

March 18, 2020

Re: Coronavirus Disease (COVID 19)

In this unparalleled time of uncertainty, the health and safety of our customers, employees and partners is our highest priority. Just like you, we continue to closely monitor the ongoing COVID-19 situation and follow the guidance and recommendations of Federal and Provincial public health officials. Our commitment is to provide a safe environment for all.

We are continuously evaluating the situation, monitoring any impact to the businesses we serve and communicating alternative plans where necessary. We are taking the appropriate actions to continue providing our employees a safe and healthy working environment. We remain committed to providing the superior service that our customers have come to expect from us.

Measures that we have put in place so far to help combat the spread of the virus include:

- Social distancing in the workplace.
- Increased sanitation and cleaning procedures.
- Employees who have travelled are subject to a 14-day self isolation period.
- No visitation policy has been implemented so all customer and vendor meetings have been cancelled and will be rescheduled.
- Outside salespeople are working from their home offices and not engaging in face to face meetings.
- Business travel has been suspended.

To date, we have not experienced any supply constraints for raw materials. We are continuously communicating with our vendors and based on all information that we have received, we are not forecasting any shortages or supply disruption. Our employees continue to support the business and therefore, production is continuing at normal levels.

We realize this situation remains very dynamic, as information continues to change day-to-day. We are committed to maintaining our business operations and ensuring you continue to receive the highest quality service without disruption.

Thank you for your continued trust,

A handwritten signature in black ink, appearing to read "D. Edgett".

Darrell Edgett, MBA
General Manager