

Bulletin Dated December 15, 2020

An Important Message from our CEO, Paul Robinson

The holiday season is fast approaching and with it a well-deserved break for everyone. I would like to thank every one of our team members for their commitment, understanding and support through this challenging year. Together, with your support we have been able to achieve many important initiatives this year while, most importantly, protecting our team as best we could expect from the Covid-19 pandemic. While so far, we have had 10 employees within our Canadian operations that have contracted the virus, we have not had any internal transmission of the virus and I am pleased to say no severe/life threatening cases.

This holiday season, we are being challenged to do our part and reduce the transmission of the virus through many measures including staying within your household bubble, wearing masks and proper handwashing. We all must do our part to protect everyone. Please check out the LENS article on helpful tips written by HOMEWOOD on safely celebrating during the holidays. The rollout of the vaccine is tremendous news and gives us all hope that there is an end to this pandemic. However, the current reality is that Canada will only have adequate supply of the vaccines to cover everyone by the end of 2021. This means we must continue to do our part and follow the directions of our governments for some time to come.

Our facilities will open back up for business on Monday, January 4th. As part of opening back up, we will be asking all employees to complete and submit a Health Screening - Self Declaration survey on Sunday, January 3rd. Further details on this will be released by HR. We continue to ask anyone who is sick or has any of the symptoms associated with Covid-19 not to come to work and contact Human Resources as soon as possible. Human Resources will help in obtaining a rapid Covid-19 test, if appropriate. It is important everyone take these measures seriously in order to help us protect you and your families.

Our work from home policies currently in place will remain in effect until further notice. We do expect this winter to be challenging and we do not expect any change in this policy until April 1st, at the earliest. Our travel ban policy will also remain in effect until at least April 1st. Anyone booking a vacation including travel is strongly encouraged to pre-clear it with Human Resources and if approved, ensure your travel and hotel arrangements provide for no loss cancelation rights.

Finally, I would like to wish you and your family a safe and healthy holiday and a happy new year.

Warm regards,

Paul