must inform MLF as per the “EXPECT NOTICE” above. Anyone who has access to an employee’s medical information must ensure they comply with confidentiality and privacy obligations.

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\(^1\) Similar procedures must be followed if an employee is at MLF with symptoms of coughing or shortness of breath with fever of 38.0°C or 100.4°F or higher or potential exposure to COVID-19 due to travel to impacted areas or contact with someone with the illness. Such an employee must be sent home and directed to contact their primary care provider or local public health unit over the telephone for further instructions, regardless of their travel or contact history.

\(^2\) Public Health units continue to actively monitor the COVID-19 situation in collaboration with provincial or state and national health colleagues and stakeholders that include local hospitals and community agencies. Cases and potential suspect cases of the COVID-19 are reportable to local health authorities. If there are potential cases of which public health units have been notified, they would immediately follow up directly with these individuals to let them know. They would inform these individuals that they may have been exposed to a potential health risk, what signs and symptoms they should look out for, and when and what type of medical treatment should be sought out, if that becomes necessary. This work is part of routine public health follow-up of a case of an infectious disease. (See Appendix E.)
4. **GIVE NOTICE TO SITE’S COVID-19 DESIGNATE** - Based on MLF’s Incident Command structure and the MLF Pandemic Plan, the person who is given notice of the employee’s status must contact the site’s COVID-19 designate to provide the employee’s name, work location at the site, and contact information, including a phone number.

5. **RESPOND AT THE SITE** - The site COVID-19 designate must immediately inform the site leader and the Regional Health, Safety, Security, and Sanitation (HSSE) Manager, Food Safety and Quality Director, and the Corporate Human Resources (HR) designate. Together they must comply with MLF Pandemic Plan and this guidance to coordinate response and assess the employee’s contact and movements at the site. Map employee movement. Assess potential contact with any employees who have been designated high risk. Also, take necessary steps to mitigate spread of the illness, including:
   
   a. **LABOUR OBLIGATIONS** – Work with site HR to determine responsibilities under collective bargaining agreements.
   
   b. **INTERVIEW** - To assess the employee’s contact and movements at the MLF site, the site COVID-19 designate must quickly coordinate telephone or electronic outreach to the employee to collect work-related information. (See Appendix A.)

   c. **HEALTH GUIDANCE** – Contact MLF’s medical consultant and Health Practitioner’s Team.

   d. **LOCAL OFFICIALS** - Contact local Canadian Food Inspection Agency (CFIA) and public health officials, follow recommendations of local public health, and manage site response. (See Appendix E.)

   e. **INFORM IMPACTED PERSONNEL** – While protecting the employee’s identity and health status, inform employees who are potentially impacted by the movements of the infected employee of their possible exposure to COVID-19 in the workplace. Keep in mind to attempt to minimize any anxiety in the messaging. Work with Corporate Communications and HR to prepare employee communication (e.g., situation and next steps). The confidentiality of the infected employee must be kept as required by applicable law. Employees exposed to a co-worker with confirmed COVID-19 must be directed to the local Public Health for guidance for how to conduct a risk assessment of their potential exposure. Care must be taken to protect the individual’s (with confirmed COVID-19) identity.

   f. **COVID-19 SEEK AND DESTROY** – Assemble the “COVID-19 Seek and Destroy Team” including Food Safety, Quality Assurance, HSSE, Sanitation, Maintenance, and Operations. The HSSE and FSQA leads must be involved for coaching or support during the investigation. The COVID-19 designate will provide the team with information about the location(s) where the infected employee had contact with an employee movement map. Based on the severity of the problem, the Director, Occupational Health and Safety and/or V.P., Safety, Security, Sanitation, and Environment could request external support to lead the “COVID-19 Seek and Destroy” investigation. The COVID-19 Seek and Destroy Team reviews the map for a clear understanding of exactly where the infected employee had contact. If positive case confirmation is obtained after business hours, the Seek and Destroy Team should be called into action and begin the inspection process. Determine contamination sources and take a team approach to decide on the quarantine protocol option to proceed with (e.g., production quarantine or mass quarantine). If it is possible to define a cohort of employees who spent significant time within 6 feet or 2 metres of the infected employee, that cohort could go into a “production quarantine”. The object is to build some fencing around those potentially exposed. The investigation along with the very important public health consultation would help determine the quarantine option. See Appendix G: Process Maps for quarantine protocol. To the extent possible:
• restrict access to potentially impacted area(s) until the impacted areas are properly assessed and appropriate deep cleaning and disinfection has been conducted.

• provide alternate entry and exit routes for employees in or near impacted areas to avoid potentially impacted areas or allow for alternate work locations until the areas are properly assessed and appropriate sanitization is conducted.

Note: Canadian Food Inspection Agency’s (CFIA) site visit should be viewed as an inspection/investigation to gain more facts and understanding of the situation. CFIA’s inspection is above and beyond the internal “Seek and Destroy” investigation.

6. PROPERLY DISINFECT – Ensure sanitation/janitorial crew properly disinfects impacted areas and common areas the employee may have visited. Refer to MLF’s “Sanitation and Disinfection During COVID-19” Standard.

7. QUARANTINE PROTOCOL – Refer to MLF’s quarantine protocol in Appendix C based on severity of incident.

8. MEDIA STATEMENT – Corporate Communications will prepare a media statement and provide guidance with media communication. Refer to “Maple Leaf Foods’ Media Protocol: What to do if you are contacted or approached by the media”.

9. CORPORATE HUMAN RESOURCES – Corporate Human Resources will advise the union of what has occurred and the steps that MLF are taking to address the situation.
VISITOR\(^3\)/CONTRACTOR/AGENCY WORKER TO MLF SITE TESTS POSITIVE FOR COVID-19

**Note:** Steps are to be completed with urgency and immediacy from “time zero” (notification of the positive COVID-19 case).

The MLF site must use the following guidance to manage response.

1. **EXPECT NOTICE** - If a visitor/contractor/agency worker tests positive for COVID-19, it is expected that the visitor/contractor/agency worker must notify MLF. That notice will likely be given to the visitor’s/contractor’s/agency worker’s point of contact. The visitor’s/contractor’s/agency worker’s contact information will be provided to MLF, who will contact them to follow up on test results, to provide immediate verbal notification to the Canadian Food Inspection Agency (CFIA) and Public Health, and to ensure an appropriate response at the site.

