

ALGOMA CENTRAL CORPORATION

CORONAVIRUS (COVID-19) INFORMATION & PROTOCOL

In response to the spread of COVID-19 and to assist in the protection of our shipboard and shore-side employees and operations, Algoma Central Corporation (“Algoma” or the “Company”) is taking the following measures to mitigate the spread of the virus.

A primary goal of these measures is to prevent the novel coronavirus from gaining access to Algoma’s vessels and premises. As set out further herein, we have taken steps to restrict access to our vessels and premises to those determined to be essential to maintain continued operations and to screen all Algoma shipboard personnel and necessary visitors for COVID-19 symptoms and other relevant factors. This includes Critical Visitors who are persons whose attendance is required to complete any task essential to keeping the vessel in operation.

In addition to closely monitoring the guidelines and direction from the Public Health Agency of Canada, Algoma is utilizing the expertise of a third party medical assistance provider with specific experience in the shipping sector, Future Care Inc., to ensure that we are taking reasonable precautions to mitigate the spread of COVID-19 and to advise on appropriate actions in the event any symptoms are presented among Algoma personnel.

TRANSMISSION

Current epidemiologic information suggests that human-to-human transmission of COVID-19 can occur when an individual is in close contact with an infected person. Human coronaviruses are most commonly spread from an infected person through respiratory droplets; close, prolonged personal contact; and touching an infected area, then touching mouth, nose or eyes before washing hands.

PRECAUTIONS

Travel

It is recommended that individuals avoid all non-essential travel.

Travel precautions are continually changing. They should be reviewed regularly at <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html>.

Additionally, travel restrictions, both internationally and inter-provincially have been imposed. Workers in the marine transportation sector are broadly exempt from these travel restrictions when they are travelling for the purposes of work. Up-to-date restrictions and exemptions can be viewed regularly on both federal and provincial government websites.

Currently, there is an exemption to the request to self-isolate for 14 days after traveling for workers who are essential to the movement of goods and people, including crew on a marine vessel. However, there are federal and provincial requirements in place with respect to social distancing and other measures intended to slow the spread of COVID-19 which should be followed by Algoma personnel.

The latest Transport Canada Ship Safety Bulletin dated on June 30th 2020 on the Exemption from self-isolation requirements for asymptomatic marine sector workers, both Canadian and foreign nationals is found at:

<https://tc.canada.ca/en/marine-transportation/marine-safety/ship-safety-bulletins/mobility-asymptomatic-workers-marine-sector-during-covid-19-ssb-no-18-2020>

Hygiene

- Wash your hands often with soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap is not available
- Avoid touching your eyes, nose, or mouth
- When coughing, cover your mouth and nose with your arm/cough into elbow or tissues to reduce the spread of germs
- Immediately dispose of used tissues into the garbage and wash your hands afterwards
- Increase onboard cleaning of common areas with disinfectant. For example: common computer keyboards, control panels, remote controls, hand holds, and door knobs.
- Practice physical distancing – whenever possible keep a distance of approximately 2 metres from another person, avoid crowded areas and discontinue common greetings such as handshakes. If physical distancing is not consistently possible, a non medical mask or face covering should be used.

Personal Protection Equipment

Transport Canada guidance recommends the use of non medical masks or face coverings in situations where when physical distancing cannot be maintained. This guidance that applies to a broad range of marine sector workers can be found in Transport Canada Ship Safety Bulletin #15-2020 at <https://www.tc.gc.ca/eng/marinesafety/bulletins-2020-15-eng.htm>

Wearing non-medical masks or face coverings is an added way to protect others around you, particularly where physical distancing of at least 2 metres may be challenging. Non-medical masks or face coverings are defined as non-surgical, non-regulated cloth masks that cover the mouth and nose. They are **not** personal protective equipment (PPE) or medical devices and are not regulated as such. When worn

COVID-19 Protocol

Updated October 30 2020

Page 2

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properly, a person wearing a non-medical mask or face covering may reduce the spread of his or her infectious respiratory droplets.

