



**Maple Leaf Foods’
COVID-19
Playbook
(Quarantine Protocol)*
April 2, 2020**

*This Playbook has been reviewed, edited, and endorsed by the Public Health Agency of Canada (PHAC).

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COVID-19 PLAYBOOK

Supplement to Pandemic Plan, Emergency Plans, and Continuity of Operations Plans

EMPLOYEE AT A Maple Leaf Foods Site TESTS POSITIVE¹ FOR COVID-19

Assume: Employee receives notification while at home but has likely had the virus for 1+ days at work.

Note: Steps are to be completed with urgency and immediacy from “time zero” (notification of the positive COVID-19 case).

The Maple Leaf Foods (MLF) site must use the following guidance to manage response.

- 1. EXPECT NOTICE** - If an employee tests positive for COVID-19, it is expected that the employee must notify MLF. Site COVID-19 designate will follow up with employee for test results. Canadian Food Inspection Agency (CFIA) must be immediately notified upon receipt of a COVID-19 positive employee. It is likely that the local municipality will share additional expectations at this time. Expectations may differ by municipality or region.
- 2. FOLLOW HEALTH INSTRUCTIONS** - The site must consult with and follow public health’s² recommendations relating to the site’s response and request for their assistance in determining the risks to the other Employees (including CFIA employees). Any employee confirmed to test positive for COVID-2019 (symptomatic or asymptomatic) must comply with public health’s instructions. The employee will not be permitted to return to work for at least 14 days and until deemed healthy (all clear).
- 3. PROTECT PERSONNEL INFORMATION** - MLF managing personnel *must not release personal information about employee’s identity or health status*. (Note: investigating team may include multiple managers/supervisors; all must comply with confidentiality and privacy obligations). Employees may voluntarily disclose their status (e.g., to colleagues). They must inform MLF as per the “EXPECT NOTICE” above. Anyone who has access to an employee’s medical information must ensure they comply with confidentiality and privacy obligations.

¹ Similar procedures must be followed if an employee is at MLF with symptoms of coughing or shortness of breath with fever of 38.0°C or 100.4°F or higher or potential exposure to COVID-19 due to travel to impacted areas or contact with someone with the illness. Such an employee must be sent home and directed to contact their primary care provider or local public health unit over the telephone for further instructions, regardless of their travel or contact history.

² Public Health units continue to actively monitor the COVID-19 situation in collaboration with provincial or state and national health colleagues and stakeholders that include local hospitals and community agencies. Cases and potential suspect cases of the COVID-19 are reportable to local health authorities. If there are potential cases of which public health units have been notified, they would immediately follow up directly with these individuals to let them know. They would inform these individuals that they may have been exposed to a potential health risk, what signs and symptoms they should look out for, and when and what type of medical treatment should be sought out, if that becomes necessary. This work is part of routine public health follow-up of a case of an infectious disease. (See [Appendix E](#).)

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4. **GIVE NOTICE TO SITE'S COVID-19 DESIGNATE** - Based on MLF's Incident Command structure and the MLF Pandemic Plan, the person who is given notice of the employee's status must contact the site's COVID-19 designate to provide the employee's name, work location at the site, and contact information, including a phone number.

5. **RESPOND AT THE SITE** - The site COVID-19 designate must immediately inform the site leader and the Regional Health, Safety, Security, and Sanitation (HSSE) Manager, Food Safety and Quality Director, and the Corporate Human Resources (HR) designate. Together they must comply with MLF Pandemic Plan and this guidance to coordinate response and assess the employee's contact and movements at the site. Map employee movement. Assess potential contact with any employees who have been designated high risk. Also, take necessary steps to mitigate spread of the illness, including:
 - a. **LABOUR OBLIGATIONS** – Work with site HR to determine responsibilities under collective bargaining agreements.
 - b. **INTERVIEW** - To assess the employee's contact and movements at the MLF site, the site COVID-19 designate must quickly coordinate telephone or electronic outreach to the employee to collect work-related information. (See [Appendix A](#).)
 - c. **HEALTH GUIDANCE** – Contact MLF's medical consultant and Health Practitioner's Team.
 - d. **LOCAL OFFICIALS** - Contact local Canadian Food Inspection Agency (CFIA) and public health officials, follow recommendations of local public health, and manage site response. (See [Appendix E](#).)
 - e. **INFORM IMPACTED PERSONNEL** – While protecting the employee's identity and health status, inform employees who are potentially impacted by the movements of the infected employee of their possible exposure to COVID-19 in the workplace. Keep in mind to attempt to minimize any anxiety in the messaging. Work with Corporate Communications and HR to prepare employee communication (e.g., situation and next steps). The confidentiality of the infected employee must be kept as required by applicable law. Employees exposed to a co-worker with confirmed COVID-19 must be directed to the local Public Health for guidance for how to conduct a risk assessment of their potential exposure. Care must be taken to protect the individual's (with confirmed COVID-19) identity.
 - f. **COVID-19 SEEK AND DESTROY** – Assemble the "COVID-19 Seek and Destroy Team" including Food Safety, Quality Assurance, HSSE, Sanitation, Maintenance, and Operations. The HSSE and FSQA leads must be involved for coaching or support during the investigation. The COVID-19 designate will provide the team with information about the location(s) where the infected employee had contact with an employee movement map. Based on the severity of the problem, the Director, Occupational Health and Safety and/or V.P., Safety, Security, Sanitation, and Environment could request external support to lead the "COVID-19 Seek and Destroy" investigation. The COVID-19 Seek and Destroy Team reviews the map for a clear understanding of exactly where the infected employee had contact. If positive case confirmation is obtained after business hours, the Seek and Destroy Team should be called into action and begin the inspection process. Determine contamination sources and take a team approach to decide on the quarantine protocol option to proceed with (e.g., production quarantine or mass quarantine). If it is possible to define a cohort of employees who spent significant time within 6 feet or 2 metres of the infected employee, that cohort could go into a "production quarantine". The object is to build some fencing around those potentially exposed. The investigation along with the very important public health consultation would help determine the quarantine option. See [Appendix G](#): Process Maps for quarantine protocol. To the extent possible:

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- *restrict access to potentially impacted area(s)* until the impacted areas are properly assessed and appropriate deep cleaning and disinfection has been conducted.
- *provide alternate entry and exit routes for employees in or near impacted areas* to avoid potentially impacted areas or allow for alternate work locations until the areas are properly assessed and appropriate sanitization is conducted.

