

March 19th, 2020

First of all, I want you to know that we recognize there is a lot of anxiety and concern associated with COVID-19 not only at home, but in the workplace as well. I want to assure you that your health and the health of your families is our main focus. We are continuously monitoring the COVID-19 pandemic and implementing long term strategies which are in line with Canada's public health agencies infection control guidance. That advice is changing rapidly. In real time we are also addressing many workplace issues arising from the spread of COVID-19.

Over the past few weeks you have asked us a lot of important questions and we want to provide you with answers.

1. Are we going to be sanitizing our workplace differently?

We have enhanced our cleaning efforts by focusing on high-touchpoint areas such as door knobs, handles, railings, and restrooms. We use the recommended disinfectant to ensure that all surfaces are free from germs upon cleaning.

2. What can I do to reduce my risk of exposure?

Clean your hands often, practice social distancing and most importantly if you're sick, stay home. You can find additional information at:

Health Canada www.canada.ca/en/health-canada.html

Simcoe Muskoka District Health Unit www.simcoemuskokahealth.org

3. What should I do if I have symptoms of COVID-19?

If you experience symptoms, isolate yourself, do not come to work, and seek medical attention by calling your health care provider or Telehealth Ontario 1-886-797-0000.

Then contact Marlo Harley, Manager Health, Safety & Training at mharley@decastltd.com or 705-627-3988 to report your symptoms and any other pertinent information so that we can monitor the situation and respond accordingly to protect you and the workforce.

4. Will I be paid if I need to self-isolate?

Employment Insurance (EI) sickness benefits provide up to 15 weeks of income replacement and is available to eligible claimants who are unable to work because of illness, injury or quarantine, to allow them time to restore their health and return to work. Canadians quarantined can apply for Employment Insurance (EI) sickness benefits. You can access more information at servicecanada.gc.ca or 1-833-381-2725. DECAST Ltd. will issue a Record of Employment (ROE) in order to enable you to stay home. You can find additional information at:

Service Canada www.servicecanada.gc.ca

5. Why are we still open when other local businesses are closing?

The government has announced legislation limiting the travel, restaurant and hospitality sectors. In Tuesday's announcement the provincial government said that the construction and manufacturing sectors need to stay open in order to keep that sector of the economy going, and we are doing everything in our power to maintain a safe work environment in order to keep our employees working.

6. Will I still be eligible for the Attendance Bonus if I need to self-isolate?

There will be no impact on an employee's eligibility to receive an attendance bonus if they need to self-isolate.

7. Will I still be eligible for my health, dental and EAP coverage if I need to self-isolate?

There will be no impact to an employee's health, dental or EAP coverage if they need to self-isolate.

8. Will there be any impact to my vacation allowance or pension contributions?

Your current vacation accrual remains intact. Any additional vacation accumulation is based on DECAST Ltd. earnings, and therefore if you are receiving employment insurance there will be a pause in your vacation accrual. Pension contributions are based on DECAST Ltd. earnings and therefore if you are receiving employment insurance there will be a pause in your pension contributions.

As the situation continues to evolve, we will communicate any changes to current work practices or recommended precautionary measures.