2. **FOLLOW HEALTH INSTRUCTIONS** - The site must consult with and follow local public health’s recommendations relating to the site’s response and request for their assistance in determining the risks to the other employees (including CFIA employees). (See Appendix E.) Any person confirmed to test positive for COVID-19 (symptomatic or asymptomatic) must comply with public health’s instructions. The visitor/contractor/agency worker will not be permitted to return to the site for at least 14 days and until deemed healthy (all clear).

3. **PROTECT PERSONNEL INFORMATION** - MLF managing personnel must not release personal information about visitor’s/contractor’s/agency worker’s identity or health status. (Note: Investigating team may include multiple managers/supervisors; all must comply with confidentiality and privacy obligations). Visitors/Contractors/Agency workers may voluntarily disclose their status (e.g., to colleagues). They must inform MLF as per the “EXPECT NOTICE” above. Anyone who has access to a visitor’s/contractor’s/agency worker’s medical information must ensure they comply with confidentiality and privacy obligations.

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\(^3\)A federal Inspector is not a visitor, but still must follow safety and FSQA requirements. All non-MLF employees (except a federal inspector, e.g., Canadian Food Inspection Agency, Food and Drug Administration, United States Department of Agriculture) will be considered visitors for the purposes of this guidance.
4. **GIVE NOTICE TO SITE COVID-19 DESIGNATE** - Based on MLF’s Emergency Response Plan and Procedures and the MLF Pandemic Plan, the point of contact who is given notice of the visitor’s/contractor’s/agency worker’s status must contact the site COVID-19 designate to provide visitor’s/contractor’s/agency worker’s name, location visited at site and contact information, including a phone number.

5. **RESPOND AT THE SITE** - The site COVID-19 designate must inform the site leader, the Regional Health, Safety, Security, and Sanitation (HSSE) Manager, Food Safety and Quality Director, and Corporate Human Resources (HR). Together they must comply with MLF Pandemic Plan and this guidance to coordinate response and assess the visitor’s/contractor’s/agency worker’s contact and movements at the site. Map their movement. Assess potential contact with any employees who have been designated high risk. Also, take necessary steps to mitigate spread of the illness, including:
   a. **INTERVIEW** - To address the visitor’s/contractor’s/agency worker’s contact and movements at the MLF site, the site COVID-19 designate must quickly coordinate telephone or electronic outreach to the visitor/contractor/agency worker, or if not possible, to the point of contact and or meeting attendees to collect information. The approved script for this interview is included in Appendix A.
   b. **HEALTH GUIDANCE** – Dispatch MLF’s medical consultant and Health Practitioner’s Team.
   c. **LOCAL OFFICIALS** - Contact local Canadian Food Inspection Agency (CFIA) and public health officials and follow the recommendations of the local public health unit.
   d. **COVID-19 SEEK AND DESTROY** – Assemble the “COVID-19 Seek and Destroy Team” including Food Safety, Quality Assurance, HSSE, Sanitation, Maintenance, and Operations. The HSSE and FSQA leads must be involved for coaching or support during the investigation. The COVID-19 designate will provide the team with information about the location(s) where the infected visitor/contractor/agency worker had contact with a movement map. Based on the severity of the problem, the Director, Occupational Health and Safety and/or V.P., Safety, Security, Sanitation, and Environment could request external support to lead the “COVID-19 Seek and Destroy” investigation. The COVID-19 Seek and Destroy Team reviews the map for a clear understanding of exactly where the infected visitor/contractor/agency worker had contact. If positive case confirmation is obtained after business hours, the Seek and Destroy Team should be called into action and begin the inspection process. Determine contamination sources and take a team approach to decide on the quarantine protocol option to proceed with (e.g., production quarantine or mass quarantine). If it is possible to define a cohort of employees who spent significant time within 6 feet or 2 metres of the infected visitor/contractor/agency worker, that cohort could go into a “production quarantine”. The object is to build some fencing around those potentially exposed. The investigation along with the very important public health consultation would help determine the quarantine option. See Appendix G: Process Maps for quarantine protocol. To the extent possible:
      • restrict access to potentially impacted area(s) until the impacted areas are properly assessed and appropriate deep cleaning and disinfection has been conducted.
      • provide alternate entry and exit routes for employees in or near impacted areas to avoid potentially impacted areas or allow for alternate work locations until the areas are properly assessed and appropriate sanitization is conducted.

**Note:** Canadian Food Inspection Agency’s (CFIA) site visit should be viewed as an inspection/investigation to gain more facts and understanding of the situation. CFIA’s inspection is above and beyond the internal “Seek and Destroy” investigation.
e. **INFORM IMPACTED PERSONNEL** – While protecting the visitor’s/contractor’s/agency worker’s identity and health status, inform employees who are potentially impacted by the movements of infected visitor/contractor/agency worker of their possible exposure to COVID-19 in the workplace. The confidentiality of the infected visitor/contractor/agency worker must be kept as required by applicable law. Employees exposed to a visitor/contractor/agency worker with confirmed COVID-19 must be directed to local Public Health for guidance for how to conduct a risk assessment.

f. **PROPERLY DISINFECT** – Ensure the sanitation/janitorial crew properly deep cleans and disinfects the impacted areas and common areas the affected visitor/contractor/agency worker may have visited. Refer to MLF’s “Sanitation and Disinfection During COVID-19” Standard.

g. **QUARANTINE PROTOCOL** – Refer to MLF’s quarantine protocol, [Appendix C](#) based on incident severity.

h. **MEDIA STATEMENT** – Corporate Communications will prepare a media statement and provide guidance with media communication. Refer to “Maple Leaf Foods’ Media Protocol: What to do if you are contacted or approached by the media”.

i. **CORPORATE HUMAN RESOURCES** – Corporate Human Resources will advise the union of what has occurred and the steps that MLF are taking to address the situation.
GOVERNMENT DECLARED OUTBREAK\textsuperscript{4} OF COVID-19
IN CANADA, UNITED STATES, OR NEAR A MLF SITE

The MLF site must use the following guidance to manage response.

1. **EXPECT NOTICE** - If the country, province, state, or a community issues a COVID-19 related public health declaration, guidance or restrictions, it is expected that employees will find out either from the Government of Canada, Public Health Agency of Canada, Centers for Disease Control and Prevention, provincial or state government, local public health unit, or local media. MLF will also communicate to team members of applicable direction as provided by the government.

2. **GIVE NOTICE TO LEADERS** - Based on MLF’s Incident Command structure and Pandemic Plan, the leader who is given notice of the community status must contact the site COVID-19 designate. The site designate would then follow in accordance to item #3, “Respond At The Site”.

