

Bulletin Dated October 1, 2020

An Important Message from our CEO, Paul Robinson

As you all know over the past several days, we have seen a significant growth in the number of COVID-19 cases in Ontario. This trend is not isolated to Ontario as we are seeing increases in most jurisdictions around the world. At this point, the large increase in cases has not translated to significant increases in hospitalizations or deaths. It is clear that much of this increase can be attributed to Covid fatigue, the opening up of the economy and social activities, as well as the return to school. There is also growing concern of the risk of extended family gatherings around Thanksgiving. Considering these factors and government announcements we are announcing today our decision to have all salaried employees who can effectively work from home do so fully for the month of October 2020. Our business is continuing to recover, and we must continue to meet all our commitments and objectives. Our intention is to reduce the risk of any of our employees contracting the disease at work while ensuring business continuity. While we have had some employees contract Covid, all were traced back to activities outside of Litens. While our intention is to reduce the number of employees coming to work, it is expected that each department will continue to have employees coming to work. This will be assessed by each of the departmental directors and communicated to each employee.

Our recent experiences of contact tracing have led us to the introduction of the below new system to track employees on each site at any time. We are required by Public Health to provide effective contact tracing and this tool will provide the first important data for this purpose. I ask you to please support this initiative and upload the app on your phone to help us protect you and the spread of Covid.

NEW:

Effective October 5, 2020 salaried employees working on site will be required to sign in and sign out using the Whos On Location (WoL) system. This does not apply when salaried employees are working remotely, you are not required to give us your working remotely location (nothing is required to be done on your behalf).

Litens has been using WoL kiosks in our 3 main buildings for several years to manage, control, and screen visitors, contractors for the purpose of CTPAT, Emergency Evacuation and conducting COVID screening prior to allowing these individuals entry into Litens facilities.



To further enhance our WoL system, we're implementing "Whos On Location Mobile" WoLMobile for salaried employees. WoLMobile is a smartphone app that allows salaried employees to sign in and out of each of our three locations. **This information will be used for the purposes of COVID-19 contact tracing.** By installing and using this system it enhances Litens contact tracing capabilities ensuring a safe and healthy workplace environment for all employees.

Note: This does not apply to hourly employees as they are required to swipe in and out on a time clock daily.

In order to use the WoL system, you have 3 options:

1. Use the mobile app with location services which is designed to use your smartphone's GPS location to **automatically** sign you into and out of the facility ("on-site/off-site").
 - The app does not require you to sign-in or out manually but uses your phone's GPS sensors to determine when you are within a hundred meters of our building locations.
 - As soon as you arrive within a certain proximity of our addresses, the app will sign you in and vice versa when you depart.
 - By using the automatic sign-in/out setting, your location outside our geo-fenced boundaries is not tracked or logged in any way.
2. Use the app manually: if you choose not to turn on the app's GPS location services, then you must manually sign in and sign out on WoLMobile.
 - **Users are to take note to not manually sign-in if they are not physically on our premises.**
3. If you do not have a smartphone you must access the WoL portal from a PC using a browser using the link that will be sent to you by separate email.

If you have chosen option 1 or option 2 you need to download and install this app. Whether you have an iOS or Android device will determine the application you need.

Be sure to follow the instructions found in this link below to properly set the security and location services on your phone.

<https://support.litens.com/AddSolution.do?submitaction=viewsolution&fromListView=true&solutionID=97>

Search for "**WoLMobile**" in your app store or follow one of these links...



or



If you have any questions or require help regarding WoLMobile feel free to contact Human Resources.



Thanksgiving weekend is coming up, so it remains critically important for everyone to continue following public health advice.

This includes:

- staying home when ill, or keeping your child home from school when ill, even with mild symptoms;
- practicing physical distancing with those outside your household or social circle;
- protecting your social circle;
- wearing a face covering when physical distancing is a challenge or where it is mandatory to do so;
- washing your hands frequently and thoroughly; and
- adhering to gathering limits and rules.

Thank you for your continued support.

Warm Regards,

Paul