Note: Canadian Food Inspection Agency's (CFIA) site visit should be viewed as an inspection/ investigation to gain more facts and understanding of the situation. CFIA's inspection is above and beyond the internal "Seek and Destroy" investigation.

6. **PROPERLY DISINFECT** – Ensure sanitation/janitorial crew properly disinfects impacted areas and common areas the employee may have visited. Refer to MLF's "Sanitation and Disinfection During COVID-19" Standard.
7. **QUARANTINE PROTOCOL** – Refer to MLF's quarantine protocol in [Appendix C](#) based on severity of incident.
8. **MEDIA STATEMENT** – Corporate Communications will prepare a media statement and provide guidance with media communication. Refer to "Maple Leaf Foods' Media Protocol: What to do if you are contacted or approached by the media".
9. **CORPORATE HUMAN RESOURCES** – Corporate Human Resources will advise the union of what has occurred and the steps that MLF are taking to address the situation.

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VISITOR³/CONTRACTOR/AGENCY WORKER

TO MLF SITE TESTS POSITIVE FOR COVID-19

Note: Steps are to be completed with urgency and immediacy from “time zero” (notification of the positive COVID-19 case).

The MLF site must use the following guidance to manage response.

- 1. EXPECT NOTICE** - If a visitor/contractor/agency worker tests positive for COVID-19, it is expected that the visitor/contractor/agency worker must notify MLF. That notice will likely be given to the visitor’s/contractor’s/agency worker’s point of contact. The visitor’s/contractor’s/agency worker’s contact information will be provided to MLF, who will contact them to follow up on test results, to immediately notify Canadian Food Inspection Agency (CFIA) and Public Health, and to ensure an appropriate response at the site.
- 2. FOLLOW HEALTH INSTRUCTIONS** - The site must consult with and follow local public health’s recommendations relating to the site’s response and request for their assistance in determining the risks to the other employees (including CFIA employees). (See [Appendix E](#).) Any person confirmed to test positive for COVID-19 (symptomatic or asymptomatic) must comply with public health’s instructions. The visitor/contractor/agency worker will not be permitted to return to the site for at least 14 days and until deemed healthy (all clear).
- 3. PROTECT PERSONNEL INFORMATION** - MLF managing personnel must not release personal information about visitor’s/contractor’s/agency worker’s identity or health status. (Note: Investigating team may include multiple managers/supervisors; all must comply with confidentiality and privacy obligations). Visitors/Contractors/Agency workers may voluntarily disclose their status (e.g., to colleagues). They must inform MLF as per the “EXPECT NOTICE” above. Anyone who has access to a visitor’s/contractor’s/agency worker’s medical information must ensure they comply with confidentiality and privacy obligations.

³ A federal Inspector is not a visitor, but still must follow safety and FSQA requirements. All non-MLF employees (except a federal inspector, e.g., Canadian Food Inspection Agency, Food and Drug Administration, United States Department of Agriculture) will be considered visitors for the purposes of this guidance.

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4. **GIVE NOTICE TO SITE COVID-19 DESIGNATE** - Based on MLF's Emergency Response Plan and Procedures and the MLF Pandemic Plan, the point of contact who is given notice of the visitor's/contractor's/agency worker's status must contact the site COVID-19 designate to provide visitor's/ contractor's/agency worker's name, location visited at site and contact information, including a phone number.

5. **RESPOND AT THE SITE** - The site COVID-19 designate must inform the site leader, the Regional Health, Safety, Security, and Sanitation (HSSE) Manager, Food Safety and Quality Director, and Corporate Human Resources (HR). Together they must comply with MLF Pandemic Plan and this guidance to coordinate response and assess the visitor's/contractor's/agency worker's contact and movements at the site. Map their movement. Assess potential contact with any employees who have been designated high risk. Also, take necessary steps to mitigate spread of the illness, including:
 - a. **INTERVIEW** - To address the visitor's/contractor's/agency worker's contact and movements at the MLF site, the site COVID-19 designate must quickly coordinate telephone or electronic outreach to the visitor/contractor/agency worker, or if not possible, to the point of contact and or meeting attendees to collect information. *The approved script for this interview is included in [Appendix A](#).*
 - b. **HEALTH GUIDANCE** – Dispatch MLF's medical consultant and Health Practitioner's Team.
 - c. **LOCAL OFFICIALS** - Contact local Canadian Food Inspection Agency (CFIA) and public health officials and follow the recommendations of the local public health unit.
 - d. **COVID-19 SEEK AND DESTROY** – Assemble the "COVID-19 Seek and Destroy Team" including Food Safety, Quality Assurance, HSSE, Sanitation, Maintenance, and Operations. The HSSE and FSQA leads must be involved for coaching or support during the investigation. The COVID-19 designate will provide the team with information about the location(s) where the infected visitor/contractor/agency worker had contact with a movement map. Based on the severity of the problem, the Director, Occupational Health and Safety and/or V.P., Safety, Security, Sanitation, and Environment could request external support to lead the "COVID-19 Seek and Destroy" investigation. The COVID-19 Seek and Destroy Team reviews the map for a clear understanding of exactly where the infected visitor/contractor/agency worker had contact. If positive case confirmation is obtained after business hours, the Seek and Destroy Team should be called into action and begin the inspection process. Determine contamination sources and take a team approach to decide on the quarantine protocol option to proceed with (e.g., production quarantine or mass quarantine). If it is possible to define a cohort of employees who spent significant time within 6 feet or 2 metres of the infected visitor/contractor/agency worker, that cohort could go into a "production quarantine". The object is to build some fencing around those potentially exposed. The investigation along with the very important public health consultation would help determine the quarantine option. See [Appendix G](#): Process Maps for quarantine protocol. To the extent possible:
 - *restrict access to potentially impacted area(s)* until the impacted areas are properly assessed and appropriate deep cleaning and disinfection has been conducted.
 - *provide alternate entry and exit routes for employees in or near impacted areas* to avoid potentially impacted areas or allow for alternate work locations until the areas are properly assessed and appropriate sanitization is conducted.