3. **RESPOND AT THE SITE** - The site COVID-19 designate must inform the site leader and together they must comply with the MLF Pandemic Plan and this guidance to coordinate response and take necessary steps to mitigate spread of the illness, including:
   - **LOCAL OFFICIALS** – Verbally contact local Canadian Food Inspection Agency (CFIA) and local public health officials and follow the recommendations\textsuperscript{5} of the local public health unit.
   - **HEALTH GUIDANCE** – Dispatch MLF’s medical consultant and Health Practitioner’s Team. Assess potential contact with any employees who have been designated high risk.
   - **CONSIDER INCIDENT COMMAND** – In accordance to MLF’s and the site’s Emergency Response Plan and Procedures, consult with the Regional HSSE Manager to manage the site response. Site Incident command will work with MLF’s Health Practitioners’ Team in consultation with the medical consultant.
   - **AT THE NEXT START-UP OF OPERATIONS**
     - Remind sick individuals to stay home regardless of illness. The interactions with symptomatic individuals increase the risk level for contracting COVID-19 among those sick with other illnesses.
     - Continue practice of social distancing (i.e., six feet or two metres distance between individuals) to the extent practical.

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\textsuperscript{4} Government acknowledged local or regional community spread of COVID-19 or widely-acknowledged demonstration of efficient and sustained human-to-human transmission of the virus within a geographic area.

\textsuperscript{5} This may include legally enforceable directives issued under the authority of a relevant federal, provincial, state, or local entity that, when applied to a person or group, may place restrictions on the activities undertaken by that person or group, potentially including movement restrictions or a requirement for monitoring by a public health authority, for the purposes of protecting the public’s health. Federal, provincial, state, or local public health orders may be issued to enforce isolation, quarantine, or conditional release.
Instruct the use of audio and video teleconferencing capabilities, where possible.

Implement rigorous sanitation and disinfection procedures at all locations where groups of people congregate. Refer to MLF’s “Sanitation and Disinfection During COVID-19” Standard.

Follow MLF’s quarantine protocol chart in Appendix C based on the severity of the outbreak.

COVID-19 is transmissible on some surfaces. Sites must comply with MLF’s “Sanitation and Disinfection During COVID-19” Standard, FSQA procedures and use CDC recommended guidance. Each plant must add an additional preventive measure to treat the common touchpoints of welfare areas and pathways in plant non-production areas. This includes: treating common touchpoint areas as per the SOP on an hourly basis during regular business hours, developing a site checklist that identifies each surface and completing a daily record to document the execution of the task.

e. VISITOR/CONTRACTOR/AGENCY WORKER CONSIDERATIONS

- Refer to MLF’s latest visitor/contractor policy and procedures. In accordance to MLF’s visitor directive (March 12, 2020) there are to be no external visitors permitted at sites or offices, except for essential services required to run the business. Examples of essential services include pest control, laundry services, services for MLF policy/procedure and legislative compliance, temporary agency workers, etc. For essential services, limit visitors/contractors/agency workers to essential, time-sensitive visits only (e.g., equipment repairs, services that ensure compliance to MLF’s policies/procedures and legislation), as well as require all visitors/contractors/agency workers be overseen by a responsible MLF contact and limit access to essential areas required for the visitor/contractor/agency worker to be on-site.

- Prior to arrival at a MLF site, all visitors/contractors/agency workers will be screened based on health concerns or recent travel using MLF’s COVID-19 Screening Tool, available on the HSSE SharePoint site.

4. REQUEST CHANGES TO OPERATIONAL STATUS - Before any alteration of operational status (e.g., closure, limiting operations, etc.) at a MLF site, the site leader must consult with MLF’s Crisis Team and VP, Manufacturing.

5. MEDIA STATEMENT – Corporate Communications will prepare a media statement and provide guidance with media communication. Refer to “Maple Leaf Foods’ Media Protocol: What to do if you are contacted or approached by the media”.

6. CORPORATE HUMAN RESOURCES – Corporate Human Resources will advise the union of what has occurred and the steps that MLF are taking to address the situation.
APPENDIX A

INTERVIEW OF MLF EMPLOYEE OR VISITOR/CONTRACTOR/AGENCY WORKER
WHO TESTS POSITIVE FOR COVID-19

The designated interviewer (i.e., site COVID-19 designate) must directly contact the interviewee preferably by phone and ask the following questions:

1. Have you notified your supervisor (and/or site HSSE leader) of your illness?
2. What approximate date did you start feeling ill?
3. Have you been tested for COVID-19?
   a. If so, are the results available?
   b. If the results are not available, when are the results expected to be available? (This would facilitate the required follow-up.)
   c. If the results are available, what were the results?
   d. What date did you test positive or were diagnosed with coronavirus?
4. Have you contacted or have you been contacted by your local public health unit for instructions on quarantine or testing for coronavirus?
5. Have you been advised by medical officials to isolate? If so, starting when and for how long?
6. Have you been in contact (within 6 feet or 2 metres) with someone possibly with the coronavirus or in a region where the virus is located? In countries with high caseloads, where have you travelled? (The virus has now been located across Canada. In regions within the workplace, this would be part of the local public health investigation.)
7. Where is your workstation (or multiple locations if rotating jobs) located or where was your meeting or visit?
8. Besides your workstation, is there any other location at MLF where you spent more than 10 minutes? (e.g., cafeteria)
9. What personal protective equipment (e.g., face masks, N95 respirators) do you wear and where is it worn (e.g., production areas)?
10. Who, if anyone, did you have close contact with (within 6’ or 2m) at work or at this site?
11. How do you arrive to work or to this site (drive, transit/metro, bus, other)?
12. Which door do you use when entering and departing your work area? Map employee movement.
13. Which washrooms do you typically use in your building or which washrooms did you use in this building while you were on site (if any)?
14. Who is your point of contact outside of the plant in event of emergency?
15. Is there anything else we should be made aware of?

All information must be recorded and stored in a secure system to protect the interviewee’s privacy.
APPENDIX B

Government Declared Outbreak\(^6\) of COVID-19 in Canada or Near a MLF Site

VISITOR/CONTRACTOR/AGENCY WORKER SCREENING AT AN OPERATING MLF SITE

All non-MLF employees (except a federal inspector, e.g., Canadian Food Inspection Agency, Food and Drug Administration, United States Department of Agriculture) will be considered visitors for the purposes of this guidance. All visitors/contractors/agency workers seeking entry to MLF site must comply with the following security screening guidance.

