

March 24<sup>th</sup>, 2020

Provincial Government Direction Regarding Essential Businesses

The Ontario government has identified essential workplaces in response to COVID-19 (2019 novel coronavirus), and has designated, among others, the manufacturing, construction and supply chain business sectors as essential services. DECAST Ltd. operates within these sectors and will therefore remain open. You can access the full list here: <https://www.ontario.ca/page/list-essential-workplaces>

We are committed to the safety and well-being of our employees and their families and we are making every effort to provide a safe workplace. In order to stop the spread of COVID – 19 it is very important that we adhere to social distancing best practices. We have implemented changes and continue looking at many different methods in order to achieve this. Including staggering shifts and breaks, examining work processes and limiting the number of people in high traffic areas like washrooms.

Social distancing is a new phenomenon and everyone has to be onboard for it to be effective. We have posted information throughout the plant to guide you through this process based on best practices from Health Canada and our onsite healthcare resource. Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. To access further information, go to [decastltd.com](http://decastltd.com) and click the LOGIN NOW button on the COVID-19 Employee Information banner. Username: Employee Password: DECAST2020!

With patience and cooperation, we can all do our part.

Sincerely,

Jim Tully  
Executive Vice President