

## Huddle Message for March 18, 2020

GM Canada will continue to follow direction from the Canadian government related to managing the coronavirus. It is important that you stay informed and that you understand that we are taking steps to keep our workplace safe and address questions coming out of this forum. Here are top areas of interest.

### What Should I Do If I Don't Feel Well?

The health and safety of our employees is of the utmost importance. If employees are not feeling well, they should follow their local absenteeism reporting call-in process, reporting "personal injury or illness". The employee should also follow COVID-19 Public Health guidelines, there are three options available:

- A self-assessment tool available at: <https://www.ontario.ca/page/2019-novel-coronavirus>
- Telehealth Ontario at: 1-866-797-0000 (24/7)
- Your primary care provider - you should call your primary care provider and they will provide virtual assessment by phone or other technology. You should not book an in-person visit for COVID-19 assessment without first having a virtual assessment

The guidance of the employees' personal physician will determine whether any special handling is required as related to COVID-19. If an employee's diagnosis is related to COVID-19 or requires isolation, they should contact our local GM Medical and HR/LR teams for discussion.

If you are at work and start to not feel well, advise your Group Leader immediately and you will be isolated to your team room; the Group Leader will contact Medical and Security.

### When Is Isolation Required?

All employees are **REQUIRED** to observe an isolation period prior to entering a GM facility if they meet any of the following criteria. Employees will be paid during this 14-day isolation period.

1. Any employee returning from travel outside of Canada (14-day isolation from the day they return to Canada). **Note:** *If you had employees travelling abroad and 14 days has not lapsed since their return to Canada, they need to self-isolate for the balance of that time period.*
2. The employee has had close contact with or cared for someone who has been **diagnosed with COVID-19**. The 14-day isolation period starts the day after last contact, or if the employee is providing care, once the individual has recovered.
  - a. Please note, this does not include individuals who have had "indirect exposure." For example, if an employee states that someone in their household is currently asymptomatic and has been instructed by a healthcare provider or government agency to serve a 14-day isolation period for potential exposure, our employee would not be required to serve a 14-day isolation period unless they start to show symptoms and/or the other individual in their household was diagnosed with COVID-19. If the employee in this scenario requests to be accommodated, please see the section below titled "Absences Due to Child Care and / or COVID-19 Concerns."

3. An employee who is displaying flu-like symptoms and is pending results from a COVID-19 test from their personal physician must not return to the workplace until the results of the test are known.
  - a. If the results of the COVID-19 test are negative, and the employee is ill for other reasons, the employee may choose to apply for sick leave or utilize other forms of permissible contractual leave.
  - b. If the results of the COVID-19 test are negative, and the employee is no longer sick, the employee should contact our local Plant Medical and Local HR/LR about returning to work.
  - c. If the results of the COVID-19 are positive, the employee should apply for sick leave and are not permitted to report back to work until cleared by their personal physician and Plant Medical.

### **When Is Isolation Not Required?**

The following are examples of situations where **isolation is NOT deemed necessary**. However, if one of the individuals in the examples below develops symptoms of COVID-19, refer to the above section titled “When Is Isolation Required?”

1. I am a GM employee who has had contact with another GM employee that is currently observing a 14-day isolation period from work. The individual I have had contact with currently has no symptoms of COVID-19.
2. I am a GM employee who has had contact with a non-GM employee (e.g., spouse, child, etc.) outside of the workplace that is serving a 14-day isolation period. The individual I have had contact with currently has no symptoms of COVID-19.

### **Handling Pay**

Employees who require isolation in accordance with GM’s guidelines (reference isolation section above) will be paid all hours they were scheduled to work for the designated isolation period. **As of March 16, 2020, if you choose to travel outside of Canada you will still be required to self-isolate, however you will not be compensated by the company.** Group Leaders should consult with their local Labour Relations site lead for further direction on how to administer pay. Employees may be required to verify their isolation period was warranted upon their return to work. Employees who are diagnosed with COVID-19 should apply for sick and accident benefits.

### **Absences Due to Child Care**

If employees are unable to report to work due to lack of childcare with the recent closures of the schools, employees should contact their Group Leader to either utilize vacation and / or be excused for such absences.

Management will accommodate these requests with the understanding that this may need to be re-evaluated based on the number of requests and the impact on running operations. Please ensure that you and your partner (if applicable) are sharing the responsibility of childcare absences.

### **General Q & A**

**Q: Will communication happen on the floor if / when there is a confirmed case? There are several with weak immune systems that want to know the risk immediately.**

**A:** Each day the Plant Leadership will communicate whether there have been any confirmed cases and our response activities associated with any confirmed cases. Our number one goal is to keep communication open and transparent for all team members. Your safety is our priority.

**Q: Can we have hand sanitizer, so TM's don't have to leave the line?**

**A:** Please remember that our best defense is washing hands thoroughly for at least 20 seconds. Hand sanitizer is a secondary solution, with hand washing being most effective. We have ordered additional hand sanitizer. Given the demand across North America, there is a shortage of these materials. We are committed to giving you time to clean your hands well before engaging in activities requiring clean hands.

**Q: Will TPTs be let go if they get the Coronavirus?**

**A:** No, they are valuable members of our team.