Refer to MLF’s latest visitor/contractor policy/procedure. In accordance to MLF’s visitor directive on March 12, 2020, there are to be no external visitors are permitted at our sites or offices, except for essential services required to run the business. For essential services, limit visitors to essential, time-sensitive visits only (e.g., agency workers, equipment repairs, services that ensure compliance to MLF’s policies/procedures and legislation), as well as require all visitors/contractors/agency workers to be monitored/overseen by a responsible MLF contact and limit visitor/contractor/agency worker access to essential areas required for the visitor/contractor/agency worker to be on-site.

1. **RECONSIDER VISITORS** - Employees must reconsider in-person meetings and avoid bringing visitors to MLF sites, including postponing in-person meetings or using virtual meeting capabilities such as teleconferencing, video, and webinars to the greatest extent possible.

2. **MLF CONTACT** - All visitors/contractors/agency workers must be overseen by a responsible MLF contact and limit visitor/contractor/agency worker access to essential areas required for the visitor/contractor to be on-site.

3. **VISITORS/CONTRACTORS/AGENCY WORKERS** – Visitors/Contractors/Agency workers must complete MLF’s COVID-19 Screening Tool. If they are allowed to visit following the screening and their visit is deemed to be essential to run the business, the visitors/contractors/agency workers must provide: 1) name; 2) MLF point of contact; and 3) estimated arrival or appointment time for all visitors/contractors/agency workers at least 24 hours in advance of the visit, except for emergency repairs. Site Leader must approve any exception. Only visitors/contractors/agency workers confirmed as scheduled under this process will be allowed to enter the site.

   a. **Have you, someone living in your household, someone with you have been in close or frequent contact with, or someone you are caring for been diagnosed with COVID-19 (coronavirus 2019) or had any contact with a confirmed case of COVID-19?**

   b. **In the last 14 days, have you or someone living in your household, or someone with you have been in close or frequent contact with, or someone you are caring for returned from international travel? Please refer to MLF’s latest travel policy. (International travel directive became into effect on March 14, 2020.)**

   c. **Do you currently have, or have you had, within the last 72 hours, any cold or flu symptoms with a fever greater than 38.0°C or 100.4°F or acute respiratory distress (e.g., shortness of breath and coughing)? (The [CDC](https://www.cdc.gov) is indicating that one of the indicators that COVID-19 has resolved is absence of fever without the use of medication for a 72-hour period.)**

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\(^6\) Demonstration of efficient and sustained human-to-human transmission of the virus or a government acknowledged local or regional community spread of COVID-19.
## APPENDIX C: MLF COVID-19 Quarantine Protocol Scenarios

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Action Required</th>
<th>Notifications Required</th>
</tr>
</thead>
</table>
| One case confirmed                           | • Apply MLF’s “10-Step Process” (see Appendix D) and ensure the positive employee is quarantined.  
  • Site designate quickly coordinates a telephone or electronic outreach to the employee to collect work-related information. See Appendix A.  
  • Site designate interviews the employees with whom the positive case may have had contact (e.g., who they all encountered that meets the contact criteria of less than 6 feet or 2 metres for more than 10 minutes).  
  • If there is a possible transmission, then affected employees go on the 14-day quarantine from day of contact.  
  • Follow direction from the local Public Health unit on how to inform the employees at the site.  
  • Corporate Communications will prepare a media statement and provide guidance on employee communication (e.g., situation and next steps).  
  • Human Resources (HR) or site COVID-19 designate informs employees there was a positive at the site (with no names mentioned due to confidentiality), and appropriate measures have been taken with deep cleaning and disinfection, distancing, history tracking, etc.  
  • Site designate notifies the site leadership team (SLT) and Regional Health, Safety, Security, and Environment (HSSE) Manager when the case has been confirmed.  
  • Site designate provides an immediate verbal notification to the Canadian Food Inspection Agency (CFIA) and the local Public Health unit for direction of what to do at the workplace.  
  • Site designate/HSSE designate calls the VP of Manufacturing when the case has been confirmed.  
  • Site designate notifies the site leadership team (SLT) and Regional Health, Safety, Security, and Environment (HSSE) Manager when the case has been confirmed.  
  • Corporate Communications prepare a media statement and provides guidance on employee communication (e.g., situation and next steps).  
  • HR to inform the union of what has transpired and next steps. (HR to have Q&A ready to deal with staff anxiety over a concern from a positive in their site. Respecting and dealing with employees who want to stay at home due to personal concerns (e.g., health concerns if they may be high risk due to underlying health issues or in contact with susceptible individuals, such as young children or elders)).  
  • See Appendix G: Process Maps for quarantine protocol.  
  • Deep clean and disinfect the area where employee worked. | • COVID-19 positive employee calls the site designate/HSSE designate. If an employee is at home and is known to be pending test results (as per the site tracker tool), the site must call the employee to follow up on the test result.  
  • Site designate notifies the site leadership team (SLT) and Regional Health, Safety, Security, and Environment (HSSE) Manager when the case has been confirmed.  
  • Site designate provides an immediate verbal notification to the Canadian Food Inspection Agency (CFIA) and the local Public Health unit for direction of what to do at the workplace.  
  • Site designate/HSSE designate calls the VP of Manufacturing when the case has been confirmed.  
  • Site designate notifies the site leadership team (SLT) and Regional Health, Safety, Security, and Environment (HSSE) Manager when the case has been confirmed.  
  • Corporate Communications prepare a media statement and provides guidance on employee communication (e.g., situation and next steps).  
  • HR to inform the union of what has transpired and next steps. (HR to have Q&A ready to deal with staff anxiety over a concern from a positive in their site. Respecting and dealing with employees who want to stay at home due to personal concerns (e.g., health concerns if they may be high risk due to underlying health issues or in contact with susceptible individuals, such as young children or elders)).  
  • See Appendix G: Process Maps for quarantine protocol.  
  • Deep clean and disinfect the area where employee worked. |
| More than one COVID-19 case confirmed         | • Follow actions for “One case confirmed”.  
  • Depending on the extent of the exposure, potentially shut down production lines/rooms/departments.  
  • Need to telephone the local Public Health unit to rule out workplace transmission.  
  • Refer to site’s business continuity plan.  
  • See Appendix G: Process Maps for the quarantine protocol. | • Follow notifications required for “One case confirmed” to determine if other employees are exposed and implement daily monitoring.  
  • If there is a likelihood of or possible workplace transmission of COVID-19, then Workers’ Compensation Board report/OSHA record/report is to be submitted. (Gather as much information to help determine whether it is workplace transmission.) |
## Scenario 1: Plant/Site Shutdown

- Apply MLF’s COVID-19 “10-Step Process” ([Appendix D](#)).
- Refer to site’s and MLF’s business continuity plan.
- See [Appendix G](#): Process Maps for quarantine protocol.
- Deep clean and disinfect the area where the employee worked.
- HR to inform the union and work through the plant closure process outlined in the collective agreement.
- Corporate Communications will prepare a media statement and provide guidance on employee communication (e.g., situation and next steps).

