



## Building Envelope Systems Installations

Division of 1908185 Ontario Corp.

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18 March 2020

**To:** BESI Employees

**Re:** COVID-19

Dear all,

We are in the midst of a challenging situation affecting us and our families.

The uncertainty about health, employment, economic impact on us and our families are very anxiety provoking.

I want to thank you for your commitment to your jobs and your efforts to support each other.

### **What is COVID-19?**

COVID-19 is a form of coronavirus, same family as common cold and SARS virus.

The symptoms are mostly fever, cough, and muscle pains (like bad flu). More rarely, but still possible – diarrhea, vomiting, runny nose. Difficulty breathing usually comes later, when people develop lung problems, like pneumonia.

When people are sick these days – they are seeking medical help. But the real challenge is that people who get infected do not feel sick for 4-5 days and already spreading the virus.

Coronaviruses are spread mainly from person to person through close (less than 6 feet or 2 meters) contact, for example, in a household, workplace or health care facility and in crowded places.

Virus particles are fairly large, so they do not travel by itself in the air, but rather virus is spread by small droplets of saliva and nasal secretions produced while talking, coughing and sneezing. The droplets can settle on furniture surfaces, items, skin, etc. Additionally, infected people can spread it by touching the surfaces and items with their hands. Under normal temperature and humidity, virus can stay on the surface active for several days.

Most people recover from COVID-19 without needing special medical treatment. The likelihood that a person will become severely ill as a result of COVID-19 is higher in elderly people and people that have a weakened immune system, like cancer patients on active treatment, patients with autoimmune disorders, people with lung disease on steroid puffers, etc. The risk of dying appears to be higher in smokers.

### **How to protect yourself**

While the individual risk of dying in population under 65 is relatively small – average 1-3%, the risk to the older adults – our parents and grand-parent is much higher – up to 30-40%.

Additionally, the economic impact may affect us all on the scale we do not know yet.

It is already clear that if we do not get the spread under control soon, it may collapse our health care and societal functions with a long-lasting effect. We have examples in China and several European countries.

### **We have to protect ourselves individually and our society at large.**

- Stay informed – follow official media sites.  
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html#a5>
- Avoid unofficial ones – they are full of wrong information
- Practice social withdrawal for now (avoid crowds and socializing). Luckily, on site we are not in close proximity to other trades, so the exposure risks remain low. That being said, as a matter of our regular policy you have to set up exclusion zones around your work area. This is also a great way to keep others away from you. Make sure you set up exclusion zone with danger tape and signs around your work area.

- Do not have meals in close proximity. **JOBSITE SHACK/LUNCHROOM IS NOW OFF LIMITS TO ALL EMPLOYEES.**
- Public Transportation has become a threat to your health. There have been cases already in the GTA where the transmission has been traced back to TTC users. **AS SUCH, ALL PUBLIC TRANSPORTATION TO AND FROM WORK IS BANNED FOR ALL EMPLOYEES COMMUTING TO AND FROM WORK.**  
If this is the only way you can get to work, talk to your supervisor and or myself and we'll do our best to accommodate you.
- If you use uber or taxi – do not touch your face or use cell phone during the ride and wash your hands after the ride
- Wash your hands often with soap and water or alcohol-based hand sanitizer for at **least 20 seconds**
- Wipe your cell phone, earphones, pens, lunch boxes etc frequently.
- Try to carry things in your pockets or a small bag. If you need to carry a large bag or knapsack – do not put it on the floor or ground where someone might have spit or sneezed – hand it if possible, sanitize it often
- If you need to sneeze and cough – cover your mouth and nose and do it into your sleeve, not palm and not into the open air
- If you need to touch your face – wash your hands before. Overall - avoid touching your eyes, nose or mouth
- If you started to feel sick – go to the nearest assessment centre  
<https://www.toronto.ca/home/covid-19/covid-19-health-advice/covid-19-assessment-centres/>. DO NOT COME TO WORK.

Anybody who is quarantined in relation to COVID will maintain their employment status.

### **How to protect yourself and other employees at work**

- We strongly advise all employees to suspend their travel plans even within the province.
- All employees that are still planning travel for business or pleasure must contact their supervisor to discuss their travel plans.
- At the moment, we are suspending all business travels. It is possible that all travel will be suspended by the government shortly.

- We are closely following the Government of Canada's travel health and COVID management guidelines and requirements.
- Any employee who travels to a high-risk area identified by the Government of Canada will be required to take a leave of absence for 14 days upon return to Canada and to follow the government guidelines for isolation and quarantine. Be prepared that those requirements may change as new information and guidelines become available and may result in a prolonged mandatory absence. If an employee undertakes travel despite managerial advice to the contrary, that may result in suspension without pay or termination of the employment.
- If any employee has symptoms of any viral illness, they should seek medical assessment. Coming to work ill puts everybody at risk and may result in termination of employment. Do the right thing and consider others.
- Should an employee test positive or put on isolation or quarantine, they may return to the workplace only after obtaining a clearance from a registered health professional (NP, MD, RN).

