



Stuyvers Covid-19 Response

Effective as of March 14, 2020

Revised: June 12, 2020

The recent impact of the COVID-19 (Coronavirus) on our society has brought great concern for the health and well being of everyone. Premium Brands Bakery Group, DBA Stuyvers is committed to taking every reasonable precaution to protect the health, safety and wellness of its employees. This also includes any visitors, contractors, anyone coming into our facility from the outside. While we have resumed our normal business hours, we have taken multiple steps to plan our production and working hours accordingly to help decrease the internal risk to our employees.

We will be following all recommendations from Health Canada regarding controlling any spread of illness and appreciate everyone's cooperation as we work through these difficult times together.

Our requirements:

- No travel outside of Canada as directed from Health Canada.
- Anyone who has left the country and returns to Canada as of March 14, MUST self-quarantine at home for 14 days, or longer if advised by your healthcare professional.
- If anyone is sick, or feels sick at work, they must stay home, or return home if at the workplace, and follow all recommendations from your healthcare professional, and/or Health Canada. This reduces the risk of spreading any illness to others.
- Since respiratory viruses are spread through contact, avoid handshakes, hugs, sharing items, and any close personal contact with colleagues.
- We are not allowing any visitors unless it is mandatory. Online meetings/phone calls/emails are being utilized when required.
- Keeping any health-related information regarding employees private. If the health of a fellow employee is of concern, employees are directed to speak to their Supervisor immediately.
- Any individuals who enter the facility go through a Covid symptoms and temperature checking process. Should any individual's temperature be over 37.5 degrees Celsius, after a re-test confirmation process, a temperature remaining over 37.5 degrees Celsius means that the individual must vacate the building and seek assistance from their healthcare professional, or call 8-1-1. Employees who have a temperature over 37.5 degrees and/or symptoms of Covid must home quarantine for 14 days before returning to the workplace.
- If an employee becomes sick while in the workplace, they are required to seek assistance from their Supervisor, or a First Aid attendant immediately. This then triggers a process where the individual is assessed by First Aid, and further direction is provided based on the assessment.

Stuyver's Sanitation Statement- Revised June 2, 2020

We know that good personal hygiene and facility cleansing practices will reduce the risk of spreading the virus which causes COVID 19. By the nature of our business as a food manufacturing facility we already have applicable policies and procedures in place. We have increased the frequency of cleaning shared spaces and frequently touched items, including the lunch and rest rooms, the time clock and door handles. This will ensure our facility is as safe for all of us as possible.

Public Health Canada is making the following recommendations, and we are encouraging each person to be familiar with the advice and to follow it.

Personal Hygiene:

Proper hygiene can help reduce the risk of infection or spreading infection to others:

- wash your hands often with soap and water for at least 20 seconds, especially after using the washroom and when preparing food
 - use alcohol-based hand sanitizer if soap and water are not available
- when coughing or sneezing:
 - cough or sneeze into a tissue or the bend of your arm, not your hand
 - dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards
- avoid touching your eyes, nose, or mouth with unwashed hands

Wearing Masks:

In accordance with the Provincial Health Officer's and WorkSafe BC's recommendations, employees will be required to wear surgical masks when social distancing is not possible. It is important to recognize masks do serve a purpose in a larger strategy which includes hand washing, proper sanitation practices and physical distancing. Refer to the Stuyver's Procedure for wearing masks during a pandemic. A risk assessment has been completed, and recommendations for use of masks is based upon that risk assessment.

Facility Sanitation:

Disinfecting wipes are available for staff to clean keyboards, telephones and office equipment, as well as available in the meeting rooms and shared offices. Employees are encouraged to wipe commonly touched surfaces in those areas. This includes tables, microwaves, countertops, and door handles. Overall, cleaning of common areas has been increased.

Alcohol based sanitizers are effective against viruses and other pathogens which can cause illness. Hand sanitizer dispensers have been added to the building entrances and the lunchroom. We encourage all people entering the building to sanitize their hands in addition to the existing hand washing procedures required by GMP.

We will continue to closely monitor the latest developments surrounding COVID-19, and will update our policies should any changes occur. All actions taken by Stuyvers shall be based on Government of Canada and Health Canada information, guidelines and restrictions.

We thank everyone for your understanding and cooperation. Lets all remember to be kind and support each other during this difficult time.

Sincerely,

Stuyvers Bread

Premium Brands Bakery Group