

DAILY UPDATE - CORONAVIRUS (COVID-19)

Dear Employees,

All our sites continue operating.

We are monitoring the status of the coronavirus and are following updates and protocols posted by various government sources. Our top priority is the health of our employees and the public.

As of March 19th 2020:

- We sent new subcontractor safety protocols to all subcontractors. A copy is being distributed on all our sites and can be reviewed on our website.
- Our safe delivery protocol was distributed today and can be reviewed on our website under <https://tomlinsongroup.com/covid-19-information-for-employees/>
- Please do not throw away the spray bottles distributed to you with the disinfectant liquid. The bottles can be refilled and are very difficult to come by
- The Government of Canada has moved the personal income tax deadline to June 1st 2020
- The City of Ottawa has extended the Personal Property tax deadline to April 15th 2020
- Our list of FAQ has been updated with **NEW** employee questions. Answers to the newest questions are below and the full list is on our website (<https://tomlinsongroup.com/covid-19-information-for-employees/>)

NEW If I don't feel safe at work because I'm afraid one of my coworkers has been in contact with someone that was sick, what should I do?

If you don't feel safe, you can go home. There will be no repercussions or disciplinary actions taken. The Ottawa Public Health site recommends that, even if you do not have symptoms, it is recommended to self-isolate for 14 days if you have spent extensive time with someone who has tested positive for COVID-19 or is suspected to have COVID-19.

If you have MILD symptoms, where you are NOT short of breath and can manage symptoms reasonably at home you can self-isolate until 24 hours AFTER symptoms have FULLY resolved

NEW What do I do if I have a direct family member at home that is at risk?

If you don't feel safe, you can go home. If you feel you are exposing yourself and your "at risk" family member, you can go home. There will be no repercussions or disciplinary actions taken.

NEW Are we still hiring new employees?

Yes. We are still recruiting, hiring and on-boarding new employees. Recruiting is conducted by phone and Skype interviews wherever possible. In person interviews are held outside, or if in an office with 1-2 meters of separation. The work surfaces are

being wiped down at the end of the meeting.

NEW We will still get our salary and rate increases as of March 30?

Yes. We are still going through the salary and rate increases process. This year we committed to an increase date of March 30. It is unlikely all non-union groups will meet that date, however, we can commit to paying increases retroactive to March 30.

NEW Are we still using hand-punches on site for hours?

We are changing how hours are submitted in several areas and implementing new software options where possible. If not in place yet, hand-punch machines should be wiped down after each use.

NEW Do I need to stay home?

Even if you do not have symptoms, it is recommended to [self-isolate for 14 days](#) if:

- You have travelled anywhere outside of Canada (including the United States of America).
- You live with, provided care for, or **spent extensive time** with someone who has:
 - Tested positive for COVID-19, OR is suspected to have COVID-19, OR who has respiratory symptoms (fever, cough, or shortness of breath) that started within 14 days of travel outside of Canada.

If you have MILD symptoms, where you are NOT short of breath and can manage symptoms reasonably at home you should [Self-isolate](#) until 24 hours AFTER symptoms have FULLY resolved.

NEW What do I do with the garbage generated from cleaning due to COVID-19?

Cleaning waste is to be collected into smaller, tear-resistant plastic garbage bags and sealed. Place the sealed garbage bags in the usual waste collection containers. These will be emptied as usual.

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.

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