**While at work please follow the following precautions:**

- Follow the general health guidelines set out above
- While at work we recommend that you maintain some distance between yourself and other employees during your lunch and break times. If possible, several feet apart.
- If you notice another employee exhibiting signs of being ill – please bring it up immediately to the attention of your manager

We are fully committed to employees' wellbeing and acknowledge that these are stressful times for all of us. Feel free to approach us with any concerns or worries you may have.

Let's continue to be supportive of each other.

Stay well and healthy.



Alex Shikhman

Title	Description
Humber River Hospital	<p><b>Address:</b> 2111 Finch Ave. W.</p> <p><b>Hours:</b> Monday to Friday; 12:00 (noon) to 20:00.</p> <p><b>Telephone:</b> 416-747-6740</p> <p>For more information, visit the <a href="http://www.hrh.ca/covid-19/">Humber River Hospital website</a>  <a href="http://www.hrh.ca/covid-19/">http://www.hrh.ca/covid-19/</a></p>
Michael Garron Hospital	<p><b>Address:</b> 825 Coxwell Ave.</p> <p><b>COVID-19 Assessment Centre:</b> outpatient clinic location in D-wing, 1st floor; accessed from Mortimer Avenue. By appointment only.</p> <p><b>Hours:</b> 7 days/week, 08:00 to 20:00</p> <p>Emergency Department: dedicated zone for assessment</p> <p>Hours: 7 days/week; 24 hours</p> <p>Telephone: 416-469-6858</p> <p>For more information, visit the <a href="https://www.tehn.ca/programs-services/covid-19-assessment-centre">Michael Garron Hospital website</a>  <a href="https://www.tehn.ca/programs-services/covid-19-assessment-centre">https://www.tehn.ca/programs-services/covid-19-assessment-centre</a></p>
North York General Hospital	<p><b>Address:</b> Hospital Emergency Department, Ambulance Bay, 4001 Leslie St.</p> <p><b>Hours:</b> 7 days/week; 11:00. to 23:00</p> <p>For more information, visit the <a href="https://nygh.on.ca/covid-19-updates">North York General Hospital website</a>  <a href="https://nygh.on.ca/covid-19-updates">https://nygh.on.ca/covid-19-updates</a></p>
Scarborough Health Network - Birchmount Hospital	<p><b>Address:</b> 3030 Birchmount Rd.</p> <p><b>Hours:</b> 7 days/week; 09:00 to 17:00</p> <p>For more information, visit the <a href="https://www.shn.ca/covid19-assess/">Scarborough Health Network – Birchmount Hospital COVID-19 Assessment Centre website</a>  <a href="https://www.shn.ca/covid19-assess/">https://www.shn.ca/covid19-assess/</a></p>

Title	Description
Sunnybrook Health Sciences Centre	<p><b>Address:</b> 2075 Bayview Ave.</p> <p>Sunnybrook Health Sciences Centre – U Ground level</p> <p><b>Hours:</b> 7 days/week; 11:00 to 18:00.</p> <p>For more information, visit the <a href="https://sunnybrook.ca/content/?page=novel-coronavirus">Sunnybrook Health Sciences Centre COVID-19 Webpage</a>  <a href="https://sunnybrook.ca/content/?page=novel-coronavirus">https://sunnybrook.ca/content/?page=novel-coronavirus</a></p>
Unity - St. Joseph's Health Centre	<p><b>Address:</b> 30 The Queensway, Sunnyside Building, Main Floor East.</p> <p>Entrance off Sunnyside Avenue</p> <p><b>Hours:</b> 7 days/week; 9:00 to 21:00 (last patient registered at 8:30 p.m.)</p> <p>For more information, visit the Unity <a href="https://unityhealth.to/patients-and-families/coronavirus-information-for-patients-and-families/">https://unityhealth.to/patients-and-families/coronavirus-information-for-patients-and-families/</a></p>
Unity - St. Michael's Hospital	<p>Li Ka Shing Knowledge Institute</p> <p><b>Address:</b> 38 Shuter St.</p> <p>Enter from the Shuter Street entrance on the east side of the building</p> <p><b>Hours:</b> 7 days/week; 09:00 to 19:00</p> <p>For more information, visit the <a href="https://unityhealth.to/patients-and-families/coronavirus-information-for-patients-and-families/">Unity – St. Michael’s Hospital website</a>  <a href="https://unityhealth.to/patients-and-families/coronavirus-information-for-patients-and-families/">https://unityhealth.to/patients-and-families/coronavirus-information-for-patients-and-families/</a></p>
Women's College Hospital	<p><b>Address:</b> 76 Grenville St. Use the North East entrance located on Grosvenor Street.</p> <p><b>Hours:</b> 7 days a week 09:00 to 20:00</p> <p><b>Please note:</b> Children under the age of two cannot be seen at the Women’s College Hospital Assessment Centre</p> <p>For more information, visit the <a href="https://www.womenscollegehospital.ca/patients-and-caregivers/updates-on-the-coronavirus-(2019-ncov)/">Women’s College Hospital website</a>  <a href="https://www.womenscollegehospital.ca/patients-and-caregivers/updates-on-the-coronavirus-(2019-ncov)/">https://www.womenscollegehospital.ca/patients-and-caregivers/updates-on-the-coronavirus-(2019-ncov)/</a></p>