



TEMPO

FLEXIBLE PACKAGING

Tempo Flexible Packaging COVID -19 Pandemic Response Plan

COVID-19 Pandemic Code of Conduct

It is important that everyone at Tempo Flexible Packaging agrees and adheres to a Code of Conduct. This will provide clarity for assigned responsibilities and manage expectations.

Tempo Flexible Packaging:

- Ensure Business Continuity
- Maintain increased frequency of cleaning and disinfecting
- Allow for social distancing to be properly applied while at work
- Provide soap and hand sanitizer (where appropriate) for proper handwashing
- Respect worker privacy with regards to medical information shared with management/HR
- Notify employees as soon as we are aware of a reported positive case of COVID-19 on Team Tempo portol, Message Board, Communication Board and through Management Communication.
- Contact the Simcoe Muskoka District Health Unit and follow their direction with respect to managing contact with a known positive case.
- Comply with all Provincial and Federal laws and regulations

Employee:

- **Don't come to work if I have a fever or new cough, new difficulty breathing.** I will contact HR if I begin to feel any of these symptoms. While at work, I will error on the side of caution to ensure the safety of my coworkers.
- I understand I will be directed to self-isolate up to 14 days if systems persist or worsen.
- I will wash my hands frequently with proper techniques, throughout my shift and after using washroom and after my breaks
- I will respect the zone protocols established by Tempo Flexible Packaging to limit the exposure and spread of illness during the COVID-19 pandemic
- I will follow the direction given by the Simcoe Muskoka Health Unit and Tempo Flexible Packaging COVID-19 Response to a known positive case
- I allow Tempo to provide my name and phone number to Simcoe Muskoka Health Unit should they need to communicate a response to a COVID-19 case



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- I will respect and understand government mandates of social distancing while at work and when I am on my personal time to protect myself and the community
- I will stay informed and aware of my responsibilities with all Tempo policies, memo's and protocols related to COVID-19, which will remain available on the Team Tempo Portol.

Lee-Anne Giglio

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Chief Operations Officer

October 13, 2021