



# Communiqué on COVID-19 Crisis

MDS Response to Operations at HQ and Active Job Sites

Release 1, 25 March 2020

DOCUMENT INTENT

# COVID-19 CRISIS RESPONSE

This document is a summary of measures implemented by MDS as a response to the COVID-19 crisis. The information is relevant to all external stakeholders.

MDS will update and re-issue this communicate as the situation evolves.

# MDS Position



As measures to slow the spread of COVID-19 are being implemented around the world, MDS is acting to protect its employees, customers and suppliers, as well as do its part to combat the virus.

MDS is open for business and most of our employees have been teleworking where possible. MDS has comprehensive business continuity plans in place which will enable us to negotiate a balance between fulfilling our commitments and obligations, while maintaining safe and responsible operations. All our stakeholders can rest assured that we take these responsibilities very seriously.

Our Client sites are essential to business continuity and they remain operational. Our in-house Production, Logistics, and Office Service teams are also essential to business continuity and they continue to support MDS operations from our Ottawa head office.

We are thankful for our Suppliers that have demonstrated flexibility in continuing work given current restrictions and uncertainty associated with government directives and international travel. We do not expect any commercial disruptions at this time.

We have implemented measures, detailed herein, to mitigate risks to both individuals' health and to the progress of work. We are closely monitoring the situation and we are committed to continuing to do what is necessary. Our actions will be guided by the latest information and advice from public health authorities.

# MEASURES AT HEADQUARTERS

# Measures - Ottawa Head Office

- ☛ All non-essential travel put on hold until further notice
- ☛ Most staff working from home
  - With comprehensive business continuity plans in place to maximize productivity
- ☛ Staff working in the Ottawa head office shall:
  - Respect social distancing measures
  - Return home and stay there per government guidance if they become unwell in the workplace with a new continuous cough or a high temperature.
  - Wash their hands for 20 seconds, wash them more frequently and catch coughs and sneezes in tissues.
  - Self-quarantine if exhibiting flu-like symptoms, returning from travel or they were exposed to Coronavirus
- ☛ In order to mitigate health risks, we are also:
  - Providing additional tracking and continuous sanitization of used areas
  - Logging on a daily basis anyone entering the building
  - Closing the head office to visitors

# Measures - Ottawa Head Office

The MDS Mental Health Committee has provided various resources and tips including:

- ✦ Setting limits on how much time you spend taking in new information
- ✦ Setting limits on what types of sources you take in (reading reputable articles v. social media posts)
- ✦ Having a consistent bed time
- ✦ Not sleeping with your phone or devices next you / not scrolling at night
- ✦ Taking breaks during the day to practice mindfulness and check-in with yourself. Try going for a walk outside and get some fresh air. Moving will release endorphins to make you feel better.
- ✦ Eating regular meals even if anxiety makes it hard to feel hunger cues
- ✦ Limiting caffeine intake if it makes your anxiety worse
- ✦ Implementing good practices for working from home to maintain work-life balance

# MEASURES ON SITE

# Measures – Client Sites

All site staff and visitors shall:

- ☞ Work from home where possible. All non-essential visits will be stopped.
- ☞ Return home and stay there per government guidance if they become unwell in the workplace with a new continuous cough or a high temperature.
- ☞ Wash their hands for 20 seconds, wash them more frequently and catch coughs and sneezes in tissues.
- ☞ Follow the 2 meter rule, both in the office and on the job site.
- ☞ Leave site and work from home if they are at increased risk of severe illness from COVID-19.
- ☞ Conduct on-site meetings with an optional remote dial-in.
- ☞ Drivers shall remain in their vehicles if the load will allow it and they must wash or clean their hands before unloading goods and materials.



# Measures – Client Sites

In order to mitigate health risks, we are also:

- ✦ Circulating posters and communications regarding personal hygiene and precautions.
- ✦ Frequently cleaning and disinfecting objects and surfaces that are touched regularly.
- ✦ Removing or disabling entry systems that require skin contact, such as fingerprint scanners.
- ✦ Reducing the number of people attending site inductions and we consider holding them outdoors wherever possible.
- ✦ Monitoring site access points to enable social distancing and reduce or decrease congestion.
- ✦ Enforcing stricter access checks at the entrance gate, including:
  - Requiring a signed statement from visitors.
  - Denying access to symptomatic visitors or those returning from high-risk countries.
- ✦ While the COVID-19 related risks are being addressed, operatives are reminded that the inherent risks associated with the tasks must not be ignored.

# KEY REFERENCES & LINKS



British Prime Minister's Address (March 23)

[Web Link](#)

## NEWS & OFFICIAL GUIDANCE

# LATEST



[German Public Health Organisation](#)



[Ontario Government Declaration of Emergency](#)  
[Canadian Government Response](#)

# Other References & Web Links

## Canada

Travel Advisories: <https://travel.gc.ca/travelling/health-safety/travel-health-notice>

CBC Article on Inbound Flights: <https://www.cbc.ca/news/politics/trudeau-covid-19-1.5496367>

Outbreak Update: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

Official Global Travel Advisory: <https://travel.gc.ca/travelling/advisories>

Construction News: <https://www.constructionnews.co.uk/health-and-safety/covid-19-construction-briefing-24-march-24-03-2020/>

## UK

Reliable Media Information inside the UK: <https://www.bbc.com/news/explainers>

The Official UK Government guidance: <https://www.gov.uk/coronavirus>

## Germany

Reliable Media Information inside Germany in English: <https://www.spiegel.de/international/germany/>

Keep Safe, Thank You!