### Notifications Required

- Follow notifications required for “More than one COVID-19 case confirmed”.
- EMC functions will notify applicable external parties (e.g., Canadian Food Inspection Agency, Food and Drug Administration, United States Department of Agriculture).

## Scenario 2: Multiple Plant/Site Shutdowns

- Apply MLF’s COVID-19 “10-Step Process”.
- Refer to site’s and MLF’s business continuity plan.
- See [Appendix G](#): Process Maps for the quarantine protocol.
- Deep clean and disinfect the area where the employee worked.
- HR to inform the union and work through the plant closure process outlined in the collective agreement.
- Corporate Communications will prepare a media statement and provide guidance on employee communication (e.g., situation and next steps).

### Notifications Required

- Follow notifications required for “Plant/Site shutdown”.
- EMC functions will notify applicable external parties (e.g., Canadian Food Inspection Agency, Food and Drug Administration, United States Department of Agriculture).
# 10-Step Process

1. **In the case of a positive COVID-19 confirmation, notify the plant SLL.** Site designates (Plant Manager, HSSE, ESG, HR) immediately contact VP Operations, Regional HSSE, ESG Director and Corporate HR. Provide immediate verbal notification to Canadian Food Inspection Agency and Public Health immediately. Send employee home.

2. **Deploy MLF playbook, launch EMC notification, and use that as vehicle to let other senior stakeholders know.** Health Practitioners’ Team and medical consultant are assembled.

3. **Site COVID-19 Team lead at the site determines on the phone whether the employee contracted from travel or an unknown community origin (as they are at home).**

4. **Site COVID-19 Team lead determines the date the employee fell ill.** Consider this as day 0.

5. **Interview Stage:** Site COVID-19 Team lead conducts the interviews (e.g., map employee movement).

6. **Activate the site Emergency Response (Seek and Destroy) Team to determine the quarantine option to follow:** production quarantine or mass quarantine.

7. **Commence a deep clean of all auxiliary areas, cafeteria, washrooms, welfare area, etc.** No extra cleaning will be required on the production lines other than regular sanitation and normal PPE.

8. **Home quarantine would be reserved for staff determined to be high risk as per consultation with Public Health.**

9. **Establish communication protocol to plant personnel and organization.**

10. **Implement a screening mechanism as indicated and or re-admission guidelines.**
APPENDIX E: Public Health Units

Please refer to the site’s local public health unit for questions and follow-up on any positive confirmed cases of COVID-19. Here are some links to public health units:

- Alberta Health Services
- Saskatchewan Public Health Offices
- Manitoba Public Health Offices
- Ontario Public Health Units
- Quebec’s Info-Santé 211
- Seattle & King County Public Health
- Illinois Department of Public Health
- Massachusetts Department of Public Health
### APPENDIX F: Preparation Tips Checklist

<table>
<thead>
<tr>
<th>Checklist Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare several schematics of the site and include as part of a preparedness</td>
</tr>
<tr>
<td>package to map out path of positive case employee or visitor/contractor</td>
</tr>
<tr>
<td>movements.</td>
</tr>
<tr>
<td>Provide written direction and recommended tools for shutting down a production</td>
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<tr>
<td>line/room/department. Tools to have available: caution tape, warning signs,</td>
</tr>
<tr>
<td>employee instruction signs, etc.</td>
</tr>
<tr>
<td>Develop communication guidelines for impacted employees. (Support by Corporate</td>
</tr>
<tr>
<td>Communications.)</td>
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<tr>
<td>Develop sanitation employee work schedule to be contained in one area to</td>
</tr>
<tr>
<td>prevent social or environmental spread of contamination. Suggestion: colour-</td>
</tr>
<tr>
<td>coded identification (badges, bump caps for specific conveyor lines/rooms/</td>
</tr>
<tr>
<td>department.</td>
</tr>
<tr>
<td>For plants, if feasible, have up-to-date and “living” site list of who is</td>
</tr>
<tr>
<td>authorized to be in each room/area. Designated plant person to account for</td>
</tr>
<tr>
<td>and monitor who is in each room/area.</td>
</tr>
<tr>
<td>Assign authority of the designated plant person to remove unauthorized</td>
</tr>
<tr>
<td>personnel from restricted rooms/areas.</td>
</tr>
</tbody>
</table>
APPENDIX G: Process Maps To Provide Direction In Positive Case of COVID-19 At MLF

Scenario: One Employee at Maple Leaf Site Tests Positive for COVID-19

NOTIFICATION

- Employee at MLF tests positive for COVID-19
- MLF receives notification from local public health or employees.
- Site HSE informs Site Leader, HR Manager & Regional HSE, Site Leader informs V2 & V3 distributes.
- MLF Management must comply with confidentiality and privacy obligations.
- MLF's Health Practitioners, Team and Medical Consultant are assembled.

ACTION

- Meet labour obligations (CBA responsibilities).
- Site and employees follow Public Health unit's direction of what to do at the workplace.
- Employees and those who had direct contact will be informed to contact Public Health and remain in self-isolation for 14 days.
- Interview employees with whom positive case may have had contact to collect information.
- Review employee's plan for workplace sanitation.

SEEK

- Seek and Destroy Teams/Quarantine: Contingency on investigation and returned results to determine the quarantine option:
  1. Production quarantine
  2. Mass quarantine

DESTROY

- Audit the deep clean/disinfection process.
- Restrict traffic of people and equipment.
- Implement enhanced GMP monitoring during quarantine production to ensure the affected line is isolated from other production processes.

MITIGATION

- Deep clean and disinfect all areas where employees worked to mitigate contamination.
- Mitigate production risk by modifying production schedule.
Scenario: More Than One Employee at MLF Site Tests Positive for COVID-19

NOTIFICATION

More Than One Employee at MLF Site Tests Positive for COVID-19

MLF receives notification from local public health or employees.

Site HSSE informs Site Leader and Manager, Regional HSSE Site Leader informs PS & EHS Inform Corp. HSE.

MLF Management must comply with confidentiality and privacy obligations.

VERBALLY contact CMA and local Public Health. Follow recommendations and rules out workplace transmission.

Provide employee name, location, contact info including phone.

If possible, workplace transmission, report to WCIB/CSWIB.