Company supplied surgical type masks are acceptable in this application. Non Medical Masks or Face Coverings can be washed after use with soap and warm water. Surgical type masks are typically single use and do not stand up to repeated washing.

The use of N95 type masks are not be used for this purpose unless there are no other alternatives onboard. N95 masks remain as per our Respiratory protection program and as part of dealing with someone with COVID-19 or suspected of having COVID-19.

General Health

It is important to maintain healthy habits, including proper nutrition, regular exercise, and taking medications as prescribed.

MITIGATION OF RISK

The following steps have been put in place to mitigate the risk of transmission of the virus:

Screening Crew

- All crewmembers will be screened by a company representative prior to joining a vessel.
- The screening questions are outlined in Appendix A – “Coronavirus (COVID-19) Screening Questionnaire,” which will be completed in conjunction with the crewmember. A Company Representative will ensure documentation is filed in an appropriate secure location. In addition to questions about any history of COVID-19 symptoms, contact with potential cases, and travel history, each individual crew member is required to confirm they have adhered to applicable federal and provincial social distancing requirements over the 14-day period prior to joining.
- If no symptoms are present and with all other screening requirements met, crewmembers will be reminded of proper sanitation procedures including frequent handwashing.
- Prior to joining an Algoma vessel, in addition to the questionnaire process, the temperature of individual crew members will be taken. While onboard, crewmembers will also be asked to monitor their own health and immediately report if they develop any symptoms as described in the screening questionnaire.

Screening Necessary Visitors and Parties Directly Interacting with Crew

- As stated above, a primary goal is not to allow COVID-19 onboard Algoma vessels. In addition to pre-screening crew, any other individuals for whom it is deemed essential to board the vessel or to have direct interactions with crew, including contractors and visitors, needs to be screened and have received permission from Algoma in advance of boarding.
- This process will be administered by Algoma’s shore-side personnel and led by its Procurement team, utilizing the COVID-19 Screening Questionnaire, who will confirm for the vessel those third parties who have been granted permission (including review and approval by shoreside operations management of the necessary purpose for each visit), and provide guidance to shipboard crews as may be necessary. If the questionnaire takes place in person, it must be conducted at a minimum distance of 6 feet (2 metres). In addition to the screening process, any third party visitor to a vessel will be required to wear a non medical face covering while onboard.

With respect to both crews and third parties, if any individual answers yes to any of the screening questions, they will not be permitted to board the vessel. The matter will be referred to the Algoma

COVID-19 Hotline (set out at the conclusion of this Protocol) for further review of the situation and consultation with Algoma's third party medical assistance provider prior to securing permission to board.

Algoma is working closely with its customers to ensure that all dock shore labour which may directly interact with crew will be subject to appropriate screening prior to being granted permission to join. Necessary vessel visitors, service providers and shore labour will be directed to reduce their interfaces onboard the vessel to their specific areas of work and stay out of common areas and accommodations.

Vessel Riding Crews

From time to time, vessels have to embark contractor riding crews to carry out essential repair work, maintenance, and surveys for the continued effective operations of the vessels. The duration onboard of riding crews varies from a few hours as part of a Welland Canal transit to a few weeks for a major shipboard work project.

In general terms, when a vessel is embarking a contractor riding crew they are to adhere to the following procedures:

- They are to be pre screened and cleared as per the ACC COVID 19 Protocol.
- They are to wear non medical face masks and social distance from the vessel crew as much as the job safely permits.
- Meal arrangements and washroom facilities are to be made available.
- If applicable, designate spare cabin space to accommodate the contractor riding crew.
- Contractor riding crews should not be socializing with the vessel crew when they are in the accommodation space.

The Vessel Superintendents are responsible to arrange with the vessel and the contractor, the scope of the work to be carried out as well the particulars of the contractor joining the vessel. All are reminded of the requirements outlined above.

Restriction of Shore Leave

Algoma recognizes that shore leave is a right to seafarer's and is essential for their mental health and overall well being. Transport Canada has reiterated their support to ship owners that shore leave is critical. The COVID 19 Task Force is working hard to make sure this right is recognized, while keeping in mind the safety and health of those crew members.

