



## COMMUNICABLE DISEASE POLICY

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### **Intent**

The intent of the Communicable Disease Policy is to inform staff of processes in place in the event of a WHO (World Health Organization) or Public Health Agency of Canada declared pandemic. Communicable disease prevention focuses on basic risk reduction principles to reduce the risk of workplace transmission of COVID-19 and other communicable diseases such as norovirus and seasonal influenza. These principles include ongoing measures to be implemented and maintained, as advised by Public Health, to ensure the health and safety of everyone in the workplace. This policy replaces the Pandemic Policy and continues to work in conjunction with the COVID-19 Policy and Warehouse PPE Policy.

### **Expectations**

During the enforcement of the Communicable Disease Policy, The Authentic T-Shirt Company®/SanMar Canada will follow recommendations outlined by the Public Health Agency of Canada. If you are not feeling well, please use caution and stay home to recover and follow guidelines as outlined by Public Health Authorities.

### **Reporting Procedure**

All employees who are feeling ill, **immediately** contact your direct Supervisor or Manager with specific details of your situation. Management is required to notify the Human Resources Department of any application of this policy.

### **Employer Prevention**

In addition to this policy, The Authentic T-Shirt Company®/SanMar Canada is taking additional measures to minimize the risk of exposure to illnesses. The Company will continuously monitor any pandemic related information issued by the Public Health Agency of Canada and Provincial orders; and communicate updates to staff members accordingly.

The following applies as part of the prevention in communicable disease:

- **Symptoms of illness**

- If you are exhibiting symptoms of illness, do not go to work. All employees are required to report their symptoms to their manager immediately. You will be contacted by a Human Resources representative to ensure appropriate next steps as required by the Public Health Agency of Canada. You must be symptom free before returning back to work.

- **Prevention**

- Employees are required to immediately wash their hands, following the 20-second hand-washing rule, upon entering any SanMar Canada facility
- Employees are required to wash their hands before and after using lunchroom and washroom facilities. If hand-washing is not readily available, use the provided hand sanitizer stations
- Cough/sneeze into your elbow. If a tissue is used, discard it away and wash/sanitize hands immediately
- Employees must avoid touching their face, particularly eyes, nose, and mouth
- Employees must follow proper physical distancing rules, maintaining a safe distance (6-feet)

- from co-workers whenever possible
- The Company will continue a cleaning and sanitizing schedule to lessen the risk of exposure and transmission of communicable disease
- The Company will continue to maintain PPE as required
- The Company will inform and train employees as necessary to ensure the health and safety of everyone in the workplace
- The Company will work with the JHSC (Joint Health and Safety Committee) to assess risks and solutions for the workplace
- The Company will abide by Provincial regulations for mandated rules to allow employees to take paid leave for vaccinations related to Communicable disease. Please check with Human Resources or your Department Manager if you are eligible for paid time off to get vaccinated. All employees are required to work with their managers when scheduling time off to get vaccinated

● **Travel on Behalf of SanMar Canada**

- In the event of a declared Pandemic, for the safety and well-being of all our staff, all inter-company travel on behalf of The Authentic T-Shirt Company®/SanMar Canada will require review and approval by Senior Management
- In the event of a WHO (World Health Organization) or Public Health Agency of Canada declared pandemic, insurance companies may elect to limit coverage in the event of contracting a pandemic disease due to travel outside of Canada. Prior to travelling, please contact your personal insurance provider and RWAM Insurance prior to understand coverage

In the event we are at risk, either directly or indirectly, The Company will communicate any actionable steps at that time to ensure the health and safety of all employees remains the highest priority.

It is the expectation that all employees will treat each other with respect and dignity in the workplace. The Authentic T-Shirt Company®/SanMar Canada will not tolerate any circumstances of mistreatment thus the Workplace Violence, Harassment and Bullying Policy applies.

The Communicable Disease Policy is susceptible to changes and may be adjusted with the introduction of additional governmental & Provincial guidelines in accordance with Health Canada’s recommendations. The Authentic T-Shirt Company®/SanMar Canada will treat the private health and personal data of each employee with high confidentiality and sensitivity. Failure to adhere to these requirements will result in a reminder of mandated adherence to this Policy as well as immediate disciplinary action up to and including termination of employment for just cause.

Team members have the responsibility to report all violations of this policy to their direct manager. If the violation includes management, contact your HR Representative immediately.

**Acknowledgement and Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understand the Communicable Disease Policy at The Authentic T-Shirt Company®/SanMar Canada. I agree to adhere to this policy.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager Signature