



Coming Back to work Safely

To: ALL Fastfrate and CDI Employees, Suppliers, and Customers

From: Safety and Compliance Department

Date: 01 JUNE 2020

Effective June 1, 2020, most employees who are working from home will start returning to work at the office. We may also start having outside visitors to our branches on a pre-approved basis.

The health and safety of our employees, customers and suppliers is our greatest concern. As such, we will continue to enforce precautionary measures including social and physical distancing. Employees are reminded to remain a minimum of 2 metres away from others and avoid all physical contact. **Social distancing must be practiced at all times** whether at the workplace or away from the workplace.

Personal protective equipment as well as hand sanitizers are to be made available for all employees if requested:

- Masks
- Gloves
- Hand sanitizers

Additionally, plexiglass partitions have been installed in many areas of our offices and temperature checks will be made upon arrival to the branch.

- Employees working from offices will not be required to wear masks while in their offices
- Employees working at workstations where 2 meters distancing is possible will not be required to wear a mask while working at their workstations

Please note: Until further notice at any time where an employee leaves their workstation or office, wearing a mask will be mandatory

We encourage employees and visitors to make use of them at all times

The company asks that you continue to self monitor for any indication of symptoms related to COVID-19. The company expects all employees to wash their hands frequently and thoroughly, avoid touching their face, cover their mouth when coughing/sneezing, and avoid touching surfaces. Even if someone is only experiencing mild symptoms, they are asked to stay home.

Sincerely,

Safety and Compliance Department