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TO: ALL EMPLOYEES

FROM: Doug Pauze - President

RE: Coronavirus COVID 19 Update

As you will all know from media reports, a new flu-like coronavirus has been reported in a number of cities/countries around the world in recent weeks. Local, national and international health authorities are actively engaged in monitoring the spread of the virus and providing updates and recommendations to individuals and companies. Coastland will continue to take a proactive, sensible approach to this and will continue to monitor and adjust our approach to the unfolding events and information as it becomes available.

We have increased our efforts to provide additional hand sanitizers and disinfecting wipes throughout our facilities and we will be increasing our cleaning efforts in all areas. Please assist us all by ensuring that all products used to wash hands, tables, washrooms, etc. are thrown into the waste containers and not dropped on the floor or otherwise.

We expect all employees to be extra diligent in frequently using hand sanitizer, thoroughly washing hands and being mindful of minimizing chance of spread (e.g. don't share pens, wipe down door handles frequently, avoid touching face, etc.). All mobile equipment drivers are requested to use disinfecting wipes to frequently wipe down surface areas in the machines e.g. steering wheel, shift, door handles, etc.

We understand the concern from our employees regarding our biometric timeclocks when clocking in and out for each work day. This situation is no different than any other situation throughout the facilities where personal hygiene is important, we expect all of our employees to utilize hand sanitizer after clocking in or out, just the same as we expect our employees to ensure they are washing their hands or using hand sanitizer after opening doors.

Any employees arriving in Canada from any of the countries listed on the government website under a travel advisory, are asked to contact their Supervisor, stay home and self-isolate for 14 days and monitor closely for symptoms of illness. If any symptoms arise, connect with your primary care provider, local public health office or call 8-1-1.

The Government of British Columbia has also just announced that any persons who travel outside of Canada will be required to self-isolate for 14 days upon return. This will have a potentially significant financial impact on our employees.



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Currently, the Government of Canada has active COVID-19 travel advisories for the following countries:

- [China](#)
- [France](#)
- [Germany](#)
- [Hong Kong](#)
- [Iran](#)
- [Italy](#)
- [Japan](#)
- [Singapore](#)
- [South Korea](#)
- [Spain](#)

Should you have travelled to any of these destinations within the last month or have been exposed to a person who has been diagnosed with COVID-19, you are asked to please stay home, contact the public health office or call 8-1-1 and ensure that you are tested for COVID-19 before attempting to return to work. The Government of Canada is also recommending that Canadians avoid all cruise ship travel due to the ongoing COVID-19 outbreak.

More Information:

www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

The focus for our company is to do everything that we can to limit the potential exposure of our employees and maintain a healthy workplace as well as ensuring that all of our employees educate themselves on how to avoid and manage the exposure of COVID-19 as well as any other influenza type strain in the future.

As I write this letter to all of you, I have been inundated with information on the markets that we supply. It seems that we are starting to see an unprecedented disruption as a result of this situation. As always, Coastland will do everything we can to push through and keep operating as long as we can move our products and acquire the logs necessary to our business.

With that being said, on Sunday, March 15, the Nanaimo Veneer Mill will start their scheduled 1st Quarter Maintenance Shutdown. This shutdown has been scheduled to last from 6am on March 15th until Monday, March 23rd at 6am. During this time, I would like all of our employees throughout the Company to pay attention and regularly visit the Employee Portal of our website each day as it will be updated with information on our market situation as well as any potential extension of our Maintenance Shutdown as a result of the disruptions developing in the marketplace. Should we be forced to take a longer shutdown, all employees affected will also be contacted by phone, please be aware of this.



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I appreciate all of our employees understanding at this time and attention to yours and everyone's personal hygiene practices. This is something that should be practiced at all times regardless of this outbreak.

Go to Government of Canada for [more questions](#) and for the latest [travel alerts](#). Please find attached some additional information to make informed decisions.

Regards,
Doug Pauze



Questions and Answers

What is Coronavirus?

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS-CoV). The new coronavirus has been named COVID-19. While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases. Anyone concerned that they may have been exposed to, or are experiencing symptoms of the novel coronavirus, should contact their primary care provider, local public health office, or call 8-1-1.

How is it spread?

Coronavirus is transmitted via larger liquid droplets when a person coughs or sneezes. The virus can enter through these droplets through the eyes, nose or throat if you are in close contact. The virus is not known to be airborne (e.g. transmitted through the particles floating in the air) and it is not something that comes in through the skin.

It can be spread by touch if a person has used their hands to cover their mouth or nose when they cough. That's why we recommend you cough or sneeze into your arm and wash your hands regularly.

What are the signs and symptoms of COVID-19?

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

How can I protect myself?

Follow the same advice that public health officials recommend for the cold and flu season: **wash your hands often** with soap and water, **cover your mouth and nose when coughing or sneezing**, avoid others who are unwell, and stay home when you are sick.

The most important thing you can do to prevent coronavirus and other illnesses is to wash your hands regularly and avoid touching your face.

Cover your mouth when you cough so you're not exposing other people. If you are sick yourself, stay away from others. Contact your health-care provider ahead of time so you can be safely assessed.



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Will wearing a mask prevent me from catching it?

Masks should be used by sick people to prevent transmission to other people. A mask will help keep a person's droplets in. It may be less effective to wear a mask in the community when a person is not sick themselves. Masks may give a person a false sense of security and are likely to increase the number of times a person will touch their own face (e.g., to adjust the mask)

What is the risk?

The risk of spread of this virus in B.C. communities remains low at this time. In B.C., Canada and many other countries, we continue to be in active containment mode to detect cases and respond to prevent the virus from spreading in the community.

We are closely monitoring the global situation and recognize that the virus is spreading within communities in other parts of the world. We are preparing and planning for more widespread transmission in BC and Canada to mitigate the impact of the virus on individuals, the health care system and the community.



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