MLF's Health Practitioner's Team and Medical Consultant are assembled.

ACTION

Meet labour obligations (CBA responsibilities).

Interview employees with whom positive cases may have had contact to collect information.

Site and employees follow Public Health unit's direction on what to do at the workplace.

Trace employees' steps (map out potential contamination).

Employee and those who had close contact will be informed to contact Public Health and remain in self-isolation for 14 days.

Seek and Destroy Team/Committee's Contingent on Investigation and Interview results, to determine the quarantine option:

1. Production quarantine
2. Mass quarantine

MITIGATION

Audit the deep clean/disinfection process.

Deep clean and disinfect all areas where employees worked to mitigate contamination.

Restrict traffic of people and equipment.

Mitigate product risk by modifying production schedules.

Implement advanced QMS monitoring during quarantine production to ensure the affected line is isolated from other production processes.
Scenario: MLF Plant/Site Shutdown Due To Positive for COVID-19

NOTIFICATION
- Employee at MLF tests positive for COVID-19.
- MLF receives confirmation from local public health or employer.
- Site HSE informs Site Leader, HS Manager & Regional HSE, Site Leader informs site contacts, HR.
- HR manages must comply with confidentiality and privacy obligations.
- Identify employee name, location, contact info including phones.
- If possible, provide workplace transmission report to MDU/OHSA.
- MLF’s Health Practitioners, Nurses and Medical Consultant are consulted.

ACTION
- Follow “10 Step Process” and start business continuity plans to mitigate spread of illness.
- Meet labour obligations (CBA responsibilities).
- Interview employees with whom positive cases may have had contact to collect information.
- Site and employees follow Public Health unit’s direction on what to do at the workplace.
- Retrace employees’ steps (map out potential contamination).
- Employees and those who had close contact will be informed to contact Public Health and remain in self-isolation for 14 days.
- Seek and Decontaminate/Disinfect/Contingent on investigation and test results: to determine the quarantine options.
- 1. Production quarantine.

MITIGATION
- Audit the deep clean/disinfection process.
- Deep clean and disinfect all areas where employees worked to mitigate contamination.
- Implement enhanced GMP monitoring during quarantine production to ensure the affected line is isolated from other production processes.

DESTROY
APPENDIX H: Canadian Food Inspection Agency’s 6-Step Procedure


Revision Date: April 7, 2020

Operators are to include the following procedures in their COVID-19 response plans.

1. The operator shall notify the CFIA immediately upon receipt of information of:
   - a public health authority request for COVID-19 testing of a plant employee
   - a COVID-19 positive employee

2. Information provided should include all pertinent details such as:
   - The date of confirmed diagnosis (if applicable)
   - The date of onset of symptoms and if the employee was at the establishment
   - The locations at the establishment where the employee delivered their functions, were likely present (lunch room, etc.) or travelled through (specific corridors, stairways, etc.)
   - Any other information relevant to identifying individuals who may have had contact with the positive employee.

3. When receiving information of a COVID-19 positive employee or employee being tested as a suspect case, the operator will:
   - notify local public health authorities
   - request local public health authorities’ assistance in determining the risks to other employees and to CFIA employees who also work at their establishment.

   The operator will determine, as outlined in their response plan, if the duties of the employee(s) may have resulted in close contact, as defined by PHAC, with CFIA employees. The operator will notify the CFIA of their determination.

   If the local public health authority is not able to provide assistance in the determination of risks to other employees, the operator shall seek the support of appropriate expertise (for example, Occupational Health and Safety professionals or Provincial/Industry working groups) to develop and implement the appropriate remediation plans, including ensuring appropriate action to be taken with individuals potentially exposed to the COVID-19 positive employee.

4. CFIA will ask the operator to provide information and documents to support an appropriate assessment of the risk to CFIA employees. While CFIA will consider the protocols/procedures in place by individual establishments, plus the particularities of the positive plant employee (where on the line, what kind of work, common areas with our employees, time spent with our employee, etc.) and ideally the advice from local public health, in the interim, if CFIA can't get this advice quickly, the Agency will need to consider the other information to the best of its abilities and weigh
the potential risk to our workforce with the impact on establishment operations/animal welfare.

5. Where local public health authorities have determined that a site investigation is required or the operator and CFIA agree that such a site investigation is necessary, the operator will request the participation of CFIA in the investigation. The purpose will be to appropriately determine the health impacts to CFIA staff. The CFIA will identify a team which may include experienced slaughter/meat processing staff, Health and Safety Committee or Representative member, and if necessary, to provide technical advice the Area OSH Coordinator/Advisor as well as appropriate CFIA management.

6. Slaughter operators are reminded to consult with suppliers and CFIA regarding receipt of live animals should production be affected.

Outcomes:
- In collaboration with CFIA management and using information already collected, local public health authorities will make decisions regarding exposure to plant and CFIA employees, their need for self-quarantine and/or referral to health services for testing.
- Based on the information gathered above, some CFIA employees may be deemed to have had negligible risk and can be cleared for further work.
- An assessment of the operator's plans for additional mitigation measures for COVID-19 will be jointly evaluated. Results from the CFIA review of written information from the company will be used by both CFIA and local public health authorities in the determination of appropriate steps to ensure the safety of all workers.
## MLF COVID-19 Risk Assessment

### Purpose:

### Section A: Issue Description

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<td>Locations impacted</td>
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### Section B: Investigative Findings

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### Section C: Risk Assessment, Investigation Summary

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<tr>
<th>Risk Assessment</th>
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<tr>
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<td>Final Recommendation</td>
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APPENDIX J: Risk Assessment Standard Approach

**Approach/Steps**

1. **Identify COVID-19 Risk Assessment (C-19 RA) Facilitator**
   - Assign (FSGA Director or designate)
2. **Assemble Team**
   - Plant Manager, local RSE, HSE, HSEQ Manager, Regulatory FSGA, DL, additional FSGA
   - Other functions (corpo. HSEQ, sanitation, HR, etc.)
3. **Communicate to assembled team: Purpose, Approach, RASCI, Agenda**
4. **Begin Investigation**
   - Follow Pandemic Plan (10 steps), medical assessment, interviews, plant walk-through
   - Populate C-19 RA: known people and business contacts
5. **Finalize C-19 RA**
6. **Present Recommendation to decision makers and finalize decisions**
7. **Communicate and Execute actions**