Note: Canadian Food Inspection Agency's (CFIA) site visit should be viewed as an inspection/ investigation to gain more facts and understanding of the situation. CFIA's inspection is above and beyond the internal "Seek and Destroy" investigation.

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- e. **INFORM IMPACTED PERSONNEL** – While protecting the visitor’s/contractor’s/agency worker’s identity and health status, inform employees who are potentially impacted by the movements of infected visitor/contractor/agency worker of their possible exposure to COVID-19 in the workplace. The confidentiality of the infected visitor/contractor/agency worker must be kept as required by applicable law. Employees exposed to a visitor/ contractor/agency worker with confirmed COVID-19 must be directed to local Public Health for guidance for how to conduct a risk assessment.
- f. **PROPERLY DISINFECT** – Ensure the sanitation/janitorial crew properly deep cleans and disinfects the impacted areas and common areas the affected visitor/contractor/agency worker may have visited. Refer to MLF’s “Sanitation and Disinfection During COVID-19” Standard.
- g. **QUARANTINE PROTOCOL** – Refer to MLF’s quarantine protocol, [Appendix C](#) based on incident severity.
- h. **MEDIA STATEMENT** – Corporate Communications will prepare a media statement and provide guidance with media communication. Refer to “Maple Leaf Foods’ Media Protocol: What to do if you are contacted or approached by the media”.
- i. **CORPORATE HUMAN RESOURCES** – Corporate Human Resources will advise the union of what has occurred and the steps that MLF are taking to address the situation.

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GOVERNMENT DECLARED OUTBREAK⁴ OF COVID-19 IN CANADA, UNITED STATES, OR NEAR A MLF SITE

The MLF site must use the following guidance to manage response.

1. **EXPECT NOTICE** - If the country, province, state, or a community issues a COVID-19 related public health declaration, guidance or restrictions, it is expected that employees will find out either from the [Government of Canada](#), [Public Health Agency of Canada](#), [Centers for Disease Control and Prevention](#), provincial or state government, local public health unit, or local media. MLF will also communicate to team members of applicable direction as provided by the government.
2. **GIVE NOTICE TO LEADERS** - Based on MLF's Incident Command structure and Pandemic Plan, the leader who is given notice of the community status must contact the site COVID-19 designate. The site designate would then follow in accordance to item #3, "Respond At The Site".
3. **RESPOND AT THE SITE** - The site COVID-19 designate must inform the site leader and together they must comply with the MLF Pandemic Plan and this guidance to coordinate response and take necessary steps to mitigate spread of the illness, including:
 - a. **LOCAL OFFICIALS** – Contact local Canadian Food Inspection Agency (CFIA) and local public health officials and follow the recommendations⁵ of the local public health unit.
 - b. **HEALTH GUIDANCE** – Dispatch MLF's medical consultant and Health Practitioner's Team. Assess potential contact with any employees who have been designated high risk.
 - c. **CONSIDER INCIDENT COMMAND** – In accordance to MLF's and the site's Emergency Response Plan and Procedures, consult with the Regional HSSE Manager to manage the site response. Site Incident command will work with MLF's Health Practitioners' Team in consultation with the medical consultant.
 - d. **AT THE NEXT START-UP OF OPERATIONS**
 - Remind sick individuals to stay home regardless of illness. The interactions with symptomatic individuals increase the risk level for contracting COVID-19 among those sick with other illnesses.
 - Continue practice of social distancing (i.e., six feet or two metres distance between individuals) to the extent practical.

⁴ Government acknowledged local or regional community spread of COVID-19 or widely acknowledged demonstration of efficient and sustained human-to human transmission of the virus within a geographic area.

⁵ This may include legally enforceable directives issued under the authority of a relevant federal, provincial, state, or local entity that, when applied to a person or group, may place restrictions on the activities undertaken by that person or group, potentially including movement restrictions or a requirement for monitoring by a public health authority, for the purposes of protecting the public's health. Federal, provincial, state, or local public health orders may be issued to enforce isolation, quarantine, or conditional release.

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- Instruct the use of audio and video teleconferencing capabilities, where possible.
- Implement rigorous sanitation and disinfection procedures at all locations where groups of people congregate. Refer to MLF's "Sanitation and Disinfection During COVID-19" Standard.
- Follow MLF's quarantine protocol chart in [Appendix C](#) based on the severity of the outbreak.
- COVID-19 is transmissible on some surfaces. Sites must comply with MLF's "Sanitation and Disinfection During COVID-19" Standard, FSQA procedures and use [CDC recommended guidance](#). Each plant must add an additional preventive measure to treat the common touchpoints of welfare areas and pathways in plant non-production areas. This includes treating common touchpoint areas as per the SOP on an hourly basis during regular business hours, developing a site checklist that identifies each surface and completing a daily record to document the execution of the task

e. VISITOR/CONTRACTOR/AGENCY WORKER CONSIDERATIONS

- Refer to MLF's latest visitor/contractor policy and procedures. In accordance to MLF's visitor directive (March 12, 2020) there are to be no external visitors permitted at sites or offices, except for essential services required to run the business. Examples of essential services include pest control, laundry services, services for MLF policy/procedure and legislative compliance, temporary agency workers, etc. For essential services, limit visitors/contractors/agency workers to essential, time-sensitive visits only (e.g., equipment repairs, services that ensure compliance to MLF's policies/procedures and legislation), as well as require all visitors/contractors/agency workers be overseen by a responsible MLF contact and limit access to essential areas required for the visitor/contractor/agency worker to be on-site.
- Prior to arrival at a MLF site, all visitors/contractors/agency workers will be screened based on health concerns or recent travel using MLF's COVID-19 Screening Tool, available on the MLF SharePoint Site.

