



Update Notice: To All Employees/Contractors

April 13, 2020

Siemens Transportation Group Inc. continues to closely monitor the COVID-19 outbreak and is taking all necessary precautions to ensure the health and safety of our Employees/Contractors while continuing to provide essential services to our communities.

Usage of Masks and Gloves

Public Health Canada has stated that wearing a non-medical grade mask and gloves is an additional measure you can take that may protect others around you. However, it is important to note that the usage of masks and gloves is not a substitute for other preventative measures such as following social distancing procedures, respiratory etiquette, and hand hygiene.

Proper Usage of Non-Medical Grade Masks

The following steps should be followed to ensure masks are used effectively:

- Before putting on a mask, wash hands with soap and water or an Alcohol Based Hand Sanitizer. The mask should be worn with the colour side facing out.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask. Press the mask tight to your face using your fingers to secure along the perimeter of the mask, pressing firmly over the bridge of your nose.
- Wash your hands again with soap and water or an Alcohol Based Hand Sanitizer.
- Avoid touching the mask while using it. If you do, clean your hands with soap and water or Alcohol Based Hand Sanitizer.
- Replace the mask with a new one as soon as it is damp or dirty with secretions. Do not reuse single-use masks.
- To remove the mask, remove both straps from behind the ears. Do not touch the front of mask and ensure that the front of the mask does not touch your skin or any surfaces before you discard it. Discard used masks immediately into a closed waste container.
- Once your mask is removed, wash your hands with soap and water or an Alcohol Based Hand Sanitizer.

Proper Usage of Disposable Gloves

The following steps should be followed to ensure disposable gloves are used effectively:

- Wash hands with soap and water or an Alcohol Based Hand Sanitizer prior to putting on gloves.
- Always inspect gloves prior to being worn to ensure they are not torn or damaged. Gloves should be put on slowly, ensuring they are fitted properly on your hands without any exposed skin.
- Gloves may be worn until they are soiled or torn, at which point they must be replaced with a new pair.
- To remove gloves safely, with one of your gloved hands, pull off your glove on the opposite hand from the fingertips. As you pulling, form your glove into a ball within the palm of your gloved hand. To remove your other glove, slide your ungloved hand in under the glove at the wrist and gently roll inside out, and away from your body. Avoid touching the outside of the gloves with your bare hands.
- Discard the gloves in a plastic-lined waste container.
- Wash hands with soap and water or an Alcohol Based Hand Sanitizer after removing gloves.

for more information about the virus

CANADA

Public Health Agency of Canada

1-833-784-4397

canada.ca/coronavirus

phac.info.aspc@canada.ca

US

Centre for Disease and Prevention

1-800-232-4636

cdc.gov/COVID19

CANADA & US

World Health Organization

who.int

COMPANY - INTERNAL QUESTIONS

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