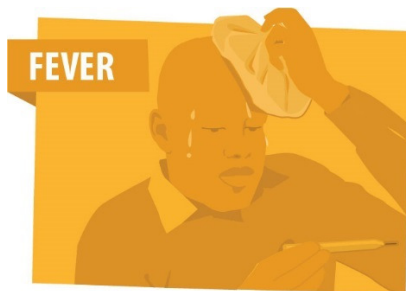


## COVID-19 CONTINGENCY PLAN

In line with CBM's Environmental, Health & Safety Policy, below please find our contingency plan to help prevent workplace exposure to COVID-19.

- **SYMPTOMS**

The following symptoms may appear **2-14 days after exposure**.



- **WORKPLACE STRATEGIES**

- **Encourage sick Employees to stay home:**

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and stay home

- **Perform routine environmental cleaning:**

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs with surface sanitising agent.



➤ **Advise employees before traveling to take certain steps:**

- Advise employees to check themselves for symptoms of acute respiratory illness before starting travel and notify their supervisor and stay home if they are sick.
- Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed and remain home.
- Preference to exclude all business travel for 30 days.
- If there is evidence of COVID-19 outbreak in local destination, consideration must be made to cancel all non-essential business travel.

✓ **Additional Measures in Response to COVID-19:**

- Consider cancelling large work-related meetings or events.

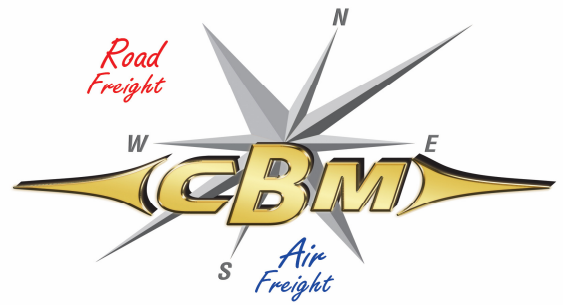
● **CBM CONTINGENCY PLAN**

**OFFICES**

- ✓ Sanitising sprays are available in office – both Head Office and Branches
- ✓ Ensure all surfaces are continually cleaned throughout the day
- ✓ Limit touch or close encounters at all times

**CREW (DRIVERS ON ROAD / OPS)**

- ✓ Provide kit (gloves, sanitizing spray & mask)
- ✓ Notice attached to above kit to outline precautionary process to follow
- ✓ Avoid hand contact
- ✓ Avoid handling – hand rails and paperwork excessively and after this – use hand sanitiser
- ✓ Report any illness with the above symptoms – fever, cough and shortness of breath – to Operations immediately



- **TAKE STEPS TO PROTECT YOURSELF**



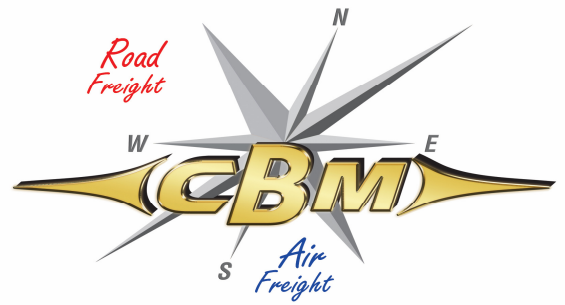
**Clean your hands often**

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.



**Avoid close contact**

- **Avoid close contact** with people who are sick
- Put **distance between yourself and other people** if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.



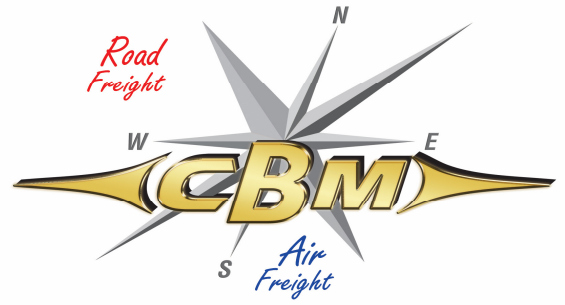
### Stay home if you're sick

- **Stay home** if you are sick, except to get medical care.



### Cover coughs and sneezes

- **Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



### **Wear a facemask if you are sick**

- **If you are sick:** You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room. Learn what to do if you are sick.
- **If you are NOT sick:** You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.



### **Clean and disinfect**

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.