4. **REQUEST CHANGES TO OPERATIONAL STATUS** - *Before any alteration of operational status (e.g., closure, limiting operations, etc.) at a MLF site, the site leader must consult with MLF's Crisis Team and VP, Manufacturing.*
5. **MEDIA STATEMENT** – Corporate Communications will prepare a media statement and provide guidance with media communication. Refer to "Maple Leaf Foods' Media Protocol: What to do if you are contacted or approached by the media".
6. **CORPORATE HUMAN RESOURCES** – Corporate Human Resources will advise the union of what has occurred and the steps that MLF are taking to address the situation.

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APPENDIX A

INTERVIEW OF MLF EMPLOYEE OR VISITOR/CONTRACTOR/AGENCY WORKER WHO TESTS POSITIVE FOR COVID-19

The designated interviewer (i.e., site COVID-19 designate) must directly contact the interviewee preferably by phone and ask the following questions:

1. *Have you notified your supervisor (and/or site HSSE leader) of your illness?*
2. *What approximate date did you start feeling ill?*
3. *Have you been tested for COVID-19?*
 - a. *If so, are the results available?*
 - b. *If the results are not available, when are the results expected to be available? (This would facilitate the required follow-up.)*
 - c. *If the results are available, what were the results?*
 - d. *What date did you test positive or were diagnosed with coronavirus?*
4. *Have you contacted or have you been contacted by your local public health unit for instructions on quarantine or testing for coronavirus?*
5. *Have you been advised by medical officials to isolate? If so, starting when and for how long?*
6. *Have you been in contact (within 6 feet or 2 metres) with someone possibly with the coronavirus or in a region where the virus is located? In countries with high caseloads, where have you travelled? (The virus has now been located across Canada. In regions within the workplace, this would be part of the local public health investigation.)*
7. *Where is your workstation (or multiple locations if rotating jobs) located or where was your meeting or visit?*
8. *Besides your workstation, is there any other location at MLF where you spent more than 10 minutes? (e.g., cafeteria)*
9. *What personal protective equipment (e.g., face masks, N95 respirators) do you wear and where is it worn (e.g., production areas)?*
10. *Who, if anyone, did you have close contact with (within 6' or 2m) at work or at this site?*
11. *How do you arrive to work or to this site (drive, transit/metro, bus, other)?*
12. *Which door do you use when entering and departing your work area? Map employee movement.*
13. *Which washrooms do you typically use in your building or which washrooms did you use in this building while you were on site (if any)?*
14. *Who is your point of contact outside of the plant in event of emergency?*
15. *Is there anything else we should be made aware of?*

All information must be recorded and stored in a secure system to protect the interviewee's privacy.

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APPENDIX B

Government Declared Outbreak⁶ of COVID-19 in Canada or Near a MLF Site VISITOR/CONTRACTOR/AGENCY WORKER SCREENING AT AN OPERATING MLF SITE

All non-MLF employees (except a federal inspector, e.g., Canadian Food Inspection Agency, Food and Drug Administration, United States Department of Agriculture) will be considered visitors for the purposes of this guidance. All visitors/contractors/agency workers seeking entry to MLF site must comply with the following security screening guidance.

Refer to MLF's latest visitor/contractor policy/procedure. In accordance to MLF's visitor directive on March 12, 2020, there are to be no external visitors are permitted at our sites or offices, except for essential services required to run the business. For essential services, limit visitors to essential, time-sensitive visits only (e.g., agency workers, equipment repairs, services that ensure compliance to MLF's policies/procedures and legislation), as well as require all visitors/contractors/agency workers to be monitored/overseen by a responsible MLF contact and limit visitor/contractor/agency worker access to essential areas required for the visitor/contractor/agency worker to be on-site.

1. RECONSIDER VISITORS - Employees must reconsider in-person meetings and avoid bringing visitors to MLF sites, including postponing in-person meetings or using virtual meeting capabilities such as teleconferencing, video, and webinars to the greatest extent possible.
2. MLF CONTACT - All visitors/contractors/agency workers must be overseen by a responsible MLF contact and limit visitor/contractor/agency worker access to essential areas required for the visitor/contractor to be on-site.
3. VISITORS/CONTRACTORS/AGENCY WORKERS – Visitors/Contractors/Agency workers must complete MLF's COVID-19 Screening Tool. If they are allowed to visit following the screening and their visit is deemed to be essential to run the business, the visitors/contractors/agency workers must provide: 1) name; 2) MLF point of contact; and 3) estimated arrival or appointment time for all visitors/contractors/agency workers *at least 24 hours in advance* of the visit, except for emergency repairs. Site Leader must approve any exception. *Only visitors/contractors/agency workers confirmed as scheduled under this process will be allowed to enter the site.*

- a. *Have you, someone living in your household, someone with you have been in close or frequent contact with, or someone you are caring for been diagnosed with COVID-19 (coronavirus 2019) or had any contact with a confirmed case of COVID-19?*
- b. *In the last 14 days, have you or someone living in your household, or someone with you have been in close or frequent contact with, or someone you are caring for returned from international travel? Please refer to MLF's latest travel policy. (International travel directive became into effect on March 14, 2020.)*
- c. *Do you currently have, or have you had, within the last 72 hours, any cold or flu symptoms with a fever greater than 38.0°C or 100.4°F or acute respiratory distress (e.g., shortness of breath and coughing)? (The [CDC](#) is indicating that one of the indicators that COVID-19 has resolved is absence of fever without the use of medication for a 72-hour period.)*

⁶ Demonstration of efficient and sustained human-to human transmission of the virus or a government acknowledged local or regional community spread of COVID-19.

