

Internal Announcement

Date: (2nd announcement)

COVID-19: Staying Safe Means Staying Focused During the Holidays

The holiday season is here and, for many, this is a time to take a well-deserved break to relax and enjoy time with loved ones.

However, given the increased number of COVID-19 cases in *[location(s): cities, regions, P/Ts]*, including at some of our work sites, it's also a time to stay focused and follow all protocols and preventative measures that help manage the transmission of COVID-19 not only at work but also at home and in the community.

Self-Monitor for Symptoms

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

Close Contacts

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

Follow Public Health Guidance

Continue to follow public health guidance for your region, which may include:

Mandatory mask wearing

Wear a mask in all public indoor settings (such as stores). At *[Company]*, the X respirators is mandatory in indoor settings and workspaces for all employees, contractors and visitors.

Significantly reducing social interactions

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

Significantly reducing non-essential travel

All non-essential travel should be avoided.

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

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

Additional Information

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

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