



**Quin-Sea Fisheries Limited  
COVID-19 Precautionary Plan  
St. John's Office**

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To All Employees,

As the threat of COVID-19 continues to evolve globally, it remains our social responsibility to protect the health and safety of our employees and to manage the risk and impact of the situation on our business.

The internal COVID-19 working group is closely engaged and intends to continue monitoring the situation, providing updates when necessary.

At this time, we have prepared a 2-week precautionary plan for implementation in our St. John's office and Newfoundland plants. This plan is effective immediately and will remain in effect until March 27, 2020, at which time or earlier if relevant, further communication will follow.

**Travel**

All business travel outside of the province is suspended. Employees must request and obtain approval for essential business travel from a member of the Management team.

All visits of essential personnel to our plants and/or office locations must be pre-approved by a member of the management team. All visits of non-essential personnel to our plants and/or office locations will be suspended indefinitely.

If you plan to travel for personal reasons, you should review potential travel advisories related to your destination. While we can't request you not to travel to an active outbreak area, we recommend that you follow official travel advisories and use good judgment and potentially adapt your travel plans based on the risk profile of your destination.

If you are travelling for personal reasons, you must discuss with your manager prior to your departure. Upon return, the specifics of each situation will be addressed on an individual basis to determine your suitability for work.

If you have travelled outside of the country since February 28, 2020, please contact your manager for discussion immediately.

## **Modified Work Arrangements**

A modified work schedule will be implemented for certain employees. If you are subject to this plan, you will be contacted by a member of management. This modified work arrangement will be effective immediately and remain in effect for a two-week period (end March 27, 2020).

Employees with company issued laptops are required to take them when they are going to be out of the office overnight or for an extended period of time.

## **Other Considerations**

We encourage all employees to be proactive in managing your risk of exposure to COVID-19. As a precautionary measure, the St. John's office will receive a daily cleaning/sanitation over the next 2 week period. All plants should enforce the same level of hygiene.

In addition, all employees are requested to consider and adhere to the following procedures in in the workplace:

- If using a common area, clean the area before leaving;
- Maintain 2 meter 'personal space bubble' when in office;
- Wash hands frequently (multiple times per day);
- Limit interaction with other personnel in the building, whenever possible avail of emails / teleconferencing;
- Employees are responsible for putting their own dishes in the dishwasher;
- Restriction on external persons in building for meetings;
- Personnel to wear disposal gloves when accepting/signing for external (i.e., FEDEX) deliveries;
- All staff are requested to restrict themselves from social gatherings with > 100 people;
- All interviews should be held via teleconference, or delayed if possible;
- Internal doors to each level to remain locked at all times. Internal doors within each level to remain open where possible to reduce need for door contact;
- If employees witness any person or event of concern within the building, or otherwise, it should be reported to Management.

If you suspect that you have been exposed to COVID-19, avoid close contact with others and avoid coming to work. Follow the advice of government authorities and contact your manager so they can determine together with you what steps need to be taken prior to your return to work.

The above procedures are effective immediately and will remain in place for at least the next two weeks (end March 27<sup>th</sup>).

As the situation unfolds, updated procedures will be put in place as necessary.