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APPENDIX C: MLF COVID-19 Quarantine Protocol Scenarios

Scenario	Action Required	Notifications Required
One case confirmed	<ul style="list-style-type: none"> • Apply MLF’s “10-Step Process” (see Appendix D) and ensure the positive employee is quarantined. • Site designate quickly coordinates a telephone or electronic outreach to the employee to collect work-related information. See Appendix A. • Site designate interviews the employees with whom the positive case may have had contact (e.g., who they all encountered that meets the contact criteria of less than 6 feet or 2 metres for more than 10 minutes). • If there is a possible transmission, then affected employees go on the 14-day quarantine from day of contact. • Follow direction from the local Public Health unit on how to inform the employees at the site. • Corporate Communications will prepare a media statement and provide guidance on employee communication (e.g., situation and next steps). • Human Resources (HR) or site COVID-19 designate informs employees there was a positive at the site (with no names mentioned due to confidentiality), and appropriate measures have been taken with deep cleaning and disinfection, distancing, history tracking, etc. HR to inform the union of what has transpired and next steps. (HR to have Q&A ready to deal with staff anxiety over a concern from a positive in their site. Respecting and dealing with employees who want to stay at home due to personal concerns (e.g., health concerns if they may be high risk due to underlying health issues or in contact with susceptible individuals, such as young children or elderlies). • See Appendix G: Process Maps for quarantine protocol. • Deep clean and disinfect the area where employee worked. 	<ul style="list-style-type: none"> • COVID-19 positive employee calls the site designate/HSSE designate. If an employee is at home and is known to be pending test results (as per the site tracker tool), the site must call the employee to follow up on the test result. • Site designate notifies the site leadership team (SLT) and Regional Health, Safety, Security, and Environment (HSSE) Manager when the case has been confirmed. • Site designate immediately notifies Canadian Food Inspection Agency (CFIA) and the local Public Health unit for direction of what to do at the workplace. • Site Leader notifies VP of Manufacturing when the case has been confirmed. • Site Human Resources (HR) designate contacts Corporate HR business partner when the case has been confirmed. • Site Food Safety and Quality Assurance designate contacts Food Safety and Quality Director when the case has been confirmed. • Senior HSSE Team launches Emergency Management Council (EMC) notification to inform other senior MLF stakeholders.
More than one COVID-19 case confirmed	<ul style="list-style-type: none"> • Follow actions for “One case confirmed”. • Depending on the extent of the exposure, potentially shut down production lines/rooms/ departments. • Need to telephone the local Public Health unit to rule out workplace transmission. • Refer to site’s business continuity plan. • See Appendix G: Process Maps for the quarantine protocol. 	<ul style="list-style-type: none"> • Follow notifications required for “One case confirmed” to determine if other employees are exposed and implement daily monitoring. • If there is a likelihood of or possible workplace transmission of COVID-19, then Workers’ Compensation Board report/OSHA record/report is to be submitted. (Gather as much information to help determine whether it is workplace transmission.)

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Scenario	Action Required	Notifications Required
Plant/Site shutdown	<ul style="list-style-type: none"> • Apply MLF’s COVID-19 “10-Step Process” (Appendix D). • Refer to site’s and MLF’s business continuity plan. • See Appendix G: Process Maps for quarantine protocol. • Deep clean and disinfect the area where the employee worked. • HR to inform the union and work through the plant closure process outlined in the collective agreement. • Corporate Communications will prepare a media statement and provide guidance on employee communication (e.g., situation and next steps). 	<ul style="list-style-type: none"> • Follow notifications required for “More than one COVID-19 case confirmed”. • EMC functions will notify applicable external parties (e.g., Canadian Food Inspection Agency, Food and Drug Administration, United States Department of Agriculture).
Multiple plant/site shutdowns	<ul style="list-style-type: none"> • Apply MLF’s COVID-19 “10-Step Process”. • Refer to site’s and MLF’s business continuity plan. • See Appendix G: Process Maps for the quarantine protocol. • Deep clean and disinfect the area where the employee worked. • HR to inform the union and work through the plant closure process outlined in the collective agreement. • Corporate Communications will prepare a media statement and provide guidance on employee communication (e.g., situation and next steps). 	<ul style="list-style-type: none"> • Follow notifications required for “Plant/Site shutdown”. • EMC functions will notify applicable external parties (e.g., Canadian Food Inspection Agency, Food and Drug Administration, United States Department of Agriculture).

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APPENDIX D: 10-Step Process

10-Step Process	
1	In the case of a positive COVID-19 confirmation, notify the plant SLT. Site designates (Plant Manager, HSSE, FSQ, HR) immediately contact VP Operations, Regional HSSE, FSQ Director and Corporate HR. Notify Canadian Food Inspection Agency and Public Health immediately ASAP. Send employee home.
2	Deploy MLF playbook, launch EMC notification, and use that as vehicle to let other senior stakeholders know. Health Practitioners' Team and medical consultant are assembled.
3	Site COVID-19 Team lead at the site determines on the phone whether the employee contracted from travel or an unknown community origin (as they are at home).
4	Site COVID-19 Team lead determines the date the employee fell ill. Consider this as day 0.
5	Interview Stage: Site COVID-19 Team lead conducts the interviews (e.g., map employee movement).
6	Activate the site Emergency Response (Seek and Destroy) Team to determine the quarantine option to follow: production quarantine or mass quarantine.
7	Commence a deep clean of all auxiliary areas, cafeteria, washrooms, welfare area, etc. No extra cleaning will be required on the production lines other than regular sanitation and normal PPE.
8	Home quarantine would be reserved for staff determined to be high risk as per consultation with Public Health.
9	Establish communication protocol to plant personnel and organization.
10	Implement a screening mechanism as indicated and or re-admission guidelines.