Captains have the sole discretion to approve shore leave for crew for the purposes of essential needs on a case by case basis, except in certain locations where a complete restriction remains in place. Despite this, the recommendations remains that all crew should remain onboard as the diligence and vigilance shown so far is the most effective measure in preventing the introduction and spread of the COVID 19 virus. Careful consideration is required in reviewing each circumstance to determine if the need for shore leave is a truly essential need, along with the associated risks involved. It should be considered, if the need can be accommodated by other available means instead of granting shore leave is possible.

As local restrictions change in response to the COVID -19 pandemic, the COVID- 19 Task Force will review the latest information to consider if any further changes to shore leave are warranted. All requests for shore leave are to be reported by the Captain to the COVID-19 Taskforce for record keeping purposes. Crew members are to provide details in support of their shore leave requests, including the planned activity and the off ship location to be visited.

In the event that shore leave is granted, the individual crew member shall be required to wear a non medical face mask when ashore and to minimize direct contact with the general public through physical distancing. Maintaining physical distancing also applies if meeting family or friends, as they are outside their social bubble. Further measures to be taken include avoidance of crowds or public gatherings, regular hand washing or the use of hand sanitizers, use of gloves (if available) when in transit, and avoidance of stores or other retail establishments. Upon returning to the vessel, the crew member must immediately:

- Wash or sanitize his/her hands before boarding and prior to entering the accommodation.
- Return to his/her cabin, take a shower, change and wash his/her clothes. Disinfect any items taken ashore including phone, wallet and any bags as well as any areas these may have touched prior to disinfection.
- Advise the Captain that if during the course of the shore leave, there is reason to believe that exposure to COVID-19 virus may have occurred.

AT RISK CREWMEMBERS

Should a crewmember become ill while onboard a vessel and meet the criteria detailed in the pre-screening questionnaire, immediate notice must be provided to Algoma's COVID-19 Hotline and further instruction will be provided. The detailed protocol for crewmembers showing signs of illness onboard is as follows:

Crewmember shows signs of illness

As per the latest advice from the Public Health Agency of Canada, symptoms of COVID-19 can vary from person to person. They may also vary in different age groups. Some of the more commonly reported symptoms include:

- New or worsening cough.
- Shortness of breath or difficulty breathing.
- Temperature equal to or over 38°C.
- Feeling feverish.
- Chills.
- Fatigue or weakness.
- Muscle or body aches.
- New loss of smell or taste.
- Headache.
- Gastrointestinal symptoms (abdominal pain, diarrhea, vomiting).
- Feeling very unwell.

Symptoms may take up to 14 days to appear after exposure to COVID-19. This is the longest known infectious period for this disease.

Action to be taken for crewmembers that develop any of the above symptoms after boarding includes the following:

- The crewmember should be immediately isolated in a cabin. In addition, prior to any others having interaction with the crewmember, the crewmember should be asked to wear a facemask and the below practices should be reviewed and followed.

COVID-19 Protocol

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Page 5

- The Captain should then administer the “Captain’s Investigation Form for Respiratory Illness” – see Appendix B, and follow the general guidance below on approaching a crew member with possible symptoms
 - **How to best approach a crew member with respiratory symptoms**
 - Wash hands or clean with hand sanitizer
 - Put on disposable gloves
 - Put on mask (N-95 not required for this type of encounter)
 - Put on eye protection – mask or goggles
 - Go into room to assess crew member who is already wearing a mask and who has just washed his or her hands
 - Assess crewmember – ask questions and take vital signs; assess degree of symptoms and any respiratory distress
 - Squirt hand sanitizer on outside of gloves and rub in thoroughly
 - Exit room
 - Remove and discard eye protection and mask directly into garbage
 - Do not fill garbage to the top and do not compress the garbage inside the bag
 - Take off gloves from the inside out
 - Wash hands or use hand sanitizer thoroughly
 - Keep crew member in isolation until risk is determined

- The Algoma COVID-19 Hotline should be contacted with all pertinent information ready to be presented, including vital signs, symptoms and duration thereof, travel history, other medical conditions, and smoking history as per the form. Algoma will then determine next steps including the assistance of Algoma’s third party medical assistance provider.

