



April 16, 2020

**Re: NOTICE / COVID-19 - Measures Adopted by the Company**

Dear Employees, Clients, Suppliers and Visitors,

With regard to the gradual resumption of operations in our place of business located in Sainte-Catherine, we wish to inform you of all measures that will be implemented.

Protecting the health and safety of all our employees, clients, suppliers and visitors remains one of our key priorities. As such, please take note of the measures that we have adopted in order to protect all our employees as well as anyone visiting our place of business.

**A- FOR EMPLOYEES AND VISITORS:**

1. We will ensure on a daily basis that the organization of the work and the working procedures and methods do not adversely affect the safety or health of our employees, clients, suppliers and visitors.
2. We have increased the cleaning schedule of certain areas and objects based on their use.
3. Upon arriving at the workplace, employees and visitors must **wash their hands** with the disinfectant provided at the entrance.
4. Employees and visitors must, as much as possible, maintain a **minimum distance of 2 metres between each person (social distancing)**. For example, we might limit the presence of employees in certain work areas or reduce the number of employees per zone or shift.
5. Visits by clients or suppliers must be limited to those that are essential.
6. Employees who are called back to work and new employees must complete a **Health Screening Form** before starting their shift.
7. Visitors must complete a **Health Screening Form** before they can access the workplace.

**B- FOR EMPLOYEES:**

**Work Procedures**

8. During the shift, employees must **wash their hands** frequently with warm running water and soap for at least 20 seconds.



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9. Employees must wash work surfaces and areas used at least two times per day, at the beginning and end of the shift.

### **Business Travel**

10. Employees must **avoid all business travel** that is not essential until further notice.
11. Employees who do not have to be physically present on the workplace must, if feasible, **work remotely**.

### **Personal Travel**

12. If you have returned from another country, you must advise the undersigned by email and observe **a mandatory 14-day self-isolation period** upon your return.
13. If you have immediate family who has recently visited another country, we ask that you observe **a precautionary 14-day self-isolation period**.

### **Meetings with External People**

14. All employees must, as much as possible, limit non-essential meetings in our office or non-essential contact in the workplace with external people and to instead hold conference calls.

### **Illness or Symptoms**

15. Any employee who is feeling ill or experiencing symptoms similar to COVID-19, or who has been in contact with a person who is infected or experiencing these symptoms, must observe **a precautionary 14-day self-isolation period** and contact Info-Santé at 1-877-644-4545. You must also advise the undersigned by email.
16. We will investigate the matter and identify all employees as well as any clients, suppliers or third parties who were in close contact with the employee who is thought to be infected with COVID-19 or who has been diagnosed with COVID-19. Such employees must also **comply with the above-mentioned procedures, including precautionary self-isolation**.

### **Communications**

17. Depending on how the situation develops, alternative systems of communication (e.g. texting, telephone) may be put in place. It is therefore important to update your personal information by sending the undersigned an email address for this purpose.





18. If you have any questions or concerns, do not hesitate to communicate with the undersigned.

These procedures apply to all current employees, all newly hired employees (including for student summer positions) and visitors, until the government measures are fully lifted.

In closing, we would like to remind you that it is crucial to comply with all the above procedures in order to prevent the spread of COVID-19 in our company, and that any non-compliance may result in disciplinary measures, including dismissal. Compliance with these measures is essential to ensure your health and safety as well as that of your co-workers.

We ask that you contact the undersigned if you have any questions regarding this notice.

Sincerely,

Guillaume Wilbois

Plant Manager