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APPENDIX E: Public Health Units

Please refer to the site's local public health unit for questions and follow-up on any positive confirmed cases of COVID-19. Here are some links to public health units:

- [Alberta Health Services](#)
- [Saskatchewan Public Health Offices](#)
- [Manitoba Public Health Offices](#)
- [Ontario Public Health Units](#)
- [Quebec's Info-Santé 211](#)
- [Seattle & King County Public Health](#)
- [Illinois Department of Public Health](#)
- [Massachusetts Department of Public Health](#)

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APPENDIX F: Preparation Tips Checklist

	Checklist Item
<input type="checkbox"/>	Prepare several schematics of the site and include as part of a preparedness package to map out path of positive case employee or visitor/contractor movements.
<input type="checkbox"/>	Provide written direction and recommended tools for shutting down a production line/room/department. Tools to have available: caution tape, warning signs, employee instruction signs, etc.
<input type="checkbox"/>	Develop communication guidelines for impacted employees. (Support by Corporate Communications.)
<input type="checkbox"/>	Develop sanitation employee work schedule to be contained in one area to prevent social or environmental spread of contamination. Suggestion: colour-coded identification (badges, bump caps for specific conveyor lines/rooms/department.
<input type="checkbox"/>	For plants, if feasible, have up-to-date and “living” site list of who is authorized to be in each room/area. Designated plant person to account for and monitor who is in each room/area.
<input type="checkbox"/>	Assign authority of the designated plant person to remove unauthorized personnel from restricted rooms/areas.

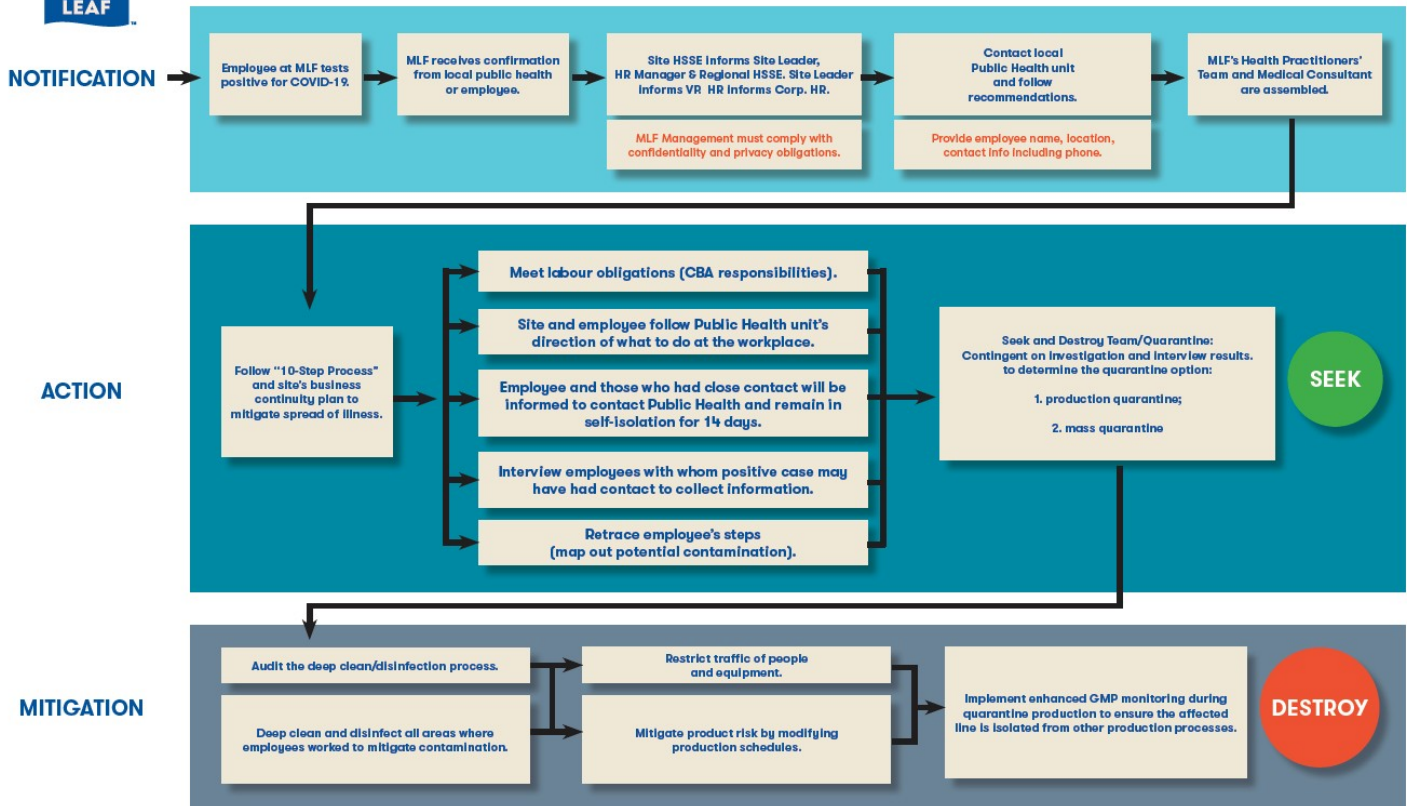
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APPENDIX G: Process Maps To Provide Direction In Positive Case of COVID-19 At MLF



