



Maestro Digital Mine COVID-19 Policy Plan

Date Updated: 20200519

At Maestro Digital Mine, we will continue doing business so that we can provide quality service and support to our clients and community members through these unprecedented times. Our team will continue to provide full support and service to our customers, partners, suppliers and distributors.

Maestro Digital Mine is focused on the health and safety of our employees. In order to protect the health and well being of our staff, their families, and our community at large and to reduce the spread of COVID-19, we have provided staff the tools and resources to work remotely.

Employees doing essential work at the office and at client sites are following site protocols and to reduce exposure by avoiding unnecessary contact and working from home when possible.

Protocols for Maestro Digital Mine

Activities at Workplace

Designated entrance for visitors	Front Entrance for all visitors Additional COVID-19 signage at entrance regarding PPE requirements.
Designated person to receive visitors	Our Health and Safety Coordinators, Kathy Heimbecker and Alex Chellew are responsible for COVID-19 visitors and protocols.
Physical distancing will be achieved while visitors are in the building	Maestro employees remain 6 ft (2 m) from each other, at all times. This also applies to all visitors.
Maestro's COVID PPE requirements	The designated front entrance contains a clean station for visitors and employees to use hand sanitizer and/or disinfectant wipes. Visitors are encouraged to wear masks and gloves while in Maestro Digital Mine.



Isolation and Communications

Facility has been operating under a reduced essential basis staff only	Since March 11, 2020, Maestro Digital Mine has been operating on essential basis. All employees who are able to work from home continue to do so. In addition to our Daily Huddles, we are using Microsoft Teams to stay in daily contact with remote employees (in real time).
Employee travel is suspended	Maestro has cancelled all travel. Any Maestro service mine site visits must follow mine site COVID-19 protocols.
Non-essential visitors are prohibited	Yes
Controls are in place for permitted employees or visitors such as temperature screening, travel history, questionnaires, etc.	As part of the designated front door entrance, a high level questionnaire is given to all visitors. Temperature readings are also applied.

Working Arrangements

Employees have been dispersed to allow physical separation and reduce contact including working from home	All non-essential employees are working from remote home offices. All essential employees are working using proper physical distancing measures while in the Maestro facility.
Space has been maximised between workstations to support physical distancing	All production work spaces have been arranged to allow for physical distancing.
Arrangements are in place to allow separation in shared common areas such as lunchrooms, facilities or entrance areas	All employees are required to follow physical distancing (6ft or 2m) apart while in all common areas.
Health conditions of employees are monitored regularly with employees asked to report any potential symptoms	Health check are completed daily on all employees working in the facility.
Employees highlighted as a potential exposure risk are asked to self-isolate away from the workplace for 14 days	Yes



Physical Distancing and Hygiene

All in-person meetings are suspended	Maestro has limited all in-person meetings. If necessary are completed using physical distancing measures. Majority of meetings are conducted via conference phone system, Microsoft Teams and through emails.
Continuing employee training for hygiene best practices and virus awareness	Hand washing stations are maintained regularly and signage is posted on most current best practices on hygiene.
Regular communications to all employees on COVID-19 controls	Daily Huddle (Team meetings) with all employees are where COVID-19 updates and controls are communicated.
Hand sanitizer is made available throughout the facility	Yes
Personal protective equipment is made available to all employees	Yes
Workplace sanitized on a regular basis and decontaminated when a COVID case presents a risk to the workplace	Yes

We will remain available for phone calls, emails and online chats and video conferencing as required from 8:00 am to 5:00 pm EST, Monday to Friday.

Our emergency service will remain available 24/7, always using recommended practices to limit the spread of the virus and following client site protocols.

Maestro remains committed to following the advice and guidelines of the Public Health Agency of Canada and the World Health Organization (WHO) and continue to monitor this developing situation. We encourage you to follow the advice of your public health agency and practice social distancing; to learn more about COVID-19 and how to protect yourself, visit the World Health Organization: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>.

On behalf of Maestro’s Management, we thank you for your service and dedication during this challenging time. Our core values remain vital to our operations as we remain committed to our employees and clients moving forward.



Maestro Digital Mine Visitor Questionnaire

The safety of our employees, supplier partners, customers, families and visitors remain Maestro’s overriding priority. As the COVID-19 outbreak continues to evolve and spreads globally, Maestro Digital Mine is monitoring the situation closely and will periodically update company guidance based on current recommendations from the Centers for Disease Control and Prevention and the World Health Organization. Only business critical visitors are permitted at Maestro’s facility at this time.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building. Thank you for your time.

Visitor’s Name:	Personal Phone Number (mobile/home)
Visitor’s Company/Organization:	Name of Maestro Host:
Date of Visit:	
Self-Declaration by Visitor	
1	Have you returned from any of the countries listed on Coronavirus FAQs within the last 14 days? Yes No
2	Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days? Yes No
3	Have you been in close contact with anyone who has traveled within the last 14 days Yes No
4	Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)? Yes No

If the answer is “yes” to any of the questions, access to the facility will be denied.

Signature (visitor): _____ Date: _____