**Purpose**

1. **Assessment:** Identify COVID-19 spread within site, given one or more positives for MRL employees, C-19 or household contacts using a formalized COVID-19 Risk Assessment (based off the Food Safety Risk assessment model).
2. **Enable Decision Making:** Use COVID-19 Risk Assessment as a formal, fact-based document.
3. **Communicate to internal/external stakeholders**

**RASCI**

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<td>C-19 RA</td>
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**Typical Day 1 Agenda (customize for situation)**

(Note: First notification is Day 1)

1. **Determine C-19 RA facilitator:** <enter name>
2. **Assemble team**
3. **Communicate to assembled team (kick-off meeting)**
   - Purpose
   - Approach
   - RASCI
   - Agenda
4. **Start Investigation**
   - Follow 10 steps in Pandemic Plan, assess people and business risk
   - Draft C-19 RA (start having additional FSGA director review and edit)

**Typical Day 2-3 Agenda (customize for situation)**

(Note: First notification is Day 1)

- Setup daily work sessions until the following are complete:
- 1. Finalize C-19 RA (assessment of risk and recommendation)
- 2. Present recommendation decision makers
- 3. Finalize decision
- 4. Communicate and execute actions
## Virtual Walk-Through, Low/Med/High

Risk Coding: based on how Covid is transferred.
- **Low**: no contact with another person. (N) other physical distance measure, employees, emergency, (N) shelter and frequent disinfection.
- **Medium**: standing at least 6 feet apart, but not face to face, regular cleaning and disinfecting.
- **High**: face to face contact within 2 meters of other persons for more than 15 minutes and/or direct contact with virus.

<table>
<thead>
<tr>
<th>Risk Coding</th>
<th>CFIA</th>
<th>Hourly employees at entrance to plant</th>
<th>Hourly employees in a common area</th>
<th>Hourly employees at entrance to floor</th>
<th>Plant employees on production floor</th>
<th>Salary employees on production floor</th>
<th>Salary employees in office</th>
<th>Cross Between shifts</th>
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**Note:** Hourly and salary employees include temporary forklift operators, contractors, and anyone else working in the facility.
COVID-19 PANDEMIC PLAN

PROTECTING OUR BUSINESS

2. Protecting Our Business:

Maple Leaf Pandemic Program Model

- Business Continuity Plans
  - Standardize elements of business continuity in a “framework”.
  - Plant-by-plant recovery plans

Pandemic Plan:
- Maple Leaf Foods’ Pandemic Program Model includes:
  - Operations’ Business Continuity Plans (Proactive)
    - Standardize elements of business continuity in a “framework”.
    - Business’ and plants’ response and recovery plans
    - Business areas’ dashboard, including health initiatives
    - Business mitigation risk assessments
    - Operations have daily COVID-19 touchpoint conference calls with all plants
    - Manufacturing Community SharePoint Site with the standardized templates for reporting on COVID-19 site contingency planning by plant and by business unit/area
  - MLF’s Playbook (Response)
  - MLF’s Emergency Management Council (EMC)
    - Emergency Management Council’s sub-groups have also been assembled.
    - Ensuring impacted functions are involved with the response
  - MLF’s Senior Leadership Team,
    - Daily COVID-19 touchpoint conference calls with all Operations
  - Government Agencies
    - Partner with government agencies
    - Reference resources and guidance from Public Health, Centers for Disease Control and Prevention, World Health Organization
COVID-19 PANDEMIC PLAN

MLF’s Emergency Management Council (EMC):

- Maple Leaf Foods’ cross-functional teams have been assembled to:
  - Assess the overall risk to the business (internal and external);
  - Prepare functional recovery plans (example below);
  - Create a decision-making matrix;
  - Practice tabletop exercise(s).
- See example below of a functional group’s completed activity sheet.

Example of a functional group’s completed activity sheet:

**Phase 1 Scenario:**
A team member showed up to work ill two days ago and left early yesterday to go to the hospital. We do not yet know if the team member has COVID-19.

1. In the afternoon, you quickly learn that rumors of an ill team member have spread and that some managers/supervisors have let their team members go home early. Others have not signed off on leave but are nonetheless experiencing rising rates of absenteeism.
2. A team member who had occasional contact with the infected team member has informed the safety designate that she is not feeling well and is heading to the hospital to get tested. Several managers/supervisors also report that their team members have called in sick.
3. A couple of days later, the local Public Health Department has confirmed that the team member has tested positive for COVID-19. Others have not signed off on leave but are nonetheless experiencing rising rates of absenteeism. Family members are also calling into MLF with inquiries. Media is now also reporting on MLF’s case. The Senior HSSE Team is working with Operations and has assembled the Health Practitioners’ Team and Dr. Major to decide on the isolation and to determine the next steps.

**Risk Step** | **Risk Factor** | **Description of Risk** | **Mitigation Controls** | **Responsible Person(s)** | **Timing** | **Status**
--- | --- | --- | --- | --- | --- | ---
1 | Outbreak | Sickness of MLF team member with a possible spread of the disease | Support the site to ensure all site controls are in place. Site ensures the team member goes on 14-day self-quarantine (due to possible exposure) as per the Communicable Diseases SOP. | Regional HSSE Manager | Immediate
2 | Miscommunication of Outbreak | Possible misinformation or inaccurate reporting of the possible case | Establish communication with the site HSSE designate to monitor the story taken at the site (e.g., reporting, surveillance, communication, training). | Regional HSSE Manager | Immediate
3 | External Miscommunication | Possible non-compliance with required external reporting | Oversee external reporting (e.g., Workers’ Compensation claims, Public Health as applicable). | Regional HSSE Manager | Immediate
4 | Inappropriate Screening | Possible inaccurate or missed screening | Validate the site’s current screening process. | Regional HSSE Manager | Immediate
5 | Spread of Disease Prevention | Lack of knowledge on disease prevention that could cause further spread | Consult with Health Practitioners’ Team and/or Dr. Major (as required). | Regional HSSE Manager | Immediate
6 | Miscommunication | Possible media risk, miscommunication (internal and external) | When the team member had tested positive for COVID-19 (reject #5 scenario), Senior HSSE Team prepares an update for EMC, SME, and MLT. | Regional HSSE Manager | Immediate

**Legend:**
- Not Started
- On Track
- Behind
- Significant Impact
- Completed

Internal Audits

- Maple Leaf Foods’ Internal Audit team has assembled to conduct virtual audits of all MLF sites to ensure compliance to COVID-19 program initiatives.
  - The audit purpose is to ensure systems of controls around COVID-19 response are designed and operating effectively to protect our employees and minimize disruption on the business.
  - Audit approach: Developed audit criteria and conducted interviews (along with health and safety) with site COVID-19 teams and leadership. Rapid process to identify immediate gaps/exposure points
  - Scope: MLF’s 34 sites (plants, hatcheries, barns, distribution centres, offices)

**COVID 19 – Rapid Site Audits**

Phase 1: March 30, 2020 to April 1, 2020
Phase 2: Week of April 6, 2020
COVID-19 PANDEMIC PLAN

PROTECTING OUR COMMUNITY

3. Protecting Our Community

Travel Bans
• Travel Policy

Community Outreach
• Industry Partners
• North American Meat Institute
• Canadian Manufacturers & Exporters

Work With Industry
• Work With Industry
• Federal and Provincial Levels

Maple Leaf Foods’ Company Policy
• On March 12, 2020, Maple Leaf Foods implemented a ban on business travel.