Scenario: One Employee at Maple Leaf Site Tests Positive for COVID-19

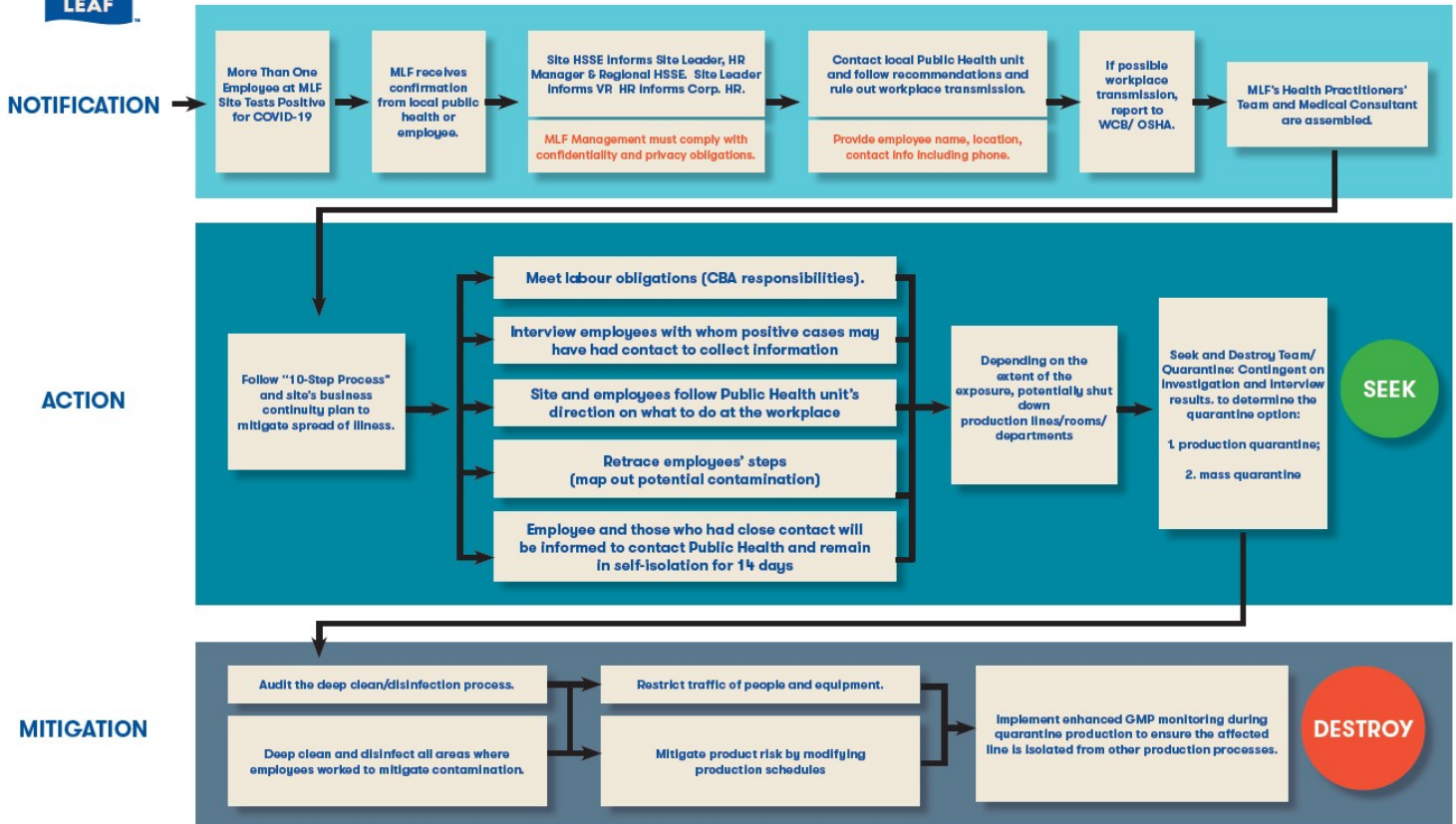


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Scenario: More Than One Employee at MLF Site Tests Positive for COVID-19

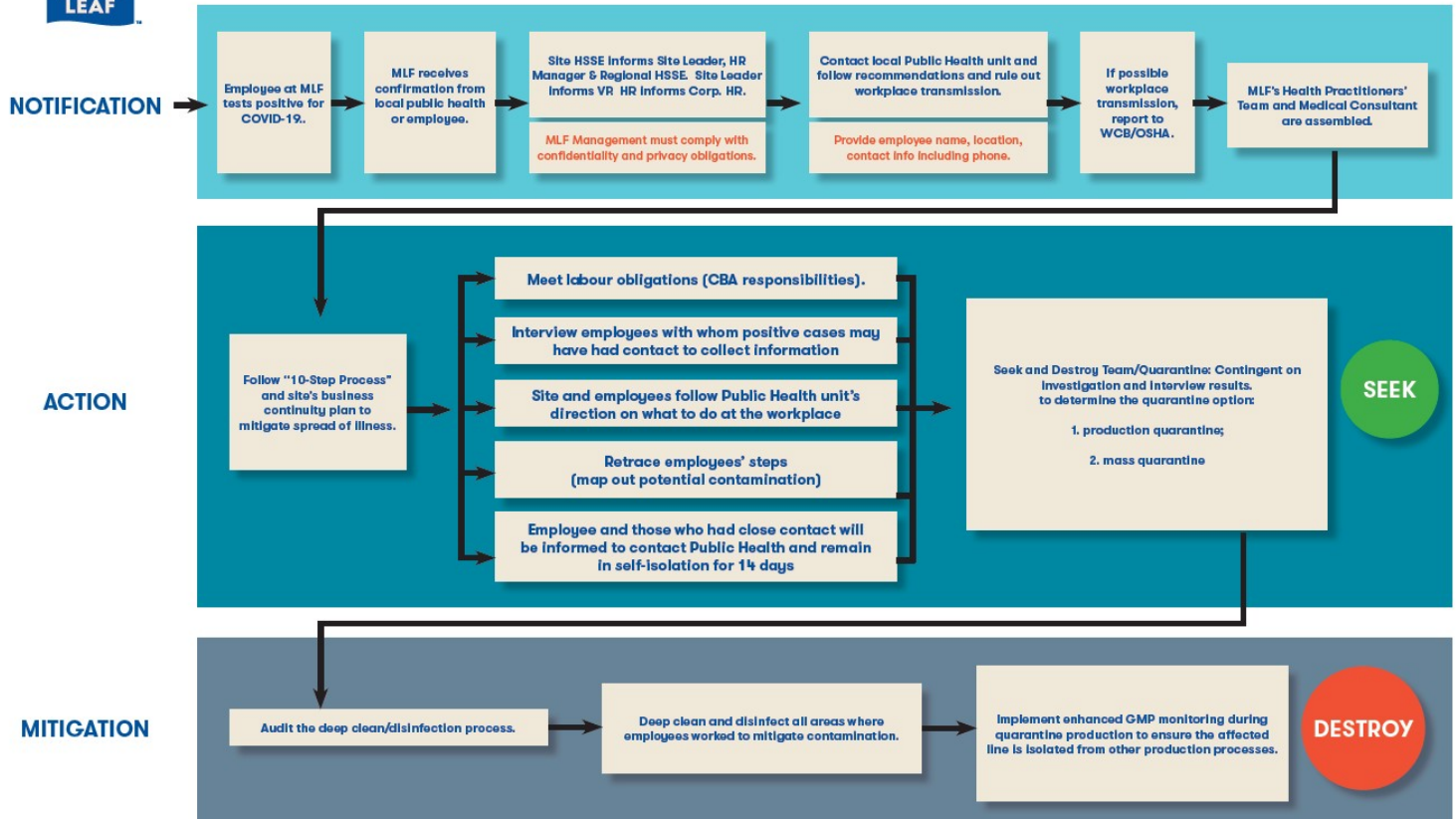


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Scenario: MLF Plant/Site Shutdown Due To Positive for COVID-19



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APPENDIX H: Canadian Food Inspection Agency's 8-Step Procedure

Source: Government of Canada, Canadian Food Inspection Agency. "Guidance to Meat Slaughter and Processing Establishments on Prevention and Response to Suspect and Confirmed COVID-19 Plant Employees." *Canadian Food Inspection Agency*, Government of Canada / Gouvernement Du Canada, 30 Mar. 2020, <https://inspection.gc.ca/covid-19/cfia-information-for-industry/guidance-to-meat-slaughter-and-processing-establishments/eng/1585620151816/1585620617343>.

Operators are to include the following procedures in their COVID-19 response plans.

1. The operator shall notify the CFIA immediately upon receipt of information of:
 - a public health request for COVID-19 testing of a plant employee
 - a COVID-19 positive employee
2. Information provided should include all pertinent details such as:
 - The date of confirmed diagnosis (if applicable)
 - The date of onset of symptoms and if the employee was at the establishment
 - The locations at the establishment where the employee delivered their functions, were likely present (lunchroom, etc.) or travelled through (specific corridors, stairways, etc.)
 - Any other information relevant to identifying individuals who may have had contact with the positive employee.
3. When receiving information of a COVID-19 positive employee, the operator shall notify local public health authorities of the positive employee and request their assistance in determining the risks to their other employees and the risk to CFIA employees who also work at their establishment.

Should the local public health authority not be able to provide assistance in the determination of risks to other employees, the operator shall seek the support of other expert advice to develop and implement the appropriate remediation plans, including ensuring appropriate action to be taken with individuals potentially exposed to the COVID-19 positive employee.

4. CFIA will ask the operator to provide information and documents to support an appropriate assessment of the risk to CFIA employees. While CFIA will consider the protocols/procedures in place by individual establishments, plus the particularities of the positive plant employee (where on the line, what kind of work, common areas with our employees, time spent with our employee, etc.) and ideally the advice from local public health, in the interim, if CFIA can't get this advice quickly, the Agency will need to consider the other information to the best of its abilities and weigh the potential risk to our workforce with the impact on establishment operations/animal welfare.
5. CFIA will consult with the local health authority to conduct a joint site visit at the establishment. The purpose will be to appropriately determine the health impacts to CFIA staff due to the confirmation of a COVID-19 positive plant employee.
6. In addition to the local health authority and an establishment representative, a CFIA team will be identified and will include experienced slaughter/meat processing staff, Health and Safety

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Committee or Representative member, and if necessary, to provide technical advice the Area OSH Coordinator/Advisor as well as appropriate CFIA management.

7. This site visit should be viewed as an inspection/investigation to gain more facts and understanding of the situation. Outlined below are some of the outcomes sought from the joint site visit.
8. Slaughter operators are reminded to consult with suppliers and Agriculture and Agri-Food Canada regarding receipt of live animals should production be affected.

Outcomes:

- In collaboration with CFIA management and using information already collected, local public health authorities will make decisions regarding exposure to plant and CFIA employees, their need for self-quarantine and/or referral to health services for testing.
- Based on the information gathered above, some CFIA employees may be deemed to have had negligible risk and can be cleared for further work
- An assessment of the operator's plans for additional mitigation measures for COVID-19 will be jointly evaluated. Results from the previous request by CFIA for written information from the company will be used by both CFIA and local public health authorities in the determination of when or if work can recommence.