- Algoma or Algoma’s third party medical assistance provider will then inform the Captain whether they believe the person requires further investigation, reporting to authorities, medical attention and/or quarantine. Individuals developing severe respiratory symptoms or complications may require disembarkation and appropriate follow-up care.

Crewmember who may have been in contact with an ill person

Action to be taken for crewmembers that may have been in contact with a suspected case of the novel coronavirus (COVID-19) discovered after he or she boarded the vessel, include:

- The Screening Questionnaire (Appendix A) should be completed again.
- The Algoma COVID-19 Hotline should be contacted immediately for further review of next steps, including third party medical assistance.
- While waiting further instruction, if a crew member answered yes to any of the symptoms they should be isolated out of precaution. If the crew member is healthy, with no symptoms, they should be reminded to practice good hygiene including frequent washing of hands and maintaining social distancing where possible.

General comments about caring for ill crewmember

- Methods of isolating a sick crewmember and feeding and supporting them as needed without physical or close contact will be required. Individuals should be isolated in their cabin, with precautionary measures taken as set out above and/or as directed from Algoma COVID-19 Hotline. Anyone entering an isolation room should wear gloves, goggles, and medical masks.

- Once the patient has left the ship, the cabin will require thorough disinfection.

- If there is a suspected case, any essential visitors should be advised of the situation and asked to take the necessary precautions.

The above are general guidelines; however, the need for investigation, testing, quarantine, and medical management, as well as isolation and quarantine of other crewmembers, will be determined by shore staff in conjunction with third party medical assistance and regulators.

CONTACTING PORTS AND OTHER REGULATORY AUTHORITIES

Shore staff will be responsible for contacting applicable regulatory bodies and healthcare agencies, including any obligation to report potential cases of the virus.

- In U.S. waters – all incidents of infection will be reported to the local US Coast Guard.
- In Canadian waters – the nearest Transport Canada Marine Safety office and the local Provincial Health Unit will be contacted.
- All incidents should continue to be reported to the Algoma COVID-19 Hotline, where reporting efforts will be coordinated with applicable shore staff.

CHAMBER OF MARINE COMMERCE’S MARINE INDUSTRY TRUSTED PARTNERS

The marine industry is rising to meet the challenges of the COVID-19 pandemic by banding together to create a mutually agreed standard of protocols to protect marine workers. The Chamber of Marine Commerce has developed the **Marine Industry Trusted Partners for COVID-19** initiative with its Canadian ship operator members to help assure ship owners, governments and other stakeholders (including the public) that a mutually-agreed standard of protection, with supporting protocols, is being followed by each Partner during ship-shore interactions.

Algoma is a founding member of the **Marine Industry Trusted Partners for COVID-19 program**.

Algoma has contributed to a marine industry document that outlines *Ship Owners’ Best Practises for COVID 19*. This document was prepared to inform all the Chamber’s members and partners about best practices our ship owner members are adopting to respond to COVID-19. It sets out best practices put in place by ship owner members including Algoma to protect our crews, customers, service providers and the public from risks posed by the COVID-19 pandemic.

SHORE-SIDE PRECAUTIONS

Algoma has implemented a business continuity plan and is minimizing office personnel as part of a graduated Return to Office Plan. The Company has the necessary technology and systems in place to permit most employees in support functions to work from home. Employees who must work from the office or from a location where contact with others is unavoidable are being asked to observe the general precautions noted above and to follow the same hygiene instructions and other COVID-19 prevention methods as crew members. Further reference is the Company’s Return to Office Plan.

Any employee who develops symptoms or otherwise suspects exposure to the virus is asked to contact the COVID-19 Hotline and report the situation.

The main Algoma office is closed for visitors at this time.

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