

March 11th, 2020

We recognize that there is concern regarding transmission of COVID-19 (coronavirus) within the workplace. DECAST Ltd. remains committed to the safety and well-being of our employees and their families.

In conjunction with the County of Simcoe's Health and Emergency Services division, we continue to monitor the status of the Novel Coronavirus. The County of Simcoe's Health and Emergency Services division is recommending the following best practices to reduce exposure to and transmission of the coronavirus:

- Frequently clean your hands by using soap and water or alcohol-based hand rub
- When coughing and sneezing, cover your mouth and nose with flexed elbow or tissue – throw tissue away immediately and wash your hands
- Avoid touching your eyes, nose or mouth
- Keep surfaces clean and disinfected
- Avoid close contact with anyone who has a fever and cough
- If you have fever, cough, and difficulty breathing seek medical care early and share previous travel history with your health care provider

If you have concerns regarding your particular work area, please speak with your Supervisor. This situation does remain fluid. We are currently assessing possible remote work options should the need arise and we will provide updates if there are changes to current work practices or recommended precautionary measures.

Sincerely,

Jim Tully
Executive Vice President