Community Outreach and Work With Industry
• Maple Leaf Foods’ Senior Leaders have partnered with industry partners (North American Meat Institute, Canadian Manufacturers & Exporters, etc.) in an effort to help our community by sharing our pandemic plan.
• Maple Leaf Foods’ Senior Leaders are also collaborating with federal agencies (Public Health Agency of Canada, Canadian Food Inspection Agency). In addition, Maple Leaf Foods’ site designates are communicating with provincial and local public health agencies and Canadian Food Inspection Agency Inspections to share our pandemic plan.
• Maple Leaf Foods’ Senior Leaders are also sharing best practices with other businesses in our communities to improve community response efforts.

Reference:
# COVID-19 Pandemic Plan

## Amendments and Review Record

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date (dd-mmm-yy)</th>
<th>Section / Paragraph Changed</th>
<th>Amendment Description</th>
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<tr>
<td>1.0</td>
<td>02-Apr-20</td>
<td>All</td>
<td>• Creation of Pandemic Plan</td>
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<td>• Page 11: COVID-19 Return To Work section added</td>
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<td>• Page 16: 1. EXPECT NOTICE - ...Immediate <strong>verbal</strong> notification must be provided to the Canadian Food Inspection Agency (CFIA) <strong>upon receipt of a public health authority request for COVID-19 testing of a plant employee</strong> and a COVID-19 positive employee...An approved letter may be later sent to CFIA that includes details from the investigation (e.g., risk assessment). The letter must be approved by senior leaders (e.g., Government Affairs, Operations, FSQA leads).</td>
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<td>• Page 19: 1. EXPECT NOTICE - ...The visitor’s/contractor’s/ agency worker’s contact information will be provided to MLF, who will contact them to follow up on test results, to provide immediate <strong>verbal</strong> notification to the Canadian Food Inspection Agency (CFIA) and Public Health, and to ensure an appropriate response at the site.</td>
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<td>See Amendment Description</td>
<td>• Page 22: <strong>LOCAL OFFICIALS</strong> – <strong>Verbally</strong> contact local Canadian Food Inspection Agency (CFIA) and local public health officials and follow the recommendations of the local public health unit.</td>
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<td>• Page 26: Site designate provides an immediate <strong>verbal</strong> notification to the Canadian Food Inspection Agency (CFIA) and the local Public Health unit for direction of what to do at the workplace.</td>
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<td>• Page 28: <strong>APPENDIX D</strong>: 10-Step Process —...Provide immediate <strong>verbal</strong> notification to Canadian Food Inspection Agency and Public Health immediately.</td>
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<td>• Pages 34-35: <strong>APPENDIX H</strong>: Canadian Food Inspection Agency’s 8-Step Procedure – #1, #3, #5, #6, and outcome bullet #3.</td>
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<td>• Page 7: Maple Leaf Foods employees are also screened if they have experienced any COVID-19 compatible symptoms with unknown cause within the past week. (Reference: [Centers for Disease Control and Prevention’s “Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings (Interim Guidance)]](<a href="https://www.cdc.gov/coronavirus/2019-ncov/healthcare-guidance/isolation.html">https://www.cdc.gov/coronavirus/2019-ncov/healthcare-guidance/isolation.html</a>))</td>
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<td>• Page 8: If anybody screened with the tool indicate “yes” for any flu-like symptoms (i.e., fever, cough, shortness of breath, difficulty breathing, chills, <strong>runny nose</strong>, sore throat, weakness, headache), they are not permitted to enter any Maple Leaf Foods facility.</td>
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- Page 8: Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions (based on the Centers for Disease Control and Prevention’s “Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings (Interim Guidance)”:  
  - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and  
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath); and,  
  - At least 7 days have passed since symptoms first appeared.  

- Page 11: Deleted “household member returning from international travel (interprovincial travel for Manitoba workers with exceptions (e.g., commercial transportation of goods and services)”. Deleted “having possible contact with COVID-19”. Added “Every day, the site COVID-19 designate must call the worker who has been tested for COVID-19 to follow up on the test result.  

- Page 12: Site COVID-19 designate provides immediate verbal notification to Canadian Food Inspection Agency (CFIA) and the local Public Health unit for direction of what to do at the workplace.  
  - Verbal notification to CFIA is provided without any details for COVID-19 testing of a plant employee. If CFIA wants details, then verbally provide:  
    - last date at the establishment - XX, 2020  
    - date COVID sample submitted – YY, 2020\  
  - In the case of a confirmed positive COVID-19 worker confirmation to CFIA, prepare the following information for a risk assessment:  
    - Worker 1 (name to be provided verbally to CFIA only if the worker consents):  
      - date of onset of symptoms  
      - date of confirmed diagnosis  
      - where the worker works  
      - Normal working hours (e.g., 3:30 p.m. – 12 midnight)  
      - Hourly worker’s position  
        - Where does the worker enter the plant, locker room location, specific spot in worker lunch room, where the worker enters which offices (main, supervisor, health unit), where the worker enters which hallways and rooms (inedible room, compactor, coolers, shipping dock)  

- Page 13-14: Process steps and decision trees for “Continuance of Plant Operation Model for COVID-19” and “Essential Workers and Non-Test-Based Strategy For Return to Work”.  

## COVID-19 PANDEMIC PLAN

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| 3.0       | 18-Apr-20                   | See Amendment Description   | • Pages 33-35: APPENDIX G: Process Maps To Provide Direction In Positive Case of COVID-19 At MLF  
• Page 36: APPENDIX H: Canadian Food Inspection Agency’s 6-Step Procedure  
• Page 38: APPENDIX I: COVID-19 Risk Assessment Template  
• Page 39: APPENDIX J: Risk Assessment Standard Approach  
• Page 40: APPENDIX K: Virtual Walk-Through (Investigation) |