



Canada Drayage Statement Concerning Novel Coronavirus (COVID-19)

As a valued customer of Canada Drayage, we are reaching out to you to share some important updates as it relates to our business continuity readiness during these highly uncertain times.

The business itself: Canada Drayage has been in business since 1999. At Canada Drayage our specialties are drayage and dedicated fleet services. We as a Company have always been a transportation company who has listened closely to client feedback and concerns and have developed programs customized to our customers' exact requirements. Although the market uncertainty, volatility and pandemic scare has impacted our business, we remain financially stable and structured to manage through difficult times such as these.

Planning: Each of our business units has prepared Disaster Recovery and Pandemic Planning documentation. Our Management Teams are monitoring, communicating and adjusting our plans and responses daily. We are fully equipped to ensure the ongoing operation of our business with no disruption. We have identified all critical staff and arranged for protective measures to keep our employee's, customers and partners safe. At this time, our operations remain in **low-risk** areas, which we will continue to monitor. We have a heightened focus on ensuring our workplace is a safe and sanitary environment. As we actively monitor the situation, please find below our Employer Responsibilities for best practices and measures.

Employer Responsibilities

To ensure that the company continues to provide a healthy and safe workplace, the following measures have been implemented. In addition, the company continues to stay updated on guidelines and information provided from the World Health Organization, the Government of Canada and measures implemented at a Provincial level.

- Ensure all Employee Emergency Contacts are up to date.
- Use the risk-informed decision-making guidelines for workplaces/businesses during the COVID-19 pandemic to assist with developing policies and procedures.
- Continue communication with staff and customers about COVID-19, including the measures we are taking to prevent the spread of COVID-19.
- Post signs advising no visitors are allowed to access the building.
- Post signs encouraging good respiratory hygiene, hand hygiene, and other healthy practices



- Where feasible, we have implemented measures to reduce social contact, such as teleworking arrangements, flexible hours, staggering start times, encouraging the use of email and teleconferencing.
- All non-essential meetings or travel are postponed until clearance received from the Government of Canada and/or Provincial guidance, and company.
- Continuous evaluation of the workplace for areas where people have frequent contact with each other and share spaces and objects to look at measures to reduce contact and to ensure increased cleaning within these areas.
- Evaluate and implement ways that employees can practice social distancing, such as increasing distance between desks, people in line-ups, lunchrooms and workstations.
- Minimizing interactions between customers and employees.
- Implement and following increased cleaning guidelines:
 - Hand sanitizer will be available at all entries, kitchens and common areas
 - Clean and disinfect all high traffic areas and frequently touched areas (such as door handles, fridge handles, microwaves, printers, photocopiers) twice daily.
 - Provide cleaning wipes that are 70% alcohol to ensure proper disinfection and/or other approved disinfectant sprays and solutions within common areas and workspaces for employees to clean workspaces.
- The following personal protective equipment is available and provided based on the following situations:
 - Gloves: for employees. Hands must be washed before putting on gloves and immediately after removing gloves. While wearing gloves, employees must refrain from touching their face. Gloves should be frequently removed and disposed to limit contact transfer.
 - Masks
 - Humidifiers in offices
- Open windows and doors whenever possible to ensure the space is well ventilated.

Work-related Travel

- Non-essential travel is postponed until further notice.
- Travel for essential transportation workers, such as truck drivers are required to travel to ensure movement of goods necessary for the COVID-19 response and ongoing functioning of the country.
- Essential workers are not required to self-isolate for 14 days after work-related travel, but are **required to** self-monitor closely for symptoms, and to self-isolate immediately if they develop even mild symptoms.



Drivers: Our drivers are being monitored regularly. We are sending fleet messages, reminding them about proper preventative measures such as good hygiene and social distancing. The safety of our employees and their families continues to be our utmost priority, and we will continue to work with those who feel at risk to accommodate their needs proactively.

Customers: Please take this communication as our offer to continue to be a trusted transportation and solution provider. As your business needs change through these uncertain times, you can rely on Canada Drayage. Please don't hesitate to communicate with us and openly share your thoughts on the impact on your supply chain in the coming days/weeks/months.

Please stay safe

Sincerely,

A handwritten signature in black ink, appearing to read "Manny Calandrino", written in a cursive style.

Manny Calandrino

President & CEO

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