

**DAMUS LIMITED**

# **Return-to-Work ("RTW") Guide for Employees**





# All our returning employees Welcome back!

We are aware that there is a 'new normal' that we must address. Everyone may be concerned about safety as well as new procedures and safe work practices that we have implemented.

Notwithstanding all of this, our number one priority is the health and safety of our employees. The Operations Committee has developed a comprehensive guide that details the return to work process to ensure it is organized and controlled for the safety and wellbeing of all stakeholders.

## Welcome back! (continued)

Large numbers of employees returning to a shared workplace poses a significant risk for contracting and spreading the COVID-19 virus. Therefore, managing the number of workers is critical to protecting workplace health.

As such, transitioning back to the office, Fabrication Shop and Project Site will be gradual and occur in phases. Return to work is also based on business continuity needs and will be a combination of the following:

- **Direct work at the office, customer sites and facilities and/or,**
- **Remote work for activities that allow for it, and/or,**
- **Employee rotation.**

# What are we doing?

- ✓ **Screening-** All employees and visitors entering our facilities will be screened via COVID-19 **Questionnaire and temperature checks, on a daily basis and this will continue for a two week period initially (until 18<sup>th</sup> June 2020).**
- ✓ **Hand washing-** You will be required to **wash your hands** prior to entry to offices and facilities.
- ✓ **Masks-** All employees and visitors are required to **wear masks** for entry to Damus' facilities. However, consideration may be given to employees in enclosed individual offices and during lunch breaks.
- ✓ **Cleaning-** The cleaning of common areas and frequently touched surfaces is being done with an increased level of frequency throughout the day.



## What are we doing? (continued)

- ✓ **Hand sanitizer**- These will be provided throughout the building.
- ✓ **Posters**- Displayed throughout the office with reminders on how to prevent the spread of germs.
- ✓ **Workspace layouts**- Seating arrangements are reconfigured to facilitate physical distancing.
- ✓ **Communal areas**- Meeting rooms, kitchens and other **communal areas** have reduced seating and capacity limits.



# What can you do?

- **Wear a mask** that covers the nose and mouth at all times.
- **Stay home or go home if you are sick** (discuss with your Supervisor or line manager as soon as possible).
- Maintain **physical distancing** where practical.
- **Cleaning supplies** are available, and everyone is encouraged to clean and disinfect your own workspaces throughout the workday.
- **Cover** nose and mouth when sneezing, avoid touching your face.
- Flush toilets with the lid closed.

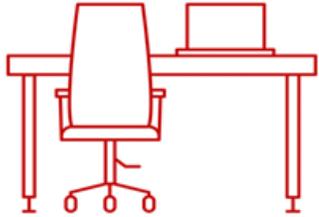


# What you can do?

- **Avoid** hand shakes, hugging and other close greetings
- **Do not share** or borrow personal items such as phones, PPE etc from other employees.
- **Talk to your Manager** if you have concerns specific to your circumstances, such as a health condition and caregiving responsibilities.
- **Be kind and patient.** This is a stressful time for everyone, and kindness in these times can go a long way by helping others (within reason) with their own work and responsibilities.
- **Follow all Company policies and practices.**



# Frequently Asked Questions



## When do I start work?

Each employee will be informed by his/her Supervisor or Manager when he/she is expected to resume work and whether the work will be performed remotely or at the office or base (you should discuss your specific circumstances with your manager).



## Is it safe to return to work?

We are taking every precaution to ensure our workplace is safe. We will continue to be guided by the advice from Government agencies, international organizations (WHO, CDC etc.) and health experts as well as from the OWTU, our employees, our customers and other stakeholders. We have implemented several Work Place COVID-19 Guidelines to keep all stakeholders healthy.

# Frequently Asked Questions (continued)



**Do I have to complete the COVID-19 Screening form daily when reporting to work?**

**Yes!** Completion of the form is mandatory. All employees and visitors are required to answer questions regarding COVID-19 symptoms, before entering our offices and facilities. All responses are expected to be accurate and the questionnaires are treated as confidential information. Individuals who refuse to answer health screening questions will not be permitted entry into any office or customer site.

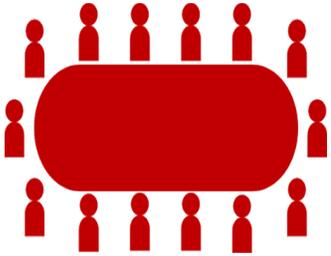


**What should I do if I feel sick?**

Employees who are ill should notify their Supervisor/Manager in accordance with Company policy and **not** report to work. If you are already at work and begin feeling sick, you should immediately notify your Supervisor/Manager and the HSE Officer and await further instructions. Employee leave would be in alignment with the Company's HR Procedures.

# Frequently Asked Questions (continued)

## Will we continue to have in-person meetings?



In-person meetings such as tool box and safety meetings will only be conducted if there are adequate facilities to maintain physical distancing in the workplace. You may be asked to attend an in-person meeting with limited attendees in a space that is large enough to allow for distancing between participants. Most meetings will be virtual or utilizing teleconferences whereby employees can participate from their personal work space or remotely. The meeting organizer and your Manager can provide guidance specific to your role.



## How will positive cases of COVID-19 be handled in the workplace?

Despite all precautionary measures, there is always a risk of workplace exposure to COVID-19. **Damus has an Incident Management and Isolation Protocol to address such a risk.**

## Changes you may see at work

- Orientation for all employees (whether new or returning)
- Wearing of face masks
- Increased numbers of hand wash/hand sanitization stations
- COVID-19 Screening (questionnaire and temperature checks)
- Erection of barriers
- Markers to promote physical distancing at biometric scanners, office and facility access and egress points etc.
- Limitations to numbers of personnel in communal spaces, bathrooms, kitchens and meeting rooms
- Drop-off boxes for mail and packages
- Designated Isolation areas
- More frequent cleaning and disinfecting
- Signage and posters promoting personal hygiene and safe work practices



# Thank you!

The company reserves its rights to amend these requirements accordingly. Your patience and understanding during this period is appreciated. We encourage you to reference the following documents for further information:

- ***Return to Work Plan***
- ***Guidelines for Managing COVID-19 Threats***

Additionally, anyone of the following Management Representatives would be willing to assist you with clarifications:

<b><i>VP Administration</i></b>	<b><i>– Kathy-Ann Mahabir (657-9142, Ext. 257)</i></b>
<b><i>VP Group HR/IR</i></b>	<b><i>– Keith Hassanali (683-4618)</i></b>
<b><i>Senior Manager</i></b>	<b><i>– Josiah Ragbir (751-6402)</i></b>
<b><i>HSEQ Manager</i></b>	<b><i>– Shaban Ali (755-6510)</i></b>