

## DAILY UPDATE - CORONAVIRUS (COVID-19)

Dear Employees,

All our divisions, companies and sites continue operating across Canada and the United States.

We are monitoring the status of the coronavirus and are following updates and protocols posted from the Ottawa Public Health, Government of Canada Health and Safety guidelines, WHO, and will take additional measures as they arise. Our top priority is the health of our employees and the public.

As of March 18th 2020:

- Tomlinson is providing a sign-in sheet and questionnaire to all worksites and facilities for any visitor or delivery worker to complete. The questionnaire contains four Yes/No questions about international travel, symptoms and potential exposure to the coronavirus (COVID-19). We ask that all visitors complete the questionnaire honestly and supply their own pen or pencil.
- Requests for cleaning supplies should be sent to the Stores by email or phone. We are continually restocking more supplies.
- Our subcontractors have been instructed on all our protocols. A specific communication will be sent today to all of our partners to ensure they understand how we are adapting our working protocols.
- A new procedure on “how to receive equipment and materials on sites” is being finalized today and will be communicated to all shortly.

If you are experiencing financial hardship, requests for vacation payouts will be processed with each payroll (contact payroll@tomlinsongroup.com); requests for payroll advances should be submitted to hr@tomlinsongroup.com.

Tomlinson will be providing regular updates on our website as the situation with the coronavirus (COVID-19) progresses. On the main page of our site ( <https://tomlinsongroup.com/> ) you can find information for customers/partners and employees that addresses any frequently asked questions.

I can't say enough about how impressed I am by everyone in our company during this difficult time. We want to thank you for all your efforts and hard work. We will get through this together as a team. We always pull together and help each other.

If you have questions, please speak with your supervisor and they will escalate your question through to the correct channels. You can also send your questions to hr@tomlinsongroup.com

Sincerely,

Ron Tomlinson and the Senior Leadership Team