

ZGC CIVIL GROUP LTD

ZGC Civil Group Ltd has been closely monitoring the developments about the Coronavirus (COVID-19) from the Centre for Disease Control (CDC), World Health Organization (WHO) and other government agencies for several weeks. The safety and wellbeing of our employees, customers and suppliers is of primary importance. To reduce the potential risk of exposure to COVID-19, we have introduced new guidelines for our organization including:

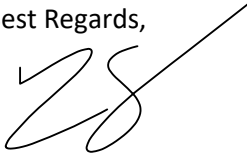
- Requiring workers with any flu-like symptoms to work from home
- Reiterating the importance of frequent hand washing and the use of hand and surface sanitizers when appropriate
- Reducing physical contact among individuals
- Increasing cleaning of common office areas and restrooms
- Restricting all business travel.

If an individual has traveled to a COVID-19 affected area or has had close contact with a person under investigation with COVID-19, he or she should follow the advice of local public health authorities.

All staff reporting to ZGC Civil Group Ltd. site must be fit for work. If they are sick, they should remain home and not come to ZGC Civil Group Ltd. site.

We have supplied our pandemic response plan which specifically includes how travel management and fitness for work are assessed as they relate to COVID-19, so together we can reduce the risk and exposure.

Best Regards,



Zach Glover

President

ZGC Civil Group Ltd.

Frequently Asked Questions about COVID-19

Coronavirus (COVID-19)

COVID-19 is the name of the newly identified respiratory disease that is also known as the coronavirus. Respiratory infections caused by COVID-19 first appeared in Wuhan City, China in December 2019. The outbreak was declared a Public Health Emergency of International Concern by the WHO on January 30, 2020. Although COVID-19 originated from Wuhan, China, it has spread to several countries including Canada.

How is coronavirus transmitted?

Coronavirus is spread from an infected person through:

- Droplets spread when a person coughs or sneezes
- Close personal contact such as touching or shaking hands
- Touching an object or surface with the virus on it, then touching your mouth, nose or eyes before washing your hands

What are the symptoms?

Common symptoms for COVID-19 are:

- Fever
- Cough
- Difficulty breathing

Currently, the available information suggests the incubation period is up to 14 days. The incubation period is the time from when a person is first exposed until symptoms appear. What is self-monitoring and self-isolation?

Self-monitoring

Self-monitoring means you should be monitoring your health and the health of your children for symptoms such as fever, cough or difficulty breathing. Travellers returning from affected areas are asked to quarantine for a minimum of 14 days. Take your temperature twice a day, in the morning and at nighttime, using a digital thermometer by mouth (oral). Do not take acetaminophen (e.g. Tylenol®) or

ibuprofen (e.g. Advil®) during the 14-day self-isolation period unless your health care provider advises otherwise.

If you start having symptoms of COVID-19, you need to:

- Isolate yourself from others as quickly as possible
- Immediately call a health care professional, a local public health authority
- Describe your symptoms and travel history. They will provide advice on what you should do Self-Isolation

Self-isolation means avoiding situations where you could infect other people. This can help prevent the spread of infections. Self-isolation lowers the chance of spreading the illness to other people. When you are exposed to an illness, there is the time between exposure and when you start to feel sick. This is called an incubation period. There is a small chance you can spread germs in the days before you feel sick.

People at high-risk of having been exposed to the illness are asked to self-isolate.

People asked to self-isolate should stay home and limit contact with others for 14 days.

To limit contact with others, you should:

- Stay home
- Avoid those who have chronic conditions, compromised immune systems and older adults
- Avoid having visitors to your home
- Wash your hands often with soap and warm water for 20 seconds
- Cover your mouth and nose with your arm when coughing or sneezing

During the period of self-isolation, self-monitor for fever, cough or difficulty breathing. If you have these symptoms call the local public health authority, Ontario telehealth line or 9-1-1.

What should I do if I think I have COVID-19?

If you have symptoms such as fever, cough or difficulty breathing and have travelled outside Canada or have been exposed to someone who has COVID-19, avoid contact with others. See a health care provider as soon as possible. If you are going to visit your health care provider, call them ahead of time so they can arrange for you to be assessed safely. Wear a mask in order to protect others. When a disease is new, there is no vaccine until one is developed. It can take many years to develop a new vaccine. Is there a treatment for COVID-19? There is no specific treatment for disease caused by COVID-19. Many of the symptoms can be managed with home treatment such as drinking plenty of fluids, rest and using a humidifier or hot shower to ease a cough or sore throat. Most people recover from

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coronaviruses on their own. For people with more serious illness supportive care in or out of hospital may be needed.

PLEASE NOTE*** ZGC Civil Group Ltd. will continue to provide information made available regarding COVID-19 to staff but wish to acknowledge that the information and new arrangements for Ontario Canada are changing by the hour as we are now declared in a state of emergency as of March 17, 2020. The best source and most up to date source of information is through the WHO and CDC at this time.***

https://www.who.int/docs/default-source/coronaviruse/situation-reports/20200316-sitrep-56-covid-19.pdf?sfvrsn=9fda7db2_6

https://www.who.int/docs/default-source/coronaviruse/situation-reports/20200323-sitrep-63-covid-19.pdf?sfvrsn=b617302d_2

This program will be reviewed weekly and approved by president based on ongoing situation reports and WHO, government and community restrictions and closures.

Last updated March 17, 2020 at 2pm.

Updated and approved by President March 24, 2020 at 11:00 am.