

Bulletin Dated August 18, 2020

An Important Message from our CEO, Paul Robinson

In my last update I provided early warning of our intended strategy for all employees to return to working from our locations commencing after Labour Day (September 8th). This decision was based on several factors including: the continued improvement in the infection rate in Toronto and Ontario with the expected move to Stage 3 for Metro Toronto; the opening of over 90% of child care facilities in Ontario under Stage 3; the return to in-class school for all elementary and secondary schools in Ontario; the full implementation of our sanitizing, cleaning and temperature checking policies and the continued management of any employee or close family member contraction of Covid-19.

To date, we have seen all of the above criteria moving in a positive direction with the moving to Stage 3 of the economy for all of Ontario. New case levels continue to be at or below 100 per day and the mortality rates have trended down significantly. While we have had one employee and a few family members contract the virus (none of which are work related), our containment strategies have been successful. We reviewed them with Public Health, and they were impressed with our policies and strategies. We have had no problems with our previous implementation of all employees returning to work for at least 2 days a week. Presently we have over 60% of our employees at one of our facilities any given day. Our production team has, throughout the pandemic, come to work every day supporting our customers making daily production. At this point, the Government of Ontario is working with the local school boards on reopening strategies and I recognize that this is a source of stress and concern for our employees who are parents.

As such, we will delay the implementation of our return to the office strategy until October 5th. The senior team is now back in the office full time. As a minimum each employee will be required to work from the office two days a week and based on our business requirements, each functional group may require some or all of their team members to come to the office more often. If you believe your personal situation merits relief from this policy, please provide your request for relief to HR in writing. Include your reasons and they will work with you and your manager to come up with a solution.

We all must continue to do our part in supporting the governments' policies and directions to contain Covid-19 and get back to "normal". All the good practices we have learned over the last several months continue to apply – wearing masks indoors or where social distancing cannot be achieved; washing hands; and maintaining your social bubble. Travel continues to be a higher risk endeavour and we will continue to restrict company travel and require isolation for all employees who have, or a member within their social bubble has, taken a trip out of province or a flight. For further detail you should refer to our travel policy issued on March 2, 2020.



Additionally, as noted in my last Covid update we announced that employees travelling inside Canada but outside Ontario can, as an alternative to the 14-day self-isolation, provide HR a Covid-19 negative test result taken after their return from travel. As can be seen recently, many countries in Europe are re-instituting travel restrictions even within the European community.

I am hopeful that things will continue to improve as we move forward, however, we will continue to monitor the situation and must remain flexible in our strategies and policies dependent on the situation. We will keep you informed every step of the way.

Warm Regards,

Paul