

DAILY UPDATE - CORONAVIRUS (COVID-19)

Red Army,

As we continue to monitor and adapt to the Covid-19 outbreak, our task force is meeting daily and continually communicating to ensure your health and wellness. This includes implementing new processes around cleaning and social distancing, but also addressing how to keep our Team employed to ensure they continue to bring home an income to support their families. To that end, we are building contingency plans for the next 90 days. We are looking at schedules to address long-term concerns or customer site reduced hours or closures to try to get ahead of possible slowdowns.

Please read and communicate the information we are providing in a timely manner. In addition to email blasts, social media posts, health and safety updates, and supervisors delivering to sites, we have made a lot of information available on the main page of our website www.tomlinsongroup.com to centralize information in one location that everyone can access.

I would also like to remind you of the importance of self-care. We all have to make sure that we take good care of ourselves as well as of our loved ones. Along with washing your hands, remember keep your body and mind moving. An exercise regimen was posted on our website for at-home body-weight exercises. We also encourage staff to use online courses to improve or branch out new skills.

We have a strong team in the background working together to do everything we can to support each of you through this. You are what makes this company great – every employee is part of our team. Let's continue to pull together as One Team. We need to stay calm, follow public health guidelines and come out of this stronger than ever before!
Sincerely,

Ron Tomlinson and the Senior Leadership Team

As of March 20th 2020:

- Service Ontario has extended expiry dates for driver's licenses, health care cards, ownerships/license plate stickers, and CVOR certificates.
 - Any Tomlinson drivers with recently expired or expiring licenses are still considered legally licensed to operate our vehicles. If you use a Tomlinson vehicle with expired/flaky license plates or license plate stickers, please update your supervisor so we can keep a running list to be addressed.
 - If you have any questions or difficulties, please contact Kerry Nicholson, Compliance & Investigations, at knicholson@tomlinsongroup.com. 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 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 How to protect our portable toilets and hand washing stations from being vandalized?

We have had an increase in units being vandalized with people stealing toilet paper and hand sanitizer units. To help protect against this to ensure we maintain enough units for our work sites, please lock the units where possible or block entry to the unit at the end of the work day.

NEW Can I change my RRSP deductions?

Yes. You can change your RRSP deductions at any point. Please email hr@tomlinsongroup.com and tell us what you would like to change the deduction amount to and we will make the adjustments to the RRSP and matching DPSP. If you change the deduction amount to \$0, your account will remain open and you can make an adjustment at another time.

NEW Any suggestions on how to stay active?

Yes. Keeping active can be a challenge when gyms and sporting events are closed. We have posted three different levels of at-home workout training and info to access an app. FitQuest has put together some programs for Tomlinson employees. Check them out at www.tomlinsongroup.com under COVID